Creating An Announcement

You can access Announcements in the following ways:

1. Click the **Announcements** button on the Course Menu
2. Click **Control Panel** -> **Course Tools** -> **Announcements**
3. Click the Tools button on the Course Menu -> Click Announcements

Once on the Announcements Page, click **Create Announcement** button

On the Create Announcement Page, enter the **Subject** and **Message**
Choose the **Web Announcement Options**

You can use the **Course Link** option to link to material inside of your Blackboard course.

Click **Submit**