How to Post Announcements in Blackboard Learn

1. Open the course where you would like to add an announcement.
2. If the Announcements page is not your course entry point, you may need to click on the Announcements link in the menu bar on the left.

3. Click on the Create Announcement button at the top of the page.

4. Add a title in the Subject line.
   a. You can choose a different color for the text of the subject line. Click the drop down arrow next to the color, click on a new color, then click Apply.
   b. In the Message textbox you can type in your note. You can use the text editor in the Message box to change the formatting of the text or add items like images and videos.

5. In Section #2 Web Announcement Options, the default is to have the date restricted. You might want to have the announcements not date restricted, so you can click that option.
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a. You might also have an option to send an e-mail about the new announcement.

6. Click Submit.
7. While most new items in Blackboard are placed at the bottom of the list, new announcements always appear at the top of the list.