## Adding an Announcement to you Course

To post an announcement to your Blackboard course, take the following steps.

1.	Click the Announcements menu item. Then point to and click the Create Announcement link.	TRCC_Barfield_003       Announcements         (Demonstration Course 3)       New Announcements appear directly be here is the order presented to students         Announcements       Image: Constraint of the order presented to students         Syllabus       Image: Constraint of the order presented to students         Information &       Image: Constraint of the order presented to students	
2.	A subject is required. You can also		
	change the color of the subject but	RMATION	
	remember that students with low vision	2 Click the drop-down arrow to Welcome to the Course 1 ■ Black change the color.	
	ability should be able to read the text.	+F10 (PC) or ALT+FN+F10 (Mac). Color value # 000000 Preview Skip	
	Black or darker colors are better.	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	
	<b>-</b> · · · · ·	Institute out the course in preparation for the start date next wednesday. ents and videos that can explain how many of the tools work in Blackboard.	
3.	Type in your announcement. You can	Message	
	also upload images or video and add	For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac). <b>T</b> T <b>T T P</b> Paragraph <b>v</b> Arial <b>v</b> 3 (12pt) <b>v</b> $\vdots$ <b>i</b> $\vdots$ <b>v T v</b>	
	attachments.		
		○ @ I I f <sub>x</sub> ↔ Mashups  • ¶  66  ⓒ  ♣ II	
		While I im putting the finishing touches on the course in preparation for the start date take a look at the syllatous. You should also view the orientation course available on you	
		do ument and videos that can explain how many of the tools work in Blackboard.	
		Attachment Photo	
		Youtube Path: p	
		rau. p	
4.	If you choose the Date Restricted option,	WEB ANNOUNCEMENT OPTIONS	
	you will need to choose the dates that		
	the announcement will be available.	Duration  Not Date Restricted	
	Otherwise, leave it as Not restricted to	Not but Resulted	
	be available the entire course.	Date Restricted	
		Select Date	
		Restrictions Display After	
		Enter dates as mm/dd/yyyy. Time may be entered in any increment.	
		📄 Display Until	
		Enter dates as mm/dd/yyyy. Time may be entered in any increment.	
5.	To send both post an announcement in	WEB ANNOUNCEMENT OPTIONS	
	Blackboard and send the announcement	Duration	
	to the students' college email addresses,	Not Date Restricted	
	click the link to send it immediately.		
		Date Restricted	
		Email	
		Send acopy of this announcement immediately	
		Students re still notified of this announcement even if this option is not selected	



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include a link to the sy	If you would like the announcement to	
	include a link to the syllabus on the menu, either use the Browse button to	COURSE LINK
	navigate to the syllabus or type /Syllabus in the location box.	Click <b>Browse</b> to choose an item.
		Location
		/Syllabus Browse
7.	Finally, click the Submit button at the	
	bottom of the window.	Additional Datents Dending
		Cancel Submit



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