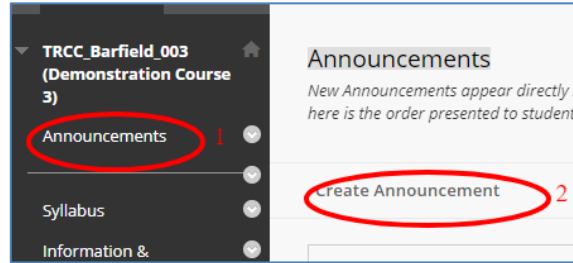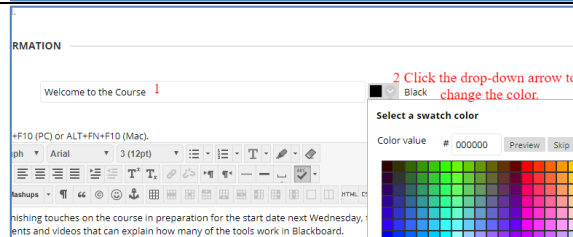# Adding an Announcement to you Course

To post an announcement to your Blackboard course, take the following steps.
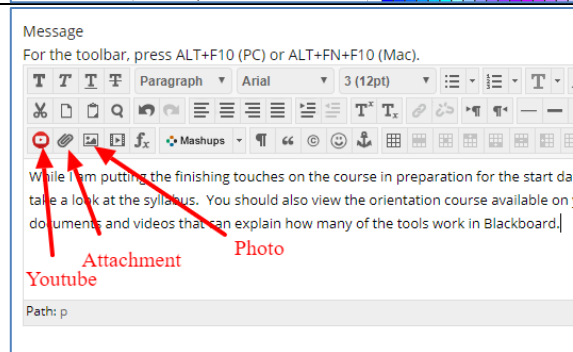
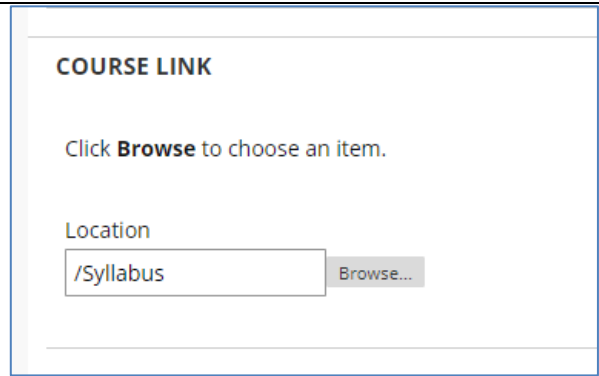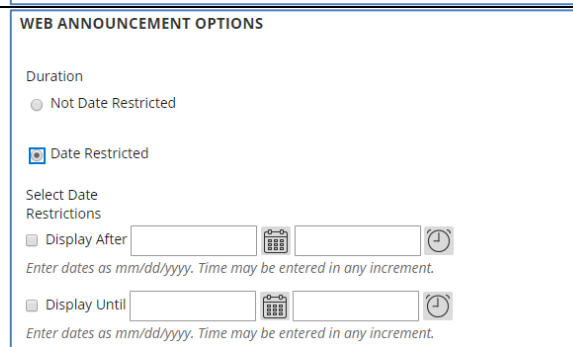|	
1. Click the Announcements menu item. Then point to and click the Create Announcement link.	
2. A subject is required. You can also change the color of the subject but remember that students with low vision ability should be able to read the text. Black or darker colors are better.	
3. Type in your announcement. You can also upload images or video and add attachments.	
4. If you choose the Date Restricted option, you will need to choose the dates that the announcement will be available. Otherwise, leave it as Not restricted to be available the entire course.	
5. To send both post an announcement in Blackboard and send the announcement to the students' college email addresses, click the link to send it immediately.	

TRCC Educational Technology

It's not the future. It's now.
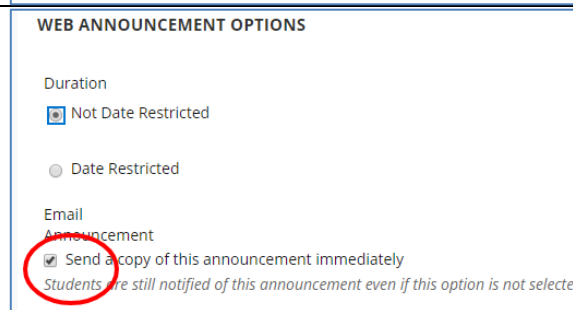
Adding an Announcement to you Course

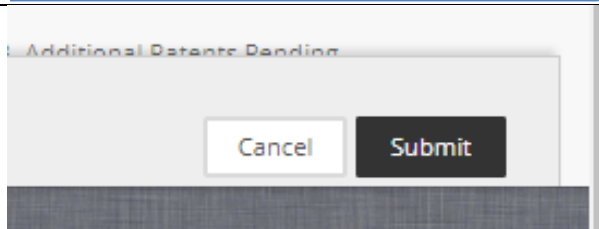|	
6. If you would like the announcement to include a link to the syllabus on the menu, either use the Browse button to navigate to the syllabus or type /Syllabus in the location box.	**COURSE LINK** Click **Browse** to choose an item. Location /Syllabus Browse...
7. Finally, click the Submit button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

It's not the future. It's now.

TRCC Educational Technology