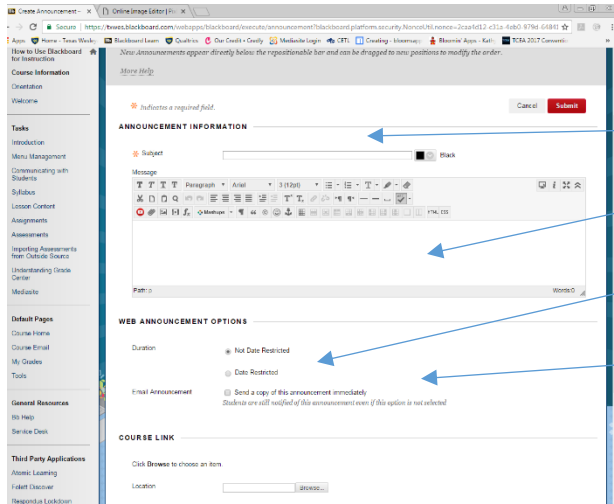


Creating an announcement

Click on the course home button. Choose more announcements

Choose Create Announcement

You should see this screen



You fill in the subject field

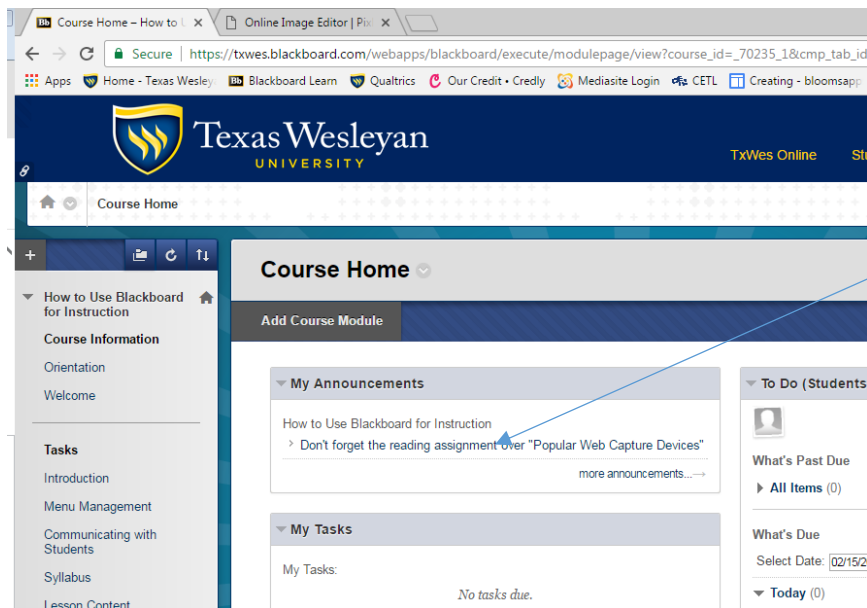
Type the announcement in the Message area.

If you want the announcement to appear after a certain date. Choose Date Restricted

If you want the student to receive an email about this announcement check this box.

Choose Submit

If you go to course home you will see your announcement listed (unless you have date restricted it to a later date)



Announcement

To edit the announcement, click on the announcement.

The screenshot shows the Blackboard interface for a course. At the top, the Texas Wesleyan University logo and navigation links (TxWes Online, Students, Faculty, Courses, Organizations) are visible. Below the navigation bar, the 'Announcements' section is active. A sidebar on the left contains a navigation menu with categories like 'How to Use Blackboard for Instruction', 'Course Information', 'Tasks', 'Default Pages', and 'General Resources'. The main content area displays an announcement titled 'Don't forget the reading assignment over "Popular Web Capture Devices"'. The announcement text includes the posting date and a note that it is a demo. A blue arrow points from a text box to the edit icon (a chevron) on the right side of the announcement. The text box contains the instruction: 'Click on the chevron and choose edit'.

Make changes and choose submit.