Make an Announcement

1. Click on Announcements on the left side of the page
2. Click on Create Announcement
3. Enter the heading for your announcement in the Subject field
4. Type your message in the Message field
5. Click on the button to the left of **Not Date Restricted**

2. **Web Announcement Options**
   - **Duration**
     - Not Date Restricted
     - Date Restricted
   - **Select Date Restrictions**
     - Display After
     - Display Until
   - **Email Announcement**
     - Send a copy of this announcement immediately. Students are still notified of the announcement even if this option is not selected.

6. Click on the box next to **Send a copy of this announcement immediately**

7. Click **Submit**

Additional Blackboard tutorials and instructions can be found here: http://blackboardinfo.newark.rutgers.edu/tutorials.html