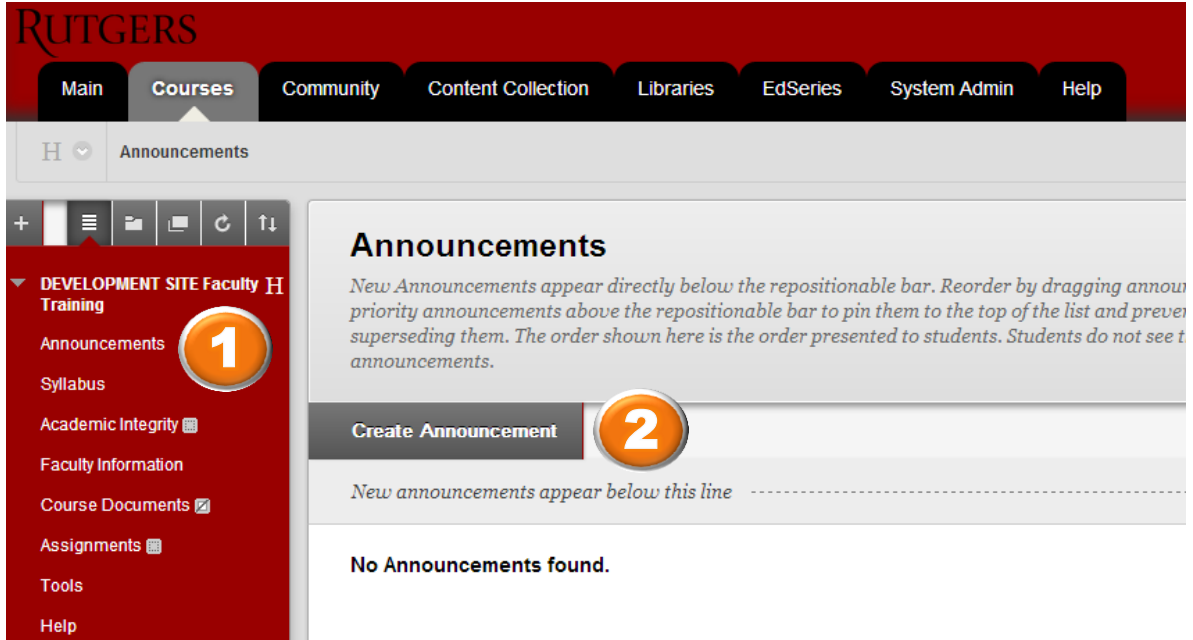


## Make an Announcement

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



\* Indicates a required field.

### 1. Announcement Information

\* Subject  3


Message







4 Welcome to U.S. Curricular Trends and Issues!  
 Our course is now available in Blackboard. Please login to Blackboard and review our course syllabus before our first class.  
 I look forward to meeting everyone on Monday!

- 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      
*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.*

Email Announcement  Send a copy of this announcement immediately  
*Students are still notified of this announcement even if this option is not selected*

- Click on the box next to **Send a copy of this announcement immediately**
- Click **Submit**

2. Web Announcement Options

Duration  Not Date Restricted  Date Restricted

Email Announcement  Send a copy of this announcement immediately   
*Students are still notified of this announcement even if this option is not selected*

3. Course Link

Click **Browse** to choose an item.

Location

4. Submit

Click **Submit** to finish. Click **Cancel** to quit.



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