

Announcements

Announcements is the default area where students enter the course. This is the ideal place to post time-sensitive material. The announcement area can be used to:

- remind students of assignment and/or test dates.
- post special notices about the course or changes to the course.
- post weekly announcements.
- give information about upcoming events.
- identify other information relevant to your course and the students.

Adding an Announcement

1. Click on the **Control Panel** button.
2. Click on **Announcements** in the **Course Tools** section.
3. Click the **Add Announcement** button. Enter a subject and type your message.
4. Select the appropriate *options* for your announcement. You may consider posting it for a specified length of time, by using the display after and display until features.
5. If you want to add a link from your announcement to another area of your course, click **Browse**. (*Note*: The browse button in announcements will not allow you to upload files.)
6. On the **Course Map**, click on the course area you want to link to and click **Submit**.
7. You can select **Email Announcement** if you want the course users to receive an email copy of what is posted in the Blackboard Announcement.
8. Click the **Submit** button to submit the announcement to your Blackboard course.
9. To modify an **Announcement** click on the **Modify** button to the left of the announcement and type the announcement Subject and announcement Message.

Tips

- When you select **Permanent Announcement** this will force the message to take precedence at the top of the list over subsequent non-permanent messages. The permanent message will also continue to appear on each

student's login page until you remove it. Therefore it is recommended to use the *Display after* and *Display until* features in options.

- It is recommended that you use the **Email Announcement** option sparingly (e.g., for critical announcements about changes in classes, due dates for assignments). Course users should be in the habit of regularly checking the **Announcements**, so sending an email each time an Announcement is posted defeats the purpose of this communication tool.
- **System Announcements** are posted from time to time, which are important to Blackboard users. They appear at the top of the page and will move your course announcements lower on the page.

Other Resources

For more information about developing online courses, visit the **Professor's Resource Site** at <http://www.algonquincollege.com/lts/profres/>

For information about workshops related to Blackboard, teaching and course development, visit the **Professional Development** web site at <http://www.algonquincollege.com/employee-pd/>