

## Announcements

The Announcements page is the first page the students see when they enter a Blackboard course, so it is an key place to put time-sensitive information such as deadlines, changes, corrections, clarifications, and schedules.

From the Control Panel:

1. Click on the **Announcements** link in the Content Area section.
2. Click on the **Add Announcement** button.
3. Fill in a descriptive **title** in the Subject field.
4. Fill in the text in the **Message** field.
5. Scroll down to the bottom of the page and click the **Submit** button.

Modify

1. Click on the **Announcements** link in the Content Area section.
2. Click on the **Modify** button.
3. Scroll down to the bottom of the page and click the **Submit** button.

## More Information

**Q:** How can I remove the Announcements or have a another area (syllabus) be my course entry page?

**A:** If you choose not to use the Announcements tool, you can disable it from the CONTROL PANEL > MANAGE COURSE MENU or change the entry point from the CONTROL PANEL > SETTINGS > SET COURSE ENTRY POINT in the Course Options section.

**Q:** Can I change the order my announcements appear for the students?

**A:** Yes and no. You cannot change the order the same way you do with folders and items elsewhere in Blackboard. However, you can change the order by modifying an announcement. The last modified announcement will appear at the top.

**Q:** How can I make an announcement always show up at the top for a student?

**A:** You can make an announcement appear over other announcements by making the announcement permanent. To do so, on the option **Always show this announcement on the course's main page**, choose **Yes**. Your announcement will override other non-permanent announcements.

**Note:** The last permanent announcement to be modified will be the top announcement.

**Q:** How can I direct students to other sections of Blackboard from an announcement?

**A:** You can have an announcement link to another part of your Blackboard course so students can get to the information easily. To do so, click **Browse** and follow the course map until you find the area or document you want to link. Click the **Submit** button in the small course map. Click the **Submit** button in the options page.