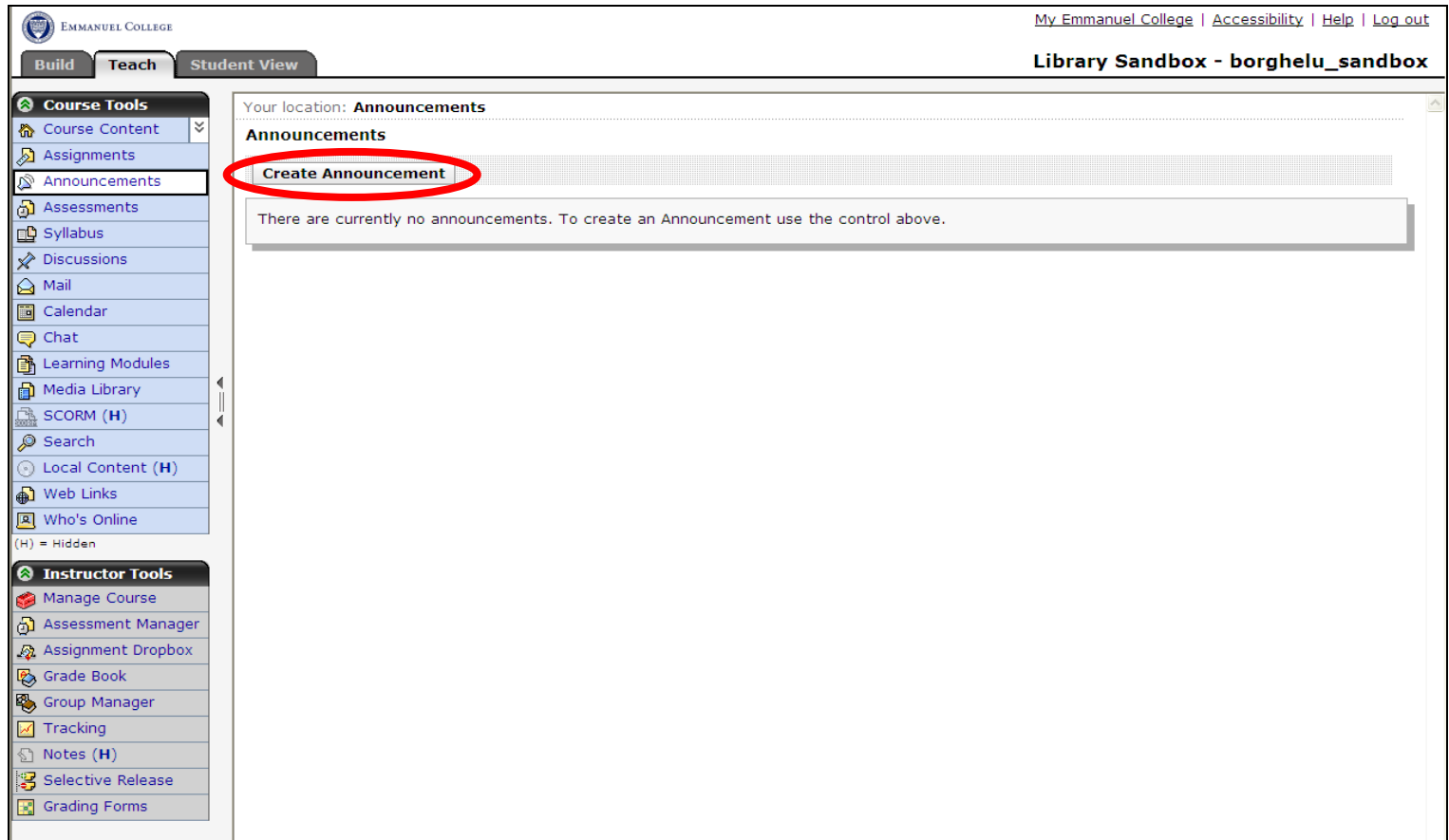


Creating an Announcement

You can design pop-ups to deliver important messages to yourself or your students. For example, if class is cancelled, or the date of the midterm changes, there will be a reminder as soon as they log in. Announcements can be created in advance or on the spur of the moment.

1. From the Course Tools menu, click on Announcements. Then click the Create Announcement button.



The screenshot displays the Blackboard Vista 8.0.1 interface. At the top, the header includes 'EMMANUEL COLLEGE' on the left and navigation links 'My Emmanuel College | Accessibility | Help | Log out' on the right. Below the header are three tabs: 'Build', 'Teach', and 'Student View'. The main content area is titled 'Library Sandbox - borghelu_sandbox'. On the left side, there is a 'Course Tools' menu with various options. The 'Announcements' option is selected, and the 'Create Announcement' button is circled in red. The main content area shows 'Your location: Announcements' and a message: 'There are currently no announcements. To create an Announcement use the control above.'

2. Give the announcement a title and write the announcement in the Message: box. Select the groups of people who will see the announcement and the date and time the announcement will appear.
3. If you want the message to pop-up immediately after login, make sure the box at the bottom of the screen is checked. Remember to click Send. (Note: it will not send right away, it will send at the date and time you have selected.)

EMMANUEL COLLEGE | My Emmanuel College | Accessibility | Help | Log out

Build | Teach | Student View | Library Sandbox - borghelu_sandbox

Course Tools

- Course Content
- Assignments
- Announcements
- Assessments
- Syllabus
- Discussions
- Mail
- Calendar
- Chat
- Learning Modules
- Media Library
- SCORM (H)
- Search
- Local Content (H)
- Web Links
- Who's Online

Instructor Tools

- Manage Course
- Assessment Manager
- Assignment Dropbox
- Grade Book
- Group Manager
- Tracking
- Notes (H)
- Selective Release
- Grading Forms

Title: [Text Field]

Message: [Text Area]

Use HTML

Recipients

*Select the user types that should receive this announcement.

Select All Roles

Section level

- Section Instructor
- Section Designer
- Teaching Assistant
- Student
- Auditor

Delivery Dates

Start displaying on:

Stop displaying on: Unlimited

Also deliver as a pop-up message

* Required field