

How to Add an Announcement

1. Access your course from the Welcome Page

Morgan State University

Home Help Logout

My MSU Blackboard Bb Courses Academic Web Resources System Admin

Welcome, Karen Modify Content Modify Layout

Tools

- Personal Information
- View Grades
- Send E-mail
- Announcements
- Calendar
- Tasks
- User Directory
- Address Book

Notifications from Blackboard - Instructors

Instructors

Looking for helpful hints about teaching with Blackboard or useful resources for online teaching and learning? Visit the [Training Center](#) located in Behind the Blackboard. Please note, you will need to create a separate account to be able to access this site.

Notifications from Blackboard - Administrators

Administrators

For important information and helpful hints about administering the Blackboard platform, visit the Blackboard Knowledge Base. System Administrators can access the Knowledge Base by logging into [Behind the Blackboard](#) at [behind.blackboard.com](#) and clicking on the Knowledge Base icon.

My Announcements

No system announcements have been posted today.

MSU_Grants4U

- [IRB PROPOSAL FORM](#)
- [OFFICE OF FACULTY PROFESSIONAL DEVELOPMENT FORM](#)
- [Juvenile Justice Dept. Grant Announcement](#)

TELC317.002_207

- [Quiz Extended & Methodology groups](#)
- [Changes in syllabus](#)

[more.....](#)

My Courses

Courses you are teaching:

- [ORIErestore:Bh_ORIE](#)
- [Board Basics](#)
- [Faculty Blackboard Users Group](#)
- [Grants4U](#)
- [On-line Course Design](#)
- [SEUS Field Experience \(unavailable\)](#)
- [TELC317.002_207](#)

Announcements

- [Quiz Extended & Methodology groups](#)
- [TTS_Practice](#)
- [Web_Redesign](#)
- [waypoint](#)

2. Open the Control Panel

Morgan State University

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My MSU Blackboard Bb Courses Academic Web Resources System Admin

BB COURSES > TTS PRACTICE > ANNOUNCEMENTS

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

January 31,

No announcements found.

Tools

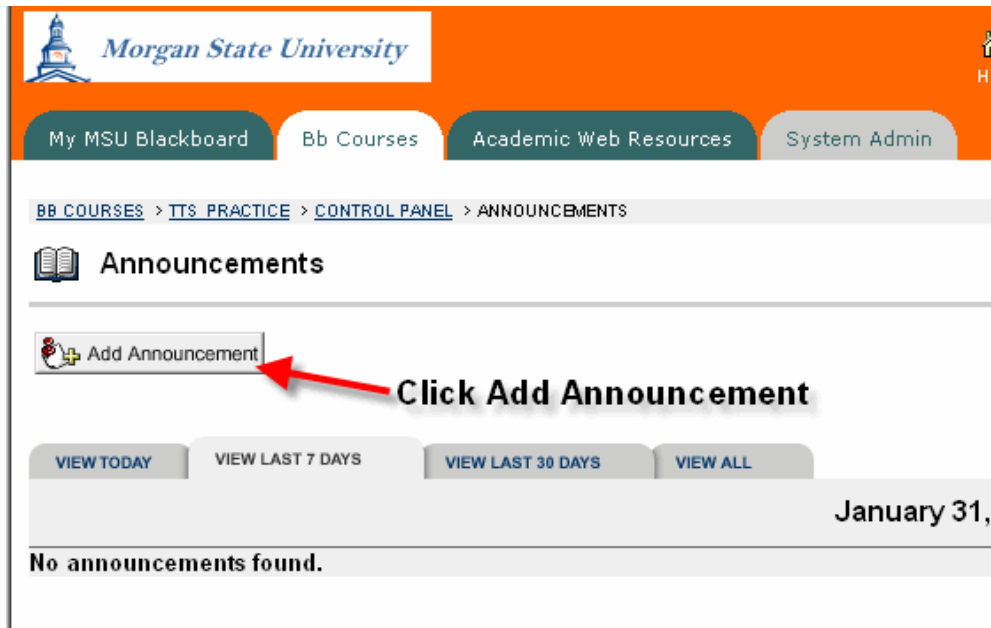
- Communication
- Course Tools
- Course Map
- Control Panel
- Quick Unenroll
- Refresh
- Detail View

Blackboard
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Accessibility Information

3. Click the Announcement Link



4. Click Add Announcement



5. Add the Subject and Text of your announcement. Select the options you need, such as date parameters and if this is to be a permanent announcement.

BB COURSES > ITS PRACTICE > CONTROL PANEL > ANNOUNCEMENTS > ADD ANNOUNCEMENT

Add Announcement

Add a subject and the text of your announcement!

1 Announcement Information

* Subject

Message

The screenshot shows the 'Announcement Information' section. It features a 'Subject' field and a 'Message' field. The 'Message' field is equipped with a rich text editor toolbar containing options for font style (Normal), size (3), font face (Times New Roman), bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert calendar, insert table, insert code, and source code (<html>). Two red arrows point from the text above to the subject and message input areas.

2 Options

Permanent announcement? Yes No

Choose date restrictions

Display After

Feb 07 2007 12 35 PM

Display Until

Feb 08 2007 12 35 PM

A Permanent Announcement will always appear at the top of the announcement list.

Dates are optional. To use them, check the date boxes, then the dates needed.

3 Course Link

6. Scroll to the bottom of the screen and click the submit button. Click the OK button to get back to the main Announcement screen.



Back at the Announcement screen you may remove or modify your announcement.

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

January 31, 2007 - February 07, 2007

Wed, Feb 07, 2007 -- Welcome
Welcome to TECH101 This course....

Modify Remove
Posted by Karen Rubinstein