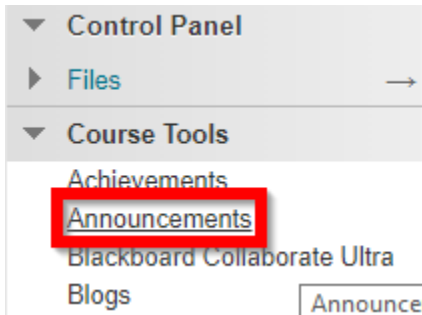


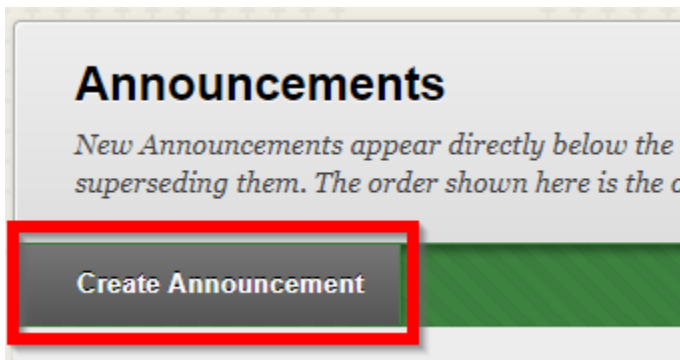


## Creating an Announcement on Blackboard

1. Log into Blackboard and select your course.
2. Under **Course Tools** click **Announcements**.



3. Click **Create Announcement**.



4. Enter a **Subject** and **Message**.

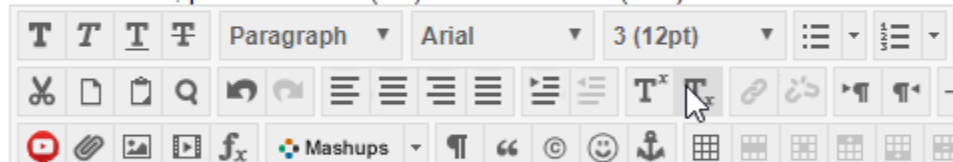
### ANNOUNCEMENT INFORMATION

\* Subject

Test 1

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).





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Quick Blackboard Guides

5. If you want the announcement also emailed to every student select the **Send a copy of this announcement immediately**.

**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*

6. Click **Submit**.