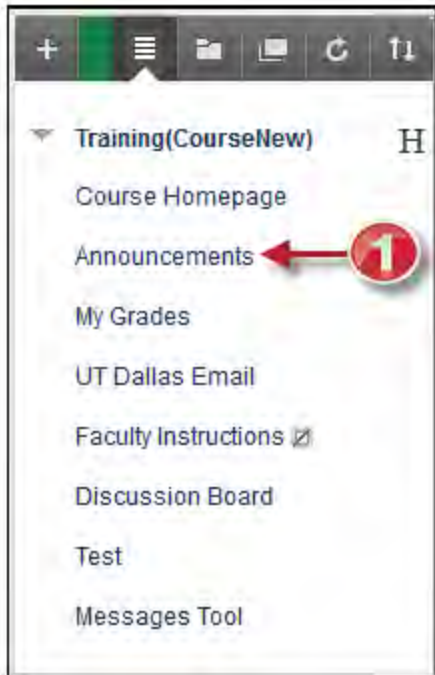


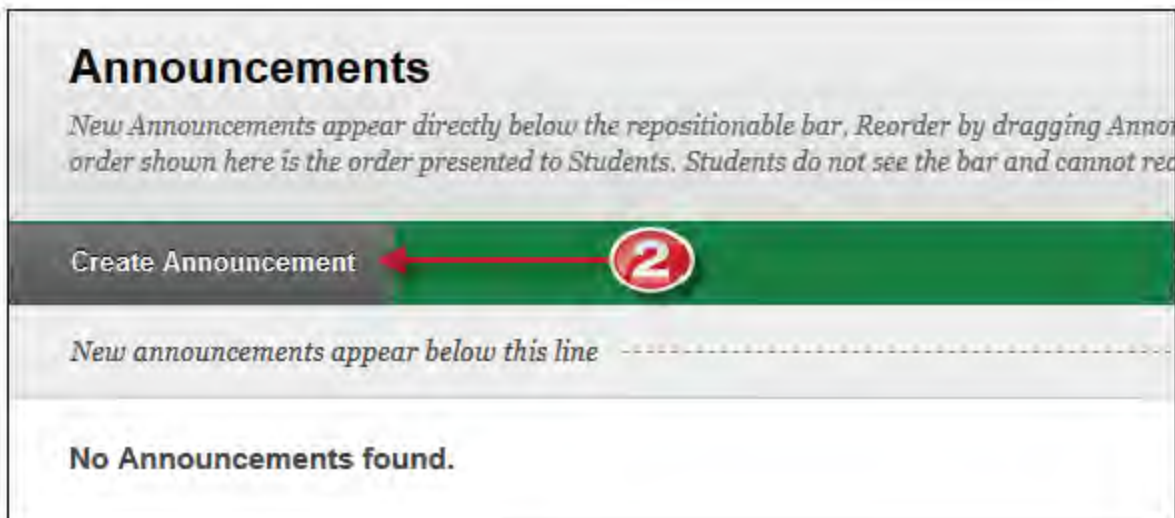
# How to Post an 'Announcement' in eLearning

Providing effective student navigation through using the course menu is important in order for students to be able to locate information within a course. The following steps describe how you as the instructor can post an announcement in eLearning.

**Step 1:** Click the **Announcements** link.



**Step 2:** Click the **Create Announcement** button.



**Steps 3 and 4:** Input the subject of your announcement in the **Subject** heading. Under the section titled **Message** include the information you want to include in the announcement.

**Create Announcement**  
New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.  
[More Help](#)

\* Indicates a required field.

**1. Announcement Information**

\* Subject: Announcement Example ☐ Black

Message

This is a test of the announcement tool in Blackboard LEARN. Notice that there is a lot of information that you can place in this system. Cheers!

Path: p

**Steps 5 and 6:** Under **Web Announcement Options**, select if you want the announcement to be **Date Restricted** or **Not Date Restricted**. Date restrictions can also be selected if the choice is made for a date restricted announcement. For this example, the **Not Date Restricted** option will be selected for the duration. Click **Submit** to verify the changes.

**2. Web Announcement Options**

Duration

☐ Not Date Restricted ☒ Date Restricted

Select Date Restrictions

☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until

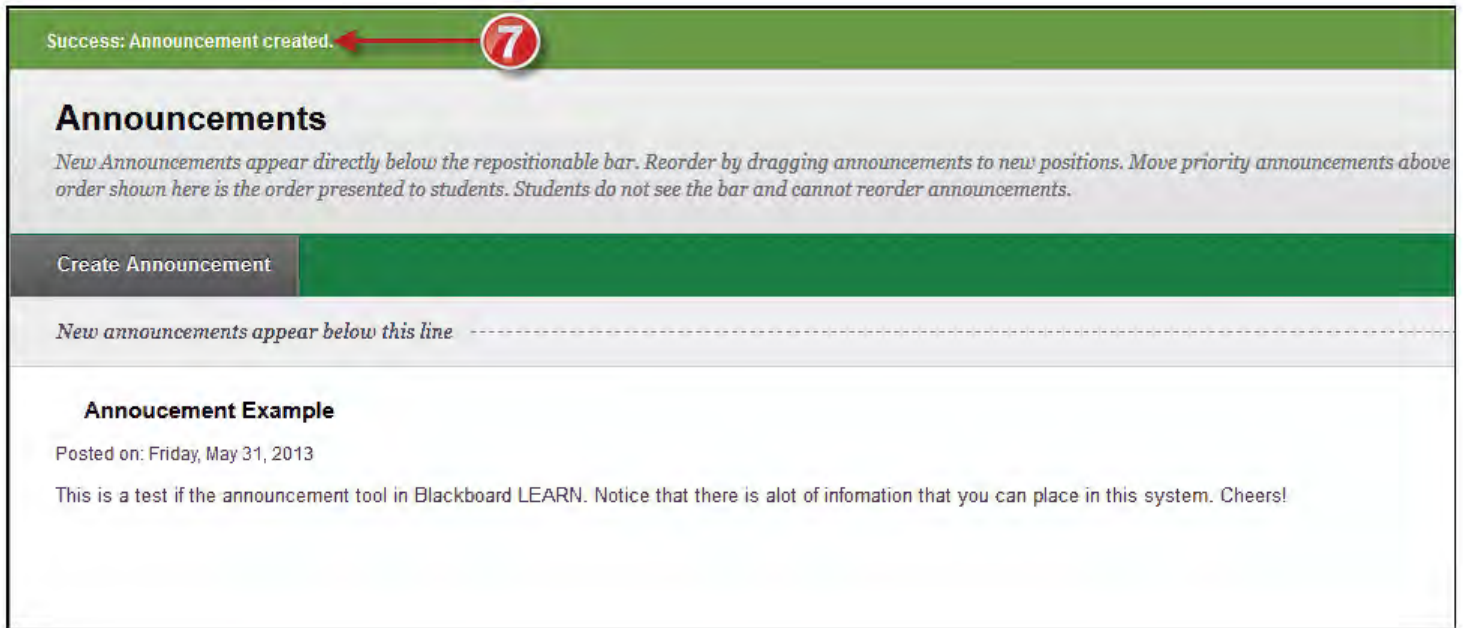
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement

☐ Send a copy of this announcement immediately  
Students are still notified of this announcement even if this option is not selected

Cancel Submit

**Step 7:** If you were successful in adding your new announcement you will see a green tab that says: **“Success Announcement created.”** The image below is what you would see if your announcement was posted successfully.



The screenshot displays the Blackboard LEARN interface for announcements. At the top, a green banner contains the message "Success: Announcement created." with a red arrow pointing to a red circle containing the number 7. Below this banner is a section titled "Announcements" with a descriptive paragraph: "New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements." A dark green button labeled "Create Announcement" is visible. Below the button, a dashed line separates the header from the announcement content. The content area is titled "Announcement Example" and contains the text: "Posted on: Friday, May 31, 2013" and "This is a test if the announcement tool in Blackboard LEARN. Notice that there is alot of information that you can place in this system. Cheers!"

Success: Announcement created.

## Announcements

*New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.*

Create Announcement

*New announcements appear below this line* -----

### Announcement Example

Posted on: Friday, May 31, 2013

This is a test if the announcement tool in Blackboard LEARN. Notice that there is alot of information that you can place in this system. Cheers!