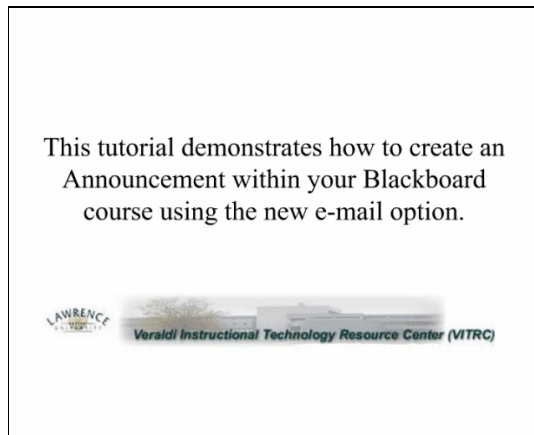




Bb 7 Using the Announcements Feature to Communicate with Students

Slide notes:



This tutorial demonstrates how to create an Announcement within your Blackboard course using the new e-mail option.

Slide notes:

### Why should you use the Announcements Feature?

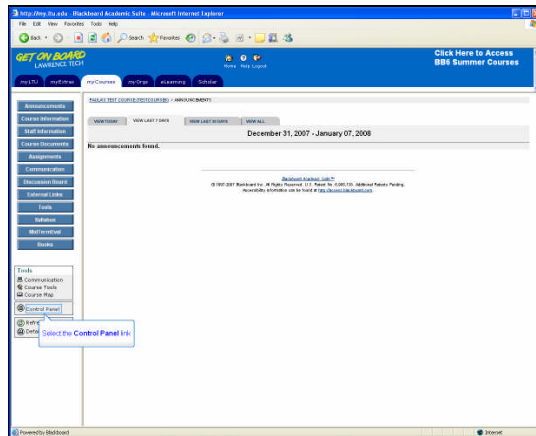
This is an ideal place to post time-sensitive material, such as:

- when assignments are due
- changes in the syllabus
- quiz/exam schedules
- revisions to materials
- room changes, etc.



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Slide notes:

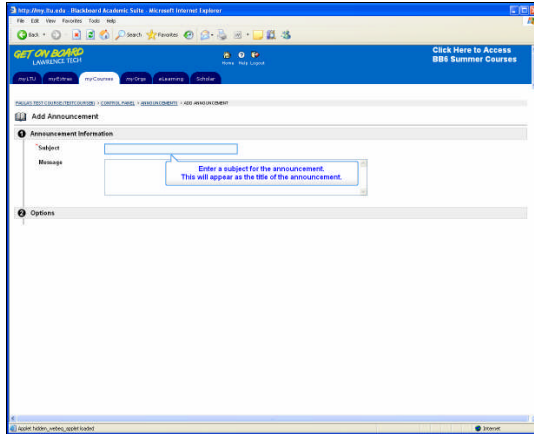


Slide 4

Slide notes:

Text Captions: Select the Control Panel link

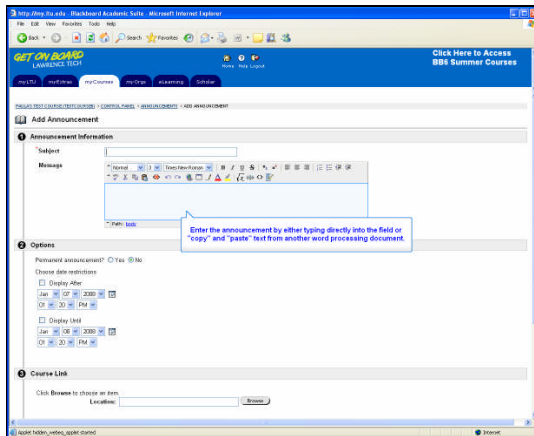




Slide 7

Slide notes:

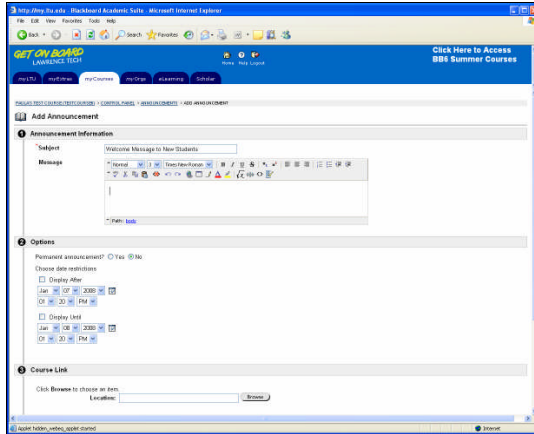
Text Captions: Enter a subject for the announcement.  
This will appear as the title of the announcement.



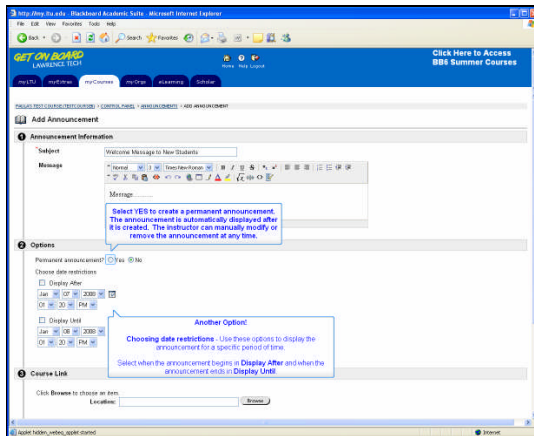
Slide 8

Slide notes:

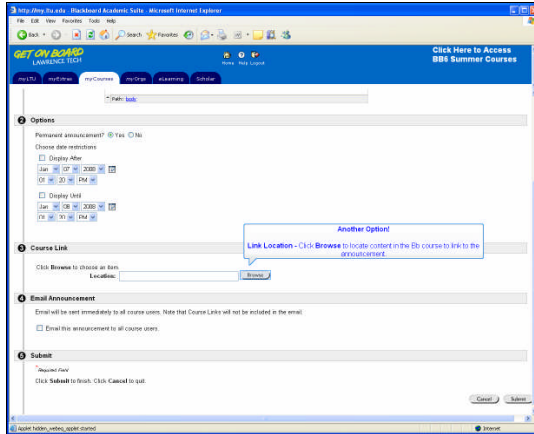
Text Captions: Enter the announcement by either typing directly into the field or "copy" and "paste" text from another word processing document.



Slide 9  
Slide notes:



Slide 10  
Slide notes:  
Text Captions: Select YES to create a permanent announcement. The announcement is automatically displayed after it is created. The instructor can manually modify or remove the announcement at any time.  
Another Option!  
Choosing date restrictions - Use these options to display the announcement for a specific period of time.

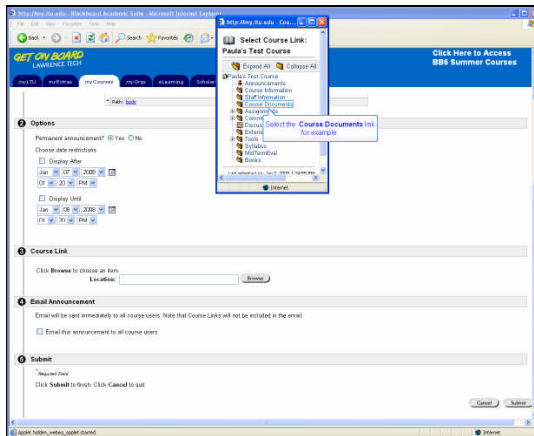


Slide 11

Slide notes:

Text Captions: Another Option!

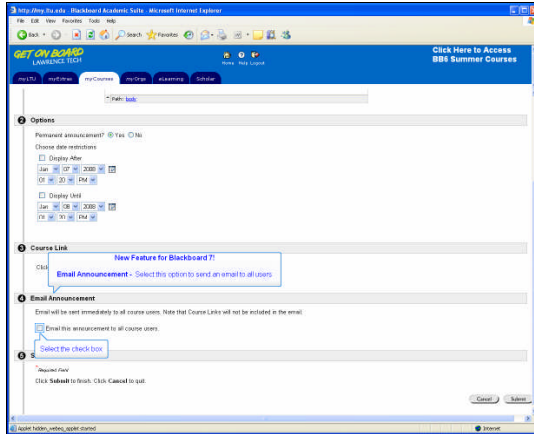
Link Location - Click Browse to locate content in the Bb course to link to the announcement.



Slide 12

Slide notes:

Text Captions: Select the Course Documents link for example.



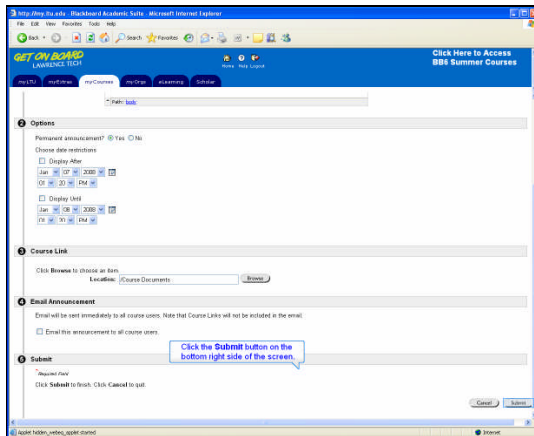
Slide 13

Slide notes:

Text Captions: Select the check box

New Feature for Blackboard ?!

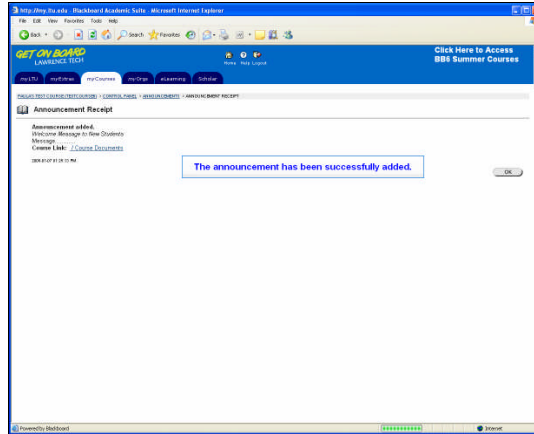
Email Announcement - Select this option to send an email to all users within the course! This will ensure that all users are aware of the announcement even if they do not log into Blackboard!



Slide 14

Slide notes:

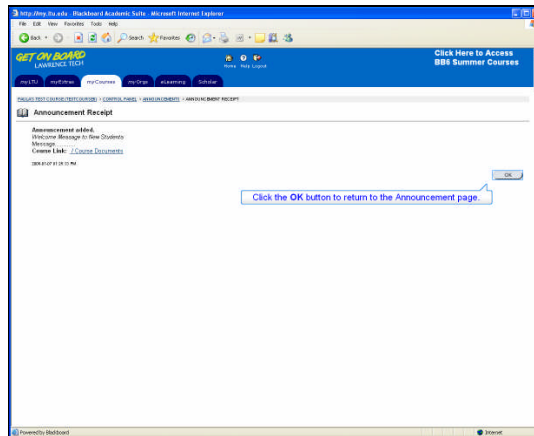
Text Captions: Click the Submit button on the bottom right side of the screen.



Slide 15

Slide notes:

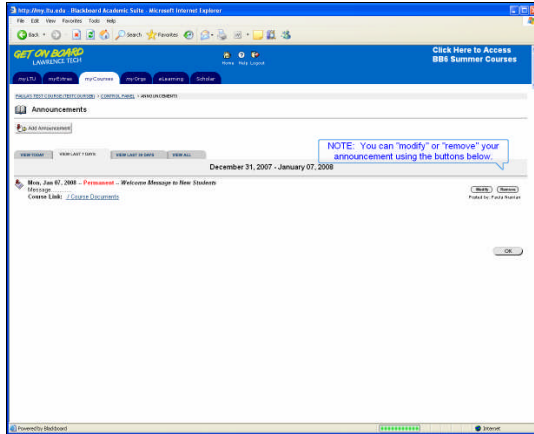
Text Captions: The announcement has been successfully added.



Slide 16

Slide notes:

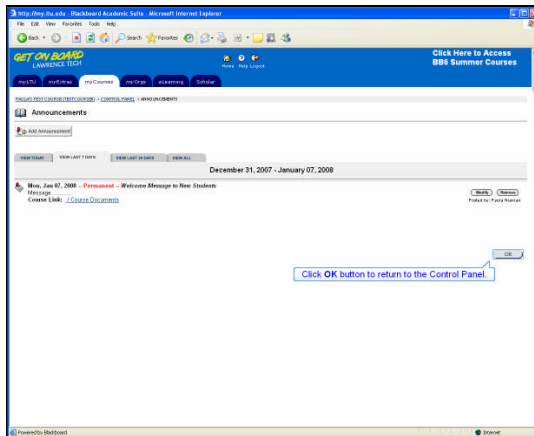
Text Captions: Click the OK button to return to the Announcement page.



Slide 17

Slide notes:

Text Captions: NOTE: You can "modify" or "remove" your announcement using the buttons below.



Slide 18

Slide notes:

Text Captions: Click OK button to return to the Control Panel.



For further assistance, contact the VITRC at (248) 204-3750 or vitrc@ltu.edu.

Slide notes: