



SORBONNE
UNIVERSITY
ABU DHABI

Interact with **Students**

How to Create

ANNOUNCEMENT

FOR YOUR COURSE ACTIVITIES



We believe progress is about

PEOPLE

Announcements

Announcements post timely information critical to course success. The Instructor can add, modify, and remove announcements via the Announcements tool in the Control Panel. This tool is **ideal to post time-sensitive material** such as:

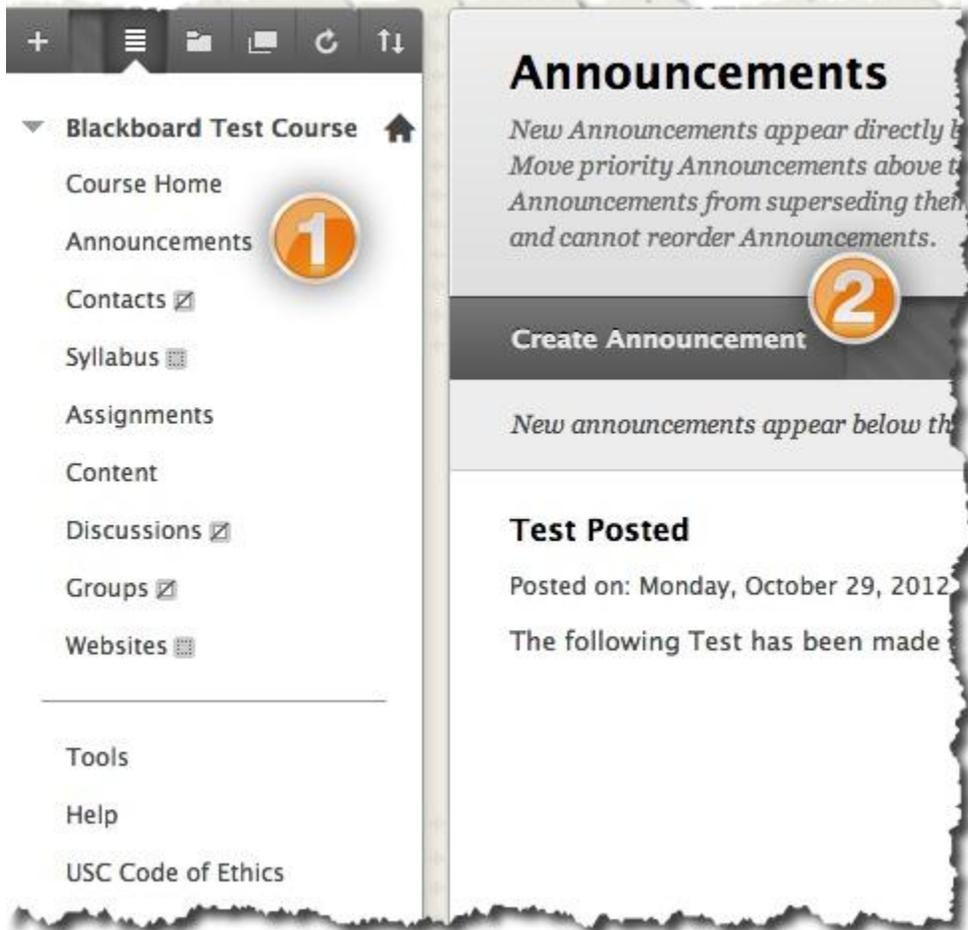
- **When assignments are due**
- **Changes in the syllabus**
- **Corrections/clarifications of materials**
- **Exam schedules**

When adding an Announcement, Instructors can also send the Announcement as an email to Students in the course. This ensures that Students receive the announcement even if they do not login to the course.

Creating Announcements

NOTE: When performing the instructor functions, ensure **Edit Mode** is **ON**.

1. In the **Control Panel**, select **Course Tools**, then select **Announcements**
2. Click **Create Announcement**.



The screenshot displays the Blackboard interface for a course titled "Blackboard Test Course". On the left is a navigation menu with the following items: Course Home, Announcements (highlighted with a red circle containing the number 1), Contacts, Syllabus, Assignments, Content, Discussions, Groups, Websites, Tools, Help, and USC Code of Ethics. The main content area is titled "Announcements" and contains the text: "New Announcements appear directly below the Course Home page. Move priority Announcements above the other Announcements from superseding them and cannot reorder Announcements." Below this text is a button labeled "Create Announcement" (highlighted with a red circle containing the number 2). Underneath the button is the text: "New announcements appear below the announcements you have created." At the bottom of the main content area, there is a section titled "Test Posted" with the text: "Posted on: Monday, October 29, 2012" and "The following Test has been made".

3. On the Create Announcement page, enter the **Subject** and the Message.

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.

Cancel Submit

1. Announcement Information

* Subject Black

Message 3 Text Editor is: ON

Normal 3 Times New Roman | **B** *I* U abc x_2 x^2 | [List icons]

Due to a conflict with an upcoming conference, class on Wednesday and Friday will be cancelled. I will be having extra office hours next Monday (12/5) to help answer questions for before the final.

Path: body

4. Choose whether to display the announcement permanently, or select date check boxes and enter dates and times.
5. Choose if you want Blackboard to **email a copy** of this announcement to all course users regardless of those users' notification settings
6. Choose if you want to create a Course Link that takes your students to a particular area or file within your course.

7. Click Submit.

2. Web Announcement Options

Duration Not Date Restricted **4**
 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 **5**
Students are still notified of this announcement even if this option is not selected

3. Course Link

Click **Browse** to choose an item. **6**

Location

4. Submit

*Click **Submit** to finish. Click **Cancel** to quit.*

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NOTE:

- If no boxes are checked and no dates are selected, the most current announcement will be at the top of the list by default.
- An announcement can be made permanent and will remain displayed unless date and time restrictions are entered. Permanent announcements appear before non-permanent announcements.