How do I add a Blackboard course announcement?

Tell Me

1. Make Sure Edit Mode is set to ON

![Edit Mode ON](image)

2. Choose Announcements from the Course Menu, then click Create Announcement

![Create Announcement](image)

3. Enter the subject of your announcement and then type your announcement in the message text area
4. Now scroll down and set “Web Announcement Options”
5. Select the duration, and choose date restrictions for your announcement if needed
6. Click Submit

Show Me

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