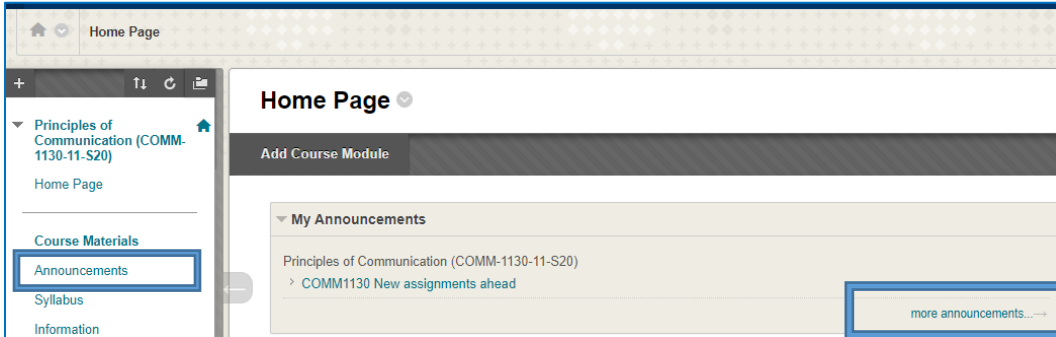


Create an Announcement

At University of New Haven, each course shell has the Announcement tool link positioned in the course menu under Course Materials and at the top left of the home page.

Generally, Announcements should consist of important information students need on a timely basis.

Sample home page image:



Announcements posted appear in the order you post them in the My Announcements section of the home page. The most recent announcement appears first.

To create an Announcement:

1. On the course menu, click on Announcements or click “more announcements” in the My Announcements section on the home page.
2. Select Create Announcement.
3. Type a Subject, which appears as the title of the announcement on the Announcements page.
4. Type your message.
5. In the Web Announcements Options section, you can choose to restrict the announcement by date:
 - If you choose Not Date Restricted, the announcement is visible until you remove it.
 - If you choose Date Restricted, select the Display After and Display Until check boxes to enable the date and time selections. Provide the date and time restriction settings. To display an announcement from a date forward, select the Display After check box and provide a date and time, but don't select the Display Until check box.
6. We recommend that you also select the Email Announcement check box to send students an email with the announcement. Blackboard uses our UNH Outlook Email system to send email. Instructors will receive a copy of the email and the email will show in instructor’s Sent email folder. Students will receive the email in their Outlook email inbox. The email subject line will contain the course abbreviation, number and section.

The email is sent to all students (even those who chose not to receive announcement notifications through email). Email announcements display your name but are sent from a "do not reply," automated account.

Optionally, in the Course Link section, select Browse to link to a course area, tool, or item. *A course link will not appear in the email announcement if you choose to send one.*

7. Click Submit.