## Creating an Announcement

Create and view Course Announcements.

### Step 1
Make sure your **Edit Mode** is **ON**

### Step 2
Click on **Tools** from the course menu

### Step 3
Click on **Announcements** from the Tools page

### Step 4
Click on **Create Announcement**

### Step 5
**Subject:** Add the subject of your message

**Message:** Add the message. You can format your message, by using the editor menu items.

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**Subject:** Assignment due tonight

**Message:** Please submit your assignment by midnight tonight.
Step 6  **Web Announcement Options:**
- **Duration:** Check if date restricted or not.
- **Select Date and time Restrictions:** Click the checkboxes to enable and choose dates to **Display After** and **Display Until**.

![Web Announcement Options](image)

Step 7  **Course Link:**
- **Location:** Cross-link to other course information.

![Course Link](image)

Step 8  **Click to Submit**

![Submit](image)

**Edit or Delete Announcements**

To **edit** or **delete**, click the action menu.

![New announcements appear below this line](image)

**Notes:**

- Distance Learning and Instructional Technologies
- Blackboard Support
- Blackboard Support