

Blackboard: announcements

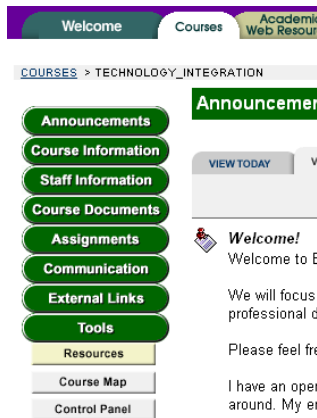
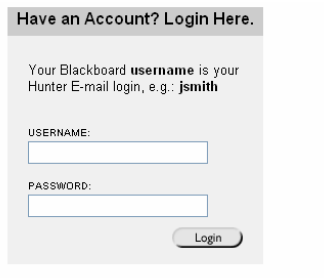


Introduction

This HOWTO explains how to make, edit, and delete announcements. It also covers how to control **when** announcements appear and are no longer visible.

HOWTO

- 1) Login in
- 2) Click on control panel
- 3) Click on announcements



4) Note the announcement page.

The screenshot shows a web interface with a purple header. The header contains navigation tabs: 'Welcome', 'Courses', 'Academic Web Resources', and 'System Admin'. To the right of these tabs are icons for 'Home', 'Help', and 'Logout'. Below the header is a breadcrumb trail: 'COURSES > TECHNOLOGY INTEGRATION > CONTROL PANEL > ANNOUNCEMENTS'. The main heading is 'Announcements' with a book icon. Below this is a button labeled 'Add Announcement' with a plus sign icon. A filter bar contains buttons for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date 'September 7 - 14, 2006' is displayed. The announcement text begins with 'Permanent -- Welcome!' and includes details about the course and contact information. On the right side of the announcement, there are 'Modify' and 'Remove' buttons, and the text 'Posted by Bill MacKenry'. An 'OK' button is located at the bottom right of the announcement area.

5) To **ADD** an announcement, click Add Announcement 

This is a close-up screenshot of the announcement page. It shows the navigation tabs 'Welcome', 'Courses', and 'Academic Web Resources'. The breadcrumb trail 'COURSES > TECHNOLOGY INTEGRATION > CONTROL PA' is visible. The 'Announcements' heading is present. The 'Add Announcement' button, which includes a plus sign icon, is highlighted with a white border. Below it, the filter buttons 'VIEW TODAY', 'VIEW LAST 7 DAYS', and 'VIEW LAST 30' are partially visible.

6) Type your announcement

Welcome Courses Academic Web Resources System Admin Home Help Logout

COURSES > TECHNOLOGY INTEGRATION > CONTROL PANEL > ANNOUNCEMENTS > ADD ANNOUNCEMENT

Add Announcement

1 Announcement Information

Subject:

Message:

Smart Text Plain Text HTML

7) Unless you are doing something jazzy, you can leave the formatting buttons alone. Smart Text Plain Text HTML

If you try to type something in an announcement, and it's not coming out right, (it looks odd) changing the formatting might help.


8) Should you want to change when the announcements are displayed, simple choose these options.

2 Options

Always show this announcement on the course's main page. Yes No


Restrict dates to show this announcement:

Display After

Sep 14 2006 

12 00 AM

Display Until

Sep 14 2006 

12 00 AM

Here's an example:


This announcement will appear on Sept 14 2006 at 12:00AM and will be visible until September 30 2006 at 8:30 in the morning.

2 Options

Always show this announcement on the course's main page. Yes No


Restrict dates to show this announcement:

Display After

Sep 14 2006 

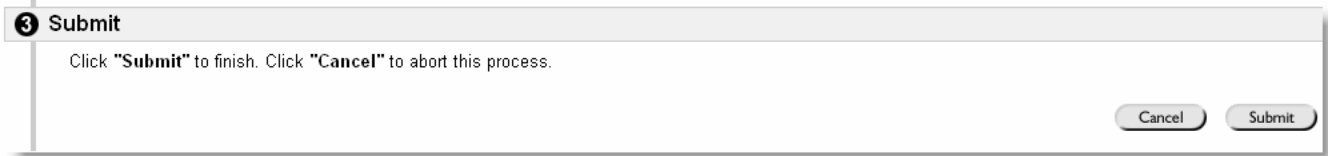
12 00 AM

Display Until

Sep 30 2006 

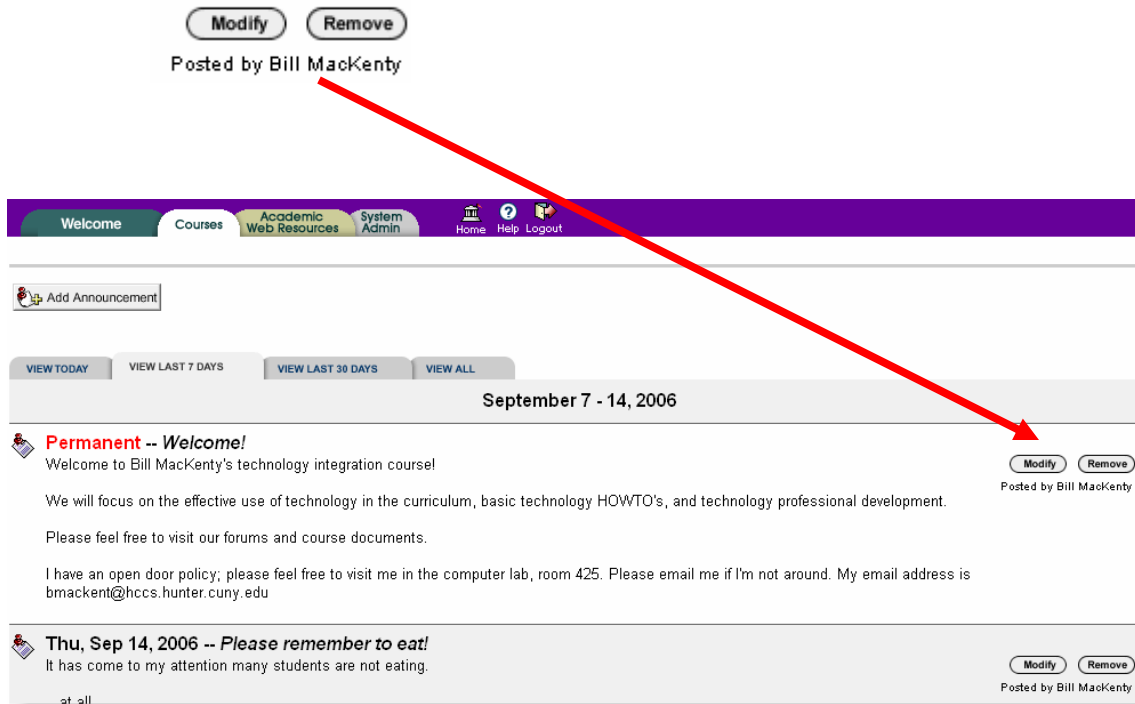
08 30 AM

9) Simply click **Submit**   to submit your announcement.

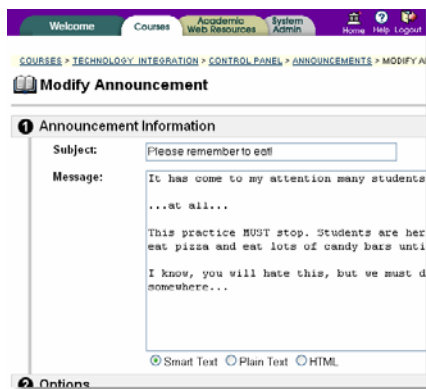


10) To **modify or edit** an announcement:

11) Click on the modify button next to the announcement you want to edit.



12) Make any changes you'd like (using the same form), and click submit!



13) To **remove** an announcement, simply click the Remove button next to the announcement you want to delete.



14) Confirm you want to remove the announcement, and click ok!

