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This is a University of South Florida Center for 21st Century Teaching Excellence

Blackboard Quick-start Tutorial

Creating an Announcement

The first page that is displayed in a Blackboard course is the announcement page.

This page can be used to post periodic course announcements and to welcome

students to the course. To post an announcement:

1. While in your course in Blackboard, click the Control Panel button in the main

navigation bar.

2. In the Course Tools module, click the Announcements link.

3. Click the Add Announcement button and on the next page; provide a Subject and

Message, schedule Appearance, link to a Course Item, and/or Email the

announcement.

4. Click the Submit button when you are done.