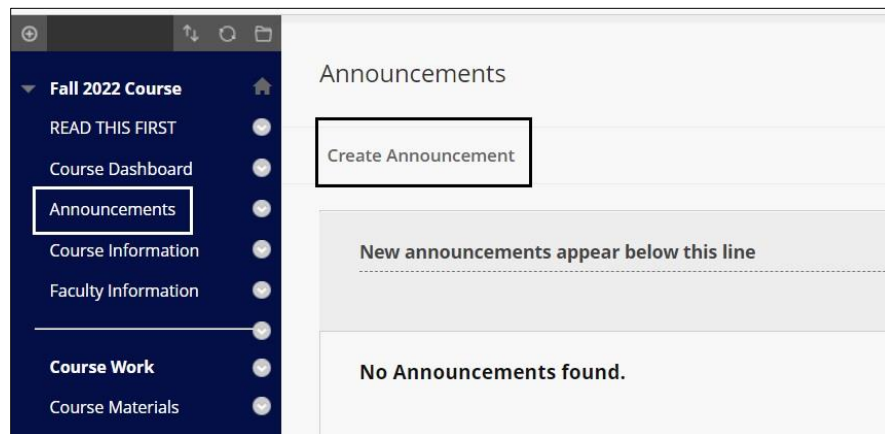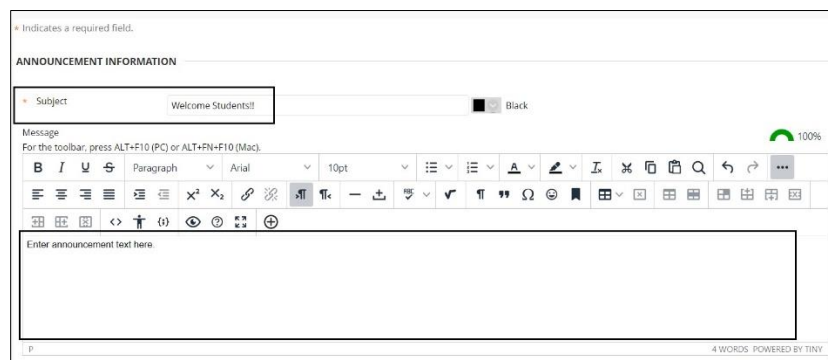# Create an Announcement

The Announcement tool is important part of Blackboard that allows instructors to post time sensitive updates to students. Announcements can be used for welcome messages, course updates, changes to class meetings, and exam schedules.

1. Navigate to the **Announcement tool link** on the Course Menu > Select the **Create Announcement button**.

2. On the **Create Announcement** page, enter a **Subject Title** for the announcement. In the Content Editor below the subject, text can be entered for the announcement. Images, videos and other files can be added by selecting to **circle plus symbol** on the Tool bar**.**

3. Under **Web Announcements > Duration**, the announcement can be set to a date restriction, which means that it would only display to students for a set date

and time. Under **Email Announcement**, as soon as the announcement is posted in the course, an email of the announcement will also be sent out to students.

Note: It is recommended to select the Email Announcement box as students are then notified twice. Once within the course, on the Announcements page and second, by email. Also, any images posted within the Announcement will only display within the course and not on the email notification.

4. Under **Course Link**, select the **Browse button** to add a link to a specific content area or item within the course. **Press Submit** to post announcement.

Note: Course Links do not show in the announcement email, only on the Announcement page.

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu