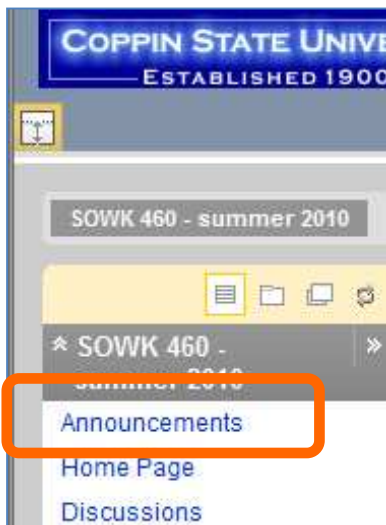




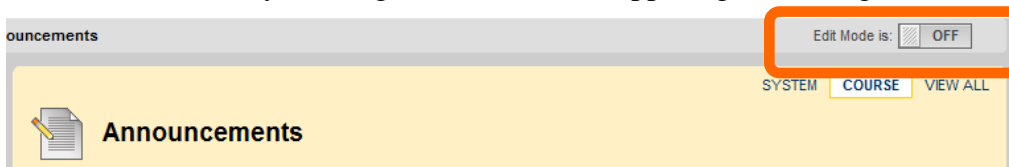
## Post an Announcement in your Blackboard<sup>9</sup> Course Site

You can easily communicate important information with the students in your class by using the Blackboard “Announcement” feature. When you create an announcement, it is posted to the Blackboard course site, and you have the option to additionally email it to the students.

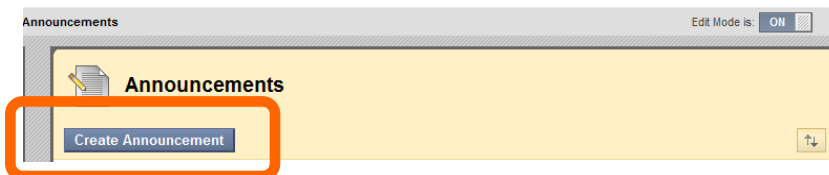
1. Log in to Blackboard <http://eaglebb.coppin.edu>
2. Go to your course site.
3. Click the **Announcements** link in the left side of the screen.



4. Turn on edit mode by clicking the button in the upper right to change from OFF to ON.



When edit mode is on, you will see the **Create Announcement** button



5. Click the **Create Announcement** button.

**1. Announcement Information**

★ Subject

Message

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup>

Hi students,  
Don't forget to submit your paper online through TurnItIn by midnight Friday.

6. Type a subject for the announcement in the **Subject** field.

This will appear in bold text when your announcement is posted on the Blackboard site for your class. If you email your announcement to students, this Subject will also be the email subject line.

7. Type your message in the **Message** field.

8. Scroll down to section 2, “Web Announcement Options .”

If you want your students to receive a copy of this announcement in their Coppin student mailbox, click the checkbox, “Override User Notification Settings.”

**2. Web Announcement Options**

Duration  Permanent  Date Restricted

Select Date Restrictions  Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**Override User Notification Settings** Send Email to all users even those that choose not to receive Announcement notifications through email.

9. Scroll down and click **Submit**.

The announcement will be posted to the Blackboard course site.

## Where to Get Help

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:

**866-886-4911**

- Training sessions and tipsheets offered by Instructional Technology, website: <http://www.coppin.edu/TLT>

- On campus HelpDesk for faculty and staff:

**410-951-3888**

- On campus HelpDesk for students, located in Grace Jacobs MC 16:

**410-951-3872**