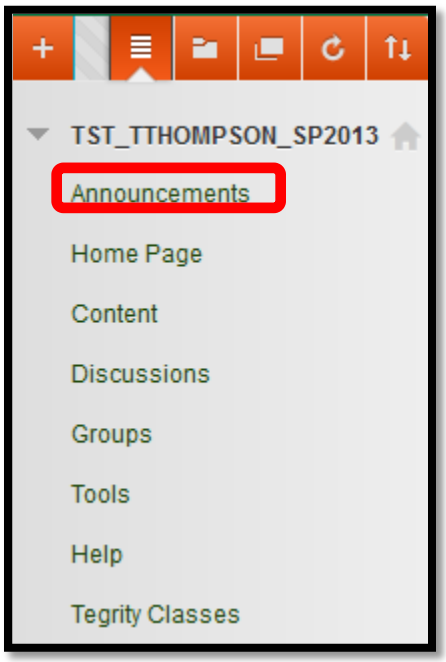
INSTRUCTIONAL TECHNOLOGY AND TRAINING
Information Technology Division

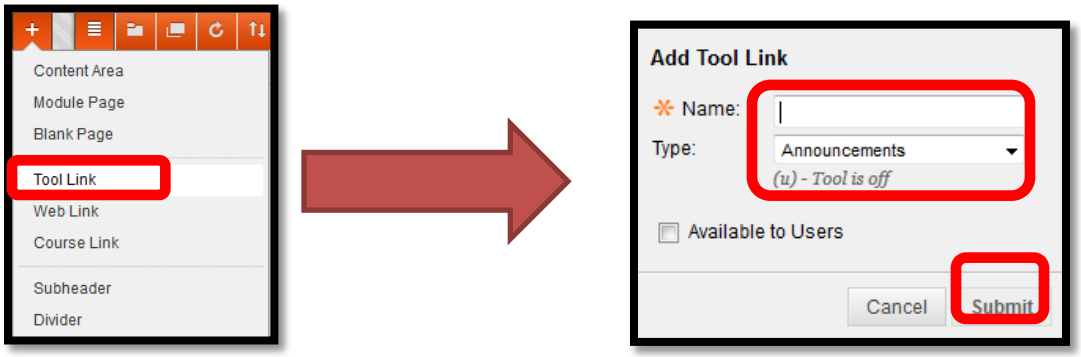
Post an Announcement in your Blackboard Course Site

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.

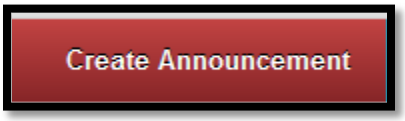


If the announcement link is not visible, click the + above your course title. Click **Create Tool Link**. Type "Announcements then select type: "Announcements". Check the box for "**Available to users**" and then click **Submit**.



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

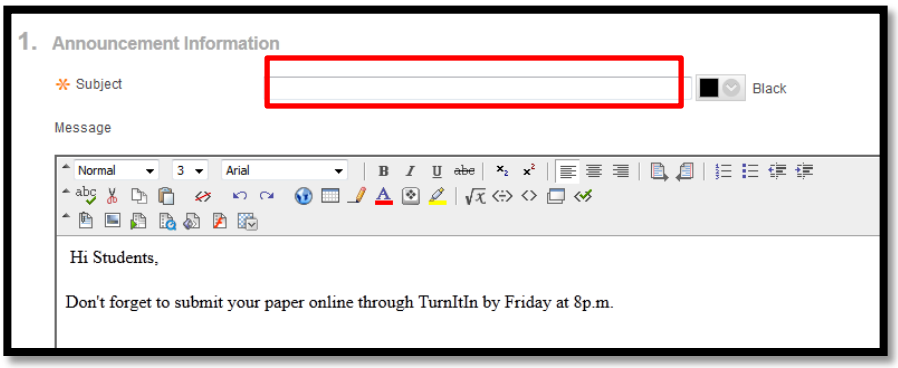


5. Click the **Create Announcement** button.

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

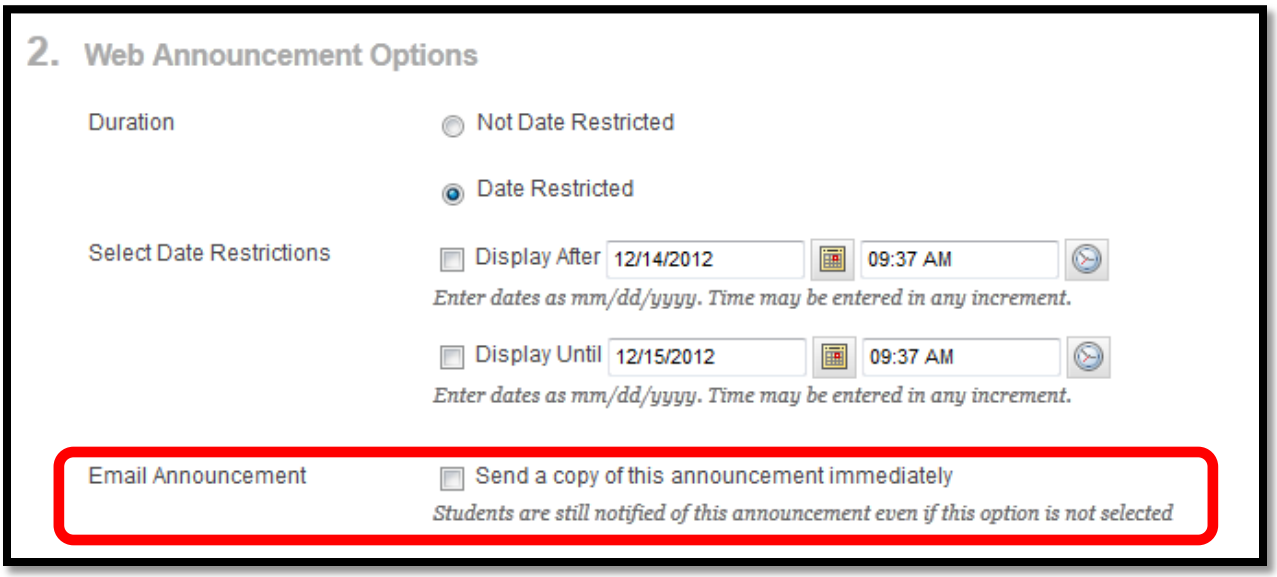
   This will appear in bold text when your announcement is posted on the Blackboard site for your class. If you email your announcement to students, this Subject will also be the email subject line.

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 email box immediately, click the checkbox, "Send a copy of this announcement immediately".



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

Where to Get Help: Faculty & Staff

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/TLT**
- HelpDesk: **410-951-3888**
- Instructional Technology & Training Center, located in Grace Jacobs, Room 106: **410-951-2643**

Where to Get Help: Students

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/ITSSC**
- IT Student Service Center, located in Grace Jacobs, MC-16: **410-951-3872**