



# Creating and managing announcements

## Quick guide for designers and instructors

For Blackboard Vista 4.x

### Introduction


The Announcements tool allows you to create course announcements and select delivery options. Announcements appear on the user's home page or on the **Announcements** screen. You can also have the announcement appear as a pop-up message when users log into the course.

**Note:** Only instructors can create an announcement; the designer's role is to make the Announcements tool available on the **Course Tools** menu. If you have been allocated dual designer/instructor access you will be permitted to create announcements through the **Build** tab (in addition to the **Teach** tab).

### To create an announcement


1. [For the designer] If Announcements is not already added to **Course Tools** then enable by clicking on **Manage Course >> Tools >> Communication Tools &** checking the box next to **Announcements**.
2. Under **Course Tools**, click on **Announcements** to go to the **Announcements** screen. Then click on **Create Announcement** (available only to instructors). The **Create Announcement** screen appears.
3. Enter a Title in the **Title** text box (required). This identifies and summarises the announcement to the receiver.
4. Enter your message in the **Message** text box, either in plain text or html by enabling the **HTML Creator**.
5. Under **Recipients**, select, by role, who is to receive the message.
6. Under **Delivery Dates**, use the calendar and clock menus boxes to specify dates & times for starting and stopping the message other than default start today/now and 'Unlimited' (never stopping).
7. Check the box if you also want the message to appear in a pop-up window when users log in.
8. Click **Send**. The **Announcements** screen appears with the message queued by date.

### To delete or preview a message

From the **Announcements** screen, click on the *ActionLinks*  icon next to the message title. Select either **Preview** or **Delete**.


## To edit a message (*before sending*)

You can edit a message that has been 'sent' but not yet been delivered (i.e. the delivery date/time hasn't passed) – indicated as **Ready** under message **Status**.

From the **Announcements** screen, click on the *ActionLinks*  icon next to the message, and select **Edit**. The **Edit Announcement** screen appears. Then see steps 3 - 8 above.

## To organise your messages

You can sort your messages (in ascending or descending order) by **Title**, **Post Date** or **Status**, as well as move individual messages, using the Move facility under **Order**.

You can set how many messages you want to appear on each page, by clicking on the *Paging Preferences* icon  on the bottom right of the screen

### References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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