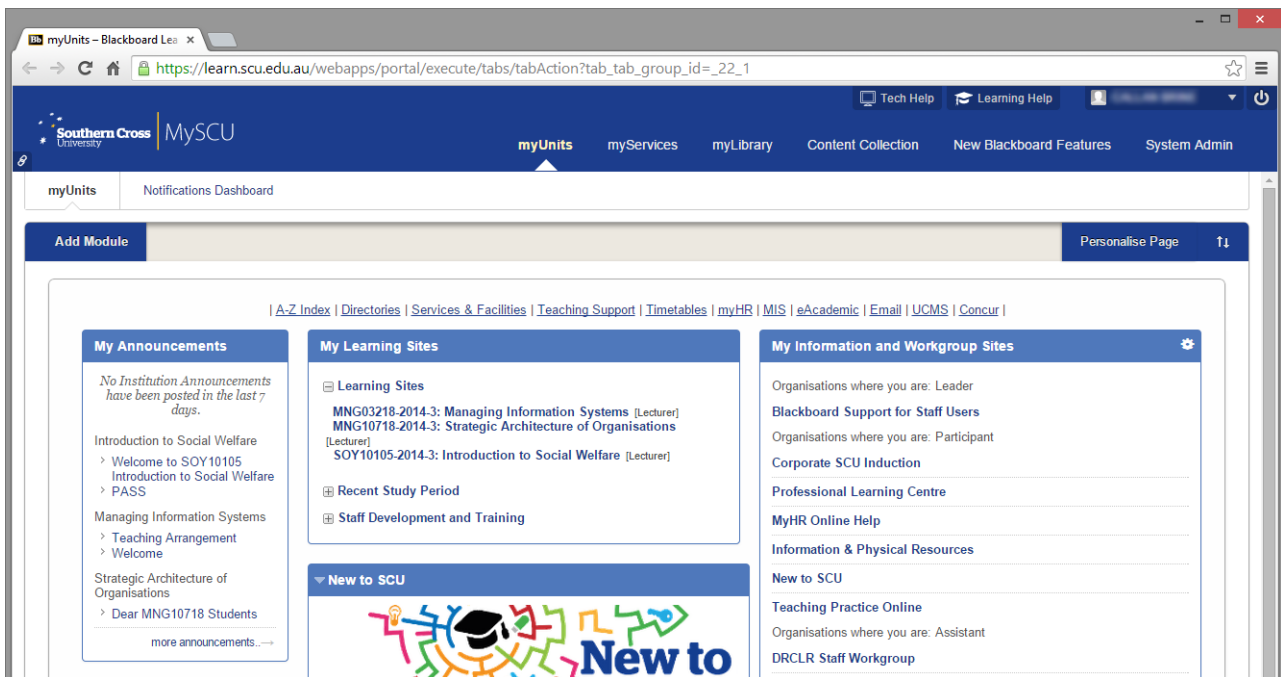


Announcements

The Announcements tool is used by teaching staff to communicate important, time-sensitive information. You could use the announcements tool to inform your students about the following:

- Changes, corrections and clarifications related to material
- Assignment due dates or exam schedules
- Reminders or tips for success.

The Announcements page is the first page that students see when they access your Learning Site, so the information that you post there will be seen by your students prior to them attempting to access any other unit material. The **myUnits** page also has a default **My Announcements** list (located next to **My Learning Sites**) so your students will have access to announcements for their units as soon as they log on to MySCU.



The screenshot shows the MySCU myUnits page. The top navigation bar includes 'myUnits', 'myServices', 'myLibrary', 'Content Collection', 'New Blackboard Features', and 'System Admin'. The main content area is divided into three columns:

- My Announcements:** Displays a message: "No Institution Announcements have been posted in the last 7 days." Below this, there are several announcement items with expandable arrows, such as "Introduction to Social Welfare" and "Managing Information Systems".
- My Learning Sites:** Lists various learning sites, including "MNG03218-2014-3: Managing Information Systems [Lecturer]", "MNG10718-2014-3: Strategic Architecture of Organisations [Lecturer]", and "SOY10105-2014-3: Introduction to Social Welfare [Lecturer]". It also includes sections for "Recent Study Period" and "Staff Development and Training".
- My Information and Workgroup Sites:** Lists various resources and support sites, such as "Organisations where you are: Leader", "Blackboard Support for Staff Users", "Professional Learning Centre", and "MyHR Online Help".

At the bottom of the My Learning Sites section, there is a "New to SCU" banner with a colorful graphic of people and a graduation cap.

As the teaching session begins, you can post an initial announcement welcoming students to your unit. In your message, you can also provide directions to help students know what to do first. You can include text, images, mashups, multimedia, attachments, and links to course content in your announcements. You can control when the announcement is available to students under **Web Announcement Options** (select **Not Date Restricted** for immediate posting).

Create Announcement

New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.

[More Help](#)

* Indicates a required field.

ANNOUNCEMENT INFORMATION

* Subject Black

Message

Paragraph Arial Font size Bulleted list Numbered list Text Undo Redo

Copy Paste Find Link Unlink Image Table HTML CSS

Welcome to the unit.

Please take some time to familiarise yourself with the resources available on the left hand menu. You should start by reading the Unit Information Guide (in Unit overview) and the Study Guide.

We have an introductory Collaborate session planned for next Monday, further instructions will be posted shortly.

Feel free to introduce yourself by creating a thread in the Introduce Yourself forum on the Discussion Board, and if you have any initial questions, you can ask them by posting in the General Enquiries forum.

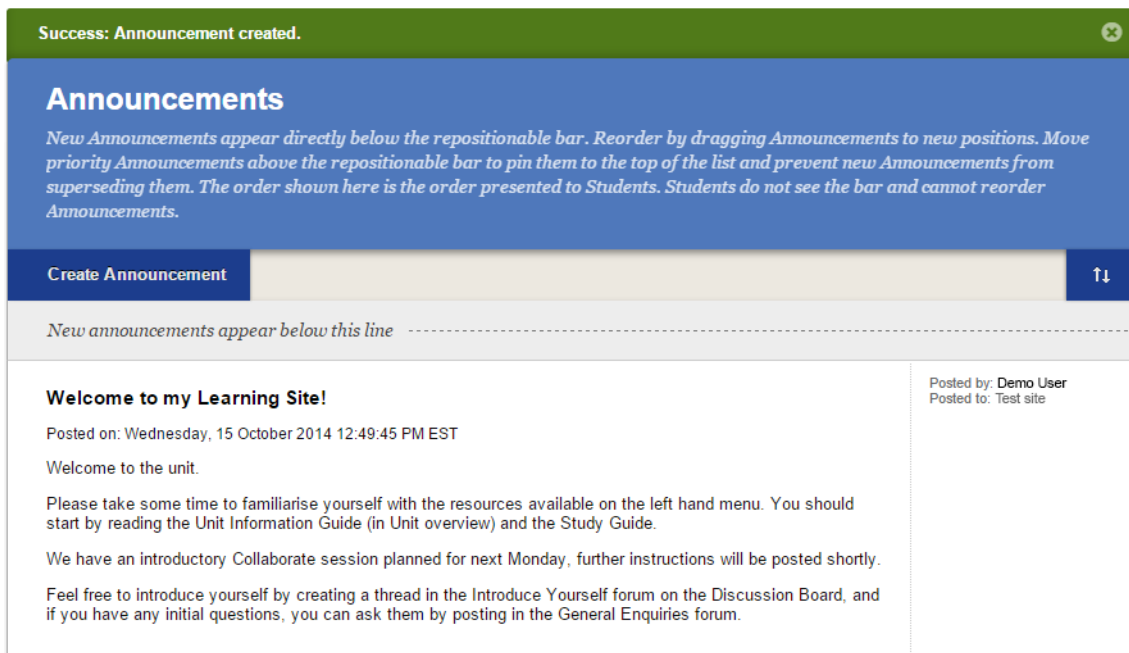
Path: p » span Words:89

WEB ANNOUNCEMENT OPTIONS

Duration Not Date Restricted
 Date Restricted

Email Announcement Send a copy of this announcement immediately
Students are still notified of this announcement when they log in and in their daily email digest, even if you choose not to send an email now

The **Subject** becomes the title of the announcement on the **Announcements** page. New announcements appear directly below the repositionable bar reading 'New announcements appear below this line' in order of date (newest to oldest). Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them.



The screenshot shows a Blackboard announcement interface. At the top, a green notification bar reads "Success: Announcement created." Below this is a blue header section titled "Announcements" with a paragraph of instructions: "New Announcements appear directly below the repositionable bar. Reorder by dragging Announcements to new positions. Move priority Announcements above the repositionable bar to pin them to the top of the list and prevent new Announcements from superseding them. The order shown here is the order presented to Students. Students do not see the bar and cannot reorder Announcements." Below the header is a "Create Announcement" button and a "↑↓" icon. A dashed line separates the header from the announcement content. The announcement text reads: "Welcome to my Learning Site!" followed by the date and time "Posted on: Wednesday, 15 October 2014 12:49:45 PM EST". The main text says "Welcome to the unit. Please take some time to familiarise yourself with the resources available on the left hand menu. You should start by reading the Unit Information Guide (in Unit overview) and the Study Guide. We have an introductory Collaborate session planned for next Monday, further instructions will be posted shortly. Feel free to introduce yourself by creating a thread in the Introduce Yourself forum on the Discussion Board, and if you have any initial questions, you can ask them by posting in the General Enquiries forum." On the right side, it says "Posted by: Demo User" and "Posted to: Test site".

The order in which the Announcements display on the page is the same order as presented to students. Students do not see the bar and cannot reorder announcements (remember to check what your students will see by using the Student View function).

Further information

[Announcements](#) from Blackboard Help.

How to Create Announcements in Your Course – Blackboard video on YouTube: [Watch Video](#)