

Blackboard at CSD: Adding an Announcement

Log on to Course on the 509J Blackboard site

Go directly to the website at “http://webschool.csd509j.net”.

Click on Login button on left. Type in Username (6 last, 1 first) & Password (email & website). Click on Login.

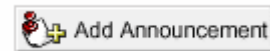
Don't forget to click on the Logout when you are finished.

Once you are logged in, click on the course that you are building.
Click on the Control Panel link.

Adding an Announcement

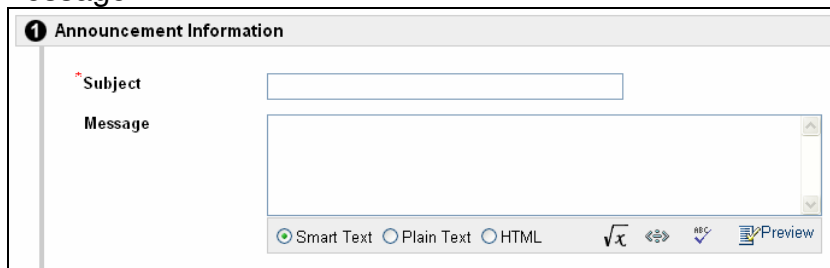


In the Control Panel under Course Tools, click on Announcements.
In the next screen, click on Add Announcement.



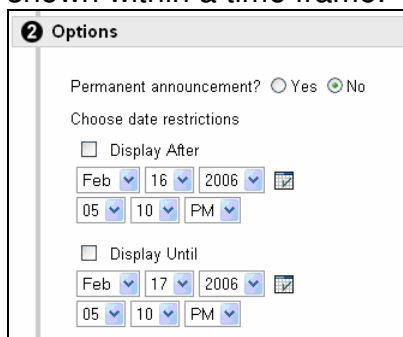
In the next screen, there are 4 sections.

1. Announcement Information is where the Subject box must be filled and the message can be typed. There is a little bit of formatting available for the text message.



A screenshot of the "Announcement Information" form. It has a title "1 Announcement Information" and two main input areas: "Subject" (a single-line text box) and "Message" (a large multi-line text area). At the bottom, there are radio buttons for "Smart Text", "Plain Text", and "HTML", along with icons for mathematical symbols, code, and a "Preview" button.

2. Options is where the life of the announcement is decided. It can be permanent or shown within a time frame.



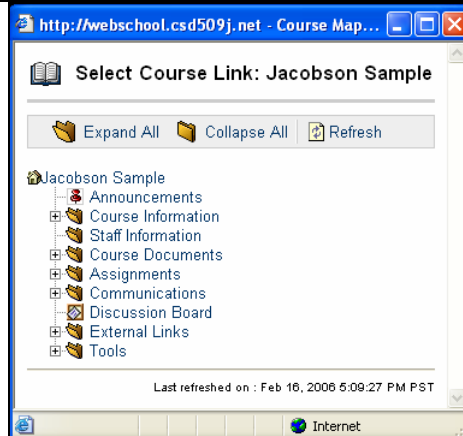
A screenshot of the "Options" form. It has a title "2 Options" and includes a "Permanent announcement?" section with radio buttons for "Yes" and "No" (selected). Below this is a "Choose date restrictions" section with two options: "Display After" and "Display Until". Each option has a date picker showing "Feb 16 2006" and "05 10 PM".

3. Course Link is if the announcement is about an area already in the course. Clicking on browse will show the other course areas and create a link which will take the announcement reader directly to the area.

3 Course Link

Click **Browse** to choose an item.

Location:



4. Submit where the choices are to Submit the announcement or Cancel it.

4 Submit

Required Field

Click **Submit** to finish. Click **Cancel** to quit.