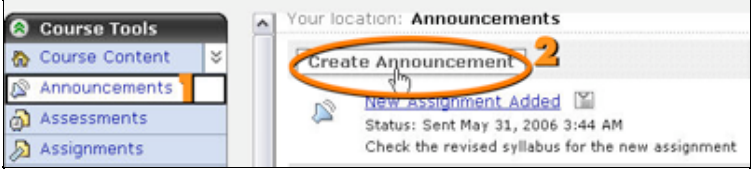

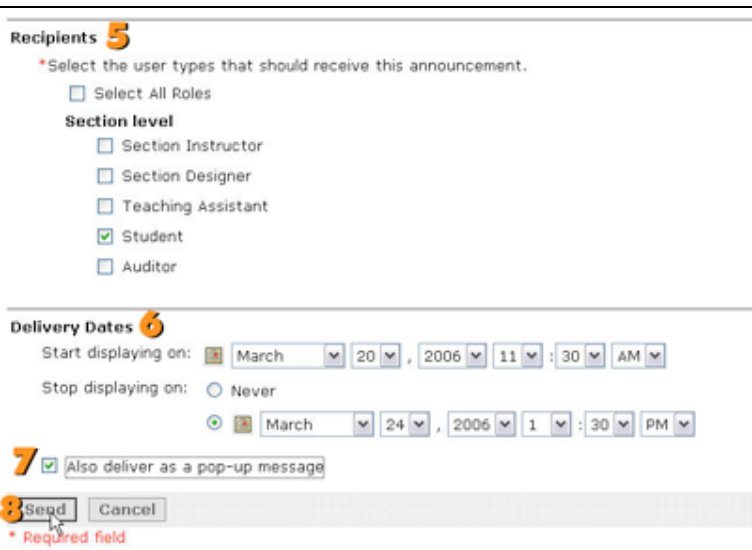


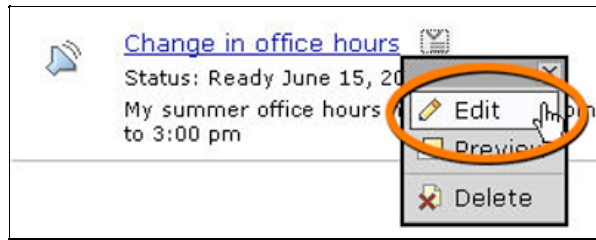
# Blackboard Vista: Using the Announcements Tool

You can use the Announcements tool to create and send course-wide notices or tips to students and other section members. Students, teaching assistants, instructors, and auditors can access announcements from the Course Menu. You can also deliver announcements as pop-up messages that appear when students access a course.

<p><b>Step 1: Creating Announcements</b></p> <ol style="list-style-type: none"> <li>Under Course Tools, click <b>Announcements</b>. The Announcements screen is displayed.</li> <li>Click <b>Create Announcement</b>. The Create Announcement screen is displayed.</li> </ol>	
<p><b>Step 2: Creating Announcements</b></p> <ol style="list-style-type: none"> <li>In the "Title" text box, type a title that identifies and summarizes the announcement.</li> <li>In the "Message" text box, enter the body of the announcement.</li> </ol>	
<p><b>Step 3: Creating Announcements</b></p> <ol style="list-style-type: none"> <li>In the "Recipients" area, select each role you want to receive the announcement.</li> <li>In the "Delivery Dates" area, select a date and time to start and end displaying the announcement.</li> <li>If you want the announcement to be displayed as a pop-up message when individuals access the course, select <b>Also deliver as a pop-up message</b>.</li> <li>Click <b>Send</b>. The announcement is created and delivered to the selected roles on the delivery dates.</li> </ol>	

**Step 4: Creating Announcements**

**NOTE:** You can edit announcements that have not been sent by clicking on the ActionLinks icon and selecting **Edit** from the drop-down menu.



Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte