

# OAT

## Blackboard Cookbook

Recipe #4

# **Add an Announcement**

Office of Academic Technology  
Spring Arbor University  
2009

# Add an Announcement

**RESULTS:** Serves all students in the course.

**TIME:**     *Basic* Announcement:            approx. 2 min.  
                  Announcement with link:        approx. 2 min.

## **Why this is important:**

As the default point of entry in every SAUonline course, this is the ideal place to post time-sensitive reminders and notices.

Using announcements, you can: remind students of assignment and/or test dates, post special notices about the course topics, changes to the course schedule, weekly unit introductions, information about upcoming events, or other information relevant to your course and the students.

Adding an announcement takes only a few mouse clicks, and is illustrated in the following instructions.

## **Choose a task below that best describes the announcement you would like to add:**

Add a "Basic" Announcement..... p. 3-4

Add an Announcement that links to  
specific course content..... p. 5-7

# Add a “Basic” Announcement

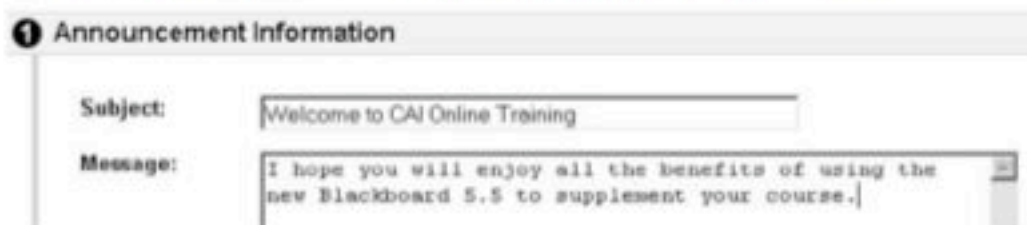
- 1 Click “Control Panel”.
- 2 Click “Announcements” (in *Course Tools*).



- 3 Click the “Add Announcement” button.



- 4 Type a Subject and announcement Message.

A screenshot of the 'Announcement Information' form. The form has a title bar with a question mark icon and the text 'Announcement Information'. Below the title bar, there are two input fields. The first field is labeled 'Subject:' and contains the text 'Welcome to CAI Online Training'. The second field is labeled 'Message:' and contains the text 'I hope you will enjoy all the benefits of using the new Blackboard 5.5 to supplement your course.'.

*Continued . . .*

**5** Click the “Submit” button.

You are done!

*See the following pages for instructions on adding an announcement linking to specific course content.*

# Add an Announcement Linking to Specific Course Content

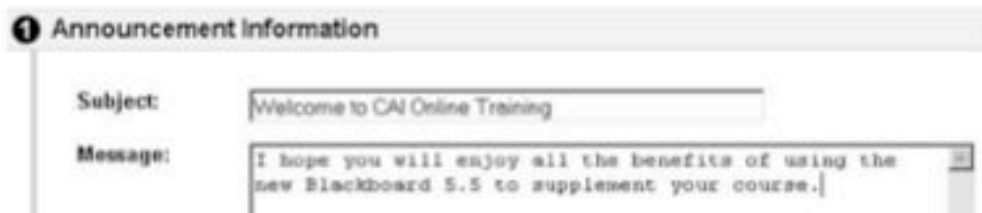
- 1 Click "Control Panel".
- 2 Click "Announcements" (in *Course Tools*).



- 3 Click the "Add Announcement" button.



- 4 Type a Subject and announcement Message.



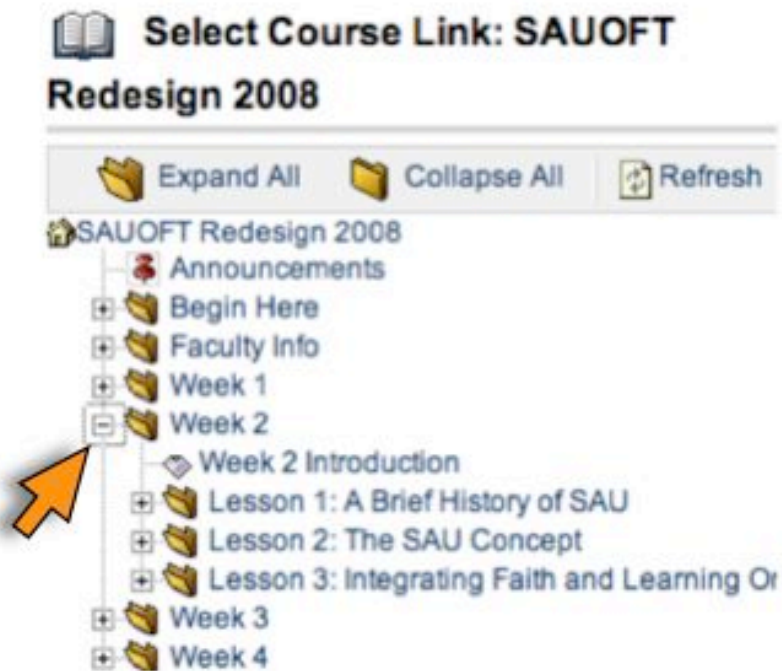
A screenshot of the 'Announcement Information' form. The form has a blue header with a white background. Below the header is a form with two fields: 'Subject' and 'Message'. The 'Subject' field contains the text 'Welcome to CAI Online Training'. The 'Message' field contains the text 'I hope you will enjoy all the benefits of using the new Blackboard 5.5 to supplement your course.'.

*Continued . . .*

- 5 Click the “Browse” button.  
A “Course Map” will appear on your screen.




- 6 Click the “+” symbol to expand a section.

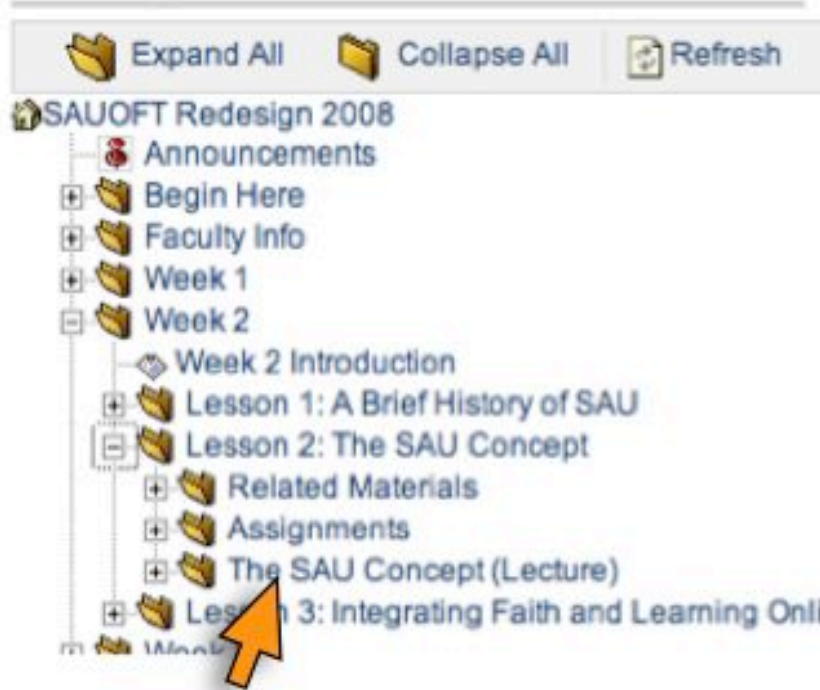


*Continued . . .*

- 7 Click the area you want to link to (e.g. "The SAU Concept (Lecture)" ).

 **Select Course Link: SAUOFT**

**Redesign 2008**



- 8 Click "Submit".

You are done!

# OAT

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Since 2007

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**SURGEON GENERAL WARNING:**

Independent accomplishment of this minor task may result in the following:

- Feelings of happiness
- Smug satisfaction, and/or euphoria
- Admiration from your students
- Scattered applause and "attaboys" from OAT & Help Desk Staff.