



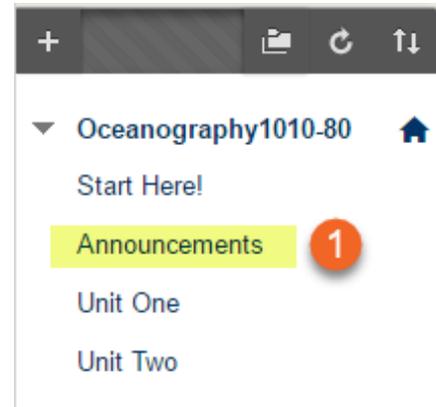
Post an announcement

Learning Objective:

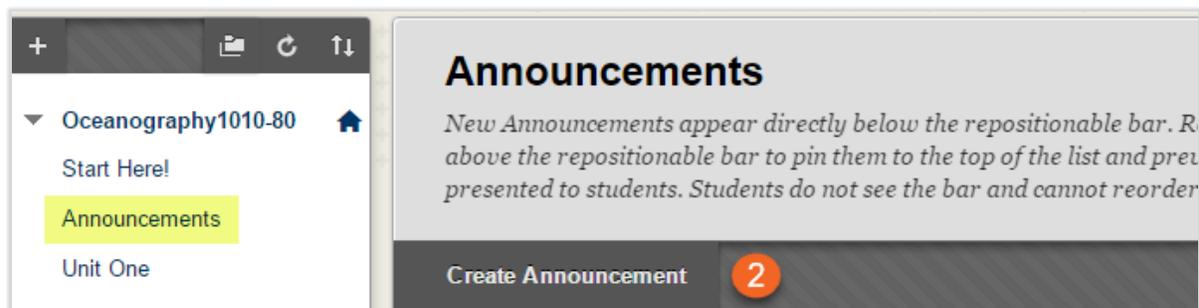
After reading this document you'll be able to post an announcement, set duration of availability, mark it to be emailed to students, and attach a link to material within the course.

Using the Announcement tool instructors can post announcements on their Bb course shell and email a copy to students. Start by selecting Announcements from the course menu [1].

Note: Don't see Announcements in your course menu?
See this document:
<http://bit.ly/wpu-bb-editcoursemenu>



In the **Announcements** in interface select Create Announcement [2].



In the first section of the **New Announcement** interface enter a catchy and descriptive Subject [3] then enter the content of the announcement in the rich text editor [4]. Use the text editor to change the size and font of the *content*, add images, links, YouTube videos and the like.

ANNOUNCEMENT INFORMATION

* Subject Black

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Don't forget that the open book midterm exam will held during class on the 4th of October.

Note: For more information on using the rich text editor see this short video:
<http://bit.ly/wpu-bb-richtexteditor>

Options include date restrictions [5]. Select *Not Date Restricted* and the announcement will be available throughout the course. Select *Date Restricted* to define the period during which the announcement will be visible to students.

To send an email notification of the announcement select the **Email Announcement** radio box [6].

WEB ANNOUNCEMENT OPTIONS

Duration Not Date Restricted

Date Restricted

Select Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

The **Course Link** option allows the instructor to point students to content within the course [7].

Finish by selecting the **Submit** button [8] – no content will be saved or posted until you Submit!

The screenshot shows a form titled "COURSE LINK". Below the title, it says "Click Browse to choose an item." There is a text input field labeled "Location" with a yellow highlight and a red circle containing the number 7. The text inside the field is "/Unit One/Critical Assessment". To the right of the field is a "Browse..." button. At the bottom right of the form are two buttons: a grey "Cancel" button and a blue "Submit" button with a red circle containing the number 8.

Questions? Please file a ticket with the Help Desk:

<http://www.wpunj.edu/helpdesk>