Announcements

Instructors use Announcements to post important and time sensitive notifications in Blackboard. *Announcements* include important notifications about due dates, changes to schedules or course materials.

1. Viewing Announcements

1. Blackboard’s Homepage

You can access announcements in Blackboard’s home page (My Institution) in three different locations, My Announcements module, Tools module and underneath a course’s title.
1. Click on an announcement’s link to read it.

When you select an announcement link, the main Announcements page opens:
At the top of the page, you can filter your announcements by Institution, Courses & Organizations, and View All.

2. Course’s Homepage

After accessing a course, the announcements related to the course appear in its Home page inside My Announcements module.
• Click **More Announcements** to view additional announcements that don’t appear in the *Home page*.

• Pay attention to any course links the instructor(s) have included in the announcement.
All course announcements - including past announcements - can be accessed from the Tools page. They appear in a descending order from the most recent posts to the oldest/earliest post - according to their date.

- Some announcements might be received directly in your university’s email box.
- Ensure a valid email address is entered in Blackboard’s Personal Information.

- Not all announcements are sent as a copy to your email’s inbox. Login in frequently to Blackboard to keep yourself updated. Refer to your instructor or classmates for further inquiries.

Blackboard Resources

- Announcements