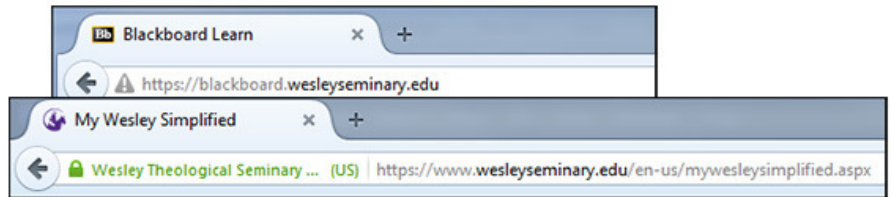
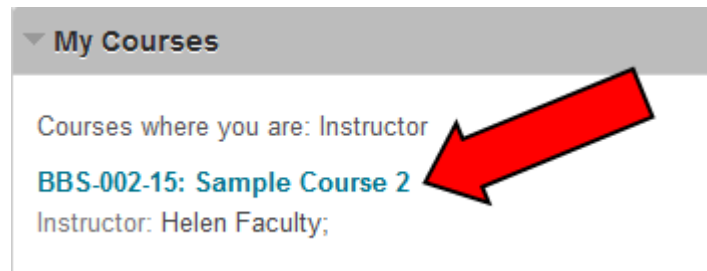


## Creating an Announcement

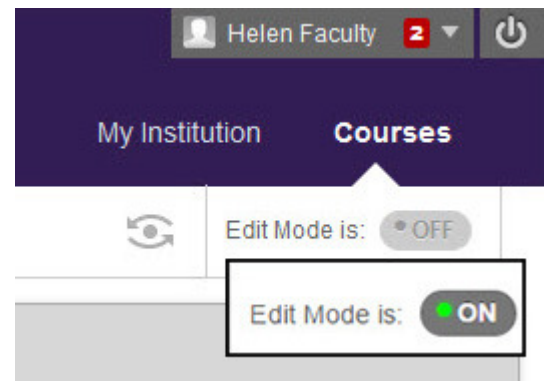
1. Navigate to blackboard then enter your username and password.  
You can do this either through [MyWesley](#) or [blackboard.wesleyseminary.edu](https://blackboard.wesleyseminary.edu)



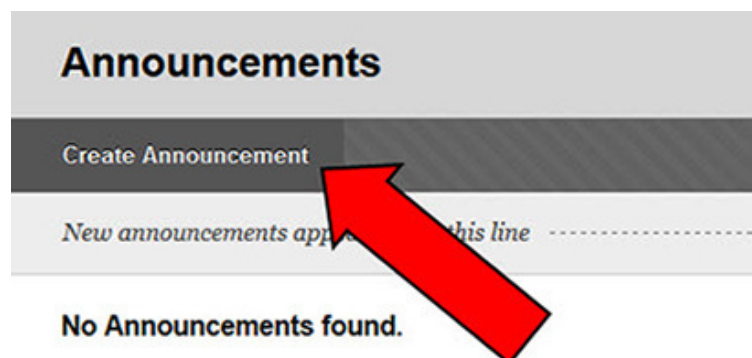
2. Enter the course you will be archiving



3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen.  
IF the Edit mode shows as Off, click **OFF** once to turn it on.



4. Click **Create Announcement** in the upper left.

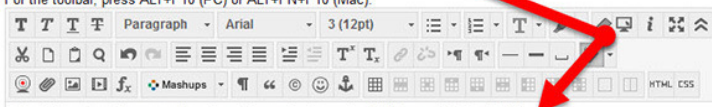


5. Enter the Subject of the Announcement then type the announcement into the Message box.

ANNOUNCEMENT INFORMATION

\* Subject   Black

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



We will be changing rooms for class this week. Instead of K105 we will be in K106.

Path: p Words: 17

6. Click the check box next to **Send a copy of this announcement immediately** to email the announcement to students.

WEB ANNOUNCEMENT OPTIONS

Duration  Not Date Restricted  
 Date Restricted

Email Announcement  Send a copy of this announcement immediately

7. If you want to link to something inside the course, you can click Browse and select the item you wish to link to this announcement.

*Note: This is not recommended especially if you are emailing the announcement as described in step 6.*

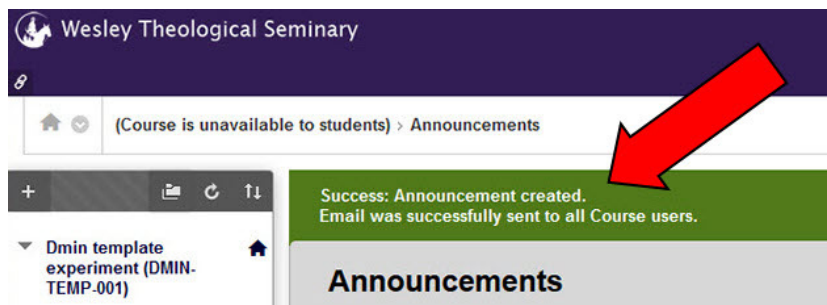
COURSE LINK

Click Browse to choose an item.

Location

8. Click Submit

9. You will see a green box at the top of the Announcements area indicating that you have successfully added the announcement and that the email was sent if you opted to send.



Wesley Theological Seminary

(Course is unavailable to students) > Announcements

Success: Announcement created.  
Email was successfully sent to all Course users.

Announcements