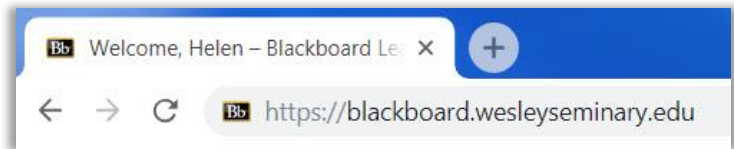


## Creating an Announcement

1. Navigate to Blackboard then enter your wts in front of your username and password as normal.

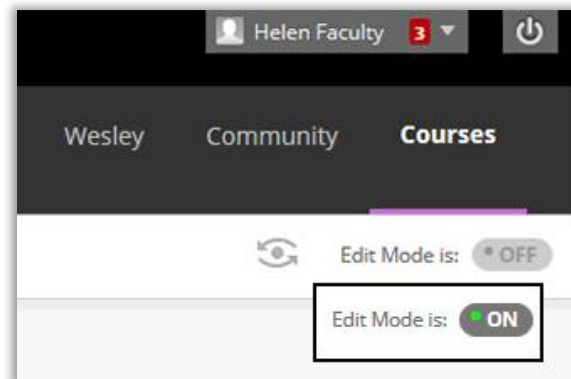
[blackboard.wesleyseminary.edu](https://blackboard.wesleyseminary.edu)



2. Enter your course.



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).

Welcome to (Course Title Here)!

This course officially begins August 26, 2019 and will run through May 3. We will be meeting in K105 on Mondays from 5 pm - 8 pm. The full schedule and syllabus can be found in the Syllabus section on the course menu. The [booklist](#) can be found in the syllabus or below in this message.

Please log into Blackboard when you are able and get started on with our first week activities.

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**

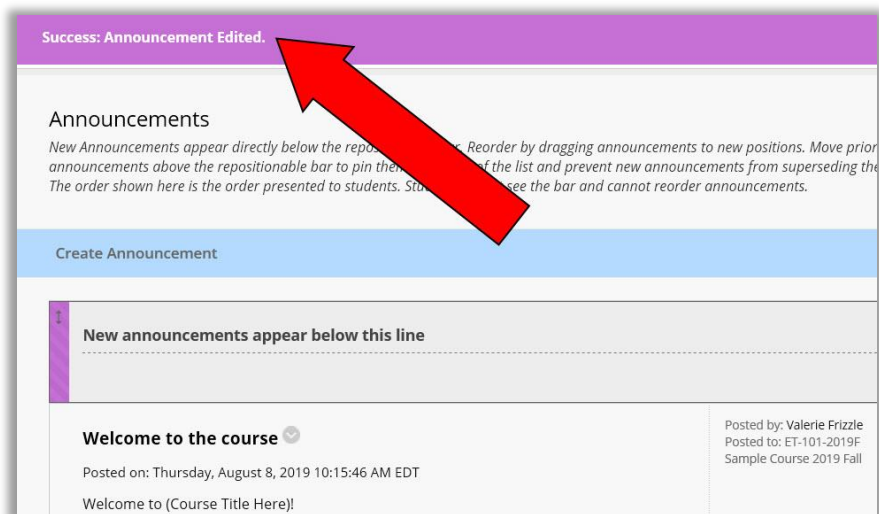
Click **Browse** to choose an item.

Location

8. Click Submit in the lower right corner.

Click **Submit** to finish. Click **Cancel** to quit.

9. You will see a fuchsia colored bar 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.



If you have any questions or problems, please contact Educational Technology at [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu)