

Announcements tool

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Overview

The Announcement tool is an electronic notice board that can be used to communicate with students through the ‘What’s New’ / ‘Announcements’ section of a module, and which also sends out notification emails of those announcements to students and staff. Students using the Blackboard app will also be notified of your announcements on their mobile devices. A basic announcement consists of a title, the announcement text and settings for when to display it to students.

You can also:

- Email a notification of important announcements immediately.
- Add multimedia content and links to external websites.
- Include a link to any part of the module in the announcement.
- Make the announcement permanently visible or set the date and time it should appear to students.
- Announcements can be dragged and dropped to appear in a different order, and can also be fixed in position.

Create and add an announcement to a module

Usually announcements are added directly via the **What’s New / Announcements** page.

1. With **Edit Mode ‘ON’**, on the **Announcements** page, click the **Create Announcement** button to start creating a new announcement.

A screenshot of the Blackboard Announcements page. The page has a header with a navigation menu on the left and a main content area on the right. The main content area is titled 'Announcements' and contains a text box with instructions about reordering announcements. Below this is a large button labeled 'Create Announcement' with a yellow arrow pointing to it. The right side of the screen shows a list of announcements, with the top one being 'Welcome to the e-learning winter school 2012'. The bottom right corner of the screen shows the status 'Edit Mode is: ON'.

2. The first section, **ANNOUNCEMENT INFORMATION**, is where you enter the announcement title (**Subject**) and content. The text editor lets you format text, add multimedia content and links to external web pages.

1. Announcement Information

* Subject Seminar groups have changed Black

Message

Please check which seminar group you are enrolled in|

Set date/time for announcement to display

3. In the **WEB ANNOUNCEMENT OPTIONS** section you can choose the **Duration** for which the announcement will appear to students.
- Selecting **Not Date Restricted** makes the announcement permanently visible until it is deleted or date restrictions added.
 - Selecting **Date Restricted** lets you set the date/time for when messages will be visible to students, using the **Display After** and/or **Display Until** parameters. (NB They are always visible to instructors).

Always use the calendar/time widgets are used to set the dates and times (highlighted below).

Select Date Restrictions

Display After 01/03/2013 16:45
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until 02/03/2013 16:45
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Email Announcement - optional

4. The option **Email Announcement** when selected will send the complete announcement as an email to the University email addresses of everyone enrolled onto the module, even where users have specified not to get notifications of announcements. This email will get sent instantly.

NB 1 You cannot use this option with announcements that are set to appear at a future date.

NB 2 The email will show as having been sent by you (your email address will appear in the 'From' line).

NB 3 Course links will not be included in the email.

2. Web Announcement Options

Duration

Not Date Restricted

Date Restricted

Email Announcement

Send a copy of this announcement immediately

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

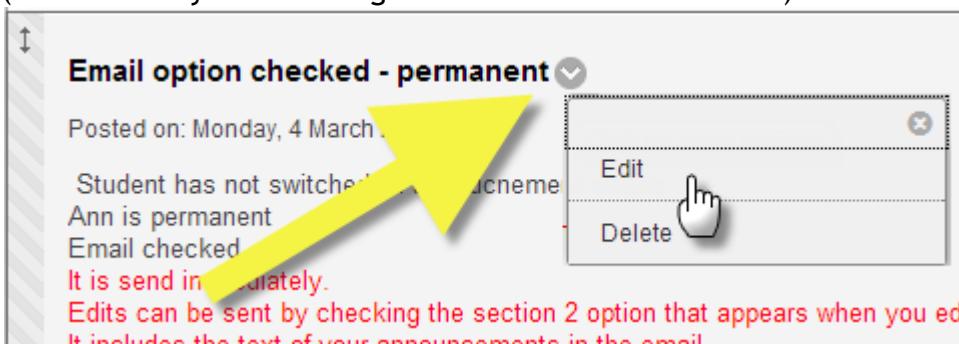
5. If you do not select this **Email Announcement** option, then users on the module will get a system notification email to their University email account soon after the announcement becomes available. This notification email consists of the module ID and the announcement title and should also include the main text. The notification shows as having been sent by vital@liv.ac.uk rather than from you. **NB** Students and staff who have set VITAL not to send them email notifications of announcements will not get these. Tick the '**Send Email**' option if you definitely want the announcement to be emailed out to everyone.

Include module links in announcement - *optional*

6. In the past section, **COURSE LINK** allows you to create a link to any section of the module from the announcement (e.g. to where an online test that has been announced is located). Click the **Browse** button to open a map of the module and select a section, folder or item. These links do not show on email versions of announcements.

Edit/Delete announcements

7. To modify (or delete) an announcement, then with the **Edit Mode** switched **ON**, go to the **What's New/Announcements** section to find the announcement, hover your mouse pointer to the right of the announcement title, click on the downward arrow icon and select **Edit** (or **Delete** if you want to get rid of the announcement).



8. If editing, you can choose to email a copy of the updated announcement to everyone on the module. The option shown below will appear beneath the text editing box. It is always worth looking at this setting when you edit announcements as it remembers your last selection as its default.

2. Web Announcement Options

Duration	<input checked="" type="radio"/> Not Date Restricted <input type="radio"/> Date Restricted
<input type="checkbox"/> Email Announcement <input type="checkbox"/> Send a copy of this announcement	

Click **Submit** to save your changes.

Announcements bar

9. In your list of Announcements there is a grey, draggable separator bar, as in the screenshot below. Students do not see this bar. If you have a priority announcement which you want to keep always at the top of the list of announcements, drag the announcement above this bar. New announcements appear directly below the bar.

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging Announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new Announcements from superseding them. The order shown here is the order of priority.

Students do not see the bar and cannot reorder Announcements.

Create Announcement

Link from email - what happens?

Posted on: Monday, 4 March 2013

Click the link below to find the latest assignment submission area.

Course Link /Turnitin/Arts Turnitin/How a student submits

↑ New announcements appear below this line

↓

Permanent - email checked - student 08 notification set to off

Posted on: Monday, 4 March 2013

What happens then for SCSALS08?
 If you check the email box it overrides any student setting not to receive emailed announcements.
 It also shows as coming from you personally in the "From" line of the email.
 If you don't check the email then it shows as coming from "VITAL@LIV.AC.UK" (problems with students and staff replying to this) when it does arrive.

Permanent - email NOT checked - student 08 notification set to off

Posted on: Monday, 4 March 2013

For people not turning off announcements notifications - it turns up in your email at some point as a notification that there is an announcement waiting for you.
 "New Announcement Available in course My Personal Test Module - doesn't Permanent - email NOT checked - student 08 notification set to off"

Keep the bar at the very top of the Announcements list if you do not want to prioritise any announcements in this way.

Qwickly - Create Announcements for multiple modules

10. If you have an announcement that you want to send to more than one module, rather than building the announcement in each one you can use the Qwickly tool on the home page Tools list, as shown here (don't go via the **Qwickly Post Announcement** link).

The screenshot shows the 'Tools' section of the Qwickly sidebar. The menu items listed are: Announcements, Calendar, Tasks, My Grades, User Directory, Personal Information, Enterprise Surveys, Send Email, Goals, Campus Pack, and Qwickly. The 'Qwickly' item is highlighted with a yellow box.

11. Now select the **Post Announcement** option on the page that appears.

The screenshot shows the main Qwickly interface. In the center, there is a list of options: Course Availability, Post Announcement, Send Email, and Needs Grading. The 'Post Announcement' option is highlighted with a yellow box.

12. Finally, you can create the subject and main text of the Announcements, select the modules you want to send it to, and there is also an **Email Announcement** check box if you need this to go out instantly, as in the screenshot below.

The screenshot shows the 'Post Announcement' form. On the left, under 'Select Courses:', there is a list of courses with checkboxes: 201112 EDEV310 Learning Teaching and Assessment EDEV310-201112, 201112 EDEV311 Student Learning EDEV311-201112, 201112 EDEV312 Evaluation and Enhancement EDEV312-201112, 201112-ARCH321 - Context 3.1: History and Theory of Architecture ARCH321-201112, and 201112-RCOI 007 - ADVANCED. A large yellow arrow points from the 'Select Courses:' section towards the bottom right of the form. On the right, there are fields for 'Announcement Subject:' (with a required subject input field) and 'Announcement Message:' (with a rich text editor). At the bottom, there is a checkbox labeled 'Email Announcement' with the sub-instruction 'Send a copy of this announcement immediately', which is also highlighted with a yellow box.