# Adding an Announcement In Blackboard

Announcements are set by default to be one of the first thing a student sees when they enter into the Blackboard site. This tutorial will demonstrate how to add an announcement in Blackboard.

1. Open an Internet browser (such as Firefox or Internet Explorer)and type in http://courseware.mymru.ca into the address bar at the top of your screen.

2. Type in the same user name and password you use for MyMRU. If you have problems with your account login contact the Help Desk.

3. Click the **Login** button.
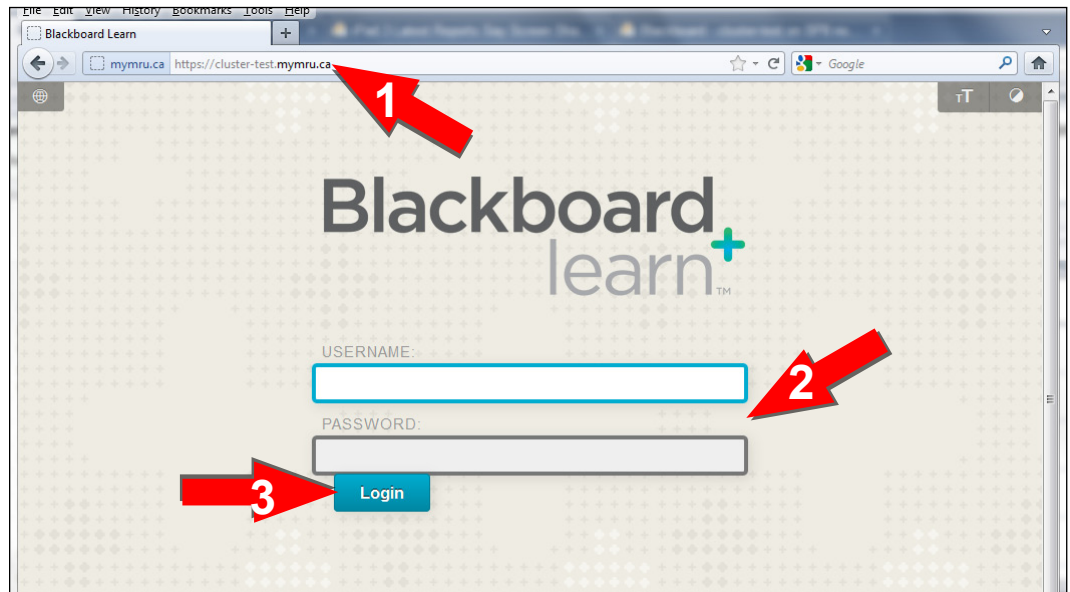
4. To enter a Blackboard course click the course link under **My Courses.**

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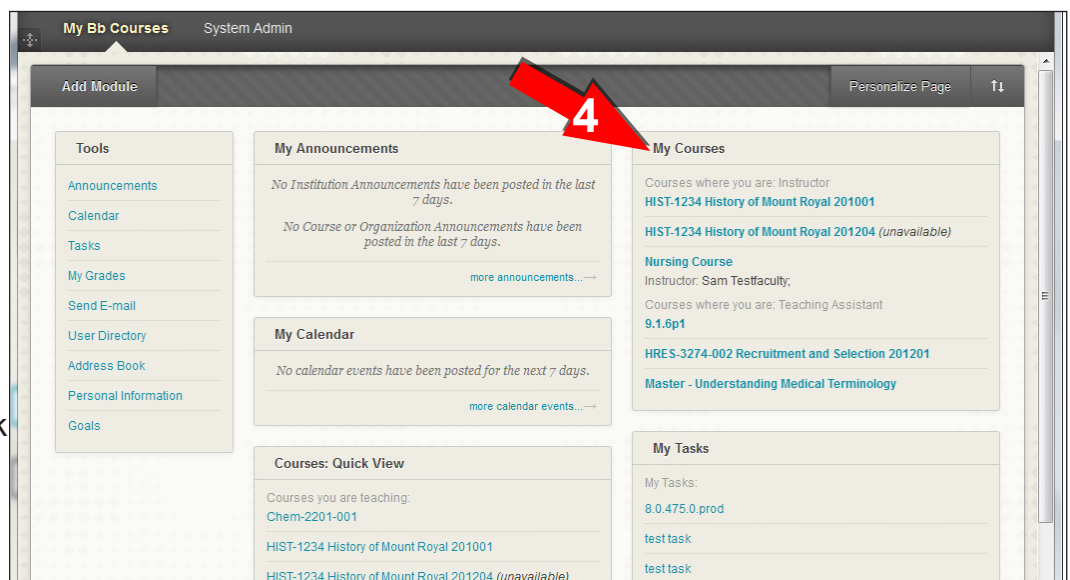
5. Click **Announcements**.

6. Click the **Create Announcement** button.

7. Type in a **Subject**.

8. Type in a **Message**.

9. Scroll down.

10. Either choose dates to restrict the announcement of click **No Date Restrictions**.

11. Click **Submit**.

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