

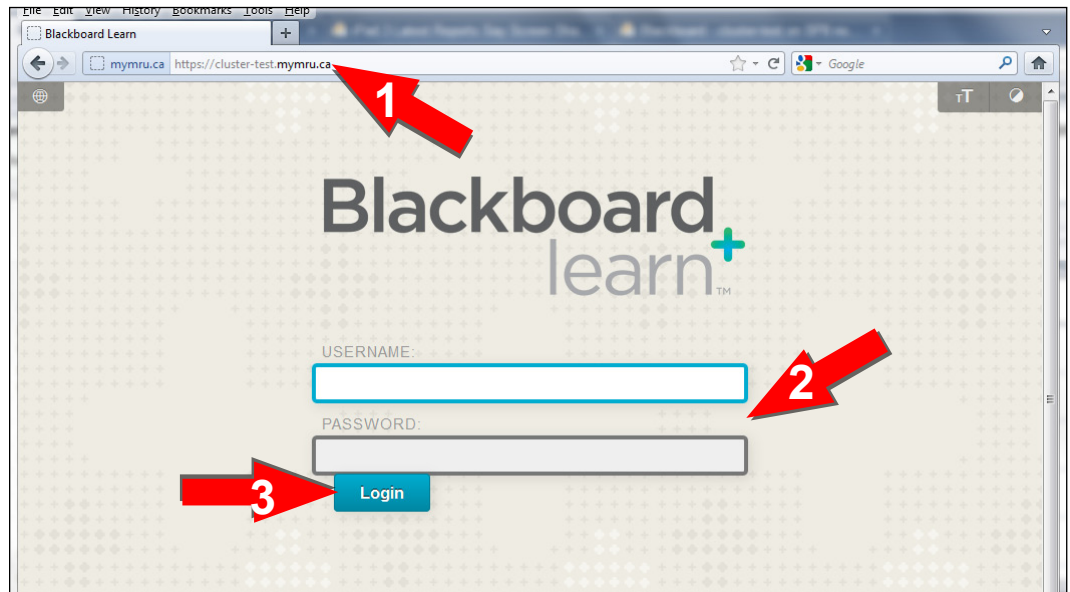
Adding an Announcement In Blackboard

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.

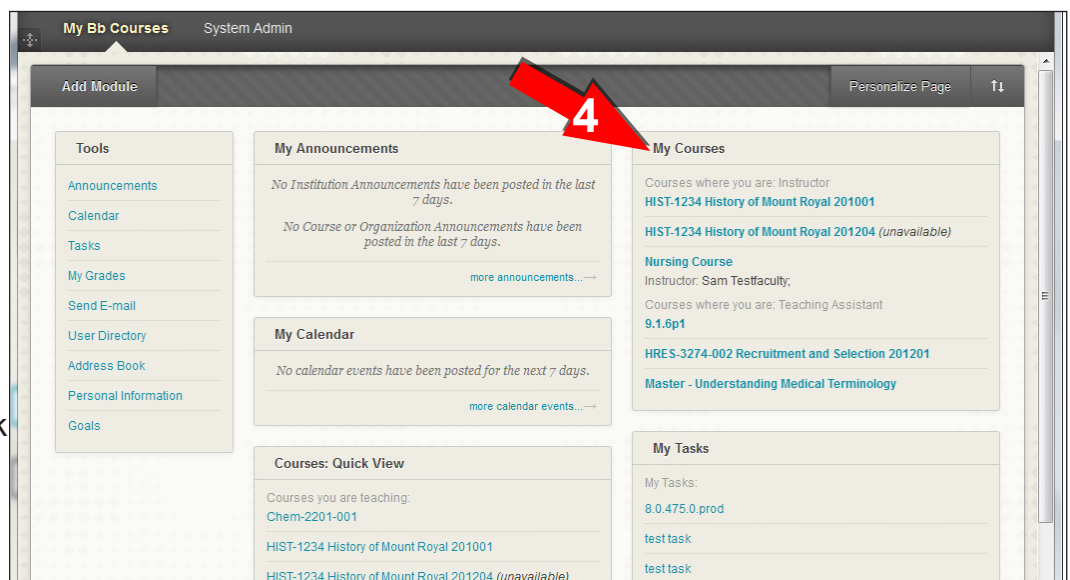
1. Open an Internet browser (such as Firefox  or Internet Explorer ) and type in <http://courseware.mymru.ca> into the address bar at the top of your screen.

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**.



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 or click **No Date Restrictions**.

11. Click **Submit**.

The screenshot shows the Mount Royal University Blackboard interface. The top navigation bar includes 'MOUNT ROYAL UNIVERSITY', 'Sam Testfaculty', and links for 'My Bb Courses' and 'All Courses'. The left sidebar shows the 'Announcements' menu for the course 'HIST-1234 History of Mount Royal 201204'. The main content area displays the 'Create Announcement' form. The form includes a 'Subject' field with the text 'quiz this week', a 'Message' field with the text 'Remember that we have a quiz at the end of this week.', and a 'Web Announcement Options' section with radio buttons for 'Not Date Restricted' and 'Date Restricted'. The 'Date Restricted' option is selected, and the 'Display After' and 'Display Until' dates are set to 02/23/2012 and 02/24/2012 respectively. The 'Email Announcement' section has a checkbox for 'Send a copy of this announcement immediately'. The 'Course Link' section has a 'Browse...' button. The 'Submit' button is at the bottom right.

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 or click **No Date Restrictions**.

11. Click **Submit**.