Ottawa University
Prepare for a Life of Significance™

How to Post a New Course Announcement

Course announcements help keep students informed and reminded of critical information. Announcements are typically used for reminders (such as upcoming quizzes and assignments due), corrections and/or clarification to materials, and often as words of encouragement.

As the term progresses, announcements will appear in the order posted with the most recent Announcements appearing first.

Important: Make sure Edit Mode is turned "ON" before proceeding with these steps.
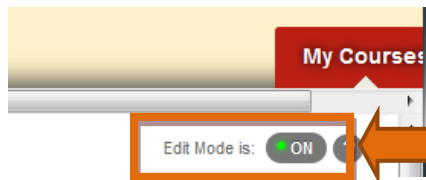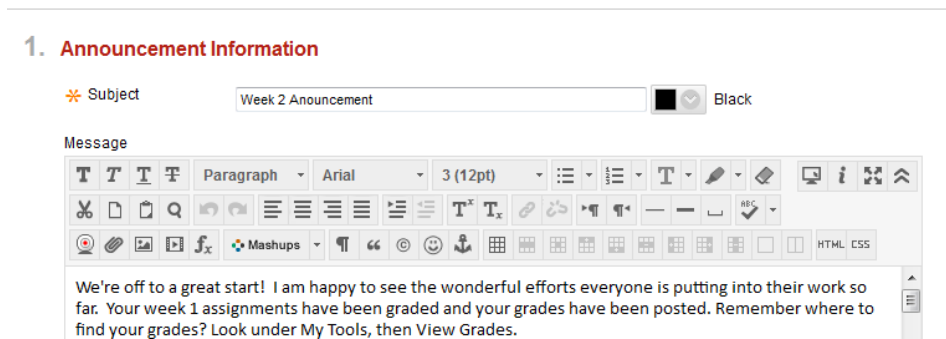

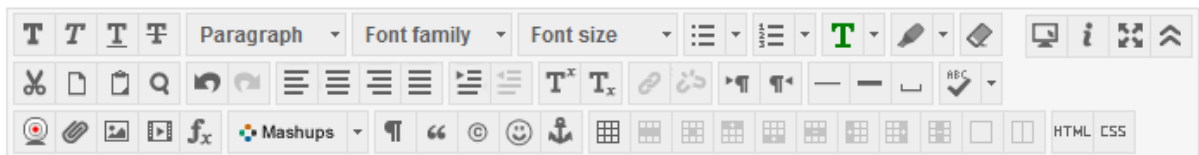1. Click on **Announcements** in the main course menu.


2. Click **Create Announcement**.

3. Begin by typing a subject line and message. *Note:* The subject is a required field.

4. Enhance your message using Text Box Editor features.

   a. *Text formatting:* Common text formatting features such as adjusting font size, style, and color are available as well as the ability to create ordered lists. Please be sure to use text formatting options selectively to maintain readability. Overuse of these options can be distracting and/or difficult to read.

   b. *Text editing:* Basic text editing features allow the user to perform actions such as cut, copy, paste, and spell check.

   c. *File attachment and special options:* There are several options for attaching files and links to content. You may add hyperlinks, images, MPEG/AVI content, QuickTime media, audio, and Flash/Shockwave (Flash/Shockwave is not recommended as it does not play on IOS devices such as iPads).

Click to view a list of content editor features and descriptions.
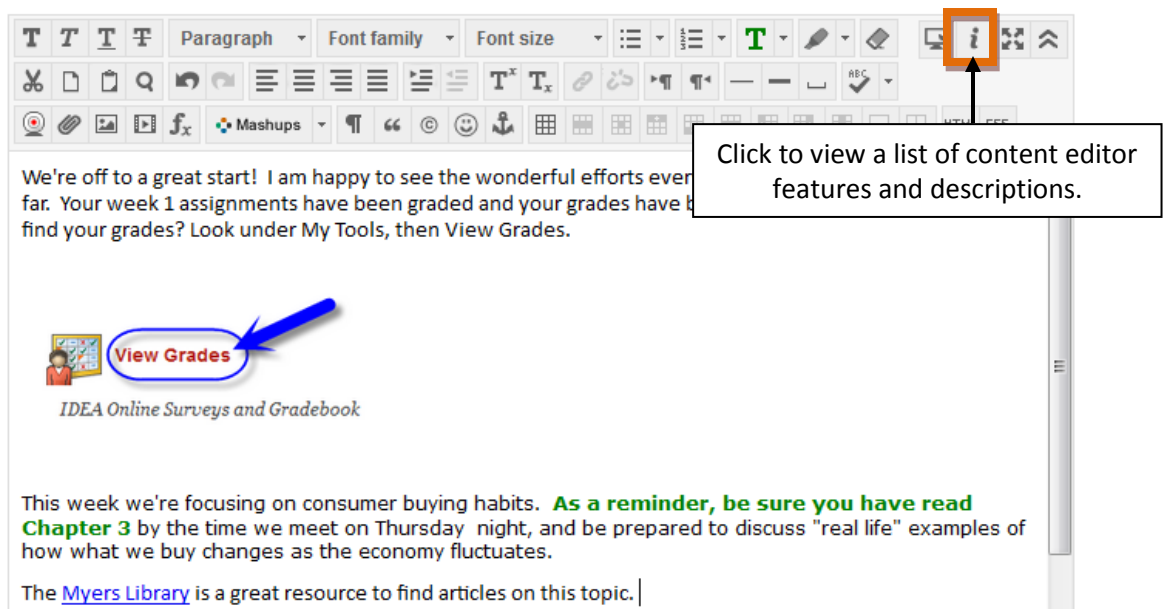
5. Select Announcement Options.

a. *Duration and Date Restriction:* You have the option of posting your announcement immediately, or creating it now to post later. Choose "Not Date Restricted" to post the announcement immediately to the course (the announcement posts as soon as you click "submit"). Choose "Select Date Restrictions" to choose the first and last dates the announcement should appear in the course.

b. *Email Announcement:* This option emails the announcement to all students currently enrolled in the course (sends to the student's Ottawa email account only). By default, students are notified by email whenever there is a new announcement, however students can edit their Blackboard settings to not receive email notifications. Selecting "Send a copy of this announcement immediately" overrides that setting.
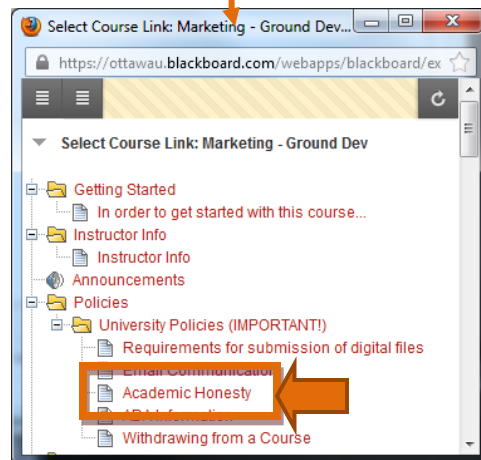
6. Add a course link (optional).

In this example, we'll add a link to the Academic Honesty Policy located within the **Policies** section. Click **Browse** to view a list of available items, and then click on the item of your choice.

7. Click **Submit** to post your announcement.
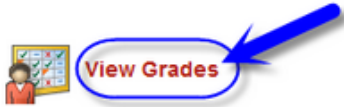

The completed announcement:

Week 2 Anouncement

Posted on: Thursday, August 29, 2013

We're off to a great start! I am happy to see the wonderful efforts everyone is putting into their work so far. Your week 1 assignments have been graded and your grades have been posted. Remember where to find your grades? Look under My Tools, then View Grades.

View Grades

IDEA Online Surveys and Gradebook

This week we're focusing on consumer buying habits. **As a reminder, be sure you have read Chapter 3** by the time we meet on Thursday night, and be prepared to discuss "real life" examples of how what we buy changes as the economy fluctuates.

The Myers Library is a great resource to find articles on this topic.

Here is this week's presentation if you would like to view it again:

PowerPoint example(4).pptx .

Next week we begin work on our first essay paper. Please take a few minutes to review Ottawa University's Academic Honesty Policy. You'll also find writing and research resources in the Resource Room.

Course Link /Policies/University Policies (IMPORTANT!)/Academic Honesty