Creating an Announcement

1. Navigate to https://blackboard.towson.edu/.
2. Enter the desired course.
3. In the course menu, enter your Announcements.
4. Select Create Announcement.

5. Enter a subject for your announcement.
6. Type your message.
7. If you would like an email copy sent to students, check the box next to Email Announcement under Web Announcement Options.
8. Submit.

Figure 1

WEB ANNOUNCEMENT OPTIONS

<table>
<thead>
<tr>
<th>Duration</th>
<th>Not Date Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Announcement</td>
<td>Send a copy of this announcement immediately</td>
</tr>
</tbody>
</table>

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

Figure 2