

Creating an Announcement

1. Navigate to <https://blackboard.towson.edu/>.
2. Log in with your TU **NetID and Password**
3. Enter the desired course.
4. In the course menu, enter your **Announcements**.
5. Select **Create Announcement**.

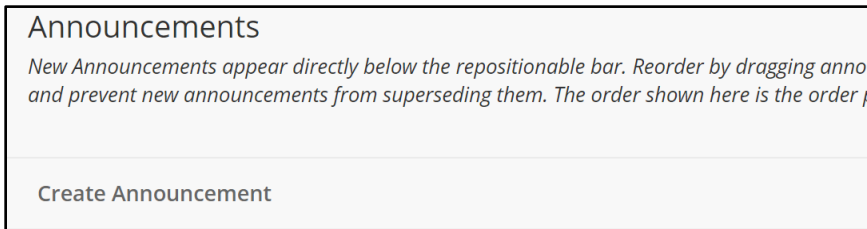


Figure 1

6. Enter a **subject** for your announcement.
7. Type your **message**.
8. Add any necessary **Date Restrictions**
9. If you would like an email copy sent to students, check the box next to **Email Announcement** under **Web Announcement Options**.
Please Note: You cannot date restrict an announcement and have it sent by email. Blackboard cannot schedule announcements to be sent via email.
10. Click **Submit**.

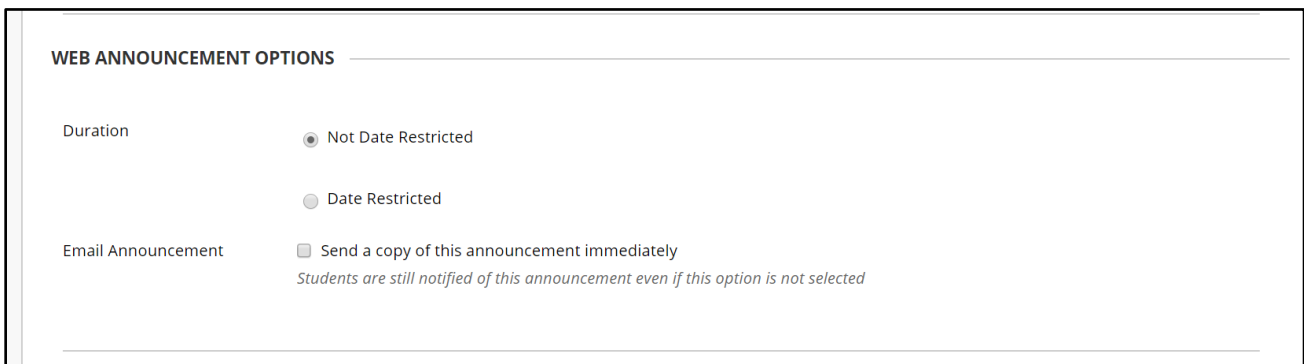


Figure 2