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.

   ![Create Announcement](image1)

   Figure 1

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.

   ![Web Announcement Options](image2)

   Figure 2