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.

![Create Announcement]

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.

![Web Announcement Options]

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