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# Blackboard

Communication

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## Creating an Announcement

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

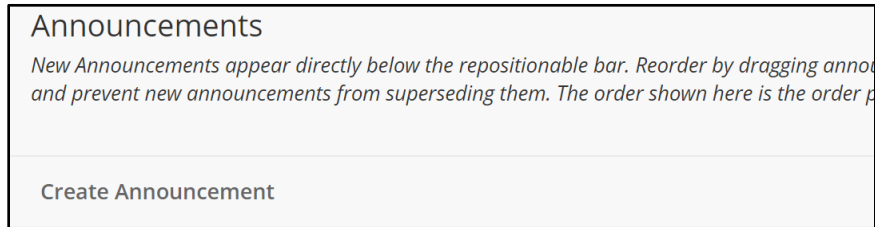


Figure 1

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**.

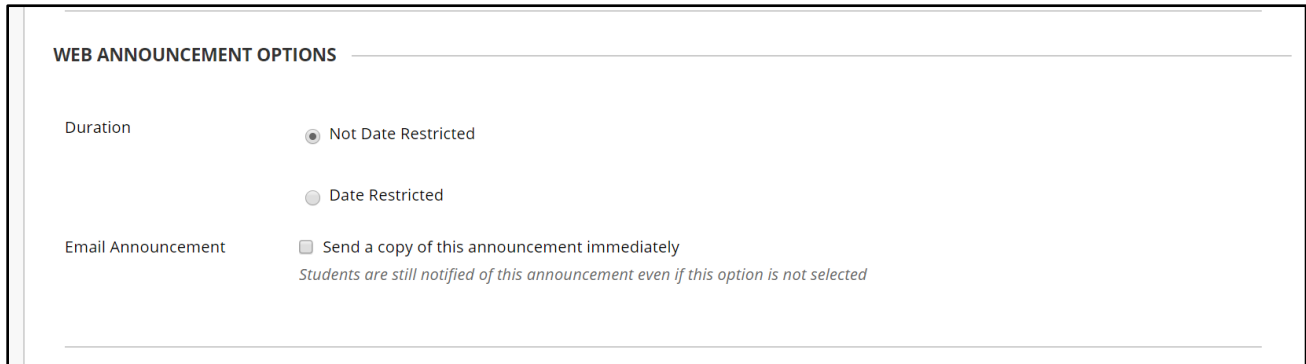


Figure 2