

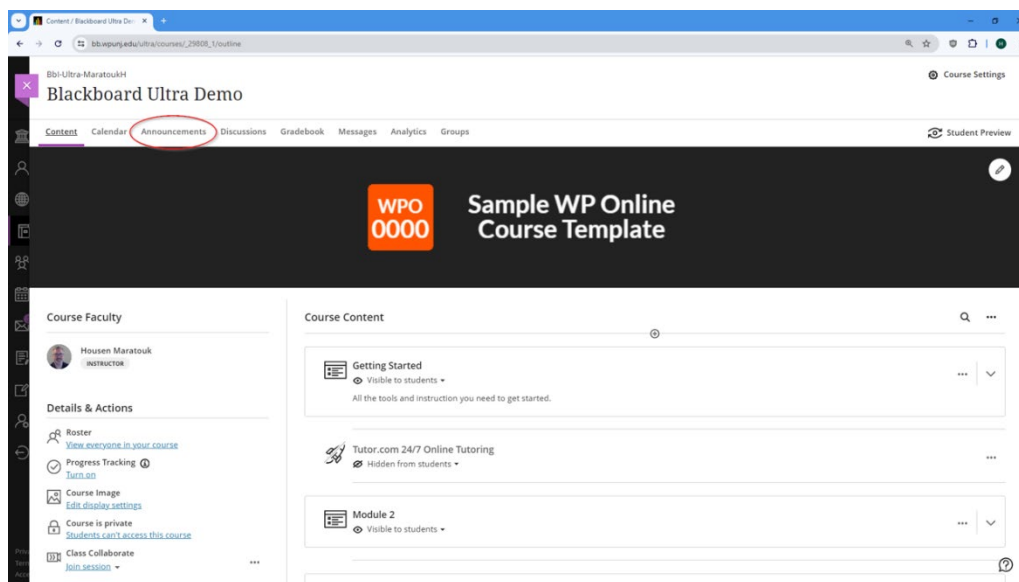


Center for Teaching with Technology

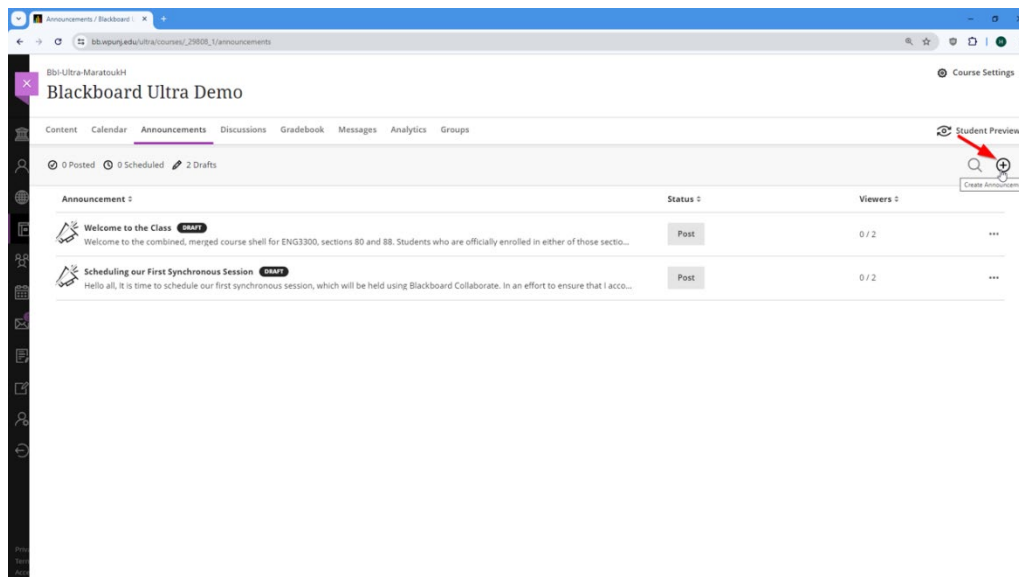
CTT Learning Space: Cheng Library 120k
Office: Library 120e – Phone: 973-720-2659

Creating Announcements in Blackboard Ultra

One of the easiest ways to share timely information with students is by posting announcements. If you are already familiar with posting announcements in Blackboard Original, you'll be happy to find that most of the changes in Blackboard Ultra are cosmetic ones. To start the process, go to any course shell in which you are an instructor and click on the link for announcements near the top of the page.

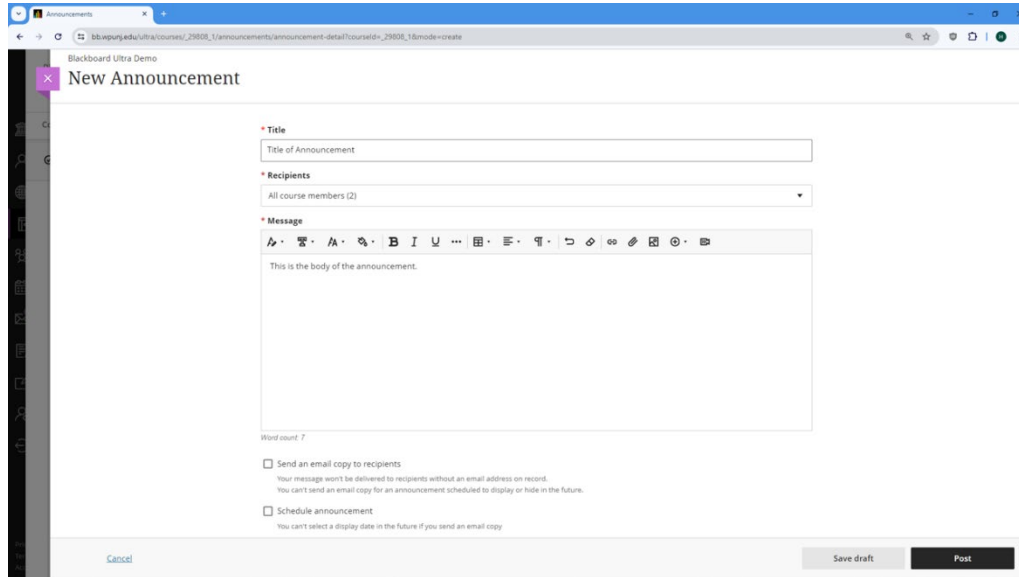


In the resulting announcements page, you'll be able to see existing announcements or create new ones by clicking on the circle with the plus sign that appears near the top right corner of the page.



In the resulting announcements page, you'll be able to see existing announcements or create new ones by clicking on the circle with the plus sign that appears near the top right corner of the page. This will take you to the new announcement page where you will enter a title, select recipients and compose the body of your announcement. Using the text editor, you can format the body of the announcement and, if you wish, embed images and videos.

Below this editor are the options that let you either send an email to students with the body of the announcement or schedule the announcement to be visible within specific dates and times. You will only be able to select one of these options, not both. When you are done, you can use the buttons near the bottom right corner of the page to either post the announcement or save a draft for later.



The next time a student enters the course shell after an announcement has been posted, a brief version of that announcement appears in a pop-up with the link included for them to go to the announcements page and view this and other announcements in their entirety.

