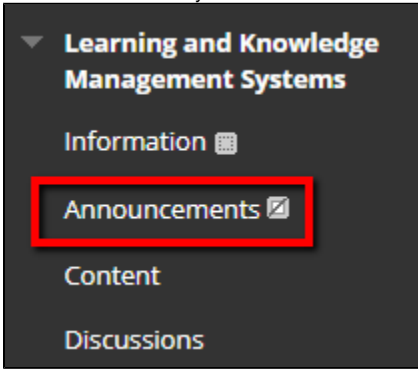


# How to Create an Announcement

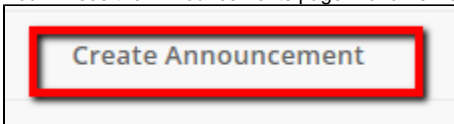
You may want to create announcements for upcoming department events, assignments, exams, etc. When you create an assignment, you have the option of sending the announcement out as an e-mail in addition to appearing on your course site.

## Step-by-step guide

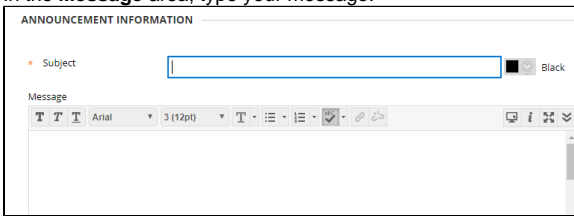
1. In the **Control Panel**, click **Course Tools**, and then click **Announcements**. Or select the **Announcements** link from your Course Menu.



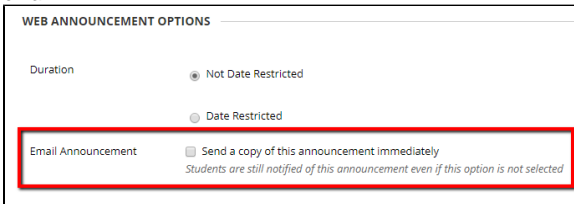
2. You will see the Announcements page. For a new announcement, click **Create Announcement**.



3. In the **Subject** box, type the subject for your announcement.
4. In the **Message** area, type your message.

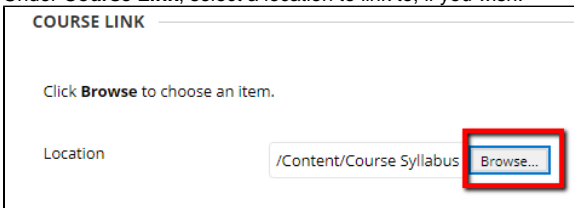


5. Under **Web Announcement Options**, set your announcement's date restriction options and check the box next to **Email Announcement** if you want to also send the announcement via email.



**i** If you select the **Email Announcement** option it will ignore any date restrictions on the announcement and send the email immediately.

6. Under **Course Link**, select a location to link to, if you wish.



### Related articles:

- [How to Self-Enroll in the Graduate College Thesis Course](#)
- [How to Work with the Course Menu](#)
- [How to Use the Class Dashboard to Request Blackboard Courses](#)
- [How to Create a Grade Center Column](#)
- [How to Download and Install the Mediasite Desktop Recorder](#)



This will create a link to a tool or another content area in your course, not to your computer. If the course item is hidden from students, the announcement will not be visible until the item is available.

7. When you are finished, click **Submit**.

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For questions or comments, contact the Computer Services Help Desk  
[HelpDesk@MissouriState.edu](mailto:HelpDesk@MissouriState.edu)  
417-836-5891