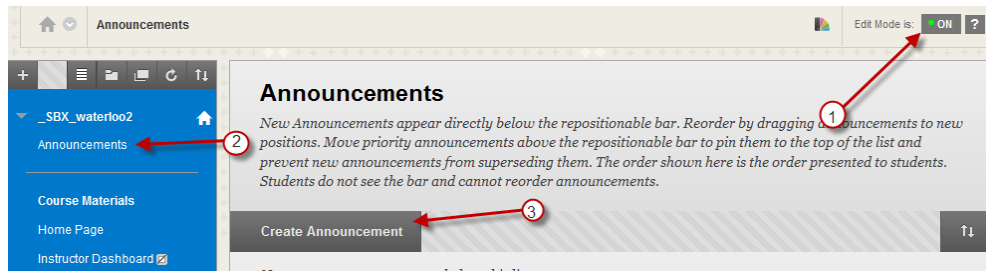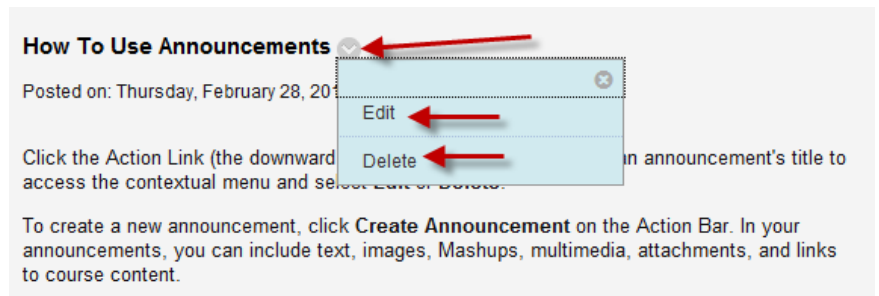# How to Create Announcements

1. Make sure the Edit Mode is ON.
2. In the Course Menu, click **Announcements.** From the action bar, **Create Announcement.**

3. Provide a Subject and Message.
4. Set the Duration.
5. Set Date Restricted if necessary.
6. Check box to send students an email containing the announcement if you desire.
7. Optionally, link to a course area, tool, or item using the Browse button.
8. Click Submit.

How to Edit or Delete Announcements

1. Hover over the announcement you want to edit or delete. Slect the drop-down arrow and choose edit or delete.

How to Reorder Announcements

Announcements appear below the movable bar in the order posted, with the most recent announcement appearing first.

1. Select the announcement and drag it up or down.

2. To move an announcement to the top of a list permanently, select the announcement and drag it above the movable reading line.

For more help on using Blackboard 9.1 go to **http://tinyurl.com/csng4wk**
or visit the Blackboard On Demand site at **http://ondemand.blackboard.com/**