Post a Blackboard Announcement

The Announcements page, by default, is the first page students see upon entering a course. Use this tool to post helpful updates and course information.

1. On the Course Menu, click on Announcements.

2. Click Create Announcement.

3. Enter a title in the Subject field and type a message to students in the Message field.

4. Optionally, select the Email Announcement check box to also send this announcement as an email to students’ GW email accounts.

5. When finished, click Submit.