How to Post an Announcement on Blackboard

What are Blackboard Announcements?
Announcements is a feature within Blackboard which allows you to post and save a message to everyone in the course - and also send it out to them as an email.

Note: Announcements are posted in this section of the course, in the order you post them. The most recent announcement appears first.

How to send an announcement
- Log in to Blackboard using your Hofstra portal credentials, and navigate to your course.
- Click *Announcements* from the course menu on the left.
- Click the **Create Announcement** button.
- Type a *Subject*, which appears as the title of the announcement on the Announcements page.
- Type your message.

Email Announcement	☑ Send a copy of this announcement immediately
	Students are still notified of this announcement even if this option is not selected

- Next to Email Announcement, check the box to **Send a copy of this announcement immediately**.
  - The email is sent to all students (even those who chose not to receive announcement notifications through email). Email announcements display your name but are sent from a "do not reply," automated account.
- Click the **Submit** button.