

# Creating Announcements

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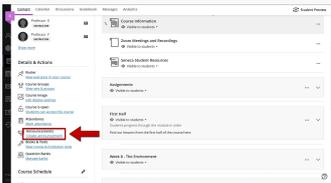
Announcements is a tool that allows you to communicate statements to your entire class. Announcements must be read by students before entering the course content, and will stay visible on their activity screens.

Using announcements, you can communicate any of the following:

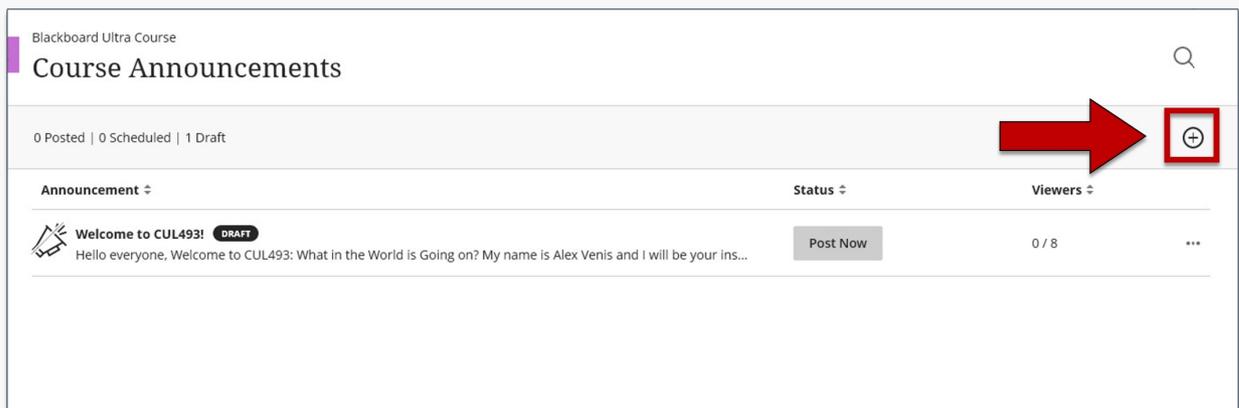
- a weekly to do list for your course
- upcoming assignments and due dates
- any points of clarification or corrections you might need to provide
- tips or words of encouragement

## Creating and Sending an Announcement

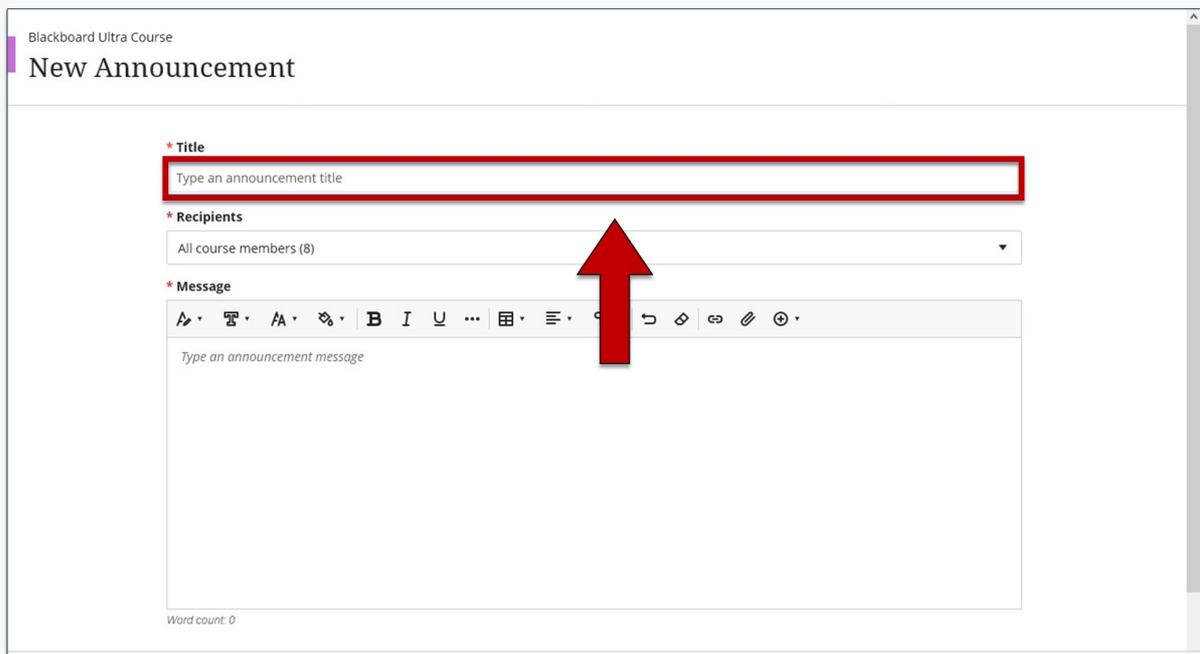
1. Select **Create announcement** from the Details & Action pane.



2. Select the **plus icon (+)**. The New Announcement page is displayed. **Note:** Skip this step if this is your first announcement.



3. Select the **Title text box** to edit the title of the announcement.



Cancel

Save



4. Select the **Message text box** to add a description to the announcement.

**Note:** You can add images, online videos, and links to your announcement. See the [Using the Text Editor](#) article for more information.

Blackboard Ultra Course

## New Announcement

**\* Title**

**\* Recipients**

All course members (8)

**\* Message**

Type an announcement message

Word count: 0

Cancel Save ?

5. Select **Send an email copy to recipients** to automatically email students the announcement once it has been posted. **Note:** If you select this checkbox, the announcement will also be visible inside your course.

Word count: 0

**Send an email copy to recipients**

Your message won't be delivered to recipients without an email address on record.  
You can't send an email copy for an announcement scheduled to display or hide in the future.

**Schedule announcement**

You can't select a display date in the future if you send an email copy

Cancel Save ?

6. Select **Schedule announcement** to automatically post the announcement on a future date and time. **Note:** If you do not schedule the announcement, it defaults to a draft. You will have to select **Post Now** to post the announcement.

Word count: 0

**Send an email copy to recipients**

Your message won't be delivered to recipients without an email address on record.  
You can't send an email copy for an announcement scheduled to display or hide in the future.

**Schedule announcement**

You can't select a display date in the future if you send an email copy

Cancel Save ?

Word count: 4

Send an email copy to recipients

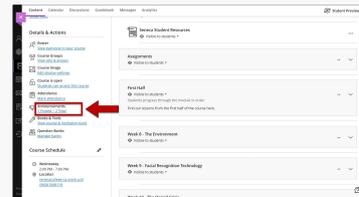
Your message won't be delivered to recipients without an email address on record. You can't send an email copy for an announcement scheduled to display or hide in the future.

Schedule announcement

You can't select a display date in the future if you send an email copy

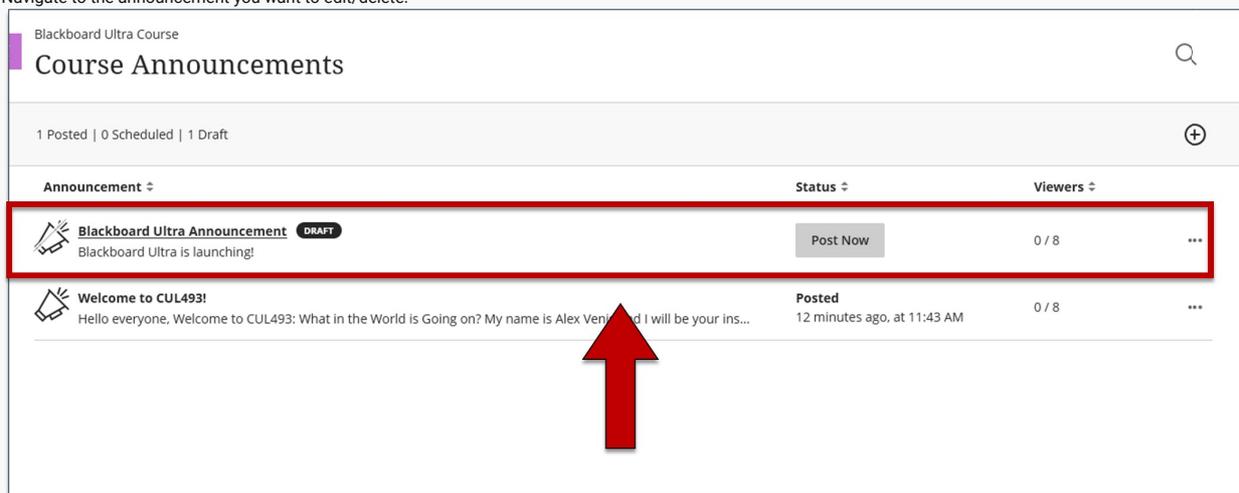
7. Select **Save**. The announcement is displayed in your Course Announcement page.

## Editing and Deleting an Announcement

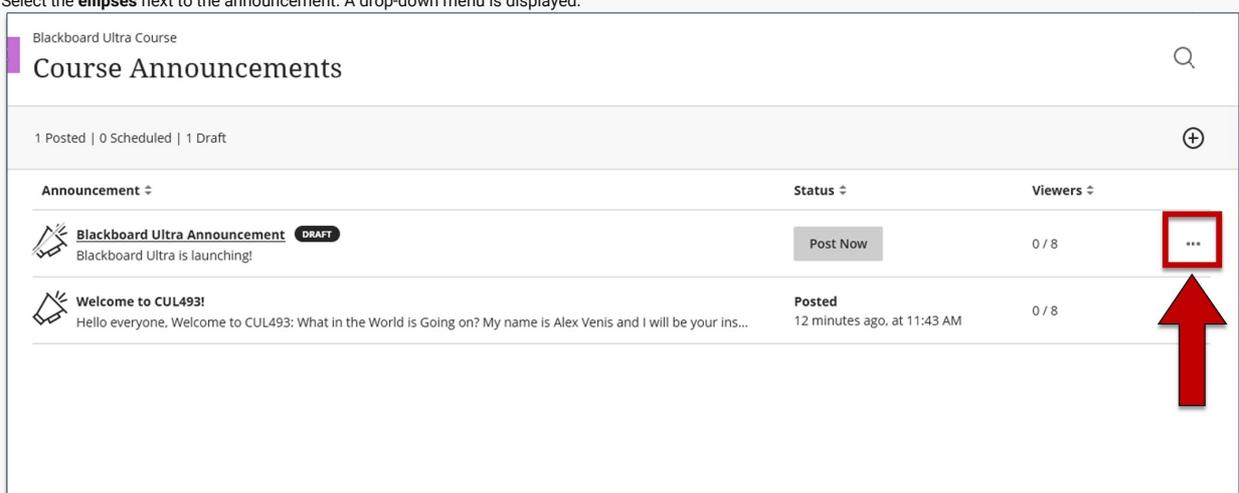


1. Select **Announcements** in the **Details & Action** pane. The Course Announcement page is displayed.

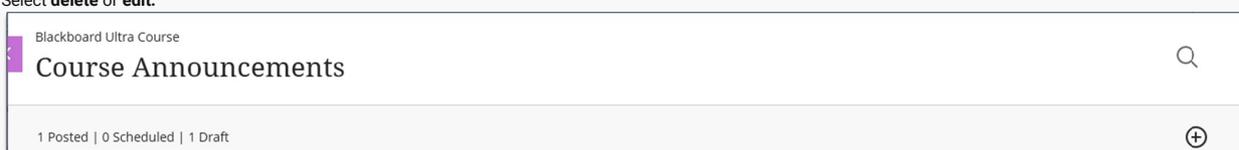
2. Navigate to the announcement you want to edit/delete.

A screenshot of the 'Course Announcements' page. The page title is 'Blackboard Ultra Course' and 'Course Announcements'. Below the title, it says '1 Posted | 0 Scheduled | 1 Draft'. There is a table with columns: 'Announcement', 'Status', and 'Viewers'. The first row is highlighted with a red box. It contains the announcement 'Blackboard Ultra Announcement' with a 'DRAFT' status and '0 / 8' viewers. A red arrow points to this row. The second row is 'Welcome to CUL493!' with a 'Posted' status and '0 / 8' viewers.

3. Select the **ellipses** next to the announcement. A drop-down menu is displayed.

A screenshot of the 'Course Announcements' page, similar to the previous one. A red box highlights the ellipsis icon (three dots) at the end of the first row, 'Blackboard Ultra Announcement'. A red arrow points to this icon.

4. Select **delete** or **edit**.

A screenshot of the 'Course Announcements' page, showing the top part of the interface. The page title is 'Blackboard Ultra Course' and 'Course Announcements'. Below the title, it says '1 Posted | 0 Scheduled | 1 Draft'.

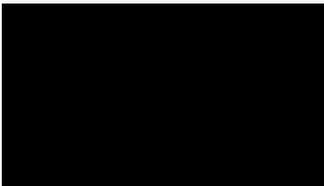
Announcement	Status	Viewers
 <b>Blackboard Ultra Announcement</b> <span>DRAFT</span> Blackboard Ultra is launching!	<input type="button" value="Post Now"/>	0 / 8 <span>...</span> <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
 <b>Welcome to CUL493!</b> Hello everyone, Welcome to CUL493: What in the World is Going on? My name is Alex Venis and I will be your ins...	<b>Posted</b> 12 minutes ago, at 11:43 AM	0 / 8 <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>

### Notes:

- Courses must be open and accessible to students before you can post announcements. You can create announcement and save it as a draft, but you cannot post it until the course is open.
- An announcement **cannot** be scheduled for a later date and be emailed out to students. You must choose one or the other.
- If you did not select the option to "Send an email copy to recipients," you cannot change this option after the announcement is posted.

### Video

This short video covers announcements and takes a quick look at how to schedule and post announcements.



**How did you find this article?** Use the like button below if you found this article helpful.

tags : blackboard-ultra, communicating-in-ultra, creating-and-sending-announcements, creating-announcements, deleting-announcements, editing-announcements, teaching-and-learning, teaching-and-learning-centre, ultra