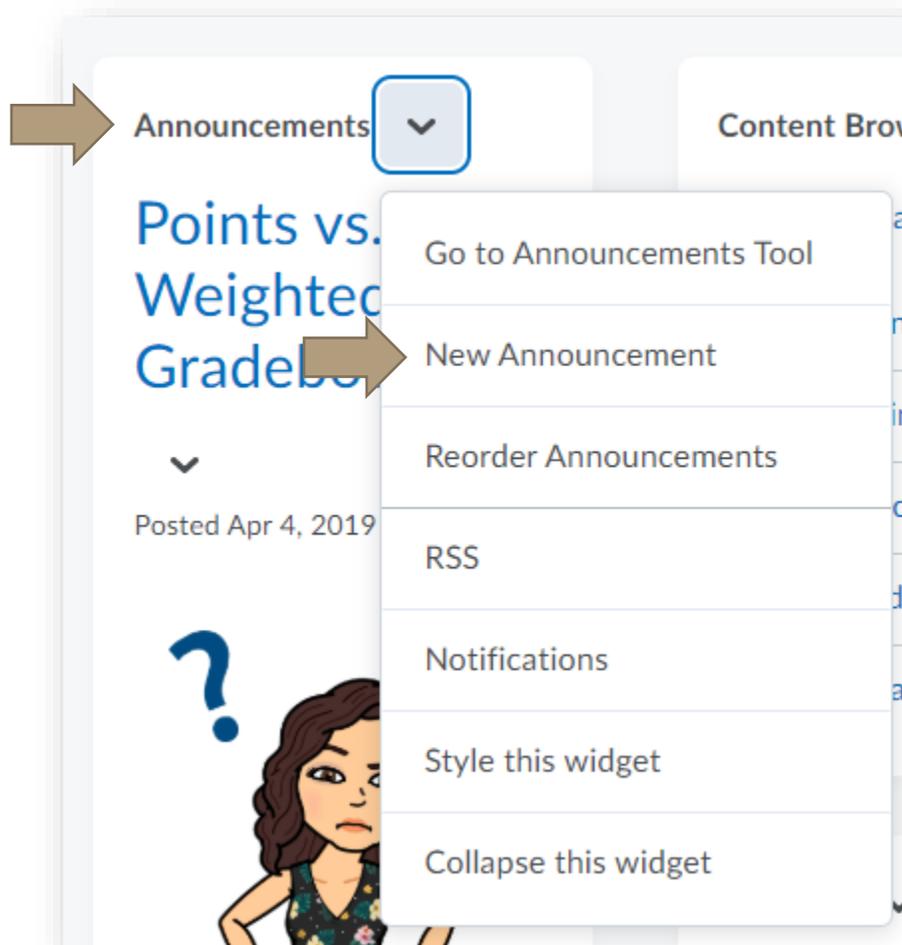


## HOW DO I USE MY ANNOUNCEMENT TOOL IN MY COURSES?

Video Tutorial: [How do I use my announcement tool in my courses?](#)

The announcement tool in your BlazeVIEW courses is a great way to communicate quickly with students.

To create an announcement, select “Announcements” or click the arrow next to “Announcements” and choose “New Announcement.”



Give your announcement a headline. This will be one of the first things the student will see.

## HOW DO I USE MY ANNOUNCEMENT TOOL IN MY COURSES?

Headline \*

Reminder: Quiz 3 due by Friday!

Type your announcement into the “Content” box.

Content \*

   ▼ Paragraph ▼ **B** *I* U ▼ ...

Hello {firstname}! This is a gentle reminder that [Quiz 3](#) is due by Friday at 5 pm. Feel free to work with a partner and utilize your notes from our most recent Blackboard Collaborate class. The recording is in the "[Virtual Classroom](#)" module.

Email me if you have questions!

Mrs. Clawson

Insert images and video, link to websites or specific item within your courses, and adjust the font and size using the various edition options.

## HOW DO I USE MY ANNOUNCEMENT TOOL IN MY COURSES?



Availability dates dictate when the announcement is visible to students. Start dates indicate when the announcement will post. These can be set in the future to assist in scheduling announcements. End dates can be set to remove the announcement so students will be unable to view it.

### Availability

**Show Start Date**

Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

**Start Date**

5/20/2020 9:51 AM Now

*United States - New York*

**End Date**

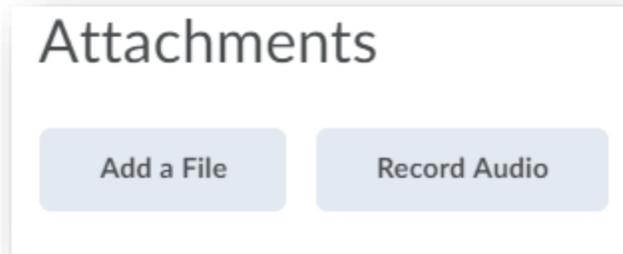
Remove announcement based on end date

5/21/2020 12:00 AM Now

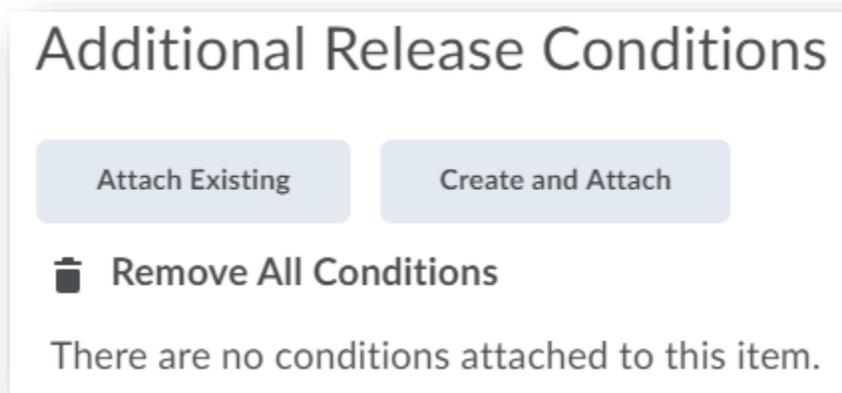
*United States - New York*

Attach word docs, pdfs, audio, video, and images using the “Attachments” feature.

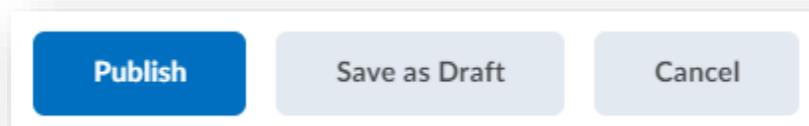
## HOW DO I USE MY ANNOUNCEMENT TOOL IN MY COURSES?



Create conditional releases to send the announcement to specific students. For instance, you can conditionally release by quiz completion, checklist completion/choice, grade on an item, and content accessed.



When you are done, select "Publish" to release your announcement to the class. (Reminder: if the start date is in the future, it will be made available for students when that date is reached.) Or, to save for additional editing, choose "Save as Draft."



## HOW DO I USE MY ANNOUNCEMENT TOOL IN MY COURSES?

