Blackboard 9:  
Creating Announcements

Announcements are used to inform students of important information and events related to the course. The instructor can add, edit, and delete announcements from the Announcements page.

To Create an Announcement:
1) Turn on Edit Mode
2) Click on Course Tools in the Control Panel
3) Select Announcements
4) Click Create Announcement
5) Enter a Subject
6) Enter a Message
7) Set the options
8) Click Submit

Override User Notification Settings
Select this option to send an email to all course users with the contents of the announcements, even if they have chosen not to receive email notifications.

Course Link
This option is used to create a link to specific course content that the announcement is referring to.