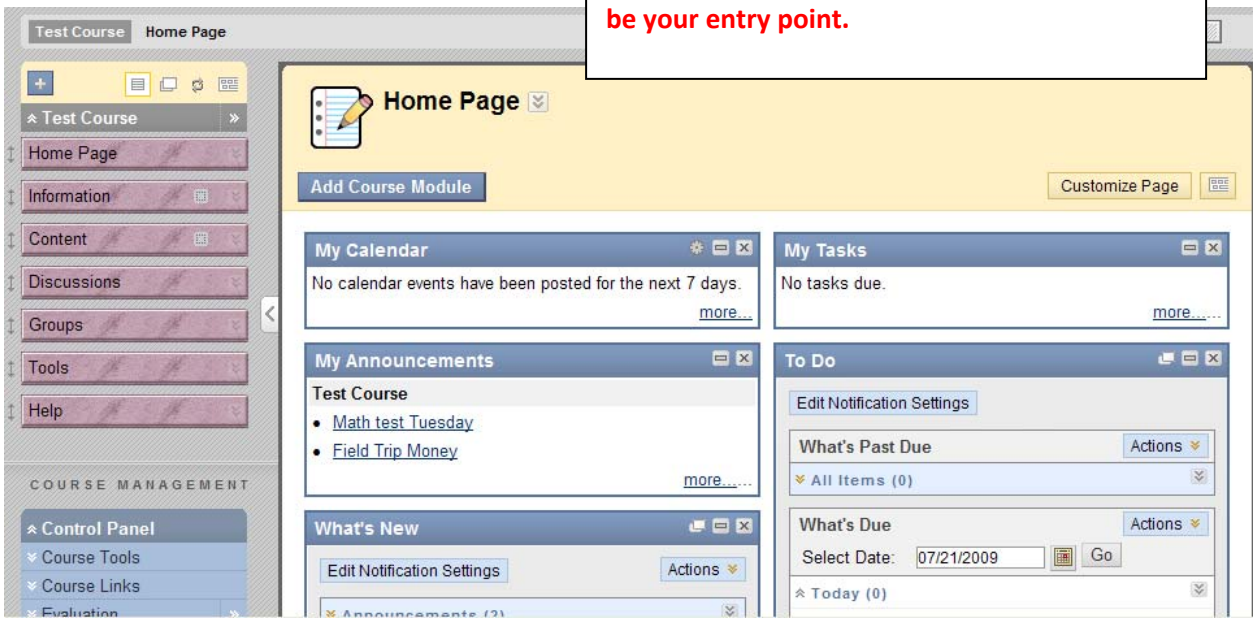
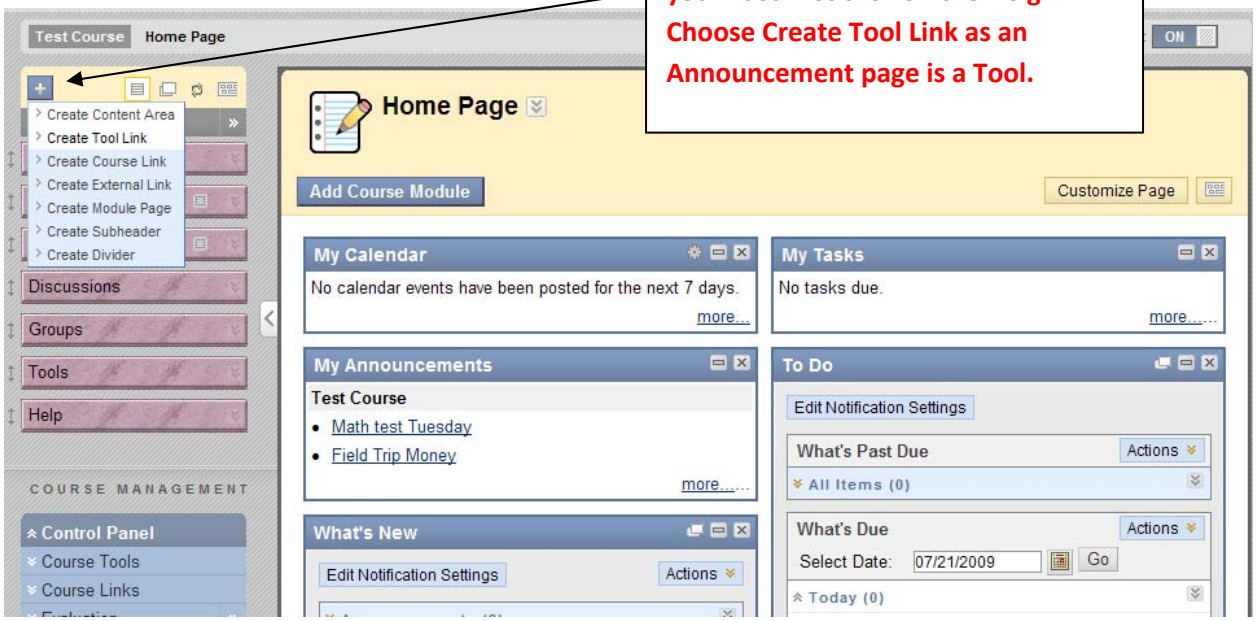
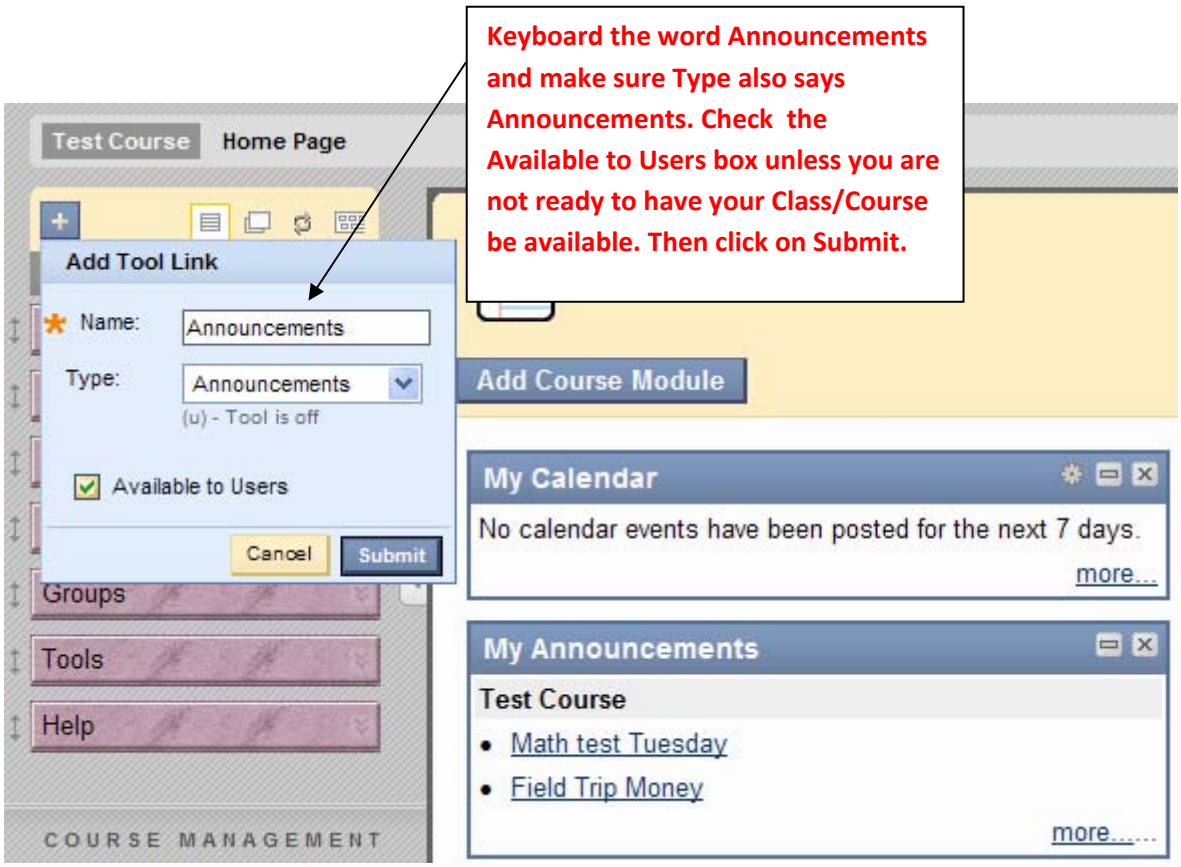
Creating an Announcement Page

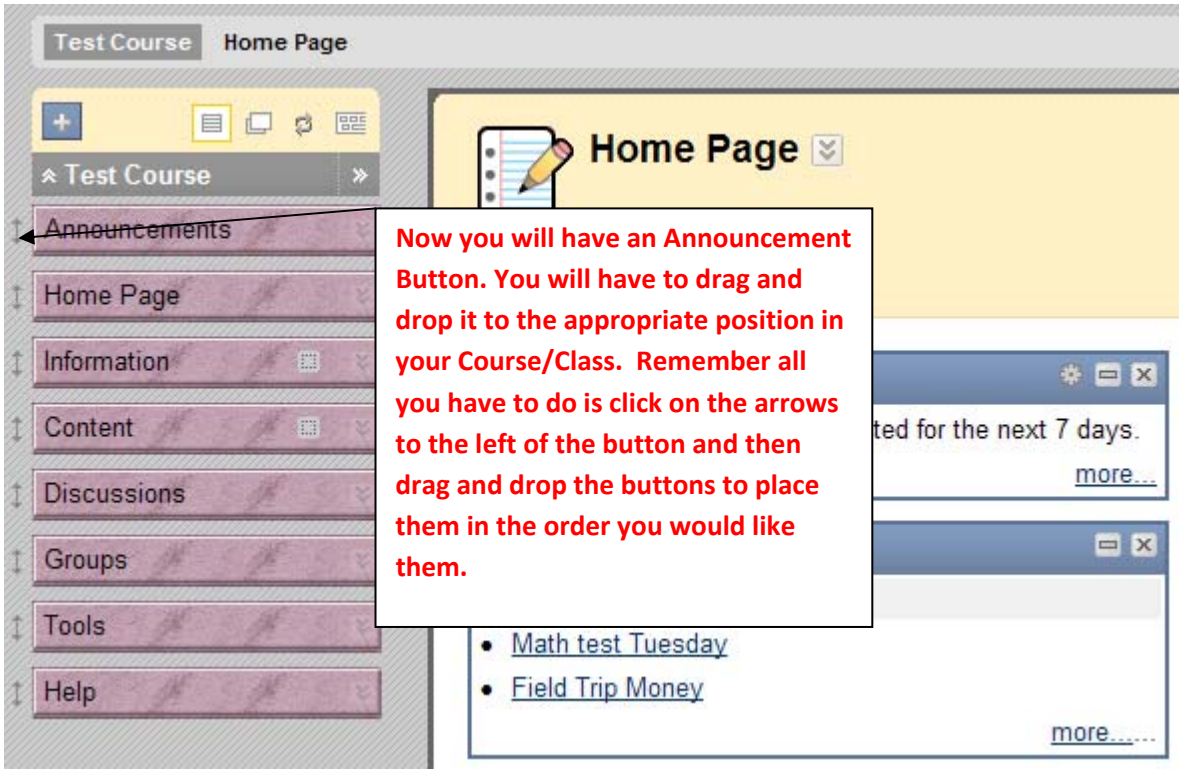
If your entry page is the Home Page, you may not have an Announcements page. You can create one and have the Announcements page be your entry point.

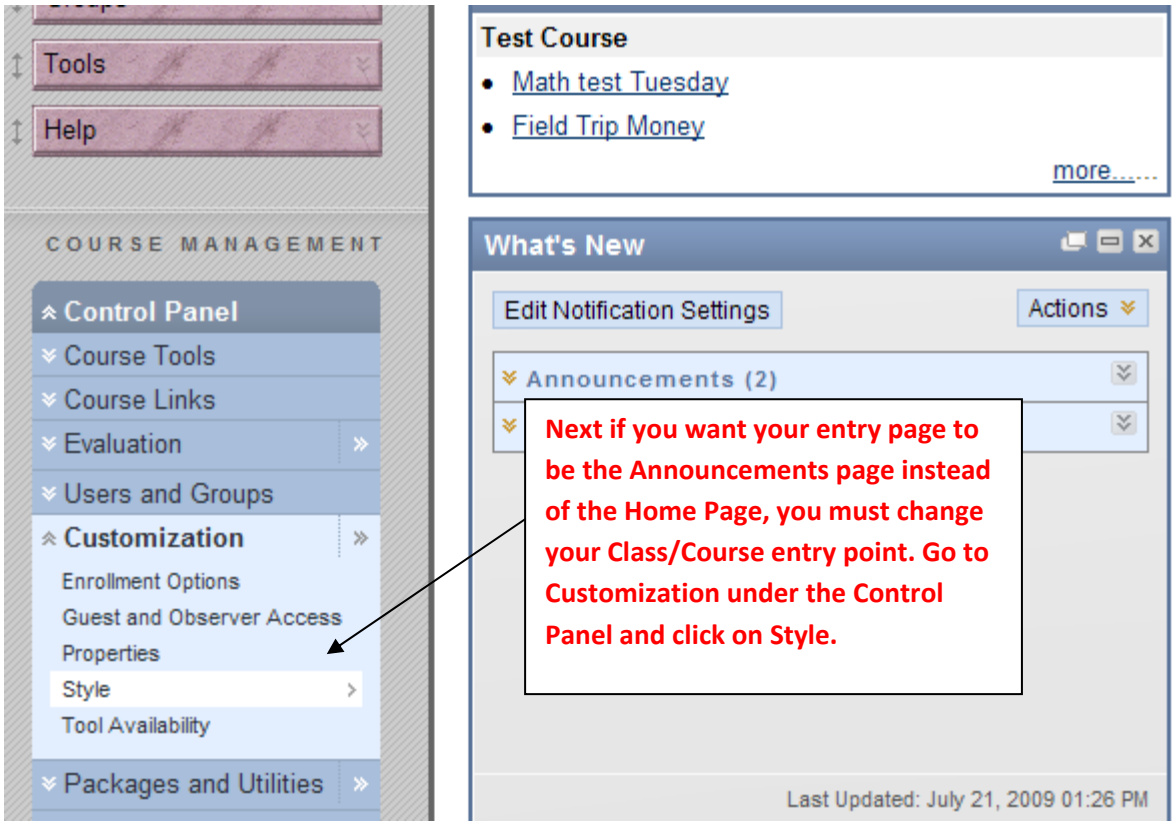


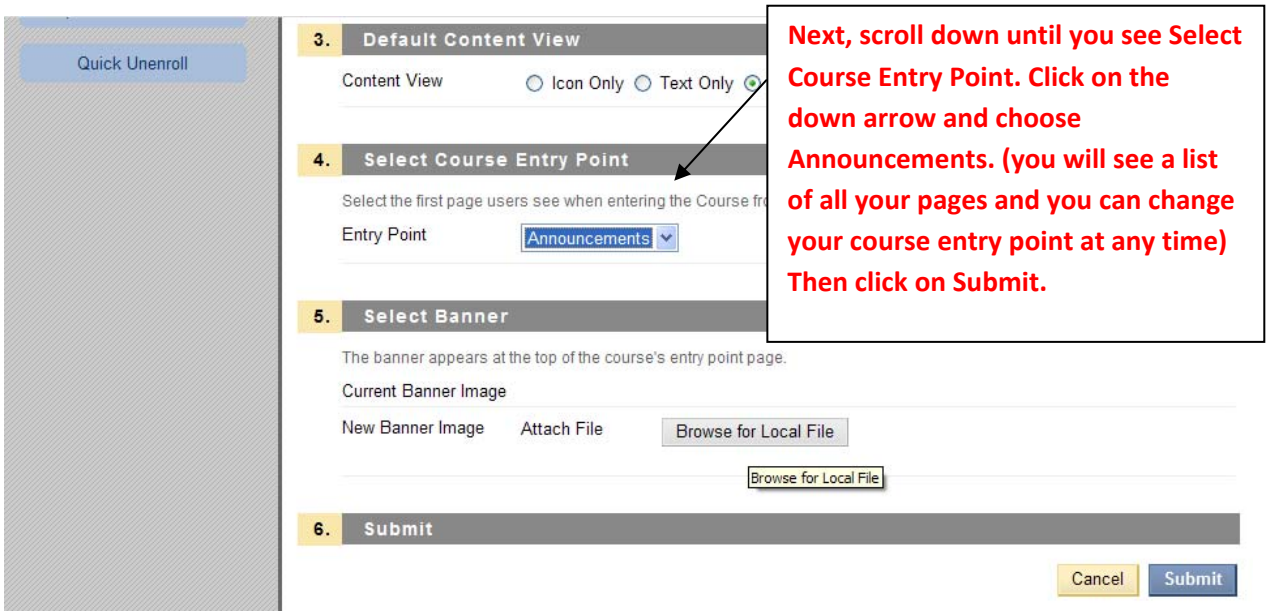
To create an Announcements page you must first click on the + sign. Choose Create Tool Link as an Announcement page is a Tool.

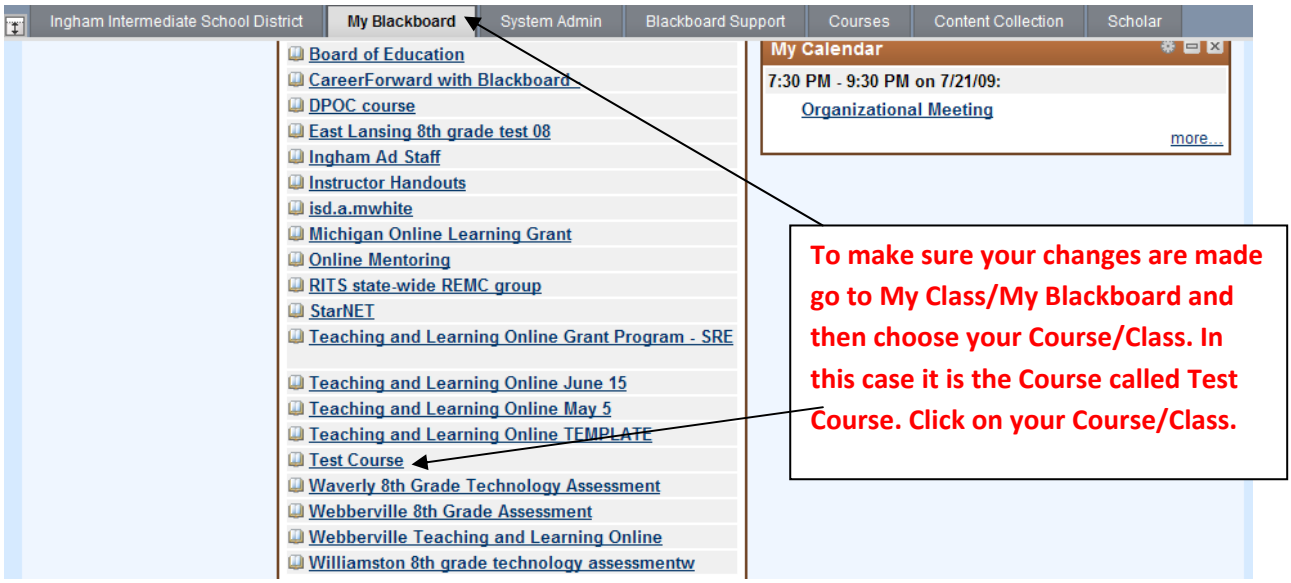


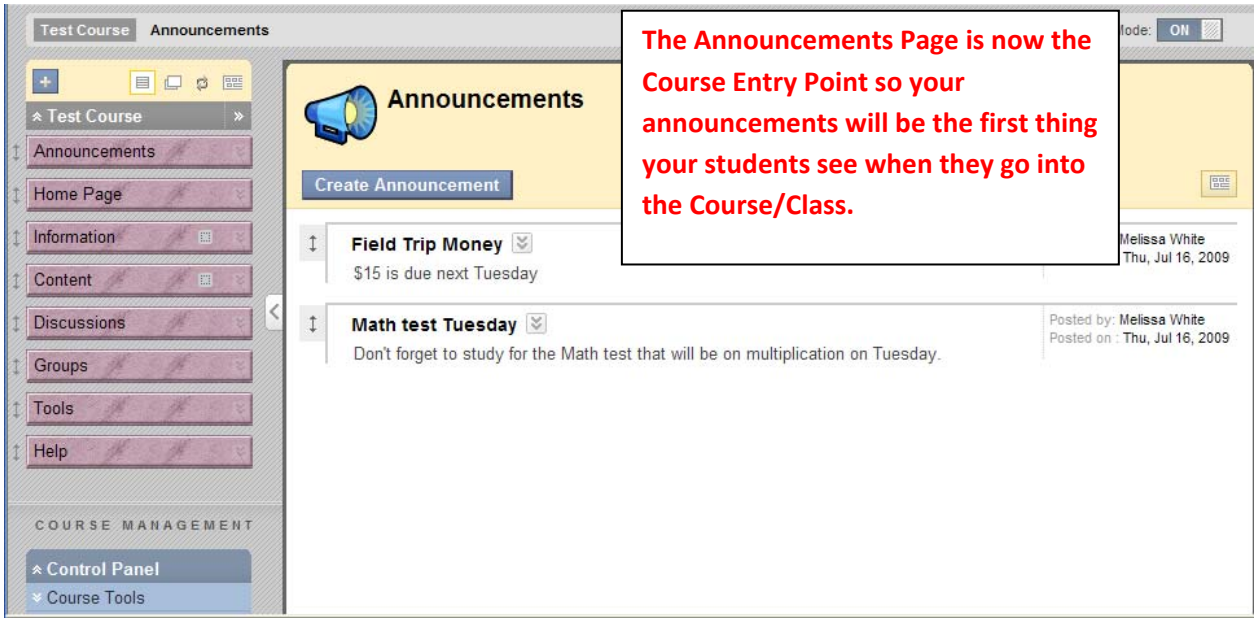

Keyboard the word Announcements and make sure Type also says Announcements. Check the Available to Users box unless you are not ready to have your Class/Course be available. Then click on Submit.
Test Course
Home Page
Add Tool Link
Name:
Announcements
Type:
Announcements
(u) - Tool is off
Available to Users
Cancel
Submit
Add Course Module
My Calendar
No calendar events have been posted for the next 7 days.
more...
My Announcements
Test Course
Math test Tuesday
Field Trip Money
more...
Groups
Tools
Help
COURSE MANAGEMENT


Test Course
Home Page
Test Course
Announcements
Home Page
Information
Content
Discussions
Groups
Tools
Help
Now you will have an Announcement Button. You will have to drag and drop it to the appropriate position in your Course/Class. Remember all you have to do is click on the arrows to the left of the button and then drag and drop the buttons to place them in the order you would like them.
Home Page
ted for the next 7 days.
more...
Math test Tuesday
Field Trip Money
more...


Tools
Help
COURSE MANAGEMENT
Control Panel
Course Tools
Course Links
Evaluation
Users and Groups
Customization
Enrollment Options
Guest and Observer Access
Properties
Style
Tool Availability
Packages and Utilities
Test Course
Math test Tuesday
Field Trip Money
more...
What's New
Edit Notification Settings
Actions
Announcements (2)
Next if you want your entry page to be the Announcements page instead of the Home Page, you must change your Class/Course entry point. Go to Customization under the Control Panel and click on Style.
Last Updated: July 21, 2009 01:26 PM


Quick Unenroll
3. Default Content View
Content View
Icon Only
Text Only
4. Select Course Entry Point
Select the first page users see when entering the Course fr
Entry Point
Announcements
5. Select Banner
The banner appears at the top of the course's entry point page.
Current Banner Image
New Banner Image
Attach File
Browse for Local File
Browse for Local File
6. Submit
Cancel
Submit
Next, scroll down until you see Select Course Entry Point. Click on the down arrow and choose Announcements. (you will see a list of all your pages and you can change your course entry point at any time) Then click on Submit.


Ingham Intermediate School District
My Blackboard
System Admin
Blackboard Support
Courses
Content Collection
Scholar
Board of Education
CareerForward with Blackboard
DPOC course
East Lansing 8th grade test 08
Ingham Ad Staff
Instructor Handouts
isd.a.mwhite
Michigan Online Learning Grant
Online Mentoring
RITS state-wide REMC group
StarNET
Teaching and Learning Online Grant Program - SRE
Teaching and Learning Online June 15
Teaching and Learning Online May 5
Teaching and Learning Online TEMPLATE
Test Course
Waverly 8th Grade Technology Assessment
Webberville 8th Grade Assessment
Webberville Teaching and Learning Online
Williamston 8th grade technology assessmentw
My Calendar
7:30 PM - 9:30 PM on 7/21/09:
Organizational Meeting
more...
To make sure your changes are made go to My Class/My Blackboard and then choose your Course/Class. In this case it is the Course called Test Course. Click on your Course/Class.


Test Course
Announcements
Test Course
Announcements
Home Page
Information
Content
Discussions
Groups
Tools
Help
COURSE MANAGEMENT
Control Panel
Course Tools
Announcements
Create Announcement
Field Trip Money
$15 is due next Tuesday
Melissa White
Thu, Jul 16, 2009
Math test Tuesday
Don't forget to study for the Math test that will be on multiplication on Tuesday.
Posted by: Melissa White
Posted on : Thu, Jul 16, 2009
The Announcements Page is now the Course Entry Point so your announcements will be the first thing your students see when they go into the Course/Class.