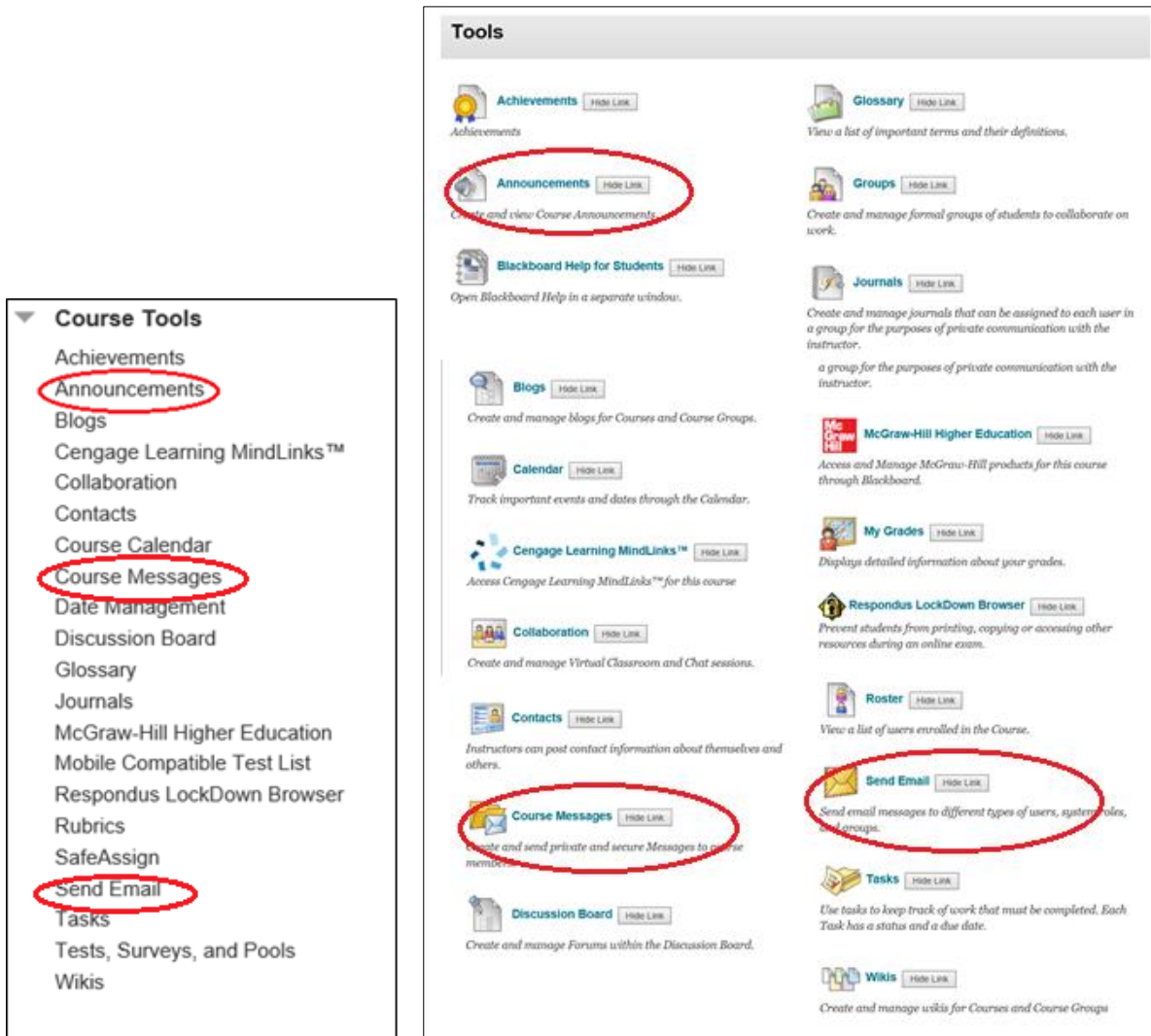


Announcements, E-mail and Course Messages

Announcements E-mail and Course Messages are Blackboard tools that instructors and students may use to communicate with each other from within their course. Access all three via the **Course Tools** menu or by clicking **Tools** followed by the appropriate icon.

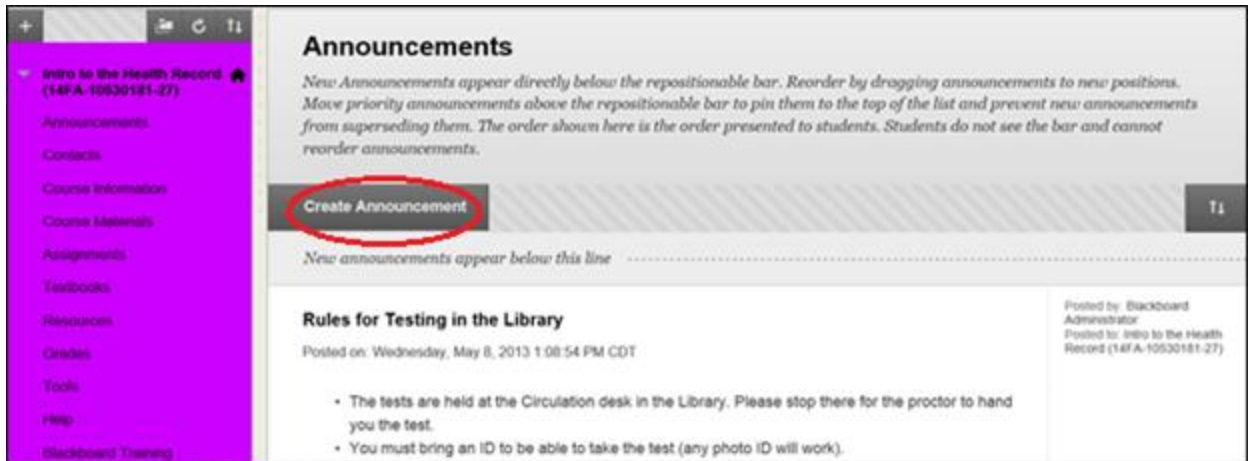


Announcements

Announcements allow the instructor to post a message for the class. The Announcements page is typically the course entry page.

How to Create an Announcement

1. Click **Create Announcements**



2. Fill in the subject of the announcement and the message

Create Announcement

New Announcements appear directly below the repositionable bar and can be dragged to new positions to modify the order.

[More Help](#)

* Indicates a required field.

Cancel Submit

Announcement Information

* Subject Black

Message

T T T T Paragraph Arial 3 (12pt)

Welcome to Class! Please read the course policies and submit your sign off sheet in the link provided.

3. Determine whether or not the announcement will be date restricted and if so between which dates and times it will be available. You can also choose to have a copy of the announcement sent to all users via e-mail.

Web Announcement Options

Duration Not Date Restricted

Date Restricted

Select Date Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected

4. **Course Link** will provide a link to a specific area of the course, such as a specific assignment or document you want to draw the students' attention to

Course Link

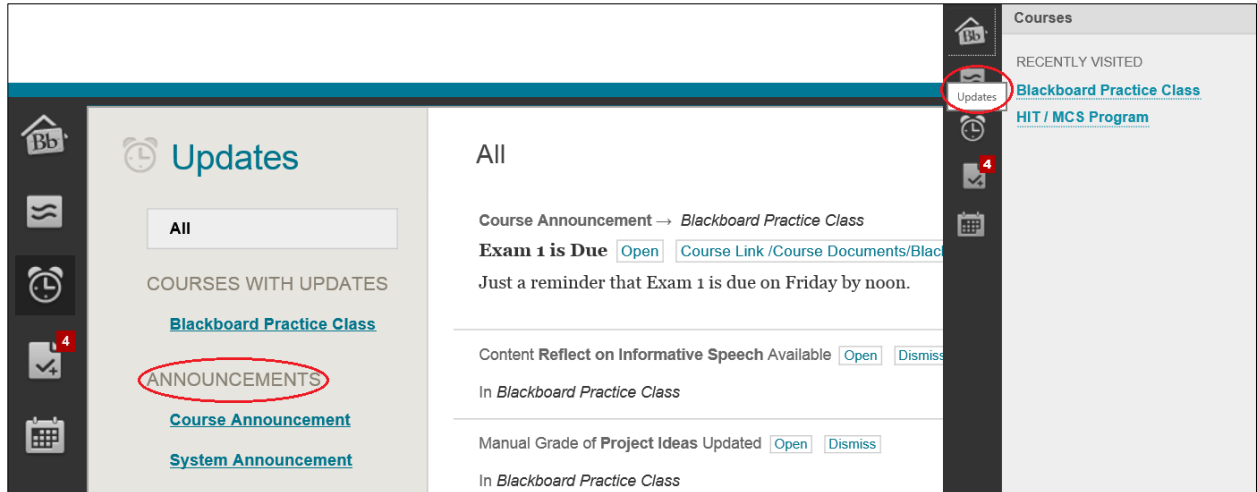
Click **Browse** to choose an item.

Location

5. Click **Submit**.
6. Announcements is also available via the **Course Tools** menu

Student View of Announcements

Students may view announcements on the Blackboard Home Page (module page), course entry page if set to Announcements or Updates page which is accessible under the **Global Navigation Link**.



E-mail

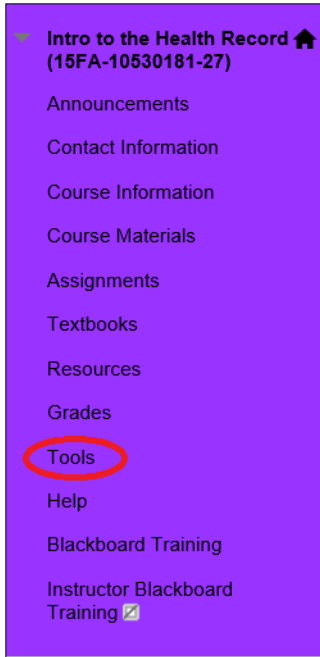
Blackboard's e-mail feature allows you to email one or more students from within the course.

Access E-mail in One of Three Ways

- From the Tools menu
- From the Course Tools menu
- From the Grade Center

E-mail from Tools

1. Click **Tools**



2. Click the **Send Mail** icon



3. Continue as below "E-mail From Course Tools"

E-mail From Course Tools

1. Click **Course Tools**
2. Click **Send E-mail**



3. Determine which user(s) will receive the e-mail

Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course.

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Student Users
Send email to all of the Student users in the Course.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

All Instructor Users
Send email to all of the Instructor users in the Course.

All Observer Users
Send email to all Observer users in the Course.

Single / Select Users
Select which users will receive the email.

Single / Select Groups
Select which Groups will receive the email.

Single / Select Observer users
Send an email to selected Observer users.

4. If you are sending the e-mail to single or selected users you will be presented with a list of those users that are available to select. Click the name of the user, the arrow to move the user to "Selected" and click **Submit**.

Single / Select Users

* Indicates a required field.

Cancel Submit

Email Information

* To

Available to Select	Selected
Brown, Tamra	
Finn, Scott	
Schmo, Joe	

Move to list of selected items

Invert Selection Select All Invert Selection Select All

5. Complete the remainder of the screen
 - a. Type the subject and body of the e-mail message. Notice the toolbar available for the body of the e-mail message.
 - b. You may attach documents to the e-mail using the **Attach a File** link.
 - c. Click **Submit**

From: Tamra Brown - BrownT@westerntc.edu (BrownT@westerntc.edu)

Subject:

Message:
 T T Arial 3 (12pt) [Formatting icons]

Path: Words: 0

A copy of this email will be sent to the sender.

Attachments: [Attach a file](#)

E-mail From the Grade Center

1. In the **Full Grade Center** check the name of the student(s) you wish to send e-mail to. Click the e-mail menu and make an appropriate selection.

Move To Top **Email** Sort Columns By: Layout Position Order: ▲Ascending Hide Color Coding

Grade Information Bar Last Saved: June 11, 2014 10:46 PM

Last Name	01A Demo #2	01B Demo #3	Weighted Total	01C Wed Test
<input checked="" type="checkbox"/> Schmo	5.00	--	--	6.00

Selected Rows: 1

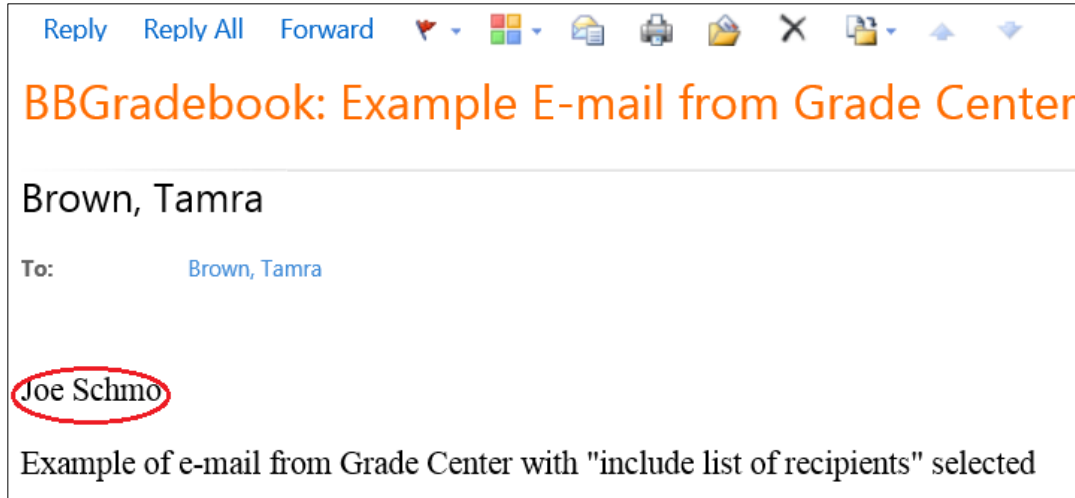
Move To Top **Email** Icon Legend

2. Complete the remainder of the screen
 - a. Type the subject and body of the e-mail message. Notice the toolbar available for the body of the e-mail.
 - b. You may attach documents to the e-mail using the **Attach a File** link.
 - c. Check whether or not you want it to include a list of recipients
 - d. A copy of the e-mail will be sent to the sender

Include list of recipients

A copy of this email will be sent to the sender.

3. Click **Submit**

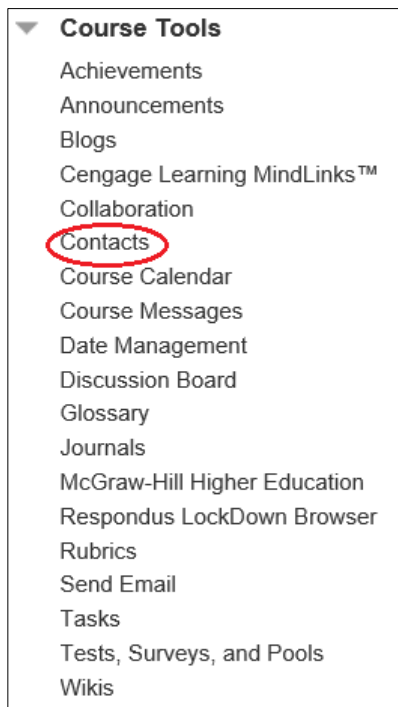


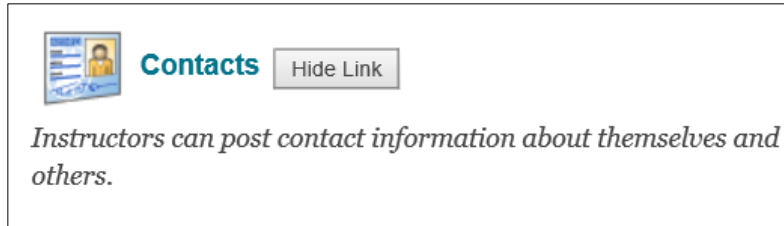
Student Use of Blackboard E-mail

Students can contact the instructor via the link in Contacts and with other students privately via Course Messages.

How to Post Instructor Contact Information

1. Click **Course Tools**, **Contacts** or **Tools** then the **Contacts** icon

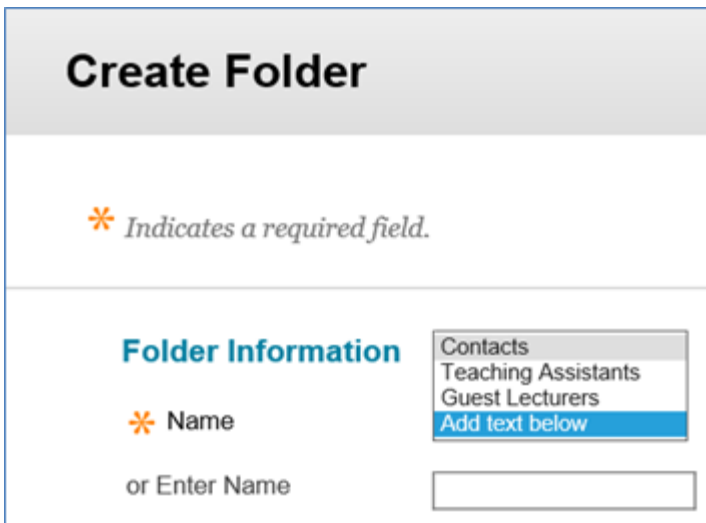




Contacts

Instructors can post contact information about themselves and others.

2. **Create Folder** allows you to group contacts other than yourself as instructor (such as teaching assistants or guest lecturers) in a folder together



Create Folder

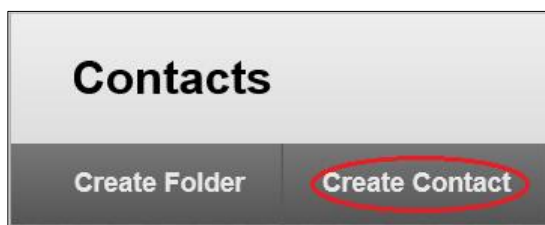
* Indicates a required field.

Folder Information

* Name
Teaching Assistants
Guest Lecturers
Add text below

or Enter Name

3. Click **Create Contact**



Contacts

4. Complete your personal profile information including title, name, e-mail, work phone, office location and office hours. Attach a photo and link to your personal page if desired.

PROFILE INFORMATION

Provide an email address and a title, first name, or last name.

Title

First Name

Last Name

* Email

Work Phone

Office Location

Character count: 0

Office Hours

Character count: 1

Notes

B **I** **T** Arial 3 (12pt) **T**

Path: Words: 0

OPTIONS

Make the Profile Available Yes No

Attach an image. For best results, the image size should be 150x150 pixels.

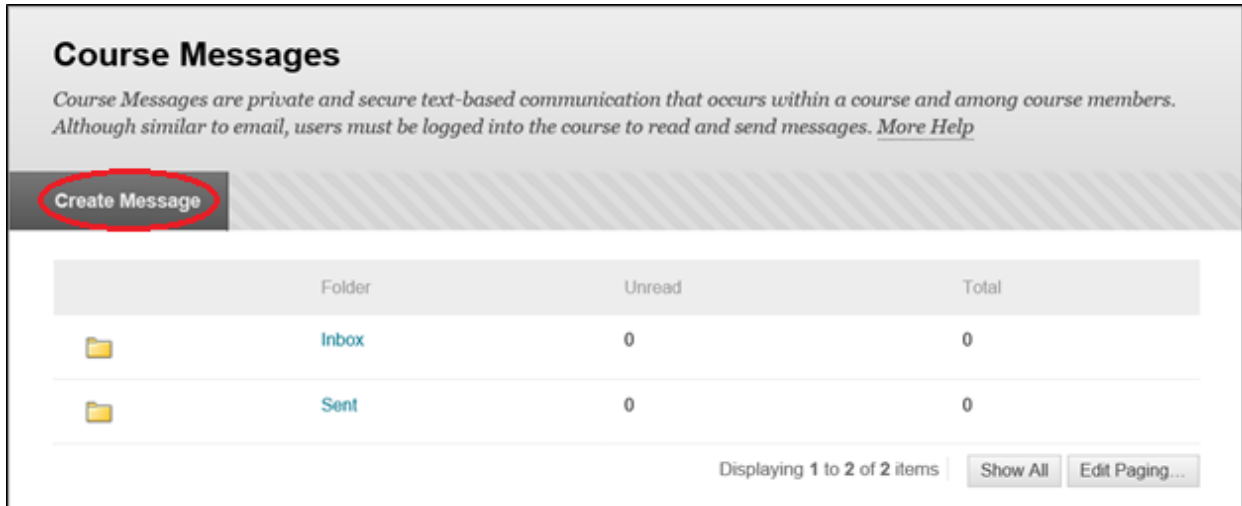
Current Image

Attach Image

Personal Link

How to Use Course Messages

1. Click **Tools, Course Message**
2. Click **Create Message**



3. Select Recipients from the list and click the arrow to move them to "Recipients"



4. Compose the message
5. Click **Submit**

