



# Blackboard Tips & Tricks

## Announcements, Email, Messages

### Announcements:

Add an Announcement through the **Control Panel** within the course. Select **Course Tools**, then **Announcements**, and then **Create Announcement**.

Announcements are visible to users in a number of locations:

1. On the My Blackboard tab:
  - a. by clicking on "Announcements" within the "Tools" module, or
  - b. by clicking on any current announcement or "more announcements" in the "My Announcements" module.
2. Within the course:
  - a. in the "My Announcements" module located on the "Planner" screen, or
  - b. through the "Tools" course navigational link, by clicking on "Announcements."

Announcements that have been set to "Display After" a certain date and time will NOT display until the date and time you set. If you create an announcement today, but don't want it to appear until tomorrow, you would use this feature.

Announcements that have been set to "Display Until" a certain date and time **will NOT display under any of the announcement views *after* that date and time has passed**. If you do NOT set Display Until, the announcement will always be visible to the students within Announcements. Do not use the "Display Until" setting if you want your course to include a complete record of all announcements.

### Email:

There is no record kept in Blackboard of any Emails sent or received. Blackboard will automatically send a copy of the message to the sender's SIUE email address for their records.

Emails are sent to a student's SIUE Email address, and a student's reply is sent back to the instructor's SIUE Email address, not to Blackboard.

### Messages:

There is a record kept in Blackboard of Messages sent and received, however, there is no notification in Blackboard alerting users that new Messages have been received. Users must make a habit of regularly checking their Messages.

**Tutorial:** [http://www.siue.edu/its/bb/fac\\_staff/bb\\_step4d.shtml](http://www.siue.edu/its/bb/fac_staff/bb_step4d.shtml)

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