Communicating with Students

Announcements

Announcements are an ideal way to post time-sensitive information critical to course success. Add announcements for these types of course activities:

- Due dates for assignments and projects
- Changes to your syllabus
- Corrections/clarifications of materials
- Exam schedules

You can add, edit, and delete announcements from the Announcements page. When you add an announcement, you can also send it as an email to students in your course. Students receive the announcement even if they don't log into your course.

Announcements appear in the order you post them. The most recent announcement appears first.

1. Go to the Home page of your course.
2. Select more announcements...

1. Alternatively, from the Control Panel select Course Tools
2. Select Announcements
3. The Announcement page displays.
4. Select Create Announcement.

5. Type a Subject, which appears as the title of the announcement on the Announcements page.
6. Type your message.
7. In the Web Announcements Options section, you can choose to restrict the announcement by date or not.
8. If you choose Not Date Restricted, the announcement is visible until you remove it.

9. If you choose Date Restricted, select the Display After and Display Until check boxes to enable the date and time selections. Provide the date and time restriction settings. To display an announcement from a date forward, select the Display After check box and provide a date and time, but don’t select the Display Until check box.

10. Select the Email Announcement check box to send students an email with the announcement. The email is sent to all students, even those who chose not to receive announcement notifications through email. Email announcements display your name but are sent from a "<donotreply@blackboard.com>" automated account.

NOTE: “Email a copy of this announcement immediately” will not work if you post the announcement in the future. The following message will display: “The Email Announcement checkbox cannot be checked if the Display After time is in the future.”
11. Optionally, in the Course Link section, select Browse to link to a course area, tool, or item. A course link won't appear in the email announcement if you choose to send one.

12. Submit to post the Announcement
Email

The email tool allows you to send email to other people in your course without launching a separate email program, such as from your Mason Outlook account. You can send email to individual users or to groups of users. Blackboard does not keep a record of email that you send from your course; there isn’t a Sent folder in Blackboard like there is in Outlook. You will receive a copy of any email you send from your Blackboard course in your Outlook account.

Occasionally emails from Blackboard, including Announcements sent via email, will end up in a user’s junk mail, spam, clutter or deleted folder. Add donotreply@blackboard.com to your address book or safe sender list. Also, confirm you do not have any rules sending emails from this address to trash folder. This applies to students as well.

You can send email to these users:

All Users: All users in your course
All Groups: All groups in your course
All Student Users: All students in your course
All Teaching Assistant Users: All teaching assistants in your course
All Instructor Users: All instructors in your course
Select Users: Select the users from a list
Select Groups: Select groups from a list

Recipients of each email won't see the email addresses of other recipients.

1. From the Control Panel in your course, select Course Tools
2. Then select Send Email.
3. On the Send Email page, select a link such as All Users.

4. For Select Users or Select Groups, select the recipients in the Available to Select box and select the right-pointing arrow to move them into the Selected box.

5. Type your Subject. Your message won't be delivered without a subject.

6. Type a Message.

7. Select Attach a file to browse for a file from your computer. You can attach multiple files to your message.

8. Select Submit.
After you send an email, a message appears at the top of the Send Email page that lists all recipients. The message isn't a confirmation that any users received the message, just that the message was sent.