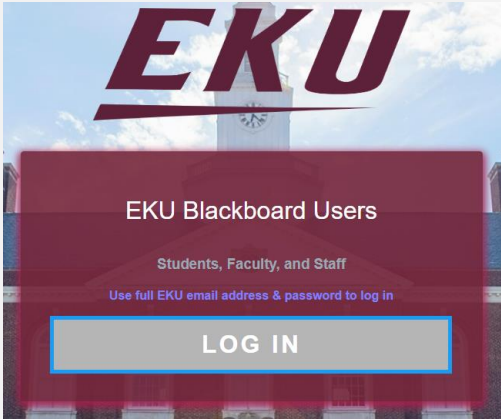
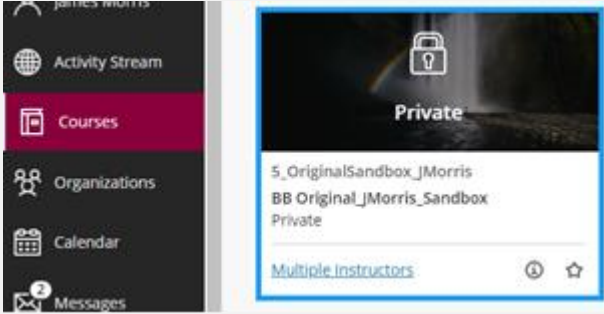
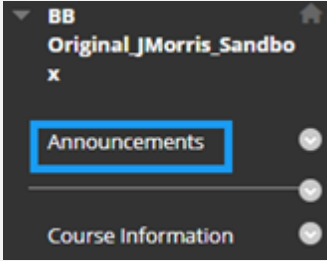


EKU ONLINE INSTRUCTIONAL DESIGN CENTER

DELETING AN ANNOUNCEMENT

Regular communication with students is a key element of an online course, and course announcements provide an effective method of sharing out vital information to the full class. The following steps will provide the necessary guidance to delete or edit a class announcement within your Blackboard course:

STEP 1	
Log into Blackboard.	
STEP 2	
Select the appropriate course in which needs to be made available.	
STEP 3	
Select the <i>Announcements</i> section of the course. Note: This may be the first page you see in the course.	

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STEP 4

Hover over the down arrow next to the announcement. Select Delete (or Edit).

Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

Create Announcement

The screenshot shows the Blackboard Announcements interface. At the top, there is a header "New announcements appear below this line" with a repositionable bar. Below this, an announcement titled "How Rad is That?™ Media Discussion Video Module 8" is displayed. A context menu is open over the announcement, showing "Edit" and "Delete" options. The announcement content includes a video player with a red play button. The post is dated "Sunday, May 14, 2023 8:59:31 AM EDT" and is posted by "Radhika Makecha" for "PSY 333 Development Shell".

STEP 5

You can also make any edits to your announcement from this menu.

From here, you can schedule announcements using the Date Restriction Selection.

WEB ANNOUNCEMENT OPTIONS

Duration

Not Date Restricted

Date Restricted

Email Announcement

Send a copy of this announcement