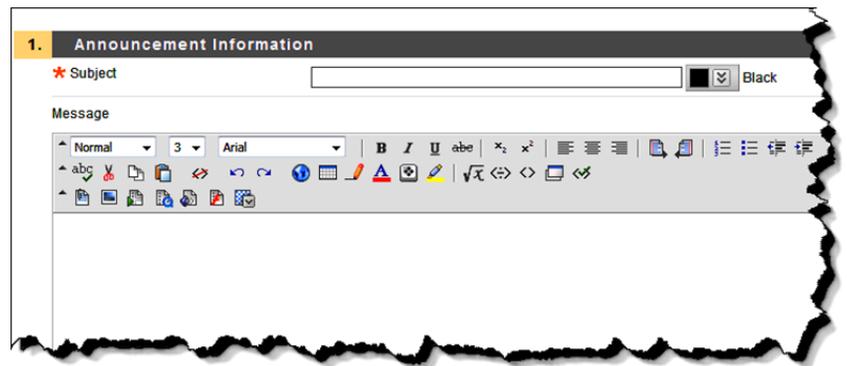## *Creating an Announcement*

1. Login to the Bb Learn system and go to your course.

2. **Option 1:** Click on the **Announcement** tool on the left hand menu.

   Option 2: Locate the **Course Management Control Panel** under the left hand menu and click on the **Course Tools** drop down list.

3. Click **Announcements**.

4. Click the **Create Announcements** button.

5. Enter a subject for your Announcement. This will become the title of the Announcement on the **Announcements** page.

6. Type the announcement in the Text Editor.

7. In the **Web Announcement Options** section, set duration to "**Not Date Restricted**" or "**Date Restricted**." If date restrictions are desired for the announcement, check the "**Display after**" and "**Display Until**" checkboxes. Then set the date and time range for the announcement to be displayed.

8. To link the announcement to a specific item in the course (e.g. a specific Test or Assignment); click **Browse** to choose the location.

9. Click **Submit**.