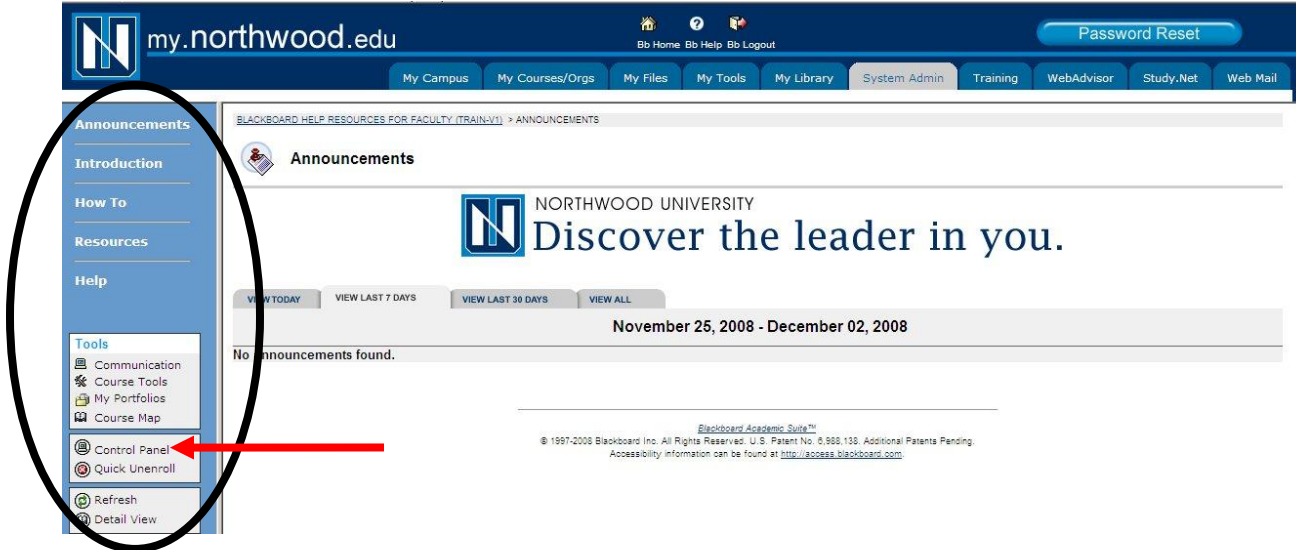


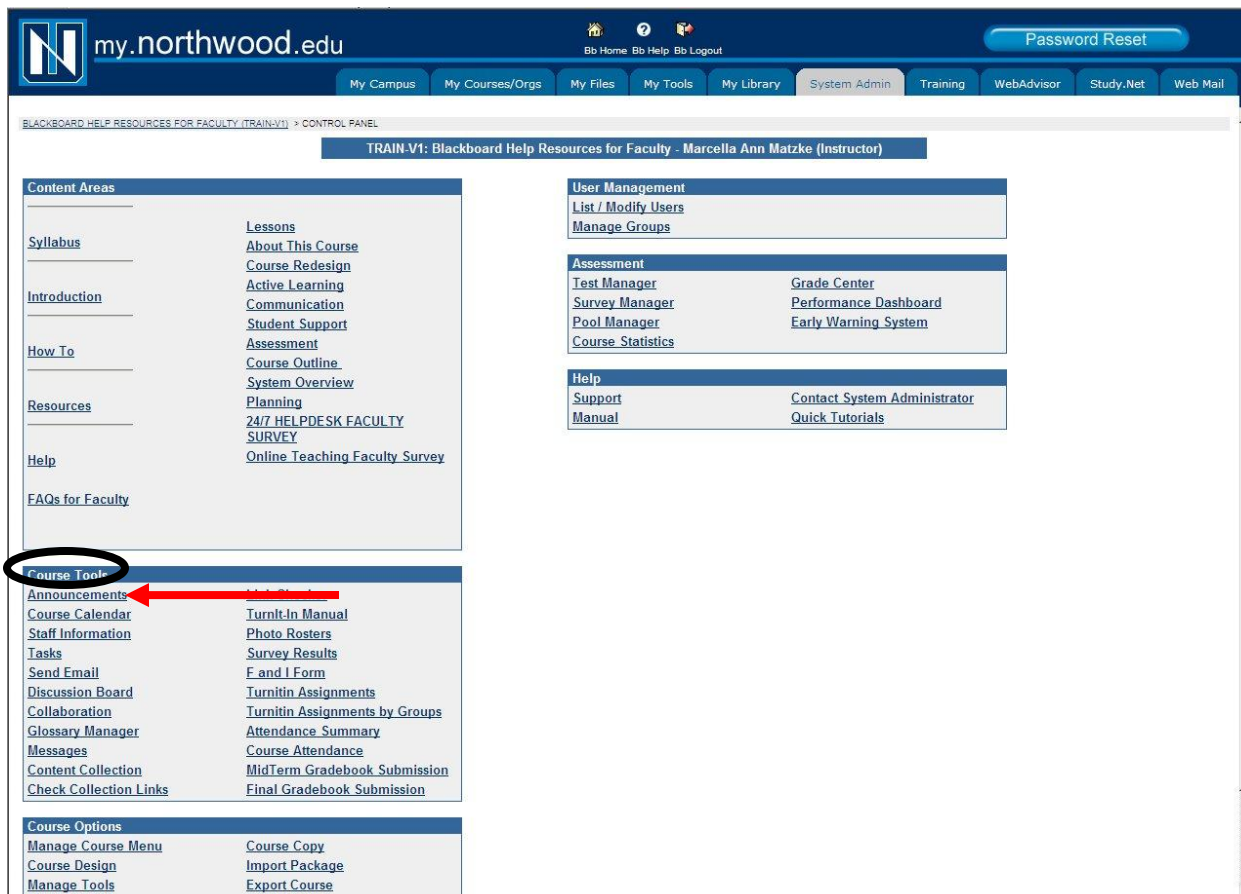
Posting A Course Announcement

Login to my.northwood @ <http://my.northwood.edu>-Click the My Courses/Orgs Tab-Locate the Course List module-Click the Course Name (link) to which the announcement is to be added, and then follow these steps:

1. Click **Control Panel** from the **Course Menu**



2. From the **Course Tools** module, Click **Syllabus**

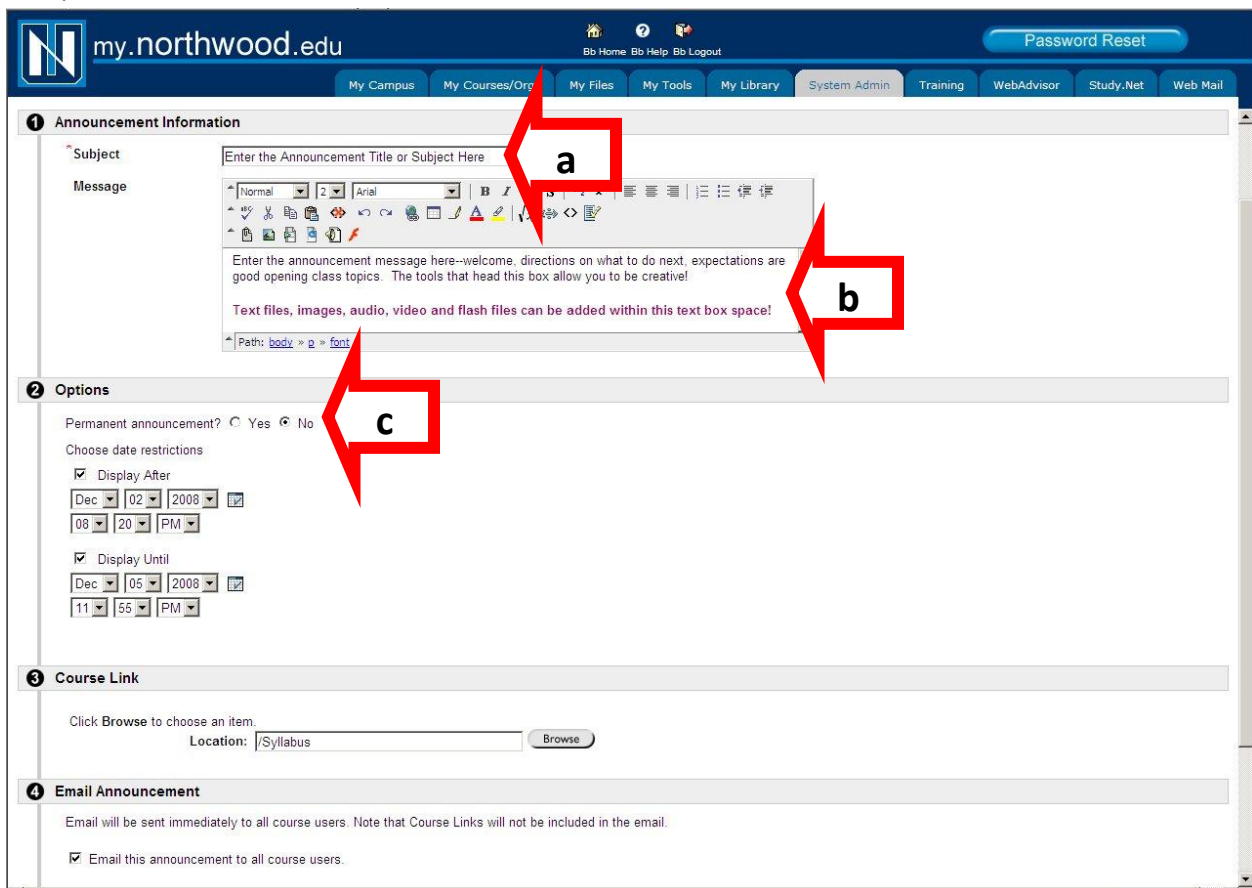


Posting A Course Announcement

3. Click the **+Announcement button**



4. Complete the **Add Announcement** screen



- a. Begin with area #1 Announcement Information and enter a Subject/Title for the message
- b. Enter the message in the text box – text box tools may be used to add emphasis and a different file types, including text, image, video, audio and flash files
- c. Move to area #2 Options and choose to make the announcement permanent or not—will display continually and all other announcements added will be found following the permanent announcement.

Posting A Course Announcement

The screenshot shows the 'my.northwood.edu' interface for posting a course announcement. The form is divided into four sections:

- 1 Announcement Information:** Includes a 'Subject' field and a 'Message' field with a rich text editor. A red arrow labeled 'd' points to the 'Display Until' date field (Dec 05, 2008, 11:55 PM).
- 2 Options:** Includes 'Permanent announcement?' (radio buttons for Yes/No), 'Choose date restrictions' (checkboxes for 'Display After' and 'Display Until'), and date/time pickers. A red arrow labeled 'd' points to the 'Display Until' date field.
- 3 Course Link:** Includes a 'Browse' button and a 'Location' text field containing '/Syllabus'. A red arrow labeled 'e' points to the 'Browse' button.
- 4 Email Announcement:** Includes a checkbox for 'Email this announcement to all course users'. A red arrow labeled 'f' points to this checkbox.

- d. Choose date and time restrictions –amount of time announcement will display on the opening screen of the course. The default if no restrictions are selected is 7 days. The system is programmed to display messages on the opening screen for ONLY 7 days even when longer time frames are chosen. To display on the opening screen for periods longer than 7 days, you must make the announcement permanent.
- e. Move to area #3 and click the Browse button to choose a location within the course menu that will be a link from the announcement area—directly moving the student to a designated location within the course menu.
- f. Move to area #4 and Check the box preceding Email this announcement to all course users—when the announcement is completed and submitted an email to each student in the course will be generated. Note – an email will always be sent immediately if this option is selected, even if the announcement is dated to display at a future time.
- g. Move to the #5 area and Click the Submit button in the lower right corner
- h. Click OK at receipt page

Posting A Course Announcement

The screenshot shows the Blackboard interface for posting an announcement. At the top, there's a navigation bar with 'my.northwood.edu' and various menu items like 'My Campus', 'My Courses/Orgs', etc. Below that, the 'Announcements' section is visible. A red arrow labeled 'i' points to the 'Add Announcement' button. Below the button, there's a form with fields for 'Add Subject or Title Here', 'Add Message Here', and 'Course Link: /Syllabus'. To the right of the form, there are 'Modify' and 'Remove' buttons. A red arrow labeled 'j' points to the 'Modify' button. Below the form, there's an 'OK' button, and another red arrow labeled 'j' points to it. The date range 'November 25, 2008 - December 02, 2008' is also visible.

- i. Review the submitted announcement.
- j. Click Modify to make changes and then resubmit to complete the creation process, or Click OK to add the announcement to the course

5. Student view of added announcement to an individual course

The screenshot shows the student view of an announcement. The top navigation bar is the same as in the previous screenshot. Below it, the 'Announcements' section is visible. The announcement details are shown, including the date 'Tue, Dec 02, 2008', the subject 'Add Subject or Title Here', and the course link '/Syllabus'. The post is attributed to 'Marcella Matzke'. The Northwood University logo and the text 'Discover the leader in you.' are also visible. The date range 'November 25, 2008 - December 02, 2008' is also visible. The footer contains copyright information for Blackboard Academic Suite.