

Announcements are a Blackboard tool that instructors can use to post timely information to all course members. Only instructors and administrators have the ability to post Announcements. Students can only view the postings.

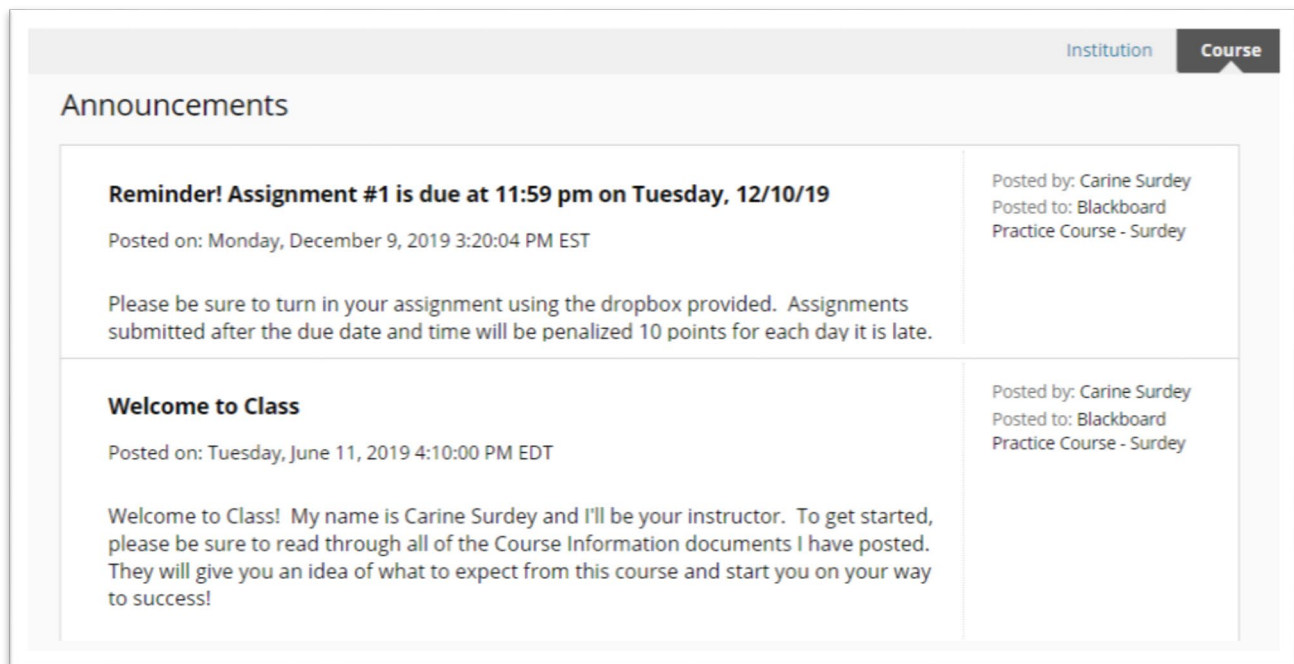
Because of the important nature of the information posted using this tool, it is imperative that students check the Announcement area frequently (ideally, each time they log in). Examples of the types of announcements an instructor might post include:

- Due Dates for assignments, exams and discussions
- Reminders of upcoming activities
- Changes to the syllabus
- Corrections/clarifications of materials

As with other tools within Blackboard, it is at the discretion of the Instructor whether or not Announcements are used. The instructor also determines the method in which they prefer students to access the content that is posted. Below are three methods of accessing Announcements that are commonly used at SUNY Broome.

ACCESSING AND VIEWING COURSE ANNOUNCEMENTS

1. Many Instructors have their Blackboard **courses set to automatically access the Announcements** page when a student logs in and clicks on the link to their course. This ensures that any new, pertinent information is the first thing a student will see when they access their course. The main Announcement page will look something like the image below.

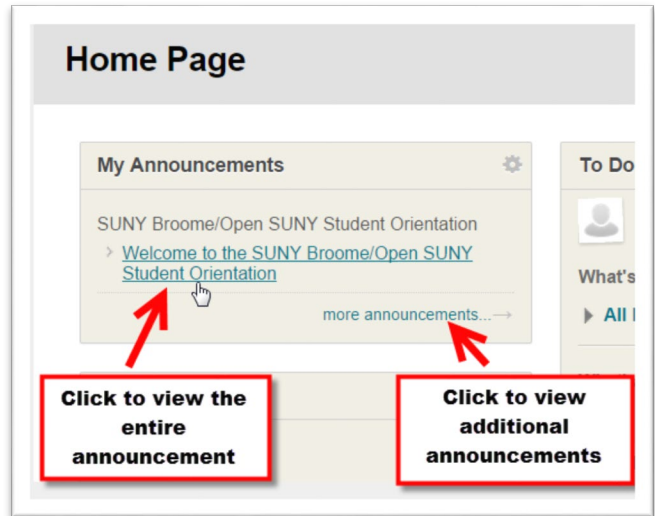
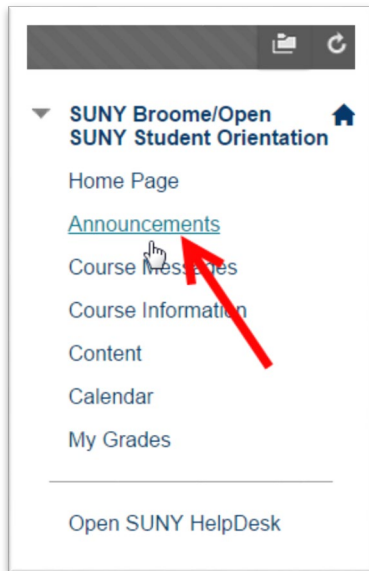


Institution Course

Announcements

<p>Reminder! Assignment #1 is due at 11:59 pm on Tuesday, 12/10/19</p> <p>Posted on: Monday, December 9, 2019 3:20:04 PM EST</p> <p>Please be sure to turn in your assignment using the dropbox provided. Assignments submitted after the due date and time will be penalized 10 points for each day it is late.</p>	<p>Posted by: Carine Surdey Posted to: Blackboard Practice Course - Surdey</p>
<p>Welcome to Class</p> <p>Posted on: Tuesday, June 11, 2019 4:10:00 PM EDT</p> <p>Welcome to Class! My name is Carine Surdey and I'll be your instructor. To get started, please be sure to read through all of the Course Information documents I have posted. They will give you an idea of what to expect from this course and start you on your way to success!</p>	<p>Posted by: Carine Surdey Posted to: Blackboard Practice Course - Surdey</p>

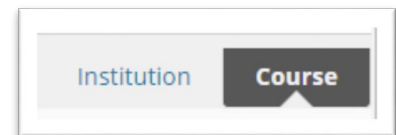
- A second method of accessing a course announcement is by clicking on the link to it from within the “My Announcements” area on the **Home Page** of the course. The My Announcements area will display the subject line of the most recent announcement as well as a link to view a listing of other announcements available to you.



- The third way that a student can access the Course Announcements is through the **Course Menu**. The majority of courses at SUNY Broome include such a link. This provides students with a convenient way to access announcements from anywhere within the course.

TYPES OF COURSE ANNOUNCEMENTS

You can toggle between the two types of course announcements by using the tabs in the upper right corner of the Announcements page.



Institution Announcements: Institution announcements are used by the System Administrator to notify all users of Blackboard of an important event. Institution announcements are not specific to a course. All students and instructors in all courses in the system have access to institution announcements. Examples of this type of posting include: planned system downtime, changes to Blackboard that affect all users, and reminders of important upcoming campus-wide dates.

Course Announcements: Course announcements are used by an instructor to post an important message that the entire class can see. Types of course announcements include due dates, changes in the syllabus, and reminders of upcoming activities.

ONLINE@SUNYBROOME

Please visit the Student Resources area of the Online@SUNYBroome website for additional information pertaining to online, blended, and web-supplemented courses that use the Blackboard Learning Management System at SUNY Broome. (<http://www3.sunybroome.edu/online/students/>)

