Faculty Tutorial: Use Announcements

Purpose: To explain to instructors how to use Announcements effectively and efficiently.

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**Are you using Announcements in your course?**

*Posted on: Friday, April 17, 2020 10:43:55 AM CDT*

*Announcements are a great way to be present in your online community.*

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Instructions

For instructions on how to create announcements, please refer to [Blackboard Help: Announcements](#).

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**Best Practices**

There are many ways to use announcements effectively:

- Post an announcement at least one time per week to help build a sense of community and to convey responsiveness.
- Train students how to use the Q&A Forum by reinforcing it in announcements.
  - Tell students to subscribe to the Q&A Forum so they get alerts.
  - Remind students they can reply to posts in the Q&A Forum, too.
- Share video posts to clarify instructions or provide feedback.
- Use to communicate changes to syllabus or schedule.
• Share links to current events relating to course material.

Reusing Announcements
For efficiency, there are times when it makes sense to reuse announcements.

Examples:
• Welcome
• Due date reminders
• Viewing grades and feedback
• Grades are posted

In some cases, you may want to set the announcements up in advance and have them release based on the date restrictions you define.

Additionally, you can insert a Course Link that enables students to open the item (e.g., a quiz) directly from the announcement.

Master Document
For courses offered through Drake Online and Continuing Education, announcements do not copy over for returning courses. In this case, you may want to create a document to house your announcements.