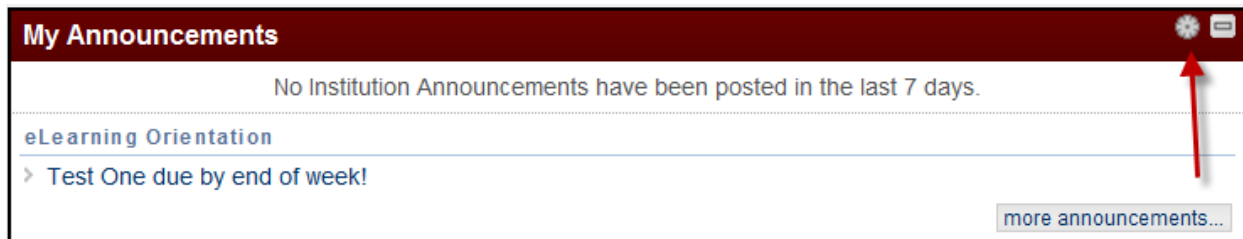


# My Announcements in Blackboard

1. The **My Announcements** feature is used to notify all Students of important information. Instructors may post Announcements in each course, and all Announcements for all courses are shown on the **My Institution** page. Check your **My Announcements** module each time you login to Blackboard.
2. The **My Announcements** feature is accessible from the **My Institution** page.



3. **Announcements** are shown for seven days by default. To change this setting to a longer duration, click on the **small circle icon** in the upper right corner of the **My Announcements** module. You can change the setting to one day, seven days, or 30 days.
4. Each **Announcement** is a link that can be clicked on for more information. You will be taken to the **Announcements** page inside the course from which it was posted. Additional links may be present on that page as well.



## Announcements

### Test One due by end of week!

Posted on: Friday, March 25, 2011

You must complete test one by the end of this week!

Course Link/[Content/Finding your way in Blackboard/Finding Your Way in Blackboard - Test](#)



5. You can go directly to the content, test, and other area of the course by clicking on the link on the **Announcements** page.
6. **Announcements** are also accessible from the **My Courses** module on the **My Institution** page, and the **My Announcements** module on the **Home Page** in each course.
7. Explore Blackboard, look at **My Institution** page, and each course **Home Page** to get a feel for how you can stay in touch with what is going on within your courses.

