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.

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.