Blackboard Communication Tools: Announcements and Email

There are two primary ways to send communications to your students in Blackboard: Announcements and Email. They are both excellent ways to easily communicate with all the students enrolled in a course.

**Announcements** are for sharing information about the course that will be retained in the Announcements area in your course for all enrolled to reference in addition Blackboard will email a copy of the announcement to everyone enrolled in the course to everyone’s preferred email.

**Email** is for sending emails to everyone enrolled in the course (or selected individuals) without having to know their email address. Emails sent through Blackboard will arrive in the recipients’ preferred email and you will receive a copy in your email. Replies to the email will go to the sender’s preferred email.

**Blackboard Announcements**

You can add, edit, and delete announcements from the Announcements page. When you add an announcement, you can also send it as an email to students in your course. Students receive the announcement even if they don’t log into your course.

1. Access the Blackboard Course where you want to make an Announcement
2. Make sure **Edit Mode** (upper right corner) has been turned **On**

3. In the left menu, select **Announcements**
4. **Select Create Announcement**

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5. The create assignment page will open

6. **Type a Subject**, which appears as the title of the announcement on the Announcements page

7. **Type your Message** in the text editor*

8. **Duration is already set to Not Date Restricted** (recommended)

9. **Add a checkmark beside Email Announcement to Send a copy of this announcement immediately**
10. **Select Submit** to post the Announcement and send the message out via email to everyone enrolled in the course.

**Blackboard Send Email**

Blackboard makes it easy to send emails to anyone enrolled in your course without having to know their email address. Emails sent through Blackboard will arrive in the recipients’ preferred email and you will receive a copy in your email. Replies to the email will go to the sender’s preferred email.

*Note: Blackboard does not keep a record of sent or received emails*

1. Access the Blackboard course from which you would like to send an email.
2. **Select Email** from the course menu
3. The Send Email page will open
4. Choose the intended recipients from the available choices

5. **NOTE** If you choose Single/Select Users, choose the users to email by selecting the name under Available to Select and move to the Selected area by clicking the right pointing arrow (See image below.)
6. Type a Subject, which appears as the title of the Email
7. Type your Message in the text editor*
8. Select Attach a File to optionally attach file(s) to your Email
9. Select Submit to send the message

*Note: If your Blackboard text editor is displaying one line of editing options, select the double down arrow to the right of the text editor to expand all the text editor options.