

جامعة الجوف  
Jouf University



# Course Announcements

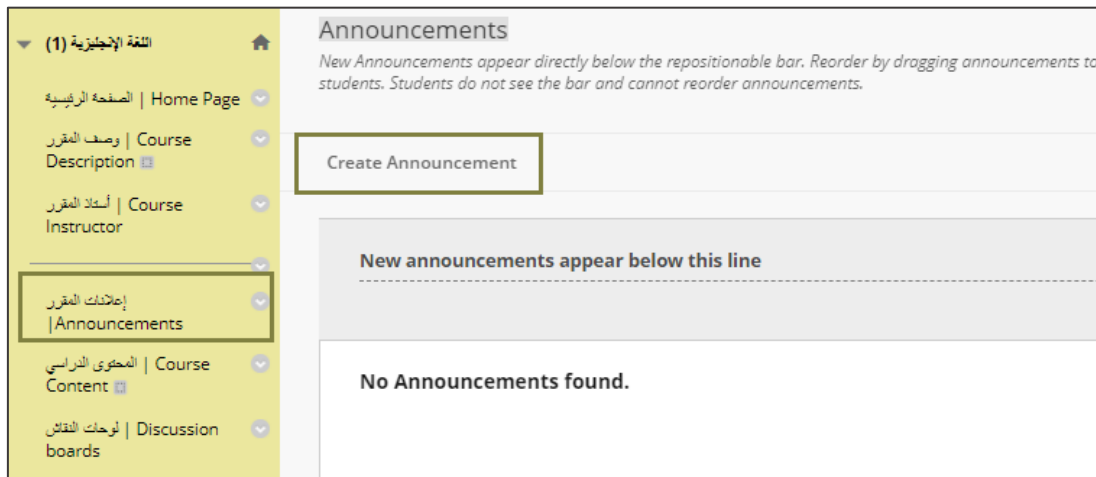
Instructor Guides

## Course Announcements

A tool that allows faculty members to inform students about updates related to the course, such as assignments, exams, virtual class schedules, and other activities

To add an announcement, log in to Blackboard at Al-Jouf University and navigate to your course.

Then follow these steps



1. After entering the course, from the course menu, click on Course **Announcements**, and then click on **Create Announcement**.

2. On the Create Announcement page, enter the subject and the announcement text in the text box.

Duration

Not Date Restricted

Date Restricted

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Select Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected.

Please note that MathML, may behave differently across various email clients, including desktop apps.

3. Set the duration for the announcement to appear in the system, either:

- ❖ **Not Date Restricted:** The announcement will continue to appear from the moment of creation until the end of the semester.
- ❖ **Date restricted:** Set the appearance and disappearance dates of the announcement.

Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected.

Please note that MathML, may behave differently across various email clients, including desktop apps.

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4. To send a copy of the announcement to students' email, select the option to Send Announcement by Email.

Create Announcement

New announcements appear below this line

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Assignment Number 1 is available


Posted on: Monday, August 12, 2024 2:57:00 PM AST

Assignment Number 1 is available you have just one week to Add your Text


The announcement will appear to students as follows

New announcements appear below this line

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**Assignment Number 1 is available**  6

Posted on: Monday, August 12, 2024 2:57:00 PM

**Assignment Number 1 is available**  **Add your Text**

Edit

Delete

You can edit or delete the announcement by clicking on the arrow next to the announcement's title