



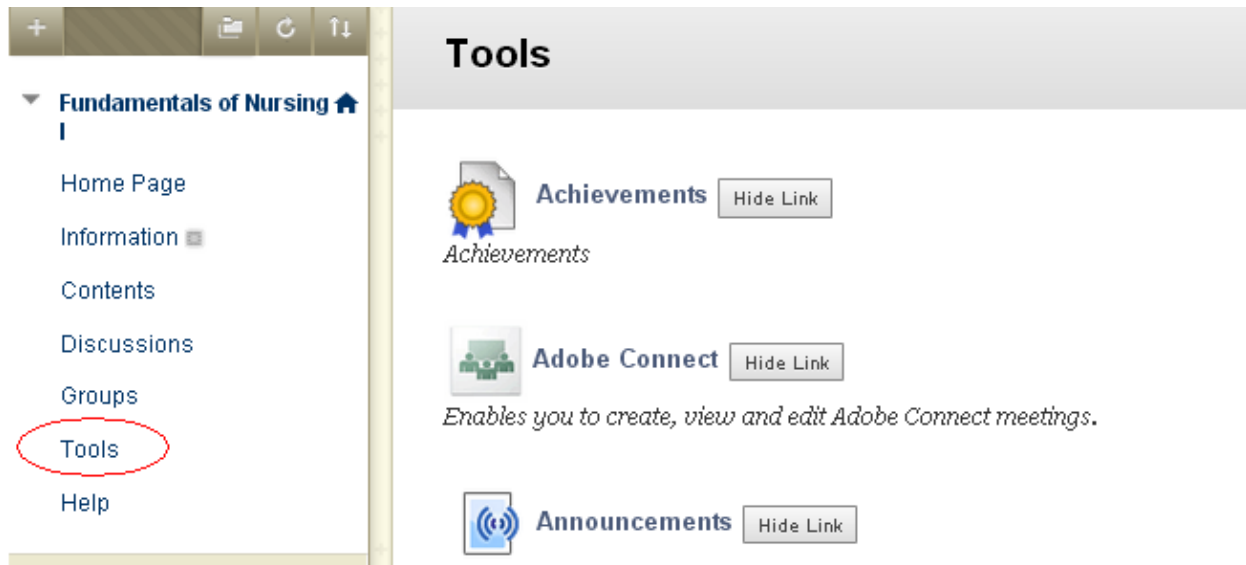
KSAU-HS
IT UNIT

Blackboard Manual

(Create Announcement)
College of Nursing

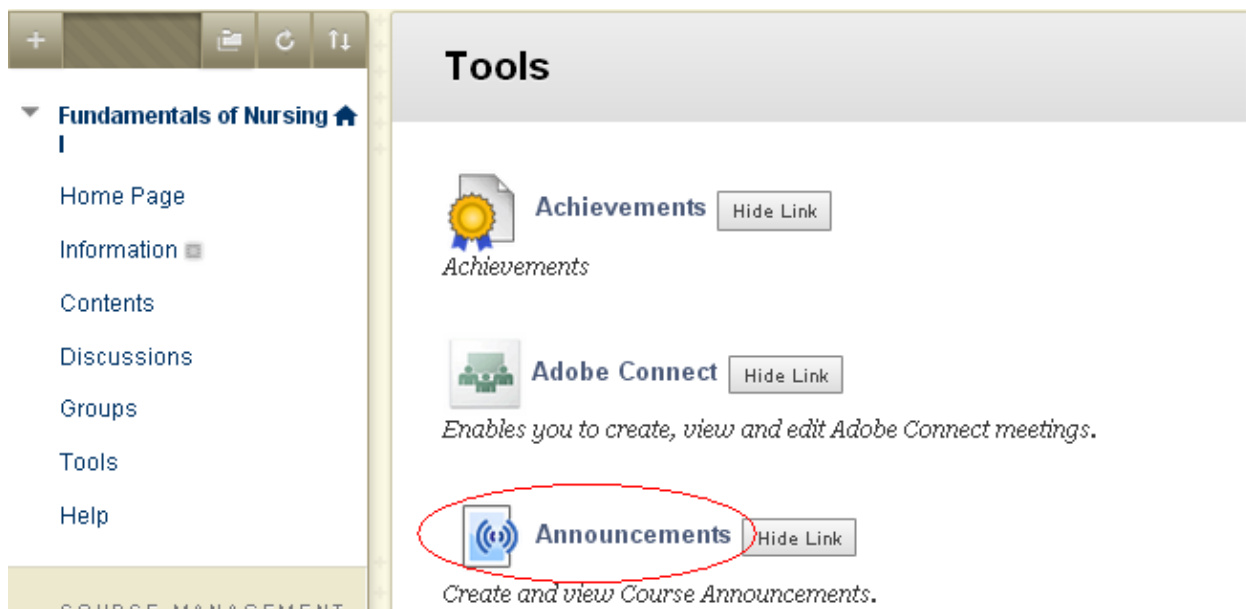
How to Create Announcement

- 1- From the left menu click "**Tools**"



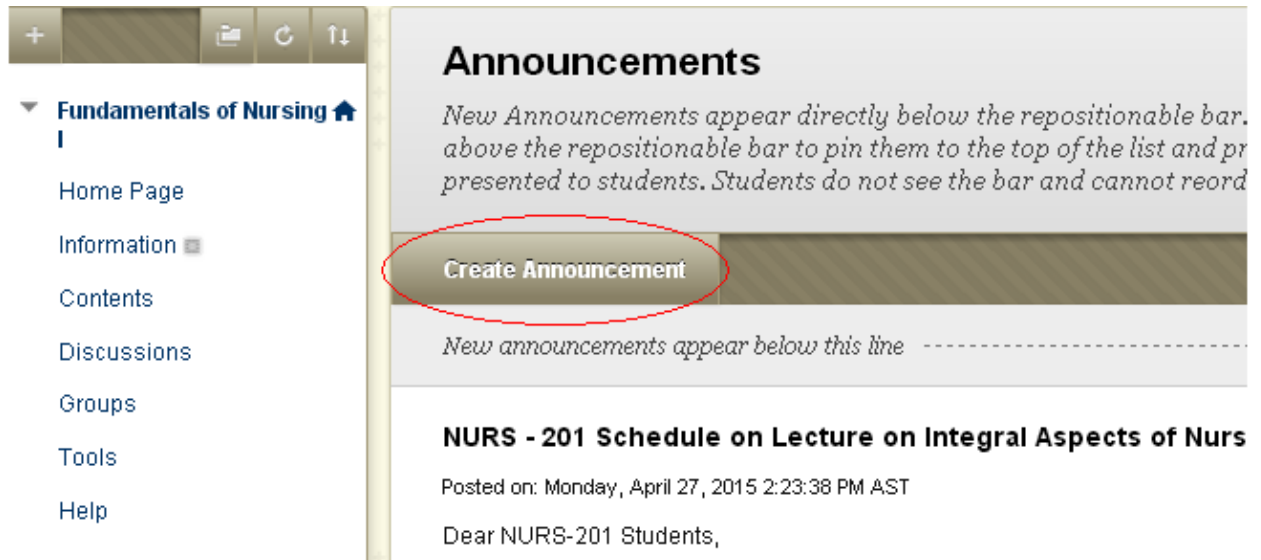
The screenshot shows a web interface with a left-hand navigation menu and a main content area. The left menu is titled "Fundamentals of Nursing" and contains several items: Home Page, Information, Contents, Discussions, Groups, **Tools** (circled in red), and Help. The main content area is titled "Tools" and lists three items: "Achievements" with a "Hide Link" button, "Adobe Connect" with a "Hide Link" button and a description "Enables you to create, view and edit Adobe Connect meetings.", and "Announcements" with a "Hide Link" button.

- 2- Click "**Announcement**"



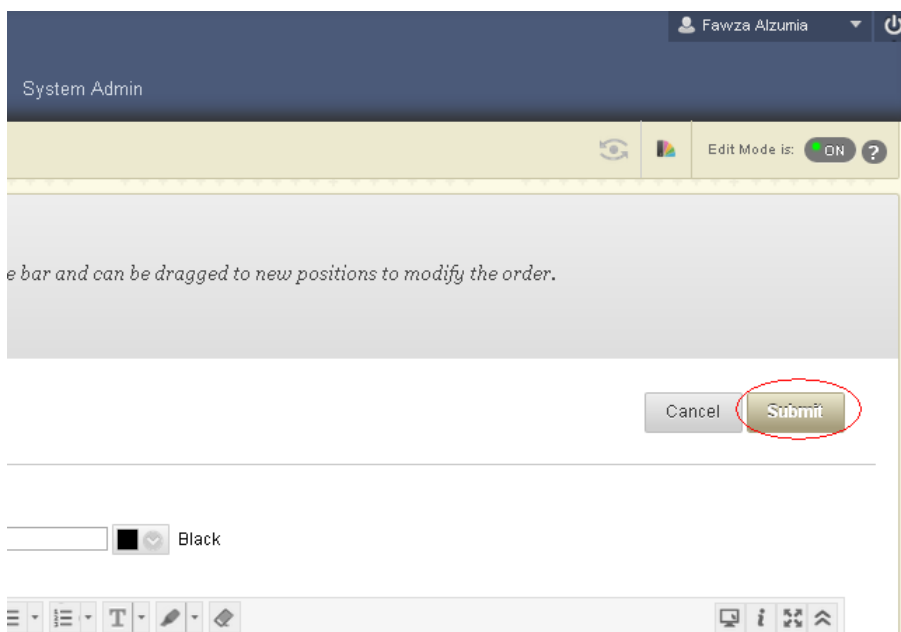
The screenshot shows the same web interface as above, but now the "Announcements" item in the main content area is circled in red. The left-hand navigation menu is the same, but "Tools" is no longer highlighted. The main content area is titled "Tools" and lists three items: "Achievements" with a "Hide Link" button, "Adobe Connect" with a "Hide Link" button and a description "Enables you to create, view and edit Adobe Connect meetings.", and **Announcements** (circled in red) with a "Hide Link" button and a description "Create and view Course Announcements."

3- Click **“Create Announcement”**



The screenshot shows a web interface for announcements. On the left is a navigation menu with the following items: Fundamentals of Nursing (with a home icon), Home Page, Information, Contents, Discussions, Groups, Tools, and Help. The main content area is titled "Announcements" and contains a paragraph of text: "New Announcements appear directly below the repositionable bar, above the repositionable bar to pin them to the top of the list and presented to students. Students do not see the bar and cannot reord". Below this text is a button labeled "Create Announcement", which is circled in red. Underneath the button is a dashed line with the text "New announcements appear below this line". Below the dashed line is an announcement titled "NURS - 201 Schedule on Lecture on Integral Aspects of Nurs", posted on Monday, April 27, 2015 2:23:38 PM AST, with the text "Dear NURS-201 Students,".

4- Add your announcement. Then, click **“Submit”**



The screenshot shows the announcement creation form. At the top right, the user's name "Favza Alzumia" is displayed. Below the name is a "System Admin" label. The form has a yellow header bar with an eye icon, a color selection icon, and a toggle for "Edit Mode" which is currently "ON". The main content area is a large text input field with the text "e bar and can be dragged to new positions to modify the order." Below the text field are two buttons: "Cancel" and "Submit", with the "Submit" button circled in red. Below the buttons is a color selection dropdown menu currently set to "Black". At the bottom of the form is a rich text editor toolbar with various icons for text formatting and alignment.