Announcement Cast

We have installed a new course tool which allows you to post the same announcement to multiple courses or course sections simultaneously, as well as emailing the announcement to students enrolled in the courses if desired.

To use Announcement Cast:

1. Enter one of your courses. It does not have to be one in which you wish the announcement to appear.

2. From the Control Panel, select Course Tools>Announcement Cast.

3. Type in your announcement subject and message.

4. Select the duration for your announcement or make it a permanent announcement.

5. Check the box if you wish an email to be sent with the announcement.

6. If the course is currently unavailable, check the box if you wish an email to be sent anyway.
7. Select the courses you wish the announcement to appear in use the arrows to move them to the selected courses box on the right.

8. Click “Submit”.

Your announcement will be posted in all selected courses, and if checked, an email will be sent to all users registered in those courses (with a valid email address listed in Blackboard).