

W}•ÿvP v vv}µv u vš

vv}µv u vš • Œ v] o š}}o (}Œ }uuµv] ŸvP Ÿu
• v•]ŸÀ u š Œ] o š} •šµ vš•U •µ Z • Œ u]v Œ• }µš
upcoming due dates or changes to the syllabus.

1. Log in to Blackboard and access the course
2. Under š]o• v click vŒ š vv}µv u vš
3. ']À Ç}µŒ vv}µv u vš Ÿšo U • o š Œ
type your announcement
4. To schedule your announcement to post later check the box next to Schedule Announcement and select the dates you would like the announcement to be visible and click Save
5. To display your announcement immediately click the Messages
3. Click the Plus icon on messages page (upper right)
4. Select Recipients and type the message.
5. Click Send

1. Open the Ultra course you want to copy content to
2. Navigate to where you want the content to be placed and click the Plus icon
3. Click Copy Content
4. Your courses will be listed in the side panel to copy an v ŸŒ }µŒ• U o] i šZ Z i }Æ X d} }
}vš všU o] i šZ }µŒ• v u v Z i š
to the content you would like to copy
5. Click Copy Selected Content

Student Preview of Your Course

Student Preview allows you to experience a course as your
•šµ vš• Á]o o š} v•µŒ %Œ} %Œ (µv Ÿ}v

1. Log in to Blackboard and access the course
2. Click the Student Preview icon/text (upper right) 3.
Click Start Preview
4. Click the Three Dots to exit preview (upper right) 4.