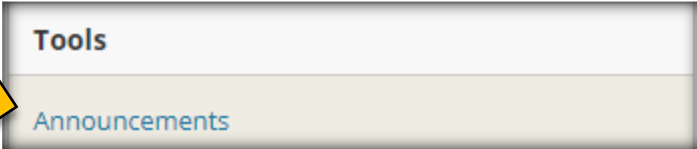


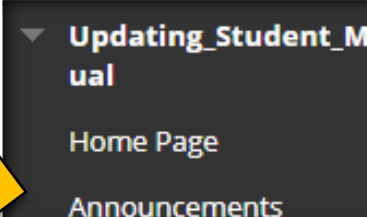
How to Access Announcements in Blackboard

It is important for students to always check your class announcements on blackboard. This is better for organization and communication between students and instructors.

How to Access Announcements in Blackboard through Tools

1. Log into **Blackboard**, on **Google Chrome**, using your *personal* UMES username and password.
2. Click on the **My Institution** tab
3. Navigate to the **Tools** section on the homepage and click **Announcements**. 
4. Select either **Institution**, **Courses & Organization**, or **View All** to filter announcements.

How to Access Announcements in Blackboard through Tools

1. Log into **Blackboard**, on **Google Chrome**, using *personal* UMES username and password.
2. Navigate to the **My Courses** section on the right-hand side of the homepage.
3. Select the course you want to announcements for.
4. Click **Announcements** in the left, gray directory. 

NOTE: Announcement appear on the homepage of every course.

Warning

Google Chrome was used to create these instructions. If you are using a different browser, the instructions may differ. Please do not use Internet Explorer for Blackboard.