

Ideas for announcements:

- Post a first-day announcement as an additional welcome, and to remind students of some important items, such as: the Start Here folder, locating the syllabus and schedule, don't use Internet Explorer, locating Bb tutorials for students, etc.
- Post an announcement letting them know you're enjoying getting to know them better through their introduction posts, remind them of the Q & A discussion board, remind them of the TechHelp number if they have any technology issues.
- Always post a reminder the day before an assignment is due.
 - The first time they have a self-check quiz, explain what that is, how they'll receive feedback, and how it can benefit their learning.
 - Attach sheet of how to see grades/feedback.
 - The first time they have a quiz/exam, explain that there's a time window, to save as they go along, that they'll see their numerical grade upon submission, and they'll receive information on questions missed, etc., after the quiz closes.
- Post whenever grades and/or feedback are available for timed quizzes and assignments.
- If you see low scores on practice quizzes for a certain topic(s), post an announcement suggesting material they can review, remind them about the Q&A board, that you have office hours when they can email you, etc.
- If you get a good question in the Q&A board or via email that you think the whole class would benefit from, post the answer (with information about the question) as an announcement.
- Share popular articles you might find that relate to class topics, what you're working on in your own studies that might be related, books you'd recommend, conference talks you heard, etc. Have fun, too! 😊 Post comics, links to fun, short videos, etc. about course topics.
- When a new learning unit/module begins, take the opportunity to make connections to past topics, introduce the new unit in a few sentences, post a critical inquiry question, etc.
- Let students know early on that their interaction with Bb Learn is transparent. You can put a positive spin on this by saying something such as, "Blackboard Learn has some great tools so that you and your instructors can keep on top of your progress. Blackboard keeps track of when students log in, how long they spend in the course interacting with materials, what materials they interact with, and can even help identify

completed work (such as saved quiz responses), should there be a technology issue. Although it's rare, should you have a technology issue completing a quiz, please let me know ASAP so that I can examine the Blackboard data to determine the issue." [just an example to give you some ideas]

- If you did not design/develop the course, acknowledge the faculty who did by posting an early announcement explaining that, for example, students won't hear your voice in the lectures. You might post something like, "Just like most face-to-face classes, where the textbook is usually not written by the instructor, this online class has great material that was developed by [faculty name]. This is a great opportunity to learn from multiple instructors here in the Geology department! So, while you won't hear my voice in the online lectures, I'll be here to provide feedback and guidance, answer any questions or concerns you have, and help make sure you stay connected to your learning." [just an example to give you some ideas]