Creating Voice Announcements

1. In your Blackboard course, click on “Announcements” either on your side menu or in the Control Panel under Course Tools:

2. Click “Create Announcement” tab on the top:

3. On the editing bar of the message textbox, click on the arrow next to the “Mashups” icon, which is clearly labeled.

4. Click on “Blackboard Collaborate Voice Authoring” option in the pop-up window:

5. If a “Security Warning” message pops up, ensure to click “No.”
6. Now you can see the recording window. Make sure your microphone is connected. Fill in the Title line and click the *Record* button. Begin speaking:

![Recording window](image)

Remember to stop the recording before you click Submit.

7. When you have completed your message, click the *Stop* button. Then click Submit on the bottom right corner.

8. Now your recording was added to the Announcement textbox. Type the Subject of your announcement and add the text under the recording if you wish:

![Announcement Information](image)

9. Click Submit to make the Voice Announcement available to your students.