
ANNOUNCEMENTS

Announcements allow instructors to communicate with students about course activities and post interesting course-related topics. Announcements are designed to allow instructors to broadcast information out to all members of a course or to all members of sections within a course. Students may be able to reply to announcements, but replies are not considered to be a conversation and do not appear in the Conversations Inbox.

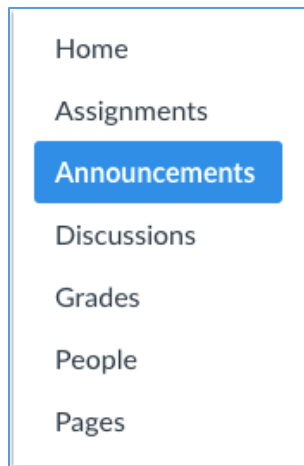
Please remember that your course **MUST be published** before you send the first announcement.

This tutorial will cover the following topics:

- STEP 1: Open Announcements**
- STEP 2: Add and Create Announcements**
- STEP 3: Select Sections**
- STEP 4: Select Options**
- STEP 5: Save and View Announcement**

STEP 1: Open Announcements

In Course Navigation, click the **Announcements** link.



STEP 2: Add and Create Announcements

Add Announcement

Click the **Add Announcement** button.

All

Search

🔒

🗑️

+ Announcement

Create Announcement

Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2]. You can also add links, files, and images to the announcement using the content selector [3].

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.

1

Topic Title

2

B I U A A I E E E E x² x₂ ☰ ☷

☐ ☒ 🔗 ✨ 🖼️ √x K YouTube ▶ 🎧 📄 12pt ▾ Paragraph ▾ ⌂

p 0 words

3

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

▾ Pages

[Build Ideas](#)
[Build Ideas Copy](#)
[Cell Anatomy](#)
[Environment](#)
[Home](#)
[Laboratory Bench](#)
[Personal Protective Equipment](#)
[Structural and Content Fallacies](#)
[Using your Microscope](#)

▶ Assignments

▶ Quizzes

▶ Announcements

▶ Discussions

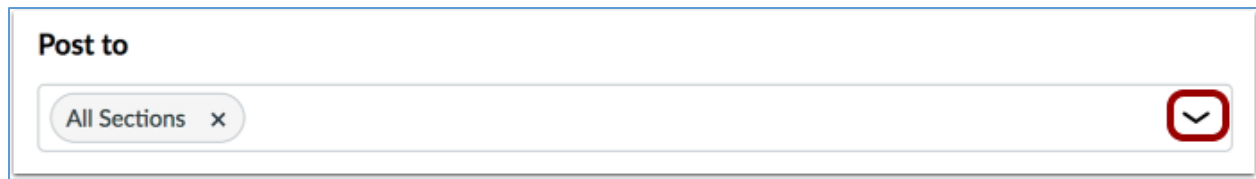
▶ Modules

▶ Course Navigation

STEP 3: Select Sections

By default, Canvas will send your announcement to all sections within your course. To select specific sections for your announcement, click the **Post to** drop-down menu and select sections from the list provided.

Note: If your course does not have sections, Canvas will still show the All Sections option, and all course users can view the announcement.



Post to

All Sections x

✓

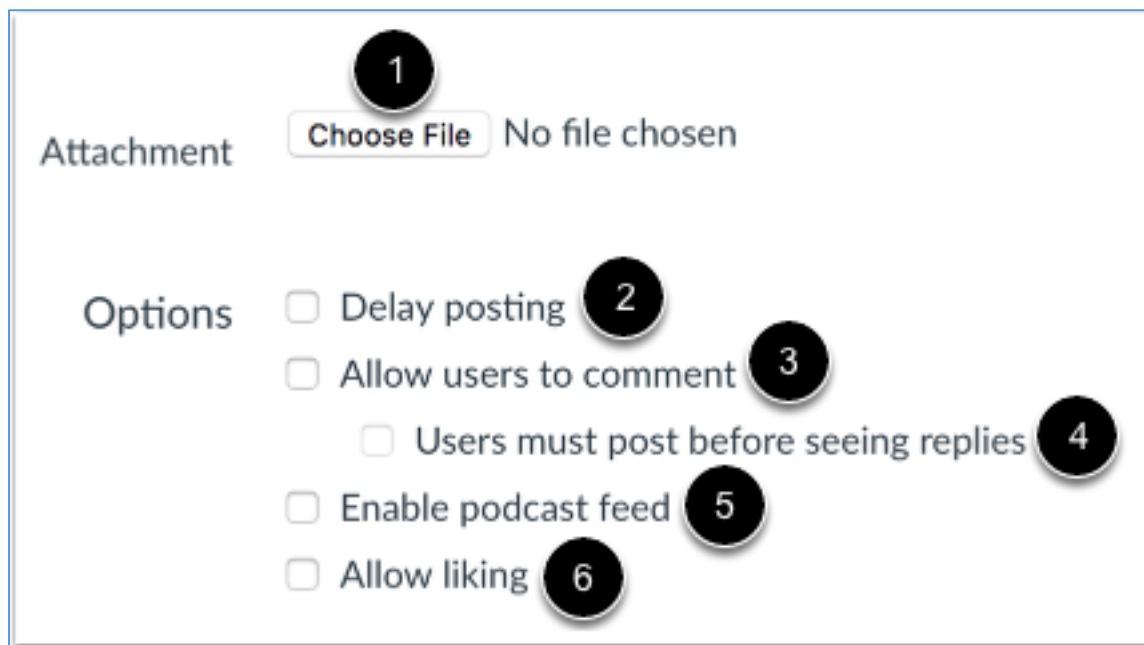
STEP 4: Select Options

You can add an attachment to your announcement by clicking the **Choose File** button [1].

In the Options section, you can select various options for your announcement. You can delay the posting of your announcement [2], which allows you to schedule the announcement for a future date.

Additionally, you can [allow users to comment](#) on the announcement [3] and require students to reply to a post before seeing other replies [4].

You can also enable an [announcement podcast feed](#) [5] and allow students to [like announcement replies](#) [6].



Attachment

Choose File No file chosen

Options

☐ Delay posting

☐ Allow users to comment

☐ Users must post before seeing replies

☐ Enable podcast feed

☐ Allow liking

Notes:

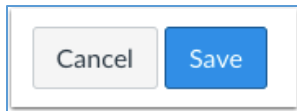
- By default, comments are not allowed in announcements unless the Allow users to comment checkbox is selected.
- The Allow users to comment option is persistent, meaning the option you select when creating or editing an announcement will carry over when you create a new announcement in the course. However, the Users must post before seeing replies option is not persistent.
- Comment options may not be available to you if announcement comments are disabled in your course. [Check your Course Settings](#) if you cannot view these checkboxes.

STEP 5: Save and View Announcement

Save Announcement

Click the **Save** button.

Note: Unless you are using the delay posting option in Announcements, once you click Save, your announcement will immediately be posted in your course.



View Announcement

View the announcement in the Announcements Index Page.

