



Create Announcements in Canvas

Create an Announcement

1. Select the "**Announcements**" link from the course Navigation menu
2. Select the "**Add Announcement**" button
3. Create Announcement:
[1] Type a "**Topic Title**" for the announcement in the topic title field, [2] then add content in the Rich Content Editor. You can also add links, files, and images to the announcement using the content bar. [3] Select who your announcement will be sent to. By default, Canvas will send your announcement to all sections within your course. Select any options and a date [4] if you want to set a time for the announcement to be available "From" and "Until" for your class. Otherwise, select "**Publish**" to post the announcement immediately.

Details

Topic Title

1.






Topic Title

Edit View Insert Format Tools Table

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2.

p

  0 words   



Attach

Post to

3.

All Sections x

Options

☐ Allow Participants to Comment

☐ Enable podcast feed

☐ Allow liking

4.

Available from

Date

Select Date



Time



Reset

Until

Date

Select Date



Time



Reset

Cancel

Publish

Notes:

- By default, comments are not allowed in announcements unless the Allow Participants to Comment checkbox is selected.
- The ***Allow participants 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.

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