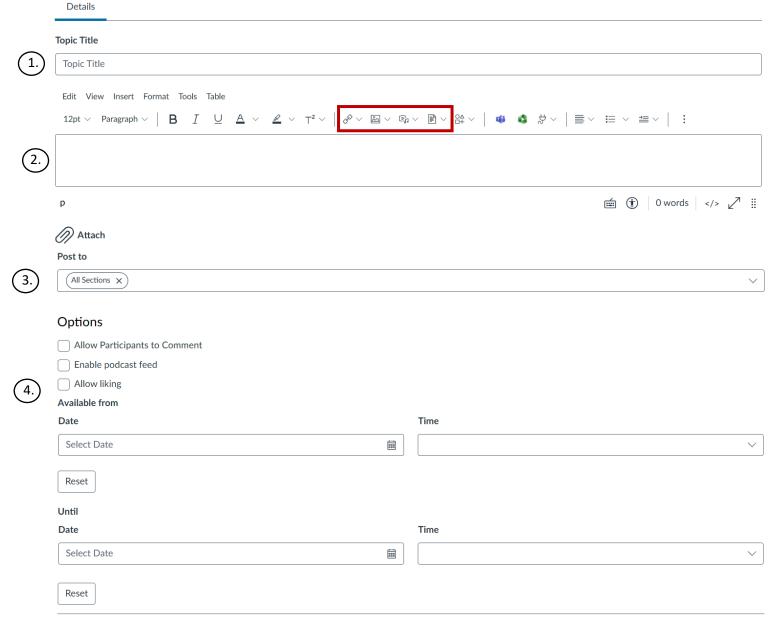


Create Announcements in Canvas

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.





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.

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