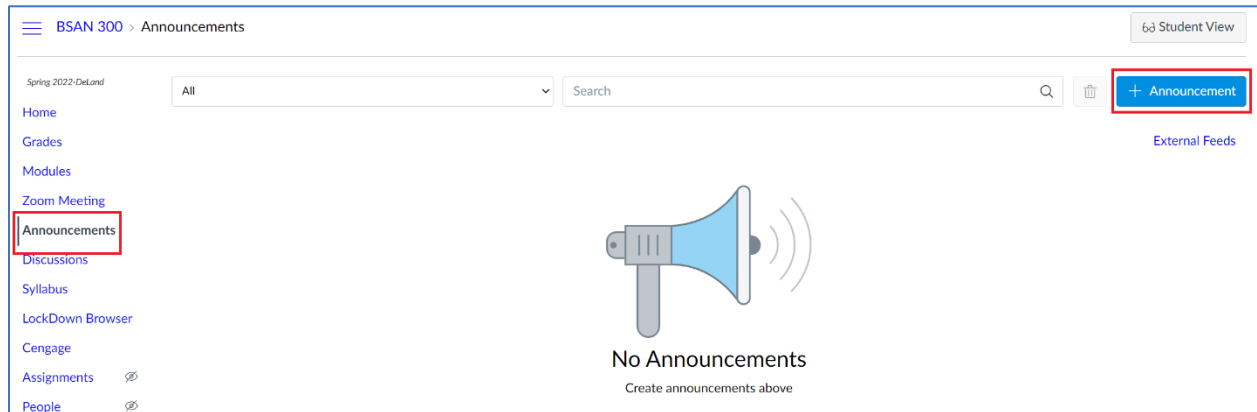# How can I create an announcement in Canvas?

1. To create an announcement, click the "Announcements" link from the navigation menu, then click the "+ Announcements" button.

2. In the "Details" tab, enter the announcement topic title in the textbox and announcement in the rich content editor. In the "Post to" dropdown, select the course section where the announcement will be posted. If the announcement requires students to download a file, choose and attach the file to the "Attachment" section.
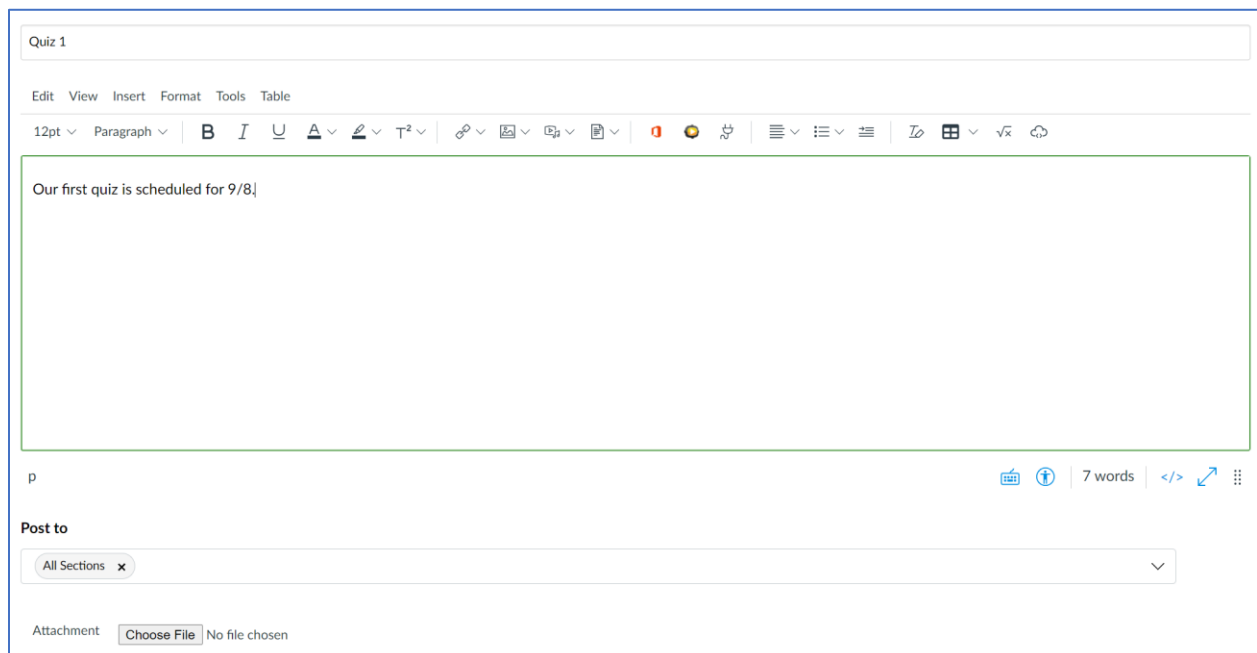
3. Announcement options include: "Delay posting" – allows you to select a specific date the announcement will be posted, "Enable podcast feed" – theoretically, if media files are included

in the announcement or replies, they will be able to be played via a podcast player such as iTunes, "Allow liking" – adds a like icon that students can click for each reply.

4. Once you have selected your announcement options, click the "Save" button. A link to the announcement will now appear on the "Announcements" page.

5. Click the topic title to open and reply to the announcement.

6. Global discussion and announcement options can be set in the "Settings" page. To view or change a global setting, click the "Settings" link from the navigation menu, then click the "more options" ink at the bottom of the "Course Details" tab.

Quizzes
Collaborations
Settings

Course participation is limited to **course** start and end dates. Any section dates created in the course may override course dates.

Start

Jan 9, 2022 7:00pm

End

May 2, 2022 8:00pm

☐ Restrict students from viewing course before course start date
☐ Restrict students from viewing course after course end date

Language:

Not set (user-configurable, defaults to English (US))

This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 5000 megabytes
Large Course: ☐ Launch SpeedGrader Filtered by Student Group
Grading Scheme: ☐ Enable course grading scheme

License: Private (Copyrighted) ⌄ ⊘

File Copyright: ☐ Copyright and license information must be provided for files before they are published.

Visibility: Course ⌄ ⊘

☑ Customize

Syllabus   Course

☐ Include this course in the public course index

Format: Not Set ⌄

Description:

more options

7. Global options include settings to allow students to attach files to discussions, create their own discussion topics, edit or delete their own discussion posts, and reply to announcements.

[fewer options](#)

☐

| 3 ▾ | Number of announcements shown on the homepage |

☑ Let students attach files to discussions

☑ Let students create discussion topics

☑ Let students edit or delete their own discussion posts

☑ Let students organize their own groups

☐ Hide totals in student grades summary

☐ Hide grade distribution graphs from students

☑ Disable comments on announcements

| Only Teachers ▾ | can create, rename, and edit course pages by default |

Update Course Details