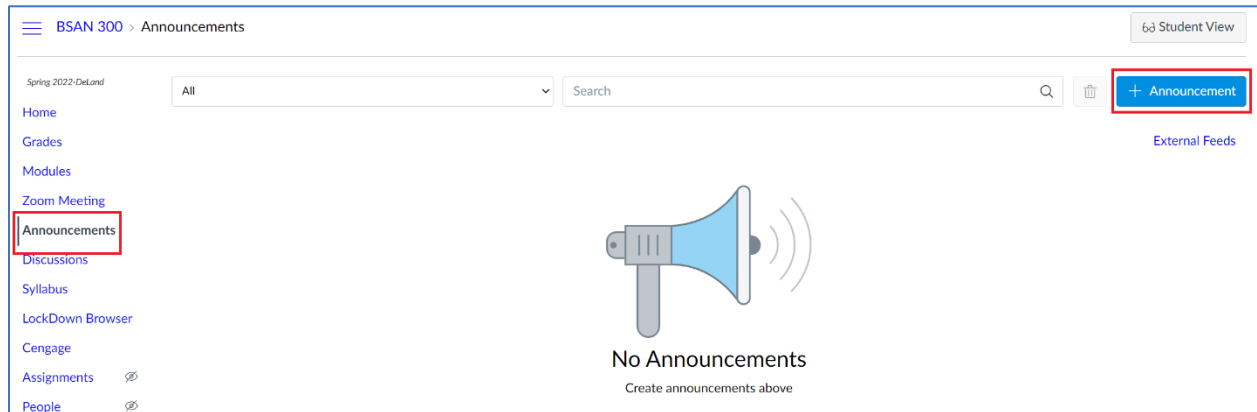
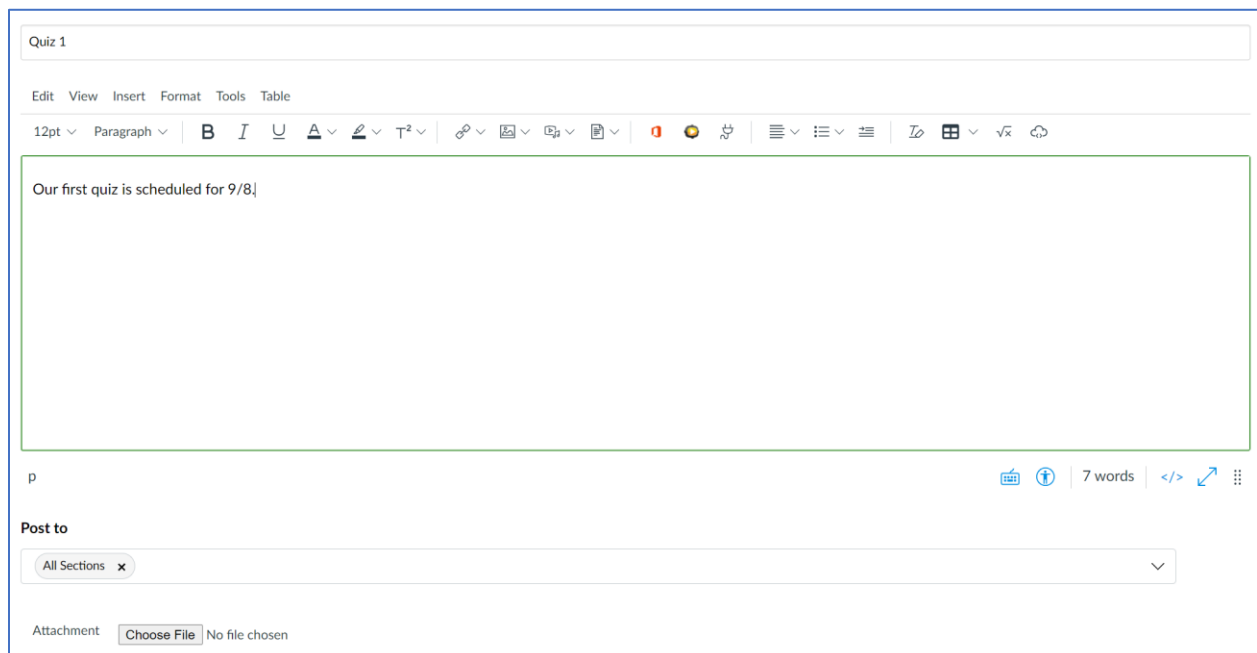


How can I create an announcement in Canvas?

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.

Options

- ☐ Delay posting
- ☐ Enable podcast feed
- ☐ Allow liking

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

The screenshot shows the Canvas LMS interface for course BSAN 300. The left sidebar contains navigation links: Home, Grades, Modules, Zoom Meeting, Announcements (highlighted with a red box), Discussions, Syllabus, LockDown Browser, and Cengage. The main content area is titled "Announcements" and shows a list of announcements. The first announcement is titled "Quiz 1" (highlighted with a red box) by William Sauser, posted on Jul 25, 2021 at 8:03pm. The announcement text states: "Our first quiz is scheduled for 9/8." A "+ Announcement" button is visible in the top right corner.

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

The screenshot shows the details of the "Quiz 1" announcement. The left sidebar is the same as the previous screenshot, with "Announcements" highlighted. The main content area shows the announcement details: "Quiz 1" by William Sauser, posted on Jul 25 at 8:03pm. The announcement text states: "Our first quiz is scheduled for 9/8." Below the announcement, there is a search bar, an "Unread" button, and icons for liking and replying. A "Reply" button is visible at the bottom of 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” link 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](#)

- 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