

# How do I add an announcement in a course?

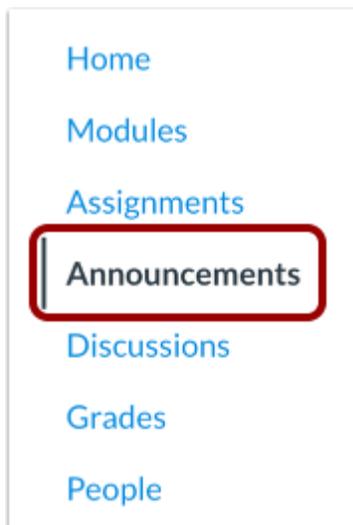
You can create an announcement to share important information with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created.

## Notes:

- Your course must be published for students to receive announcement notifications.
- If you import course content from another Canvas course, you must manually enable notifications to receive notifications for imported announcements.

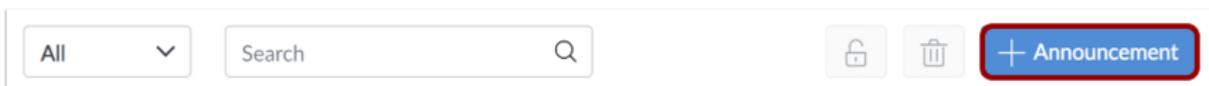
## Open Announcements

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



## Add Announcement

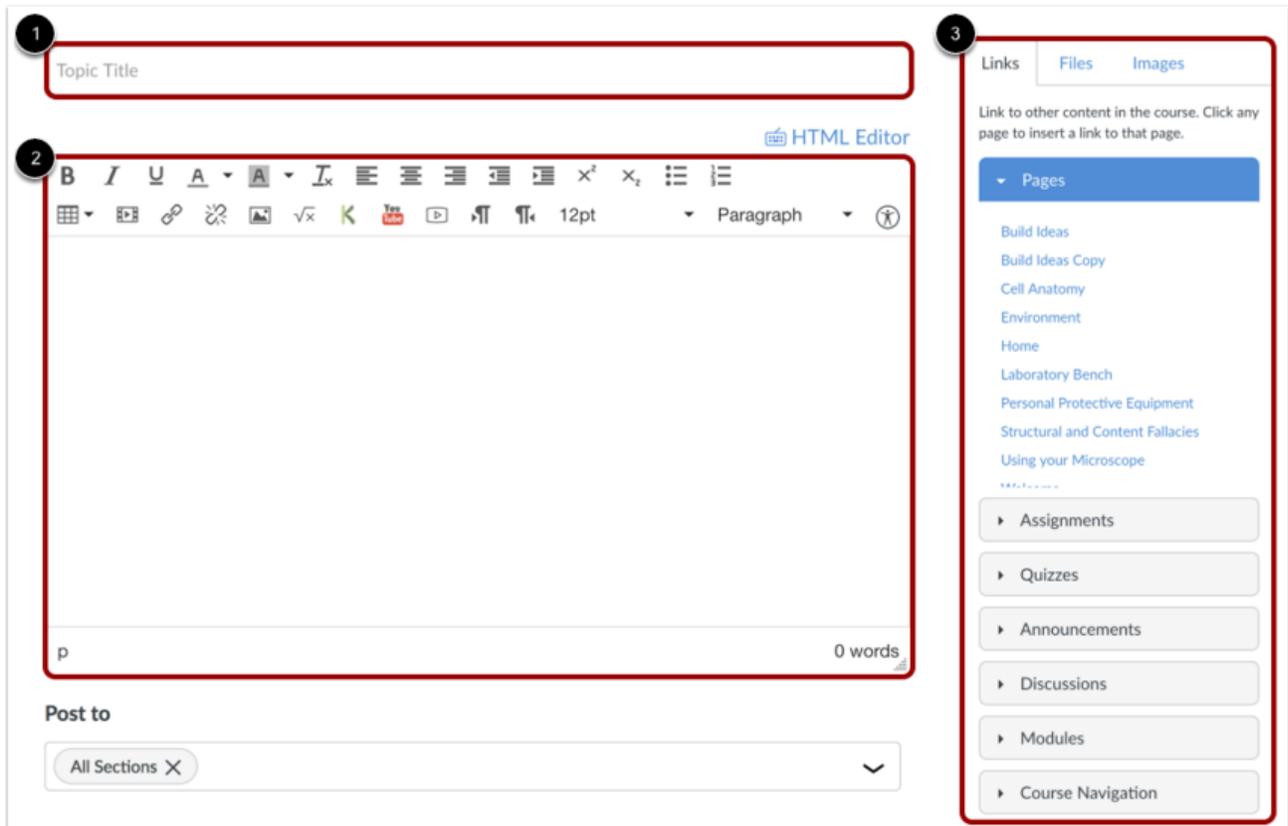
Click the **Add Announcement** button.



# 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].

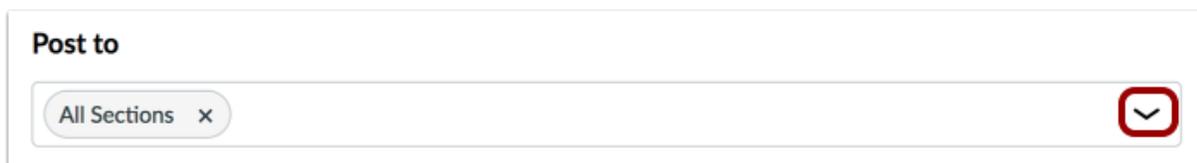
**Note:** The Rich Content Editor includes a word count display below the bottom right corner of the text box.



## 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.



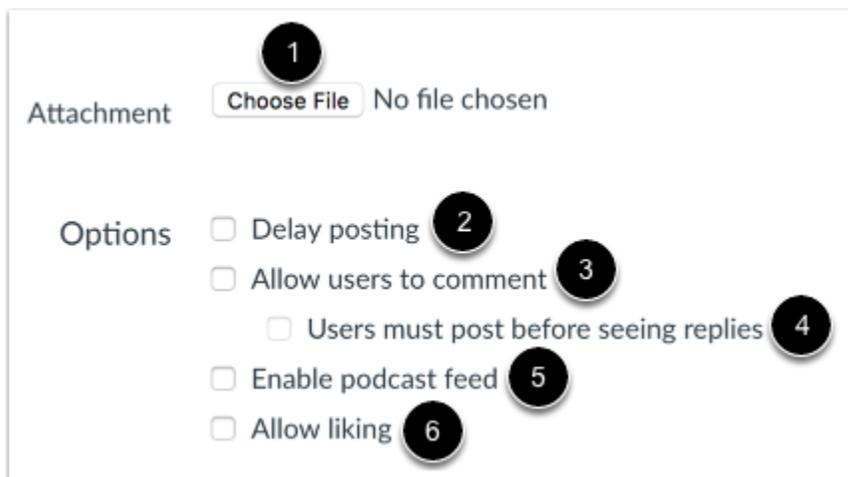
## Select Options

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](#) (ADD HYPERLINK TO DIRECTIONS) 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] (ADD HYPERLINK TO DIRECTIONS) and allow students to [like announcement replies](#) [6] (ADD HYPERLINK TO DIRECTIONS).



The image shows a screenshot of the announcement options interface. It is divided into two sections: "Attachment" and "Options".

- Attachment:** Contains a "Choose File" button (labeled 1) and the text "No file chosen".
- Options:** Contains five checkboxes, each with a numbered callout:
  - Delay posting (labeled 2)
  - Allow users to comment (labeled 3)
    - Users must post before seeing replies (labeled 4)
  - Enable podcast feed (labeled 5)
  - Allow liking (labeled 6)

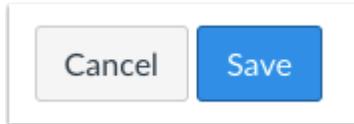
### Notes:

- 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.

## 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.

