

How do I add an announcement in a course?

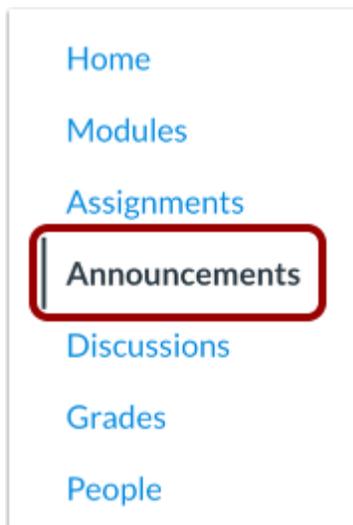
You can create an announcement to share important information with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created.

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.

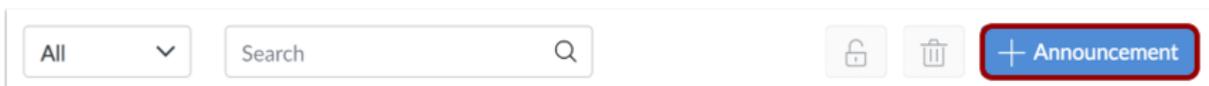
Open Announcements

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.

The screenshot shows the Canvas announcement creation interface. It is divided into three main sections, each highlighted with a red border and a numbered callout:

- 1:** A text input field labeled "Topic Title".
- 2:** The "HTML Editor" area, which includes a rich text toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, and code. Below the editor is a word count display showing "0 words".
- 3:** The "Content Selector" panel, which has tabs for "Links", "Files", and "Images". Under the "Links" tab, there is a list of pages to link to, including "Build Ideas", "Build Ideas Copy", "Cell Anatomy", "Environment", "Home", "Laboratory Bench", "Personal Protective Equipment", "Structural and Content Fallacies", and "Using your Microscope". Below this list are buttons for "Assignments", "Quizzes", "Announcements", "Discussions", "Modules", and "Course Navigation".

At the bottom of the interface, there is a "Post to" section with a dropdown menu currently set to "All Sections".

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.

This image is a close-up of the "Post to" dropdown menu. It shows a button labeled "All Sections" with a small "x" icon to its right. To the right of the button is a downward-pointing arrow icon, which is highlighted with a red square, indicating that it should be clicked to open the dropdown menu.

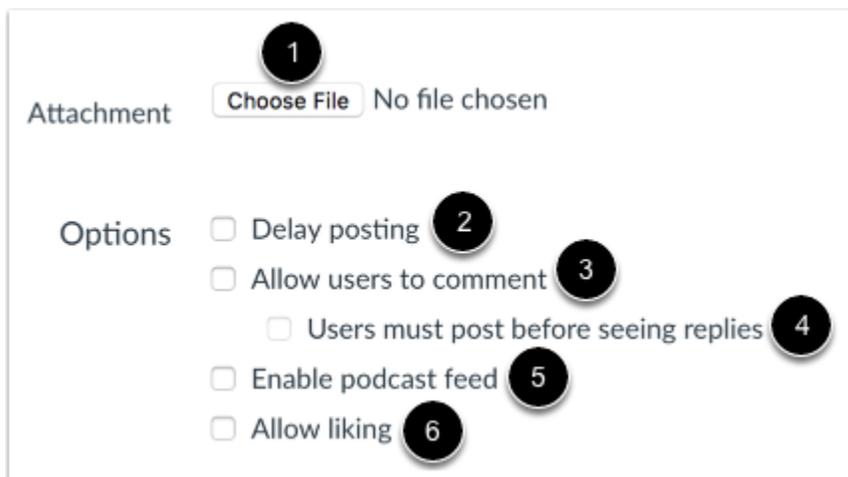
Select Options

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 screenshot shows the 'Attachment' and 'Options' sections of an announcement interface. The 'Attachment' section has a 'Choose File' button (1) and the text 'No file chosen'. The 'Options' section contains five checkboxes: 'Delay posting' (2), 'Allow users to comment' (3), 'Users must post before seeing replies' (4), 'Enable podcast feed' (5), and 'Allow liking' (6). All checkboxes are currently unchecked.

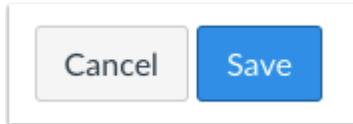
Notes:

- 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.

