Creating an Announcement in Canvas

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Announcements are used to let your students know that there is new information related to a course. When you create an announcement Canvas will send a message to all of the students enrolled in that course.

1. To create an announcement in the current course. click **Announcements** in the **Course Navigation**.
2. Click the **Add Announcement** button.
3. Enter a title for the announcement in the **Topic Title** box.
4. Enter announcement text in the text box.
5. *Optional*: Insert content for the announcement by selecting options in the **Insert Content into the Page** section.
6. *Optional*: Click the **Choose File** button to add an attachment to the announcement.
7. *Optional*: Select additional settings for the announcements in the **Options** section.
8. Click the **Save** button.

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