

Canvas: Announcements

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Instructions to create, edit, or delete an announcement in Canvas.

CREATING AN ANNOUNCEMENT When you create an announcement, Canvas sends a message to all students enrolled in a course. Announcements by default also go to students' emails, however this depends on students' notification settings which can be changed. 1. In Course Navigation, click the **Announcements** link. 2. Click the **+Announcement** button. 3. Enter a title in the **Topic Title** box. 4. Enter your text in the **Rich Content Editor**. 5. Bonus: You can add links to course content, files, or Images by using the **Insert Content** Into the Page section. 6. Bonus: You can choose which section of your course to post the Announcement to if you have crosslisted your sections into one course using the **Post to** section. 7. Bonus: You can delay posting to a certain time to allow you to create announcements for the future. 8. Click the **Save** button to post the announcement.

EDITING AN ANNOUNCEMENT Edited announcements are not re-sent to students, but a notification will appear in Canvas. To ensure a message is sent, you may wish to create a new announcement. 1. In Course Navigation, click the **Announcements** link. 2. Click on the name of the announcement you wish to edit. 3. Click the **Edit** button. 4. Make any changes and click the **Save** button to update.

DELETING AN ANNOUNCEMENT 1. In Course Navigation, click the **Announcements** link. 2. Click the **Options** icon and click the **Delete** link. 3. Click **OK** to confirm the deletion. If you have more questions on this, email ITHELP@clemsont.edu or call 864-656-3494.

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