

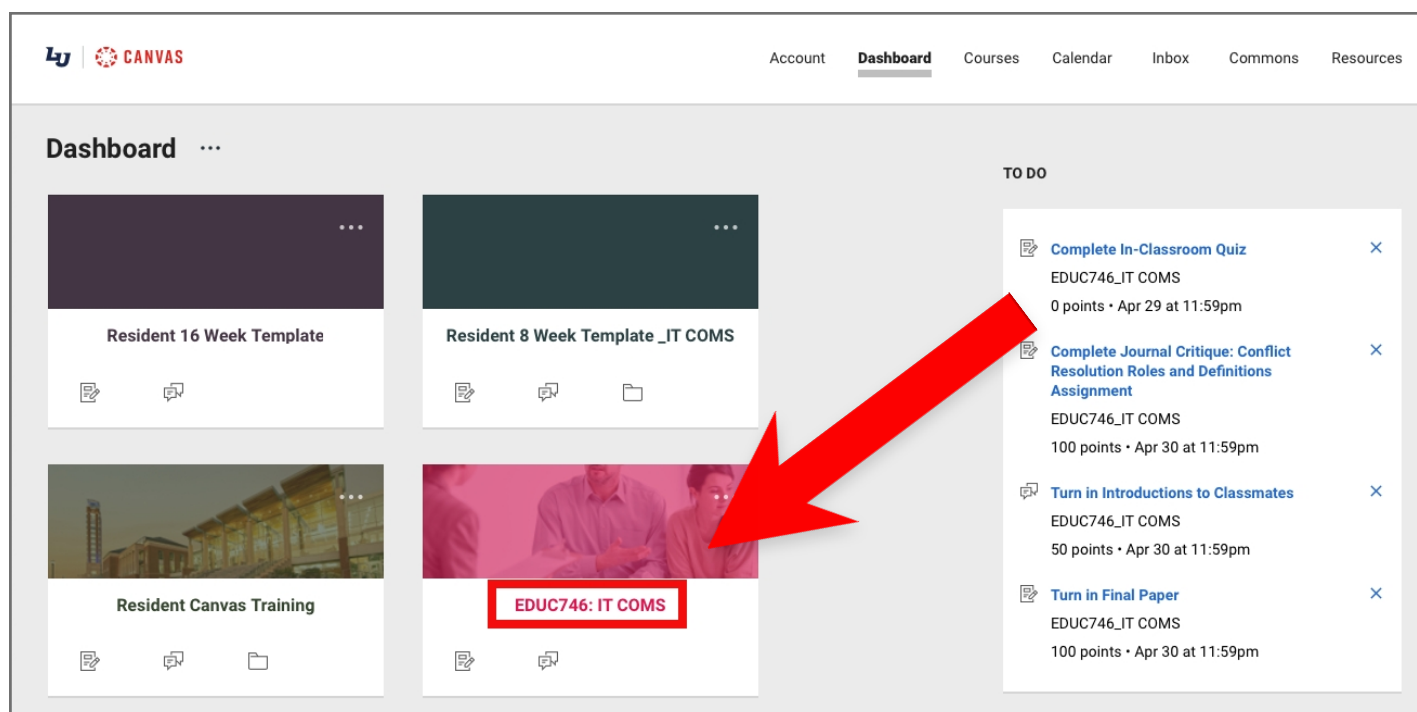
Introduction



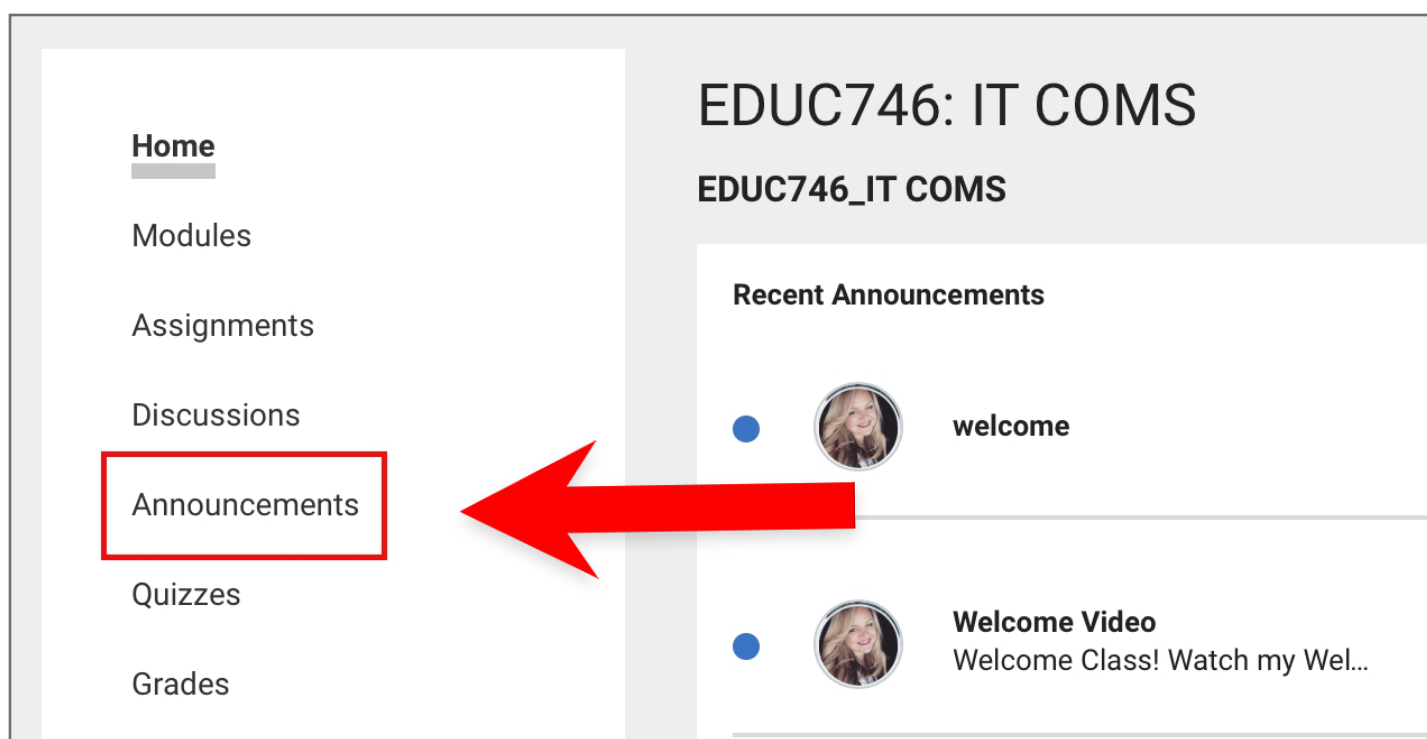
In this document, you will learn how to post an announcement in a Canvas course.

Instructions

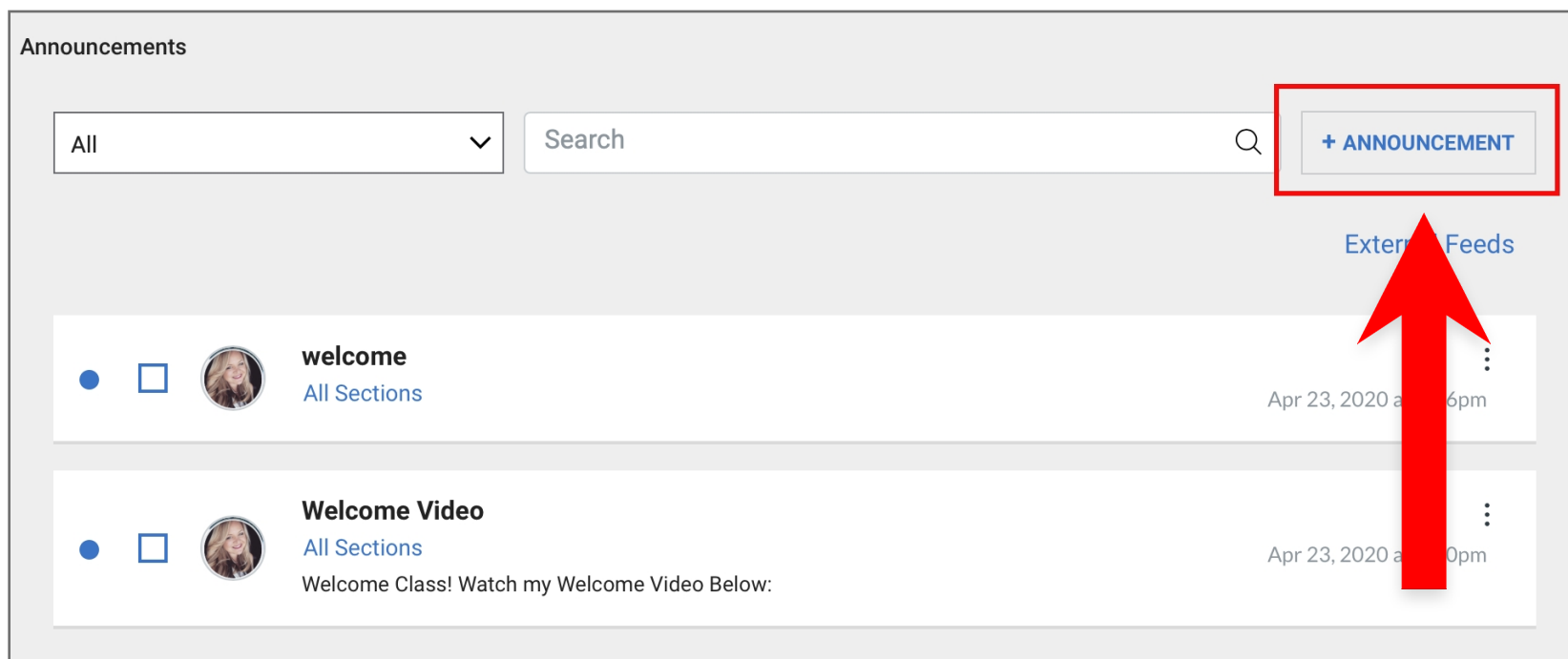
Step 1: To post announcements in Canvas, navigate to the course.



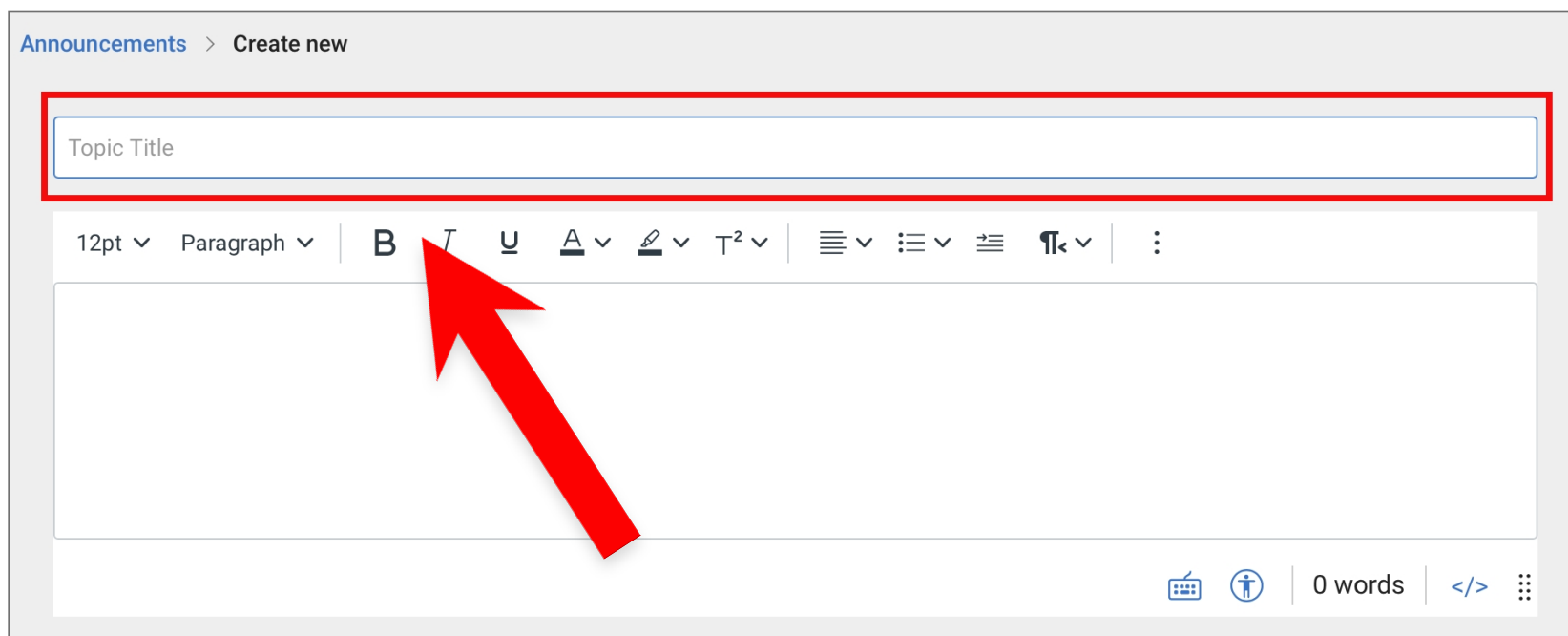
Step 2: Select “Announcements” from the course menu on the left.



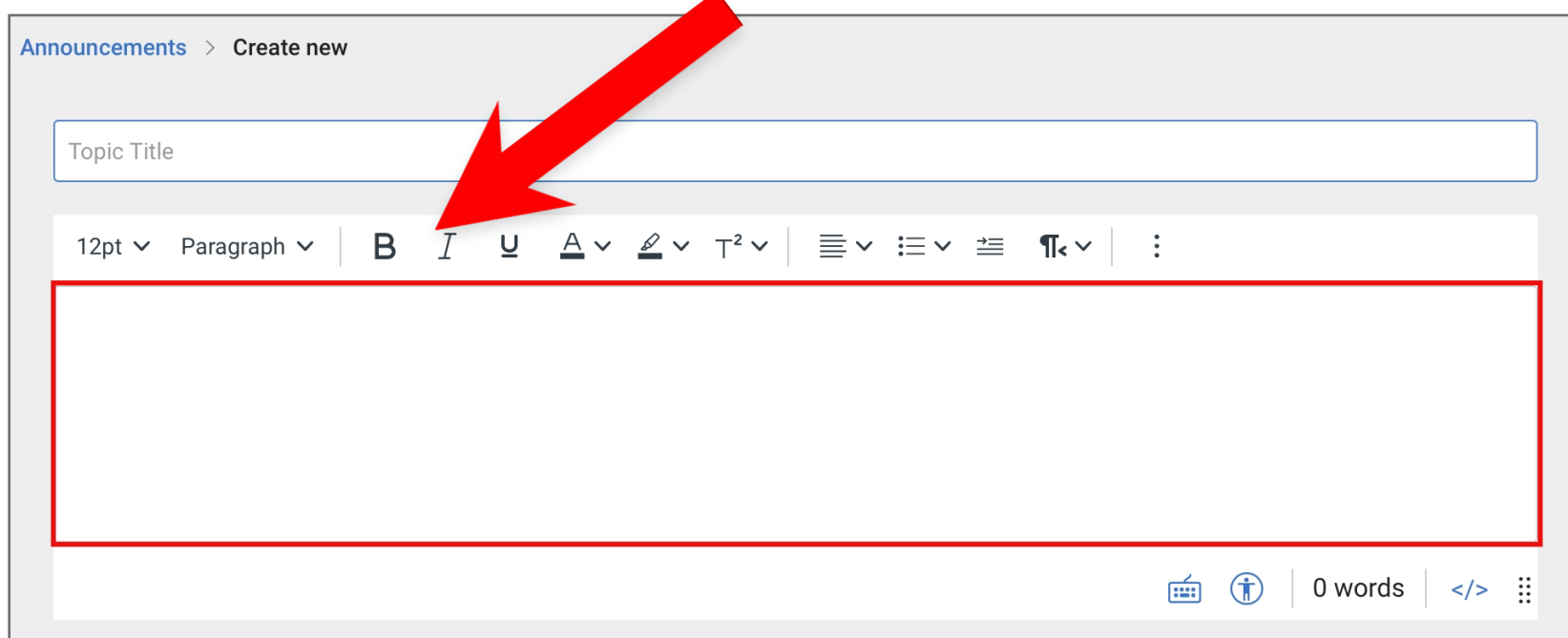
Step 3: On the Announcements page, click the “+ Announcement” button to create a new announcement.



Step 4: Add the Announcement Title.



Step 5: Input the desired text for your Announcement.

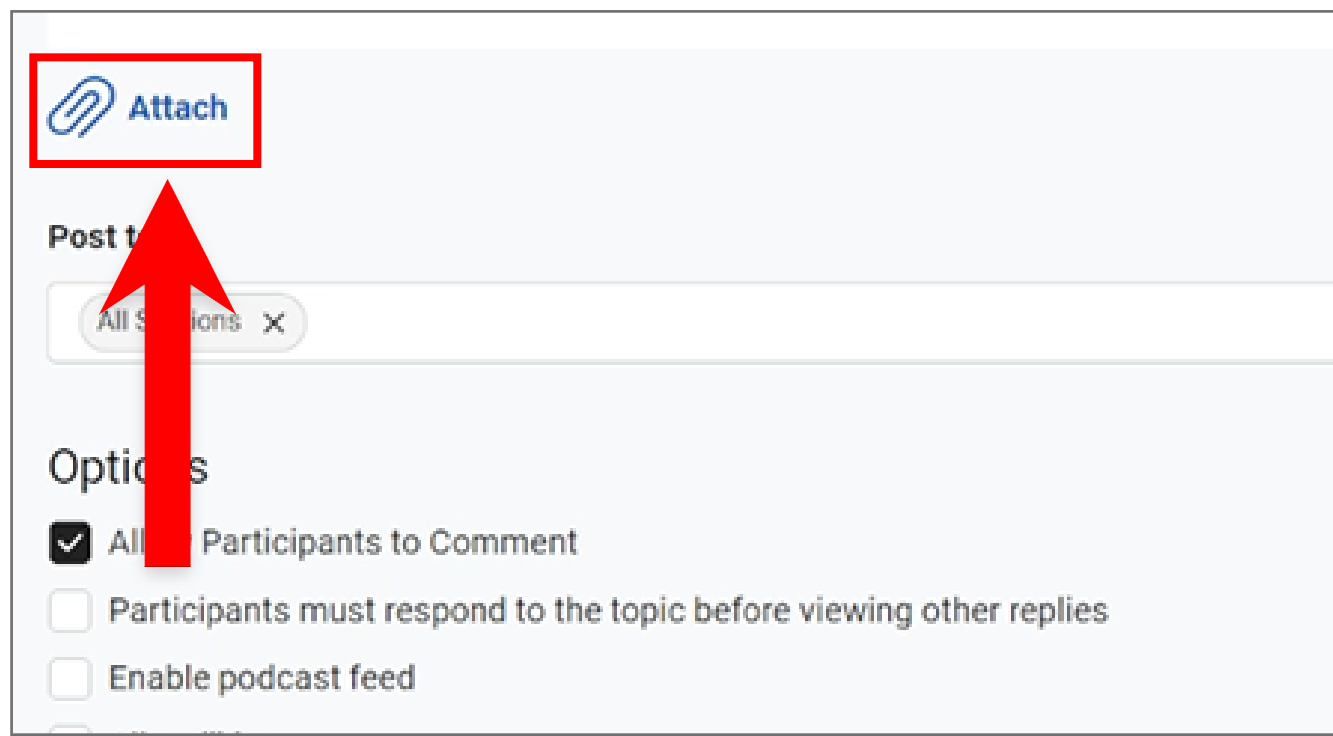


Tips for Success!

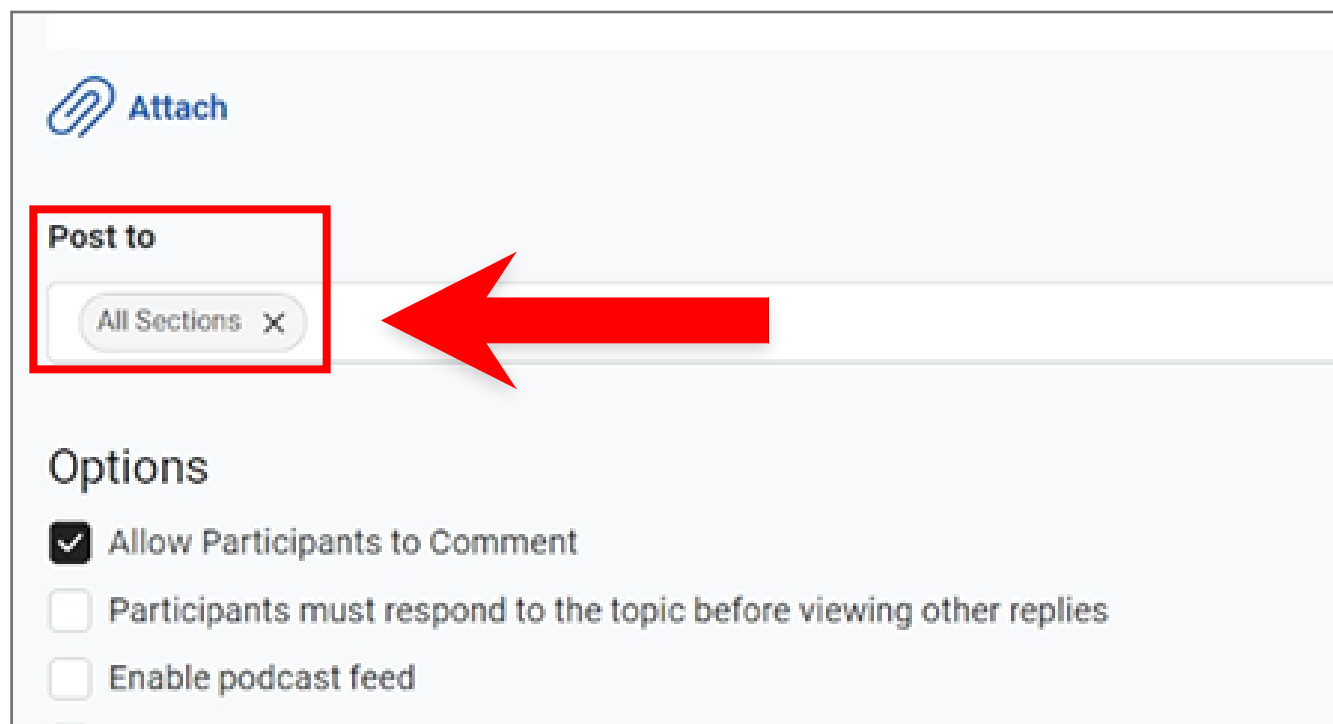
If you need to embed a video, highlight the text you want to make a link. Click on the “Links” button and select, “external links”. Paste the link and select Done.

For more information on embedding and linking videos, check out [Using Kaltura and My Media in Canvas](#).

Step 6: Click the Attach button to add an attachment.



Step 7: Leave the Post to field set to All Sections.



Step 8: In the Options section, select whether participants are allowed to comment and/or if participants must respond to the topic before viewing other replies.

Options

- Allow Participants to Comment
- Participants must respond to the topic before viewing other replies
- Enable podcast feed
- Allow liking

Available from

Note: Leave the other Options fields, “Enable podcast feed” and “Allow liking,” unchecked.

Step 9: To schedule when the announcement should be posted, use the Available from and Until fields.

Allow liking

Available from

Date August 5, 2024 **Time** 10:00 AM

Monday, August 5, 2024 10:00 AM

Reset

Until

Date August 11, 2024 **Time** 8:00 PM

Sunday, August 11, 2024 8:00 PM

Reset

Cancel Save

Step 10: Click Save. The Announcement will save and post on the date and time you selected.

Allow liking

Available from

Date August 5, 2024 **Time** 10:00 AM

Monday, August 5, 2024 10:00 AM

Reset

Until

Date August 11, 2024 **Time** 8:00 PM

Sunday, August 11, 2024 8:00 PM

Reset

Save