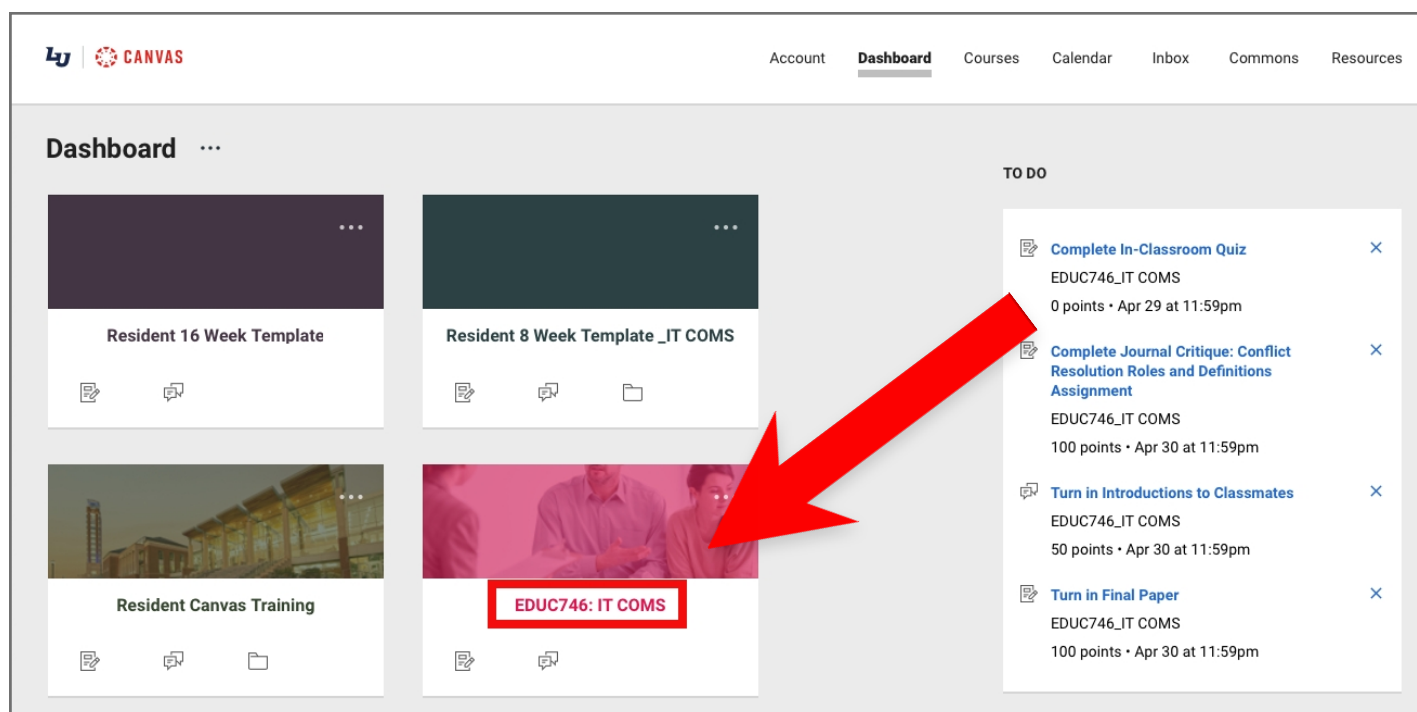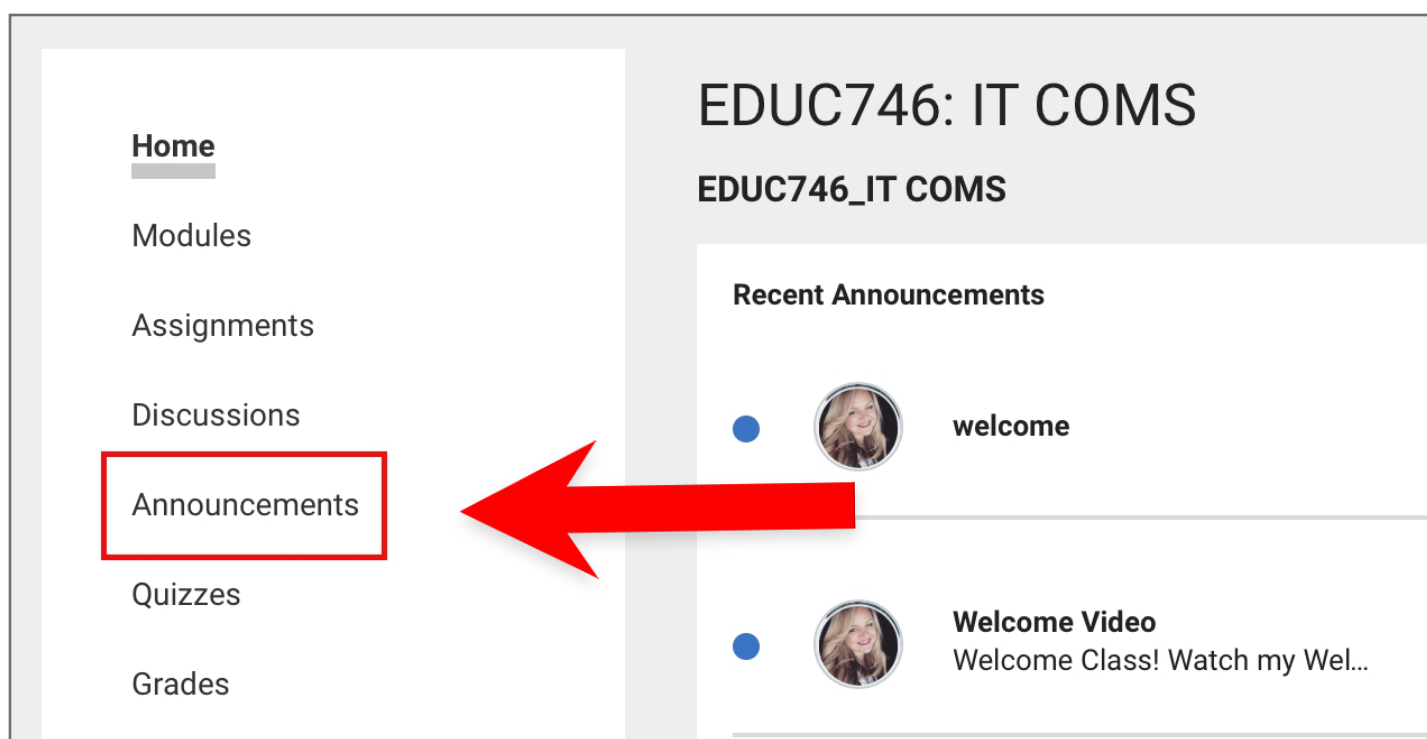# How to Post Announcements

Introduction

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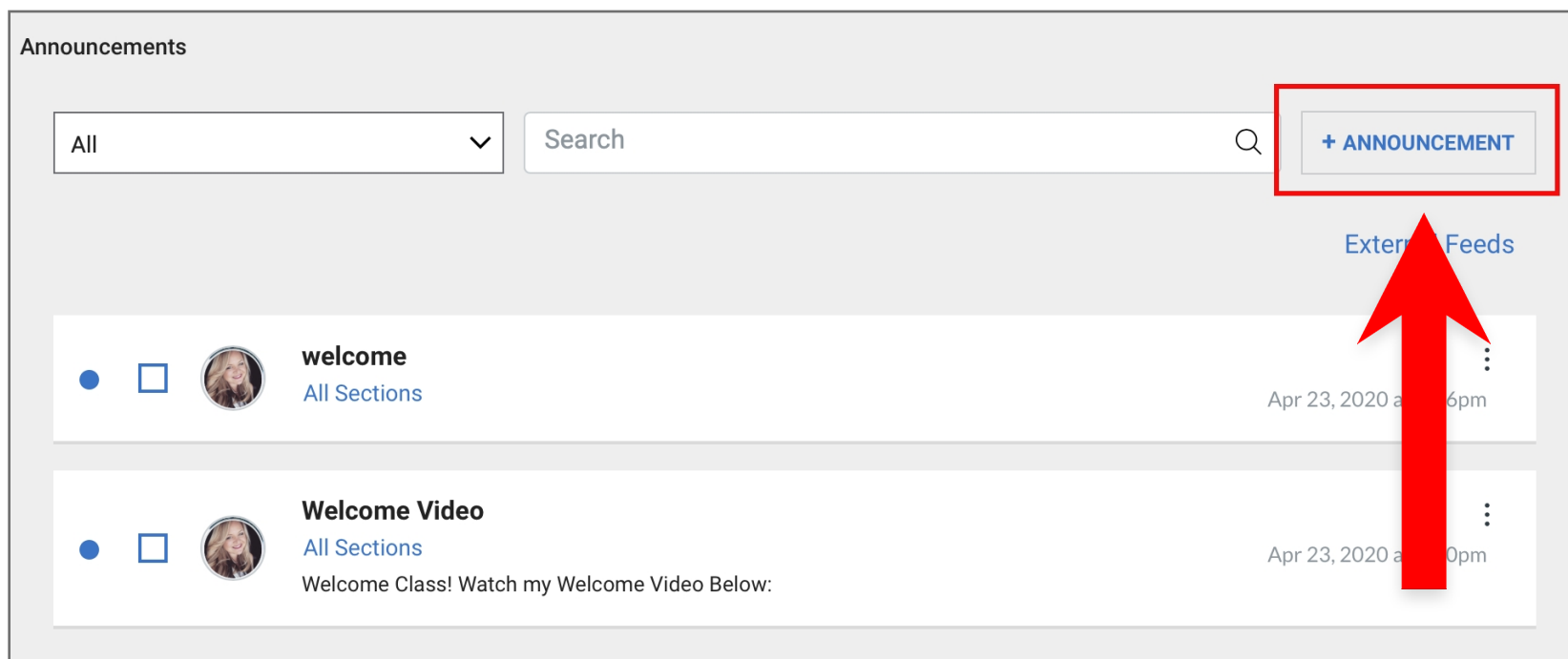
Instructions

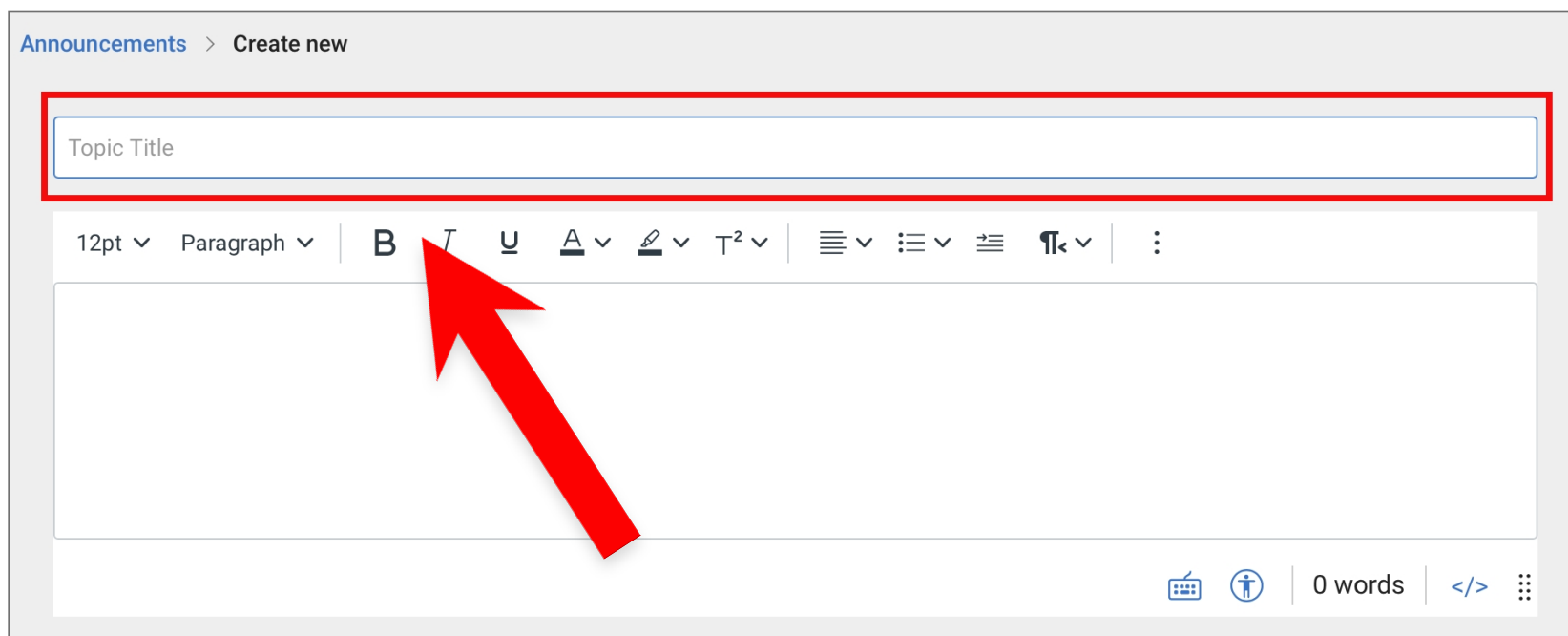**Step 1:** To post announcements in Canvas, navigate to the course.

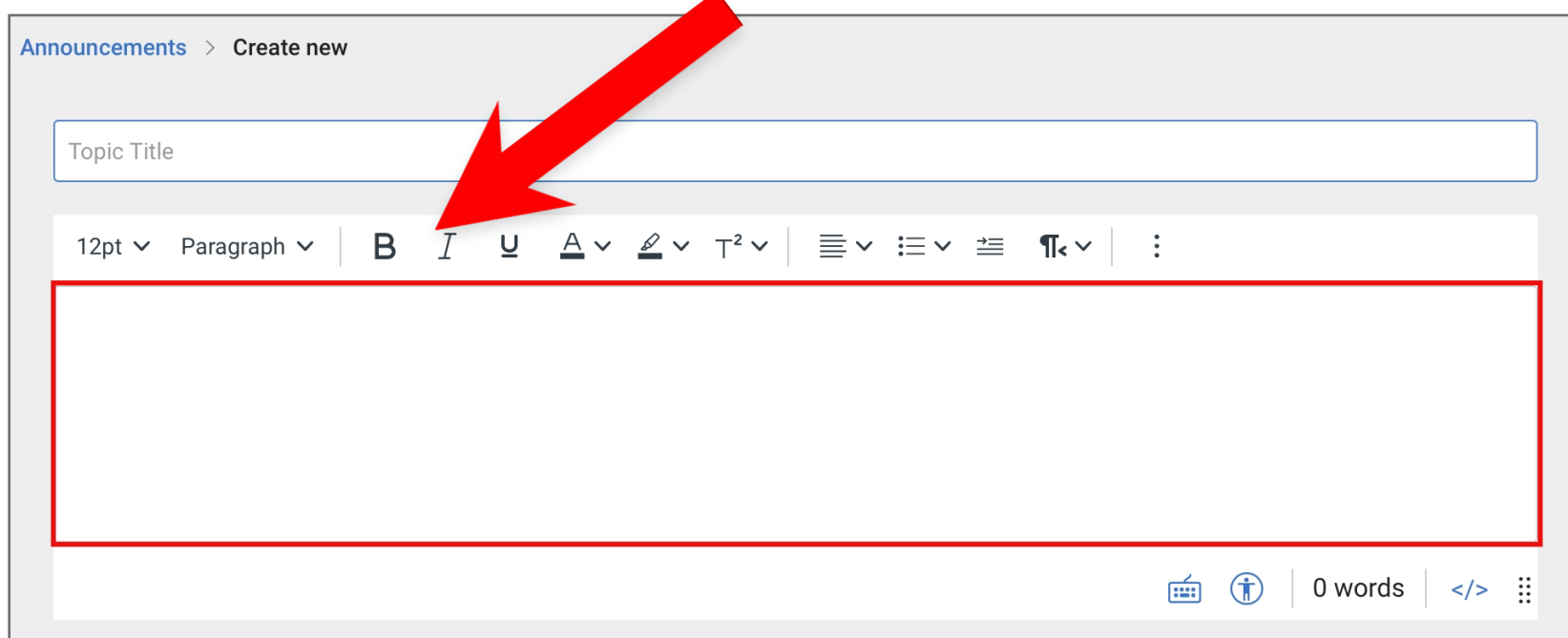**Step 2:** Select "Announcements" from the course menu on the left.

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

Step 4: Add the Announcement Title.

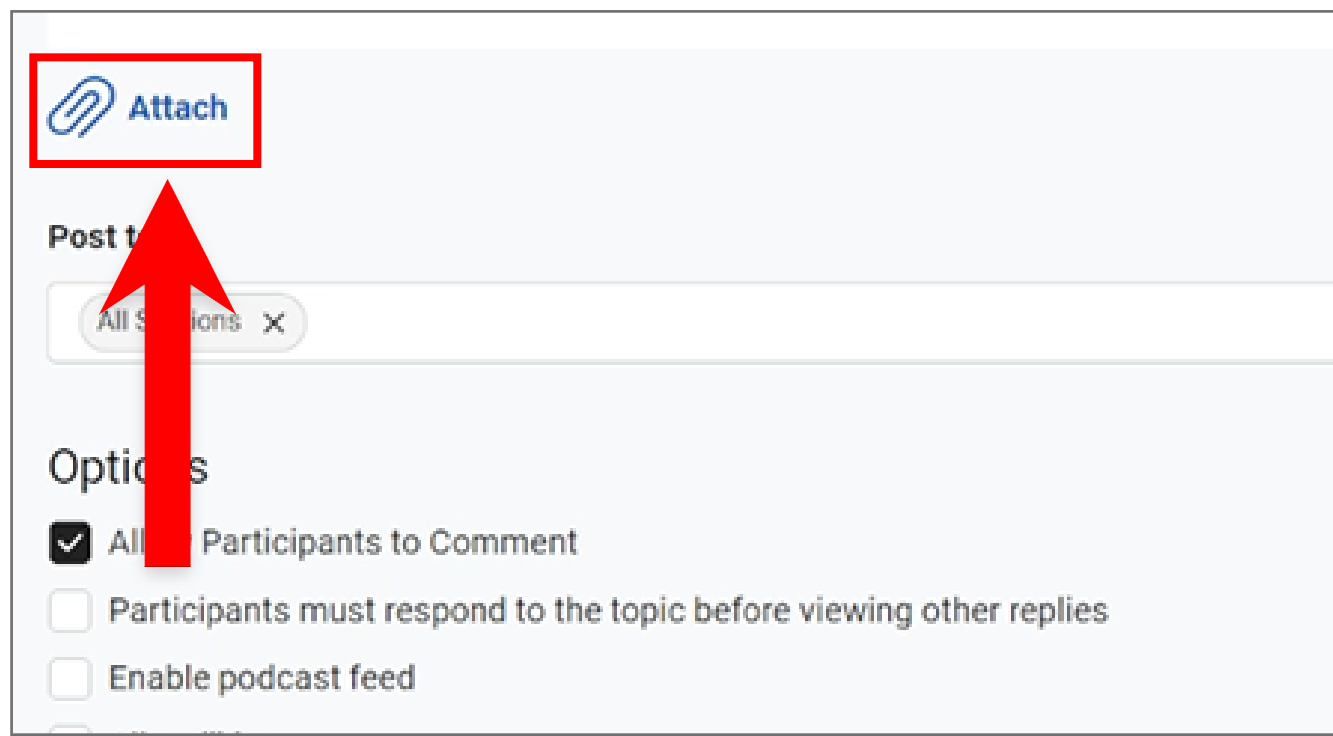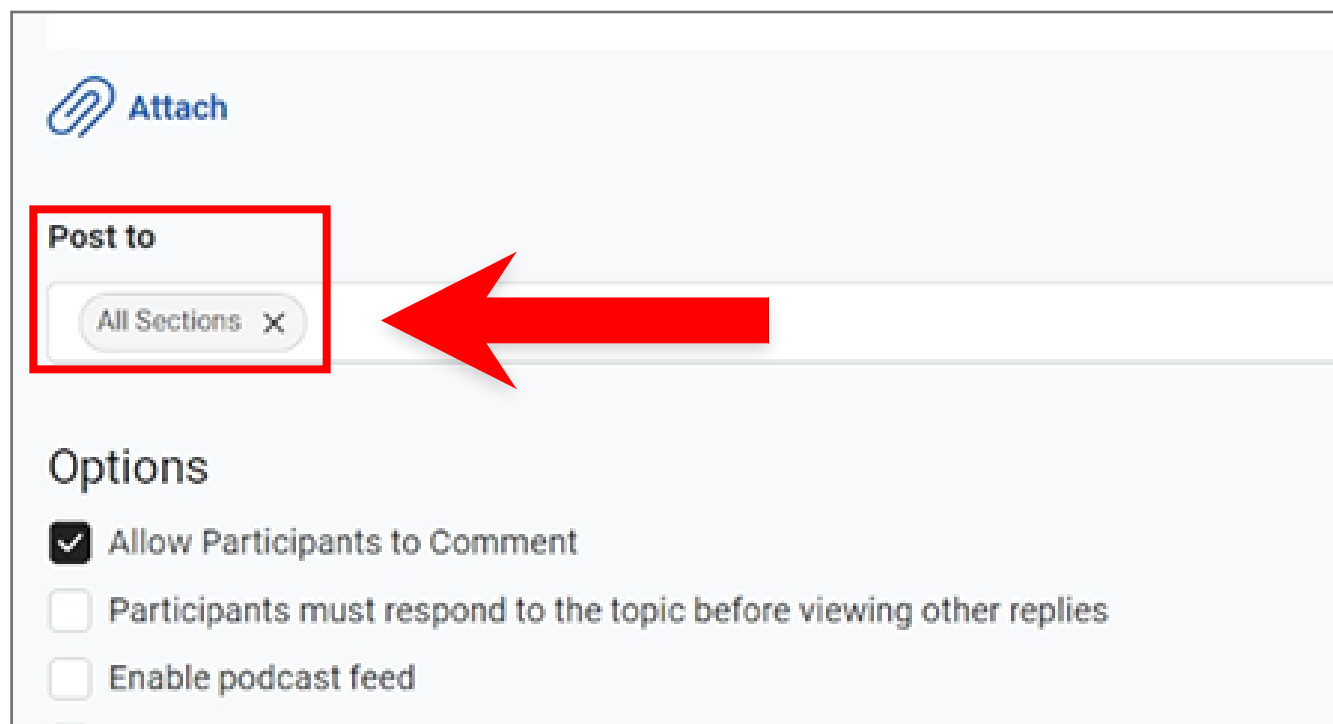**Step 5:** Input the desired text for your Announcement.

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.

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.

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