

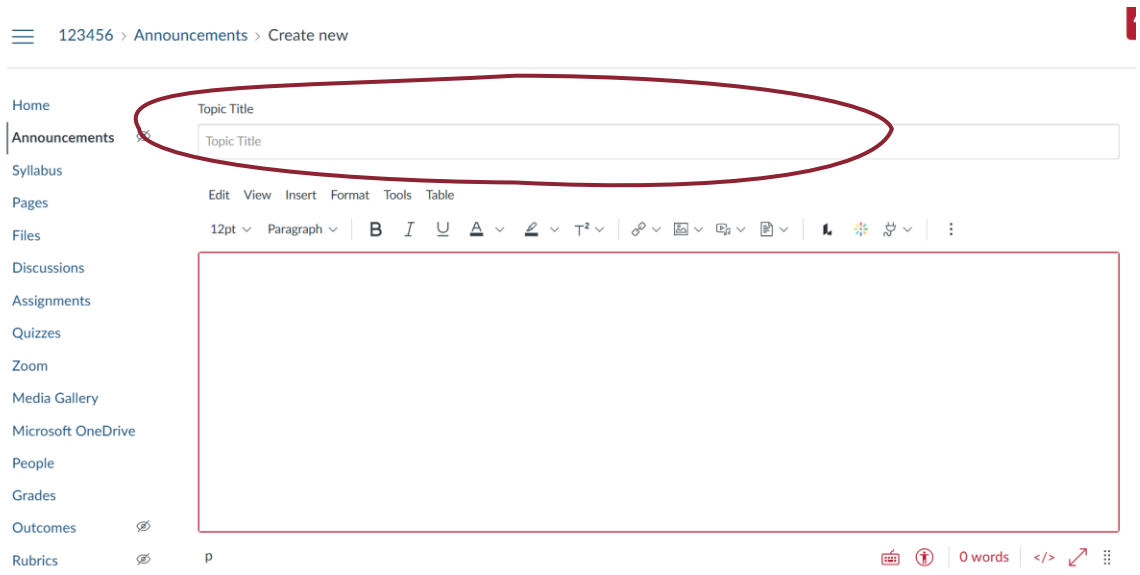


HOW TO POST COURSE ANNOUNCEMENTS

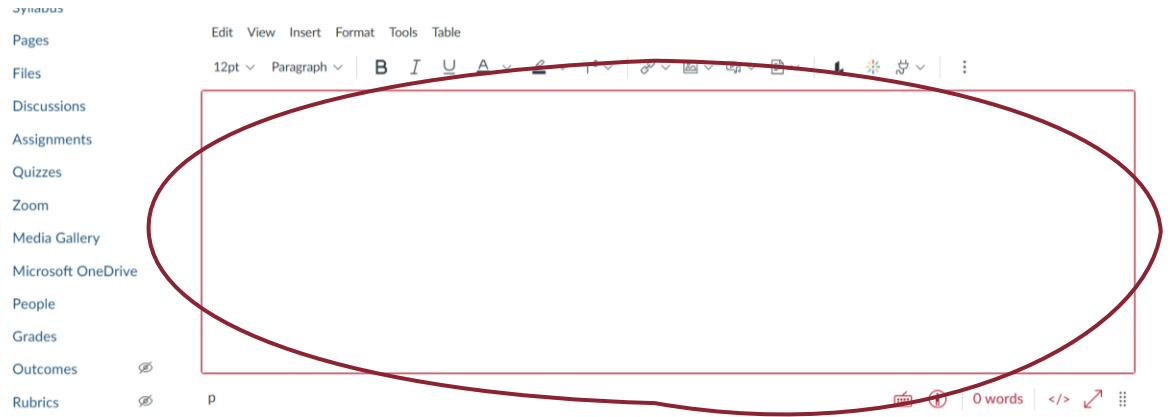
- **STEP 1** Click on the **'New Announcement'** button in the sidebar.

Alternatively, you can start a new announcement by going to the **'Announcements'** tab in the course navigation bar and clicking on the **'+ Announcement'** button.






□ **STEP 2** Give your announcement a title in the **'Topic Title'** box.





□ **STEP 3** **Compose** your announcement in the main textbox.



□ **STEP 4** Configure the details of your announcement. Canvas allows you to post to the entire class or specific groups. By default, announcements are posted to all participants in the course. However, if you remove the **'All Sections'** designation in the **'Post to'** box, any groups you have created in your course will be listed as possible recipients. You can also attach files to your announcement and choose a posting time (if you prefer to write an announcement and send it at a later time).


Media Gallery
Microsoft OneDrive
People
Grades
Outcomes 
Rubrics 
Modules 
BigBlueButton 
Collaboration 
Settings

Post to
All Sections  

Attachment **Choose File** | No file chosen

Options

Delay posting

Post At: 

Allow users to comment
 Users must post before seeing replies


Enable podcast feed

Allow liking

Cancel **Publish**

STEP 5 To finalize the process, click on the **'Publish'** button at the bottom of the page.

Settings

POST AT: 

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Allow liking

Cancel **Publish**