Quick Guide: How to Create an Announcement

Announcements are created in a course space, but links to their content are also broadcast to student notification devices, the Course Stream, and the Recent Activities list on an individual’s Canvas home page. Announcements are created by clicking on the “Announcements” link in the course Navigation menu.

Create an Announcement

1. Click on the Make an announcement button that appears after you click on the “Announcements” link.
2. Type your announcement in the Rich Content Editor window.
3. You will be able to upload files directly from your computer, or link to files that are already in your course Files area.
4. You can also delay posting and control access to the announcement through the Announcement options.
5. Click on the **Save** button before leaving the page.

**Edit an Announcement**

1. To edit an Announcement, first click on the “Announcements” link in the Navigation menu.
2. Click on the link that represents the announcement title.
3. Click on the **Edit** icon to edit the content of the announcement; or, click on the **Gear** icon either in order to “Delete” the announcement (and any replies that have been made to it) or to “Close for Comments”.

*Announcements are a type of Discussion forum. By default, students can post to Announcements in the same way that they would reply to a Discussion topic. If you do not want to make an interactive Announcement, make sure you click on the “Close for Comments” option after you create it.

**Disable Student Comments on Announcements**

If you do not want students to be able to comment on any Announcement at any time during the conduct of your course, you can disable that option.

1. Click on the “Settings” link in the Navigation menu.
2. From the **Course Details** tab, click on the **Edit Course Details** button.
3. Click on the “more options” link at the bottom of the page.
4. Click in the “Disable comments on announcements” checkbox.
5. Click on the **Update Course Details** button to set the change. In this way you would no longer need to select the “Close for Comments” option each time you create an announcement.