Announcements Overview (Instructors) Video Script

In this video, you will learn about Canvas course announcements.

You can use announcements to communicate course information to students. For example, you can remind students of upcoming coursework, share useful resources, or celebrate student success. To create a new announcement from the course home page, click the New Announcement button. You can also create a new announcement and manage existing announcements from the Announcements page.

Search for an announcement by typing a keyword or user name in the Search field. To view announcements you haven't read yet, select Unread from the filter drop-down menu.

Click an announcement's Options icon to delete the announcement or allow or disallow comments. You can also select multiple announcements and click the Lock button to allow or disallow comments for all selected announcements or click the Delete button to delete all selected announcements.

You can create a new announcement by clicking the Add Announcement button. On the announcement's details page, add a title in the Topic Title field. Then use the Rich Content Editor to add and format your announcement content. Click the Post to drop-down menu to select which sections will receive the announcement. You can also add an attachment, delay posting the announcement until a future date, allow users to comment, enable a podcast feed, and allow liking. To save and post your announcement, click the Save button. Announcement notifications will be sent to users according to their notification preferences.

To change course announcement settings, click the Settings link in Course Navigation and click the more options link. You can show recent announcements on the Course home page, select the number of announcements that display on the home page, and disable comments on all announcements.