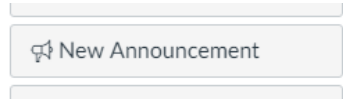


# Announcement Creation in Canvas



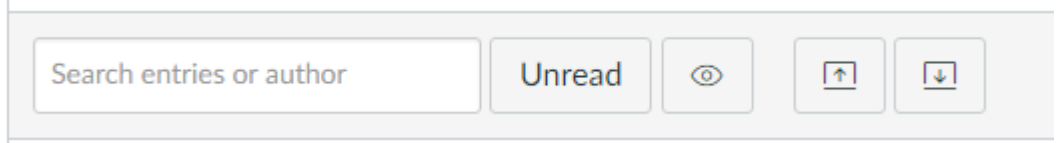
From your course home page you can click on

On the right side of the page to create a new announcement OR

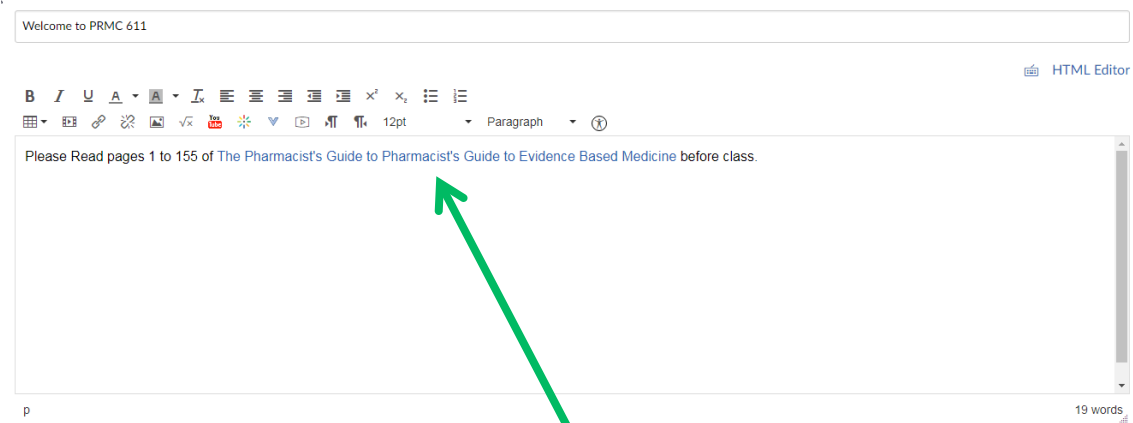


You may go to the

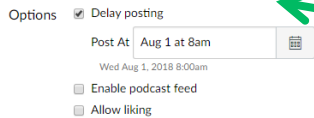
You may search for authors or subject topics using the search bar



Select a title for your announcement, then you may use the rich text editor to add a message



You may add in files, links to other pages, or URLs



You may also choose to post at a later date and time

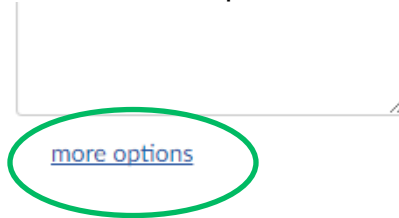
Make sure to click SAVE so you don't lose your work.

Make sure your students have notifications enabled for Announcements.

You might wish to go into **Settings** select the **Course Details** tab and scroll down.

At page bottom click on more options

Description:



You will open up an extra menu with Announcement and Discussion options:

- Show recent announcements on Course home page
- Number of announcements shown on the homepage
- Let students attach files to discussions
- Let students create discussion topics
- Let students edit or delete their own discussion posts
- Let students organize their own groups
- Hide totals in student grades summary
- Hide grade distribution graphs from students
- Disable comments on announcements
- can create, rename, and edit course pages by default

You may choose to show recent announcements on the Course Home Page.

You may also choose the number of announcements shown, up to 15.

The remaining selections are the current default settings.

Don't forget to [Update Course Details](#)

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