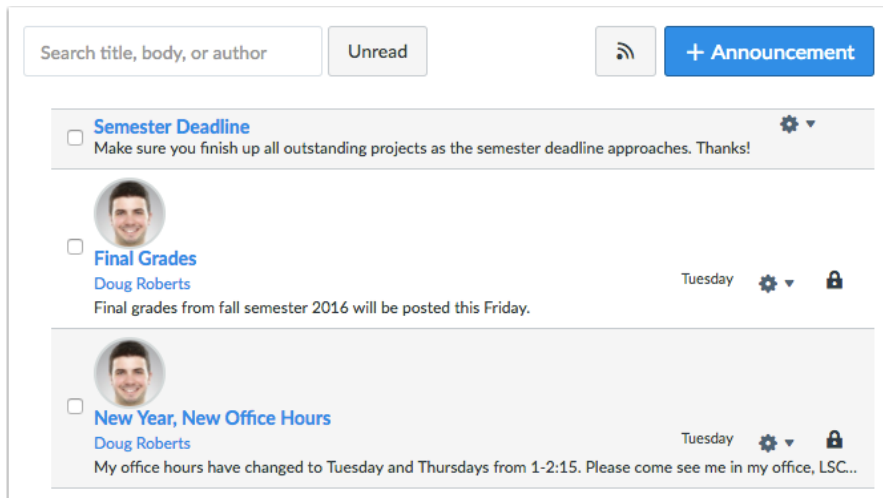


# ANNOUNCEMENTS

Announcements allow you to communicate with your students about course activities and post interesting course-related topics.

## View Announcements

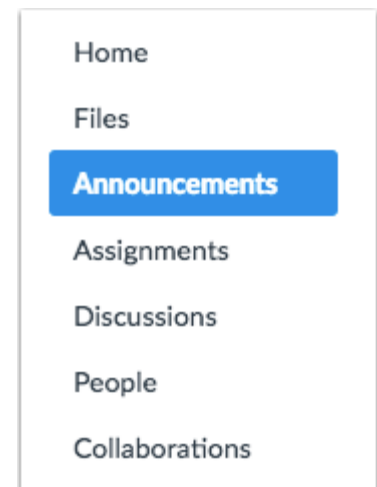
Announcements are used to communicate with students about the logistics of your course. As soon as you have created an Announcement, Canvas takes care of notifying students according to their preferred Notification Preferences.



The screenshot shows the Canvas Announcements interface. At the top, there is a search bar labeled "Search title, body, or author", an "Unread" button, a RSS icon, and a blue "+ Announcement" button. Below this, there are three announcements, each with a checkbox, a title, a body, a profile picture of Doug Roberts, and a "Tuesday" date. The first announcement is titled "Semester Deadline" and says "Make sure you finish up all outstanding projects as the semester deadline approaches. Thanks!". The second is titled "Final Grades" and says "Final grades from fall semester 2016 will be posted this Friday.". The third is titled "New Year, New Office Hours" and says "My office hours have changed to Tuesday and Thursdays from 1-2:15. Please come see me in my office, LSC...". Each announcement has a gear icon and a lock icon to its right.

## When would I use Announcements?

- Remind your students what they need to accomplish to stay on track.
- Point students to internal and external resources that will help them achieve course Outcomes.
- Leave a message for the entire class with video or audio comments.
- Celebrate student success and important events that may be of interest to your students.

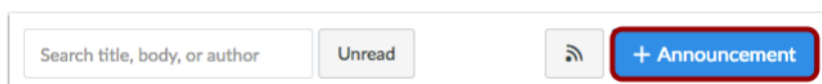


The screenshot shows the Canvas navigation menu. It includes links for "Home", "Files", "Announcements" (highlighted with a blue button), "Assignments", "Discussions", "People", and "Collaborations".

## Making Announcements

You can create an announcement to share important information with all users within your course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created.

### Add Announcement



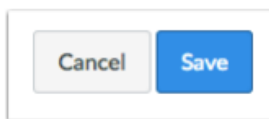
This is a smaller version of the Canvas Announcements interface shown in the first screenshot. The "+ Announcement" button is highlighted with a red border.

# ANNOUNCEMENTS

Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2].

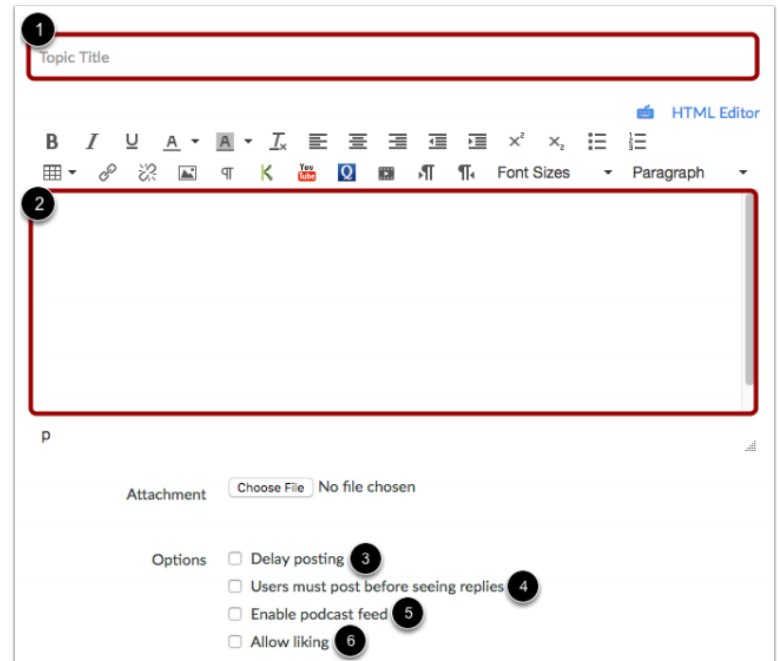
In the Announcement Options, you can delay the posting of your announcement [3], require students to reply to a post before seeing other replies [4], enable an announcement podcast feed [5], and allow students to like announcement replies [6].

## Save Announcement

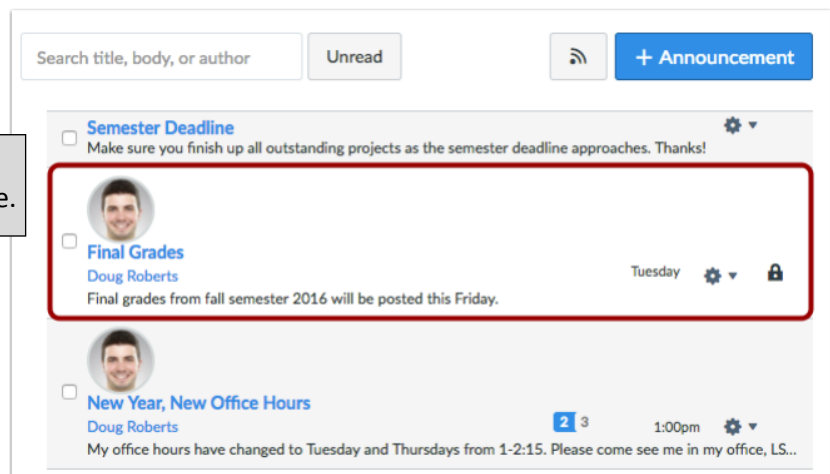
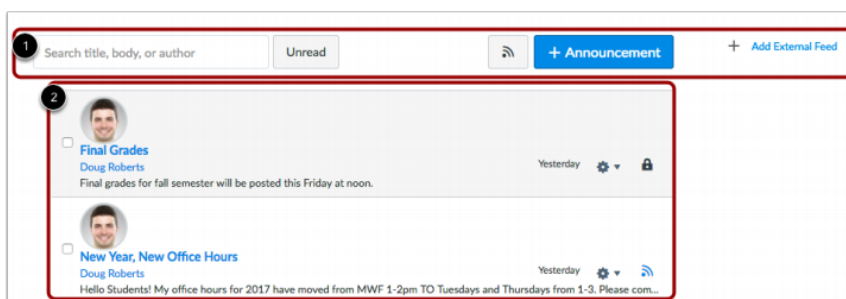
A rectangular button group containing two buttons: a light gray 'Cancel' button on the left and a blue 'Save' button on the right.

Click the **Save** button.

## Create Announcement

A form for creating an announcement. It includes a 'Topic Title' field at the top, followed by a rich content editor with various formatting tools (bold, italic, underline, text color, background color, link, unlink, image, video, audio, code, list, indent, outdent, font size, paragraph). Below the editor is an 'Attachment' section with a 'Choose File' button and 'No file chosen' text. At the bottom is an 'Options' section with four checkboxes: 'Delay posting' (labeled 3), 'Users must post before seeing replies' (labeled 4), 'Enable podcast feed' (labeled 5), and 'Allow liking' (labeled 6).

Once you save the announcement, it will appear on the Announcements Index Page.

A screenshot of the Announcements Index Page. It features a search bar at the top with the placeholder 'Search title, body, or author', an 'Unread' button, a RSS icon, and a blue '+ Announcement' button. Below the header, there are three announcement cards. The first card is titled 'Semester Deadline' and says 'Make sure you finish up all outstanding projects as the semester deadline approaches. Thanks!'. The second card is titled 'Final Grades' by Doug Roberts and says 'Final grades from fall semester 2016 will be posted this Friday.' The third card is titled 'New Year, New Office Hours' by Doug Roberts and says 'My office hours have changed to Tuesday and Thursdays from 1-2:15. Please come see me in my office, LS...'. Each card has a profile picture, a title, an author name, a date, and settings icons.A screenshot of the Announcements Index Page, similar to the one above, but with red highlights. A red box labeled '1' highlights the search bar. Another red box labeled '2' highlights the first two announcement cards.

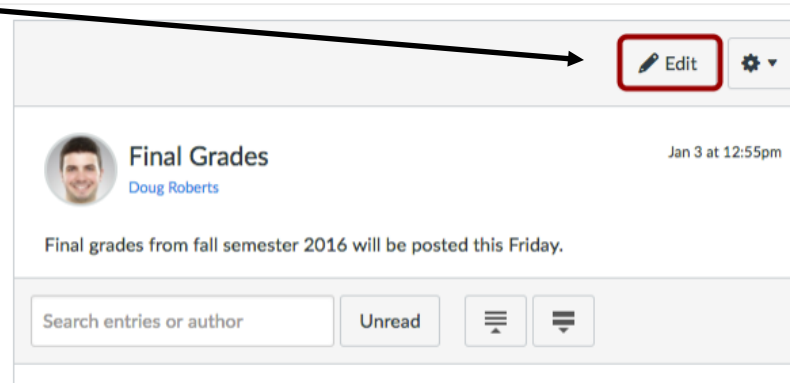
You can view all your course announcements in the Announcements Index Page. As an instructor, you can also create announcements and modify announcement settings. The Announcements Index page is designed with global settings at the top of the page [1], followed by the individual announcements [2].

# ANNOUNCEMENTS

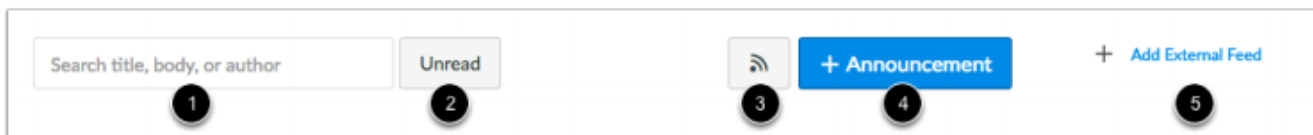
Click Edit

If you forgot to add something to your announcement, you can easily edit and add more information. Canvas Instructor Guide

**Note:** Editing an announcement will create a notification on the User Dashboard and Course Activity Stream. If you want users to receive the edited announcement via their notification preferences, you will need to create a new announcement.



## View Announcements Global Settings

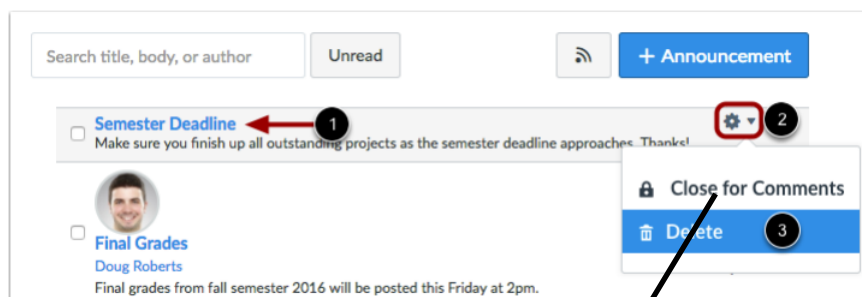


Global settings include searching for an announcement [1] and filtering unread announcements [2]. You can also view the announcements RSS feed [3], add a new announcement [4], and add an external feed [5].

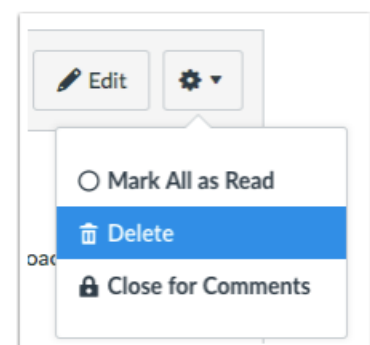
## Deleting Announcements

If you need to remove an announcement from your course, you can easily delete it in Canvas.

- Open Announcements
- Click on the Announcement Title [1]
- Click on the Settings Icon [2]
- Select Delete link [3]



## Delete Announcement



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## Attach a file to an announcement

You can attach a file to an announcement for users to download.

Type a title in the topic title field [1] and write a message in the Rich Content Editor [2]. Click the Choose File button [3].

This screenshot shows the announcement creation interface. A red box labeled '1' highlights the 'Topic Title' input field. Another red box labeled '2' highlights the 'Rich Content Editor' text area. A third red box labeled '3' highlights the 'Choose File' button in the 'Attachment' section. Below the attachment section, there is an 'Options' group with four checkboxes: 'Delay posting', 'Users must post before seeing replies', 'Enable podcast feed', and 'Allow liking'.

## Allow Students to Like Replies to Announcements

If you allow students to reply to announcements, you can also allow students to like replies in an announcement. If an announcement allows liking, users will see a Like icon within each announcement reply. By default, liking is available to all users in the course; however, you can choose to restrict the option to graders only.

### Set Liking Options

This close-up shows the 'Options' section for the announcement. It contains four checkboxes: 'Delay posting', 'Users must post before seeing replies', 'Enable podcast feed', and 'Allow liking'. The 'Allow liking' checkbox is checked. Below it, there are two more options: 'Only graders can like' (labeled with a red arrow and a circle containing the number 1) and 'Sort by likes' (labeled with a red arrow and a circle containing the number 2).

### Save Announcement

This section shows two buttons: a grey 'Cancel' button and a blue 'Save' button.

This screenshot shows the announcement creation interface, similar to the first one. A red box labeled '3' highlights the 'Allow liking' checkbox in the 'Options' section, which is now checked. The other options remain unchecked.

You can also select two additional options when allowing announcement likes. Only graders can like [1]: select this checkbox if you want to limit the liking functionality to only graders in the course, which means only users with the Edit Grades permission can see the Like link. However, all users will still see the total number of likes for each reply.

Sort by likes [2]: select this checkbox if you want the announcement to sort replies by the number of likes. Sorting cannot be changed by any users unless you remove the sorting setting.

This option may take at least 10 seconds to cache the page and view sorting appropriately. Announcement replies are sorted in descending order.

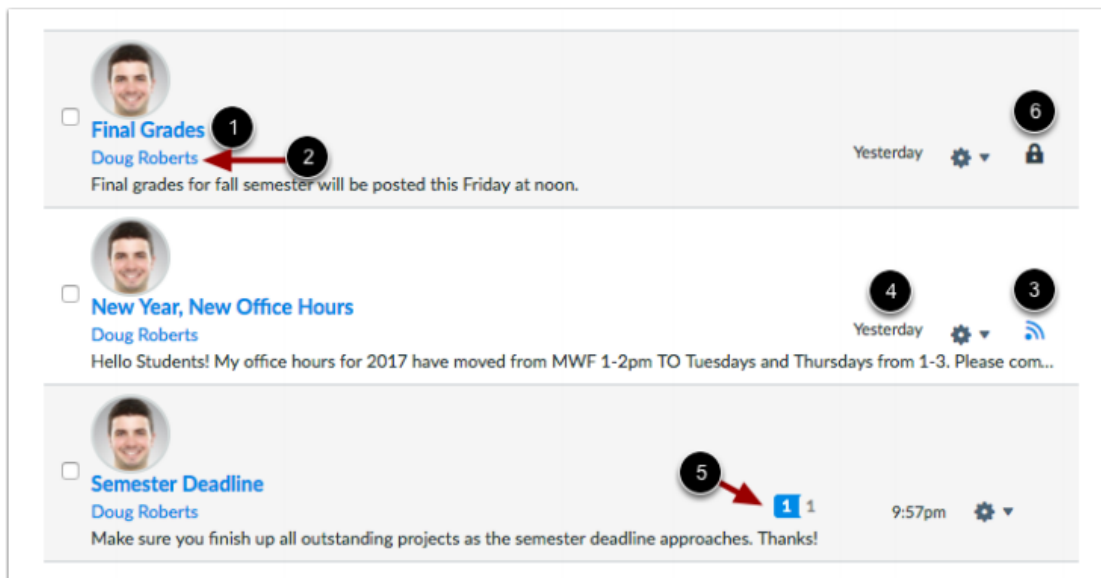
# ANNOUNCEMENTS

Announcements are listed in reverse chronological order with the newest appearing first and the older Announcements appearing towards the bottom.

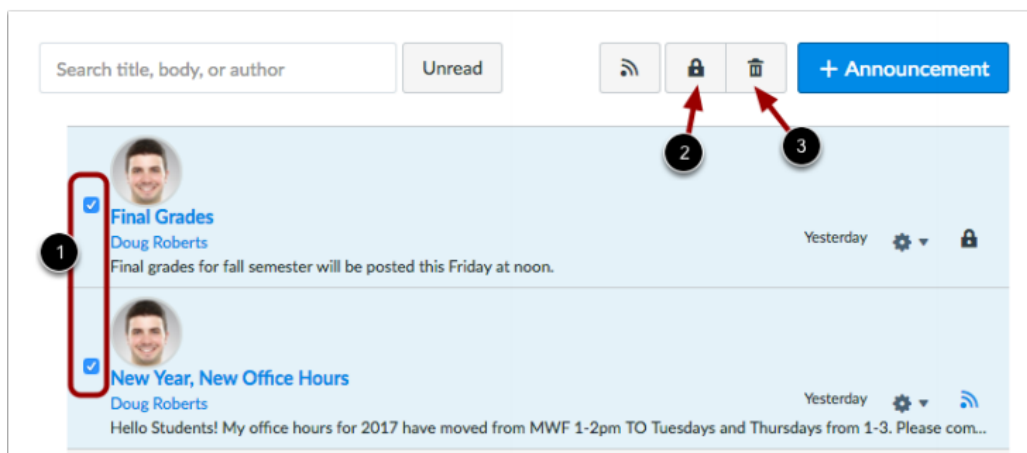
Each announcement includes the name of the announcement [1], the name of the person who posted the announcement [2], whether a discussion has an enabled podcast feed [3], the last announcement post/reply date [4], and the number of unread/ total replies in the announcement [5].

If an announcement includes a lock icon, the announcement has been closed for comments [6]. Note: If an announcement doesn't include a name and/or user image, the announcement has been copied from a previous course import.

## View Announcements



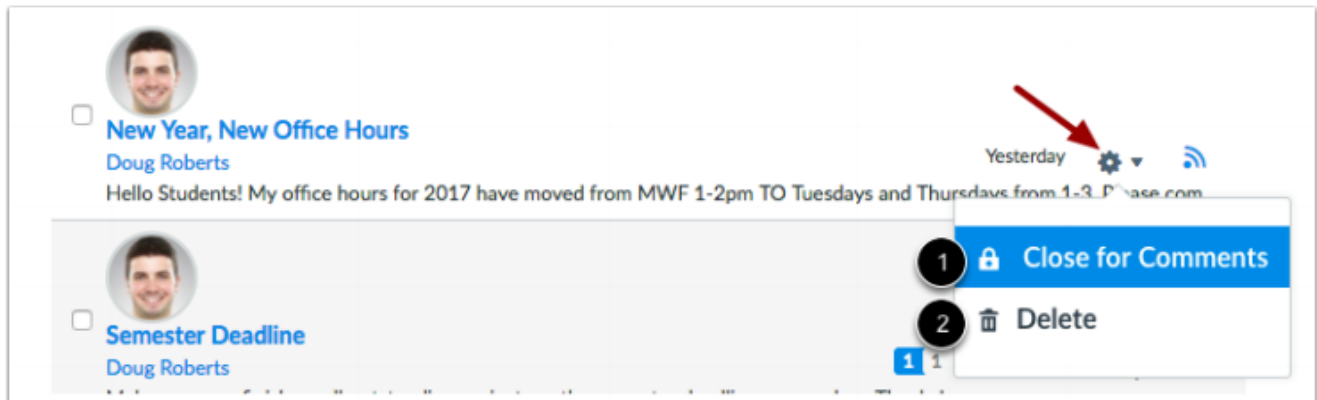
## Manage Announcements



To apply a bulk action, such as locking or deleting, click the checkbox next to the announcement [1]. To close all selected announcements to comments, click the Lock button [2]. To delete all selected announcements, click the Delete button [3].

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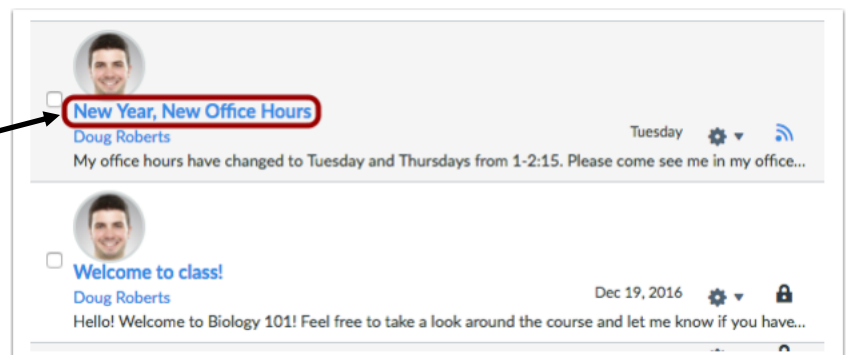
## Manage Individual Announcements



To view an announcement, click the name of the announcement. You can also use the settings menu to close comments [1] or delete the announcement [2].

## Open Announcement

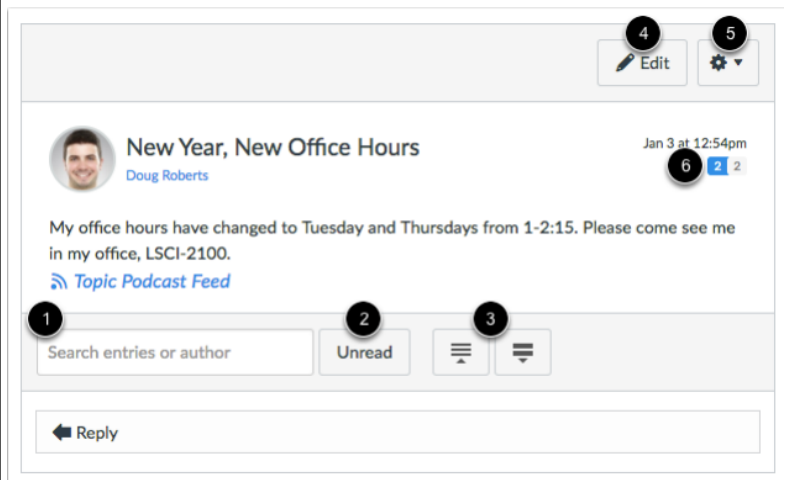
You can view all replies in an announcement by scrolling or searching content. Announcement replies are hierarchal, collapsable, and expandable. Click the name of an announcement.



In an announcement, you have several options to view and sort announcements. Use the search field [1] to search for replies or specific authors. To filter by unread replies, click the Unread button [2].

You can also collapse and expand [3] all announcement replies. To edit the announcement, click the Edit button [4]. To open settings for the announcement, click the Settings icon [5]. Settings allows you to mark all existing posts (replies) as read, delete the announcement, and close the announcement for comments.

You can view how many unread and replies are in a thread [6]. The number with a blue background indicates unread replies, while the number with a gray background indicates the total number of replies.



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## View Replies

The screenshot shows two replies in a list. The first reply is from Emily Boone at 12:57pm, asking "Do we need to schedule an appointment?". The second reply is from Max Johnson at 12:58pm, asking "Is there a time limit for appointments?". A "Reply" button is at the bottom. Callout 1 points to a blue dot next to the first reply, and callout 2 points to a white dot next to the second reply.

Announcement replies are shown in order of post date. A blue dot [1] indicates the reply is new and unread. A white dot [2] indicates a reply is read. When you navigate away from the Announcement or refresh the page, the blue dots will change to white dots indicating the replies are read.

Similar to focused replies in discussions, users may reply to each other's replies and grouped together [1].

In addition to post date, replies are shown in hierarchal order.

If a new reply is added to the initial announcement topic, the reply is shown as a new content group [2].

This block shows a detailed view of the replies. The first reply from Emily Boone is highlighted with a red border and callout 1. The second reply from Max Johnson is also highlighted with a red border and callout 2. Each reply includes a "Reply" button and a settings icon.

When viewing announcement replies, collapse and expand individual announcement replies by hovering over the top of the white box containing the entire reply [1]. When an announcement reply is collapsed, you can view the reply indicators showing the number of unread and total replies [2].

The diagram illustrates the collapse and expand functionality. A "Reply" button is shown at the top. Below it, a collapsed reply from Max Johnson is shown with a blue triangle icon. Callout 1 points to the top of the collapsed reply, and callout 2 points to the reply indicator (a blue dot and a white dot) next to the collapsed reply.

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## View Liked Discussions

Emily Boone  
12:57pm  
Do we need to schedule an appointment?  
👍 (1 like)

Max Johnson  
12:58pm  
Is there a time limit for appointments?  
👍

Reply

Max Johnson  
1:00pm  
Thanks, Doug!  
👍 (1 like)

Reply

If you allow students to like replies in an announcement, a Like icon appears next to each reply in the announcement. Blue icons indicate replies that you've liked.

The number of total likes also appears next to the icon. If you set up the announcement to sort automatically according to the number of likes, original replies will always sort first, and any associated replies will be reordered beginning with the highest-liked reply.

Each announcement reply has its own settings menu. In original announcement replies, you can return to the main announcement topic by clicking the Go to Topic link [1]. If you are viewing a reply within a reply, return to the original reply by clicking the Go to Parent link [2]. To edit or delete the reply, click the Edit or Delete links [3].

## Reply to Announcement

New Year, New Office Hours  
Doug Roberts  
Jan 3 at 12:54pm  
My office hours have changed to Tuesday and Thursdays from 1-2:15. in my office, LSCI-2100.  
[Topic Podcast Feed](#)

Search entries or author Unread

Reply

Emily Boone  
12:57pm  
Do we need to schedule an appointment?  
👍 (1 like)

Max Johnson  
12:58pm  
Is there a time limit for appointments?  
👍

Reply

## View Reply Settings

Emily Boone  
12:57pm  
Do we need to schedule an appointment?  
👍 (1 like)

Max Johnson  
12:58pm  
Is there a time limit for appointments?  
👍

Go To Topic 1  
Edit  
Delete

Go To Parent 2  
Edit  
Delete

To reply to an announcement, reply to the announcement by clicking the Reply field [1]. You can reply to any other reply in the announcement by clicking the Reply link [2].