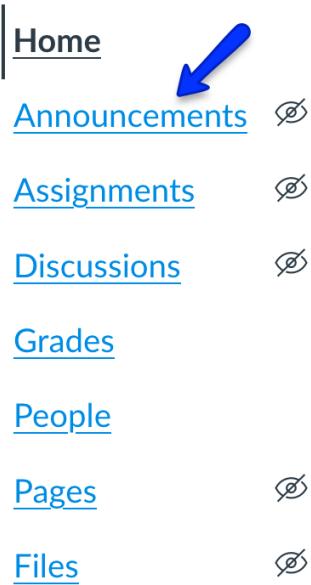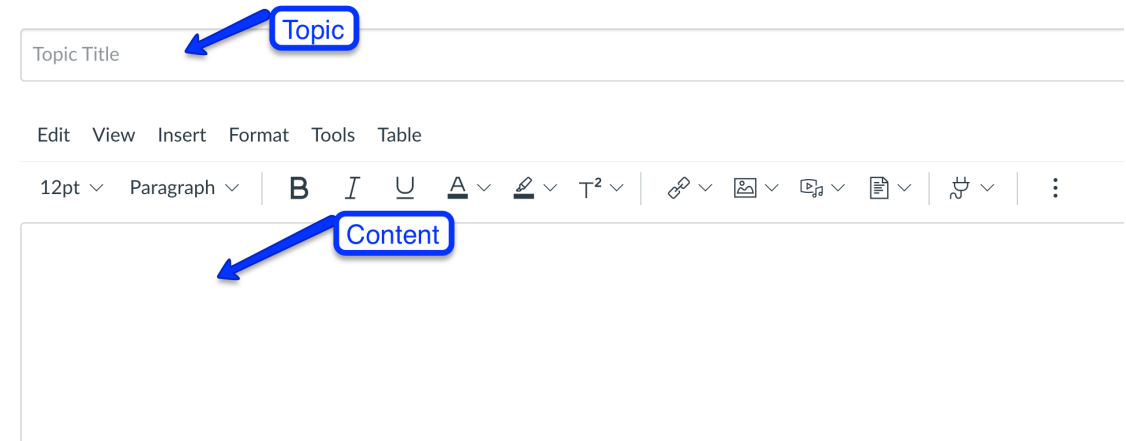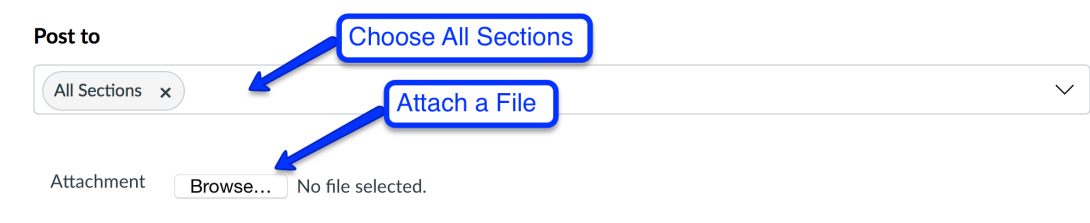# Lincoln University
LEARN. LIBERATE. LEAD.

Center for Excellence in Teaching and Learning
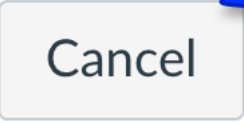
Canvas Tip Sheet: Announcements

The Announcements tool in Canvas is accessible in the course navigation. You can use announcements to communicate course information to students. For example, you can send a welcome message, remind students of upcoming coursework, share useful resources, or celebrate student success.

Steps	Directions	Image
1. Course Navigation Menu	In course navigation, click on Announcements (the order of the course navigation menu varies based on how you set up your navigation in settings)	**Home** Announcements Assignments Discussions Grades People Pages Files

Center for Excellence in Teaching and Learning

2. Click Announcement	In the right corner, click Announcement	**＋ Announcement**
3. Topic and content	Type your topic name and type your announcement in the rich content editor	Topic Title — **Topic** Edit View Insert Format Tools Table 12pt Paragraph B I U A ✎ T² 🔗 🖼 🎬 📄 🔌 ⋮ **Content**
4. Choose the course - Attach a file	If you have several sections, you can select specific sections. You can attach a file.	**Post to** **Choose All Sections** All Sections ✕ **Attach a File** Attachment Browse… No file selected.

5. Delay your Announcement	You can delay your announcement by checking the box and clicking on the calendar and setting the date to deliver the announcement	Options Choose a date ☑ Delay posting Post At
6. Save	Click save at the bottom of the page.	Cancel Save