

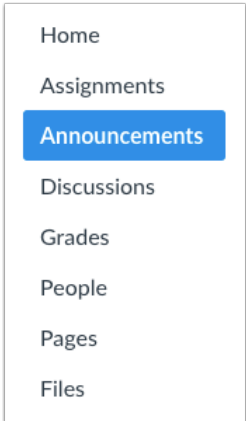
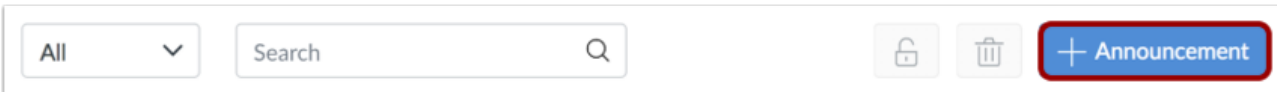


Canvas Announcements

If faced with a campus closure, you may contact your students via Canvas Announcements or via email through my.smu.edu. For additional Canvas documentation visit <https://community.canvaslms.com/community/answers/guides/canvas-guide>

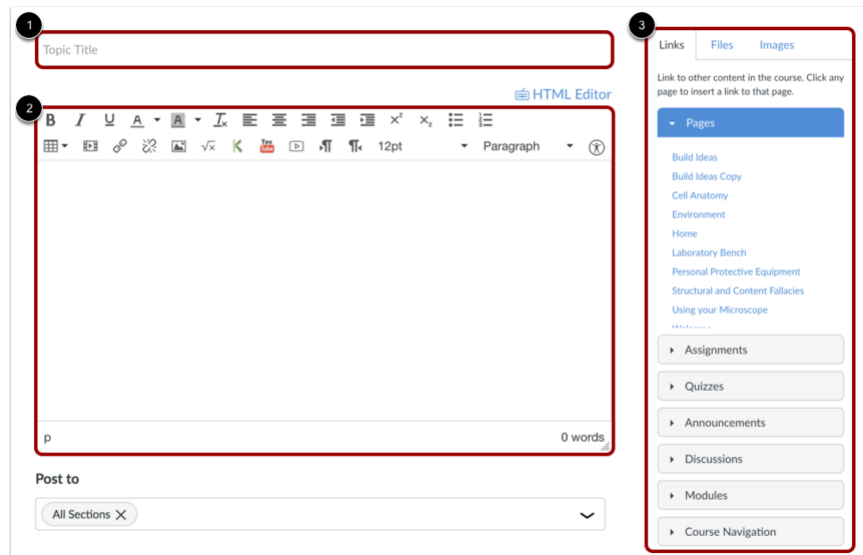
Announcements are used to communicate with students about the logistics of your course. As soon as you have created an Announcement, Canvas takes care of notifying students according to their preferred Notification Preferences.

Open announcements in the menu of your Canvas course. You may view all archived announcements and you may create new announcements from that area.



To create a new announcement, click on the + Announcement button located in the top right corner of the page.

Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2]. You can also add links, files, and images to the announcement using the content selector [3].



By default, Canvas will send your announcement to all sections within your course. To select specific sections for your announcement, click the Post to drop-down menu and select sections from the list provided.

Note: If your course does not have sections, Canvas will still show the All Sections option, and all course users can view the announcement.

Options

You can add an attachment to your announcement by clicking the Choose File button [1].

In the Options section, you can select various options for your announcement. You can delay the posting of your announcement [2], which allows you to schedule the announcement for a future date.

Additionally, you can allow users to comment on the announcement [3] and require students to reply to a post before seeing other replies [4].

