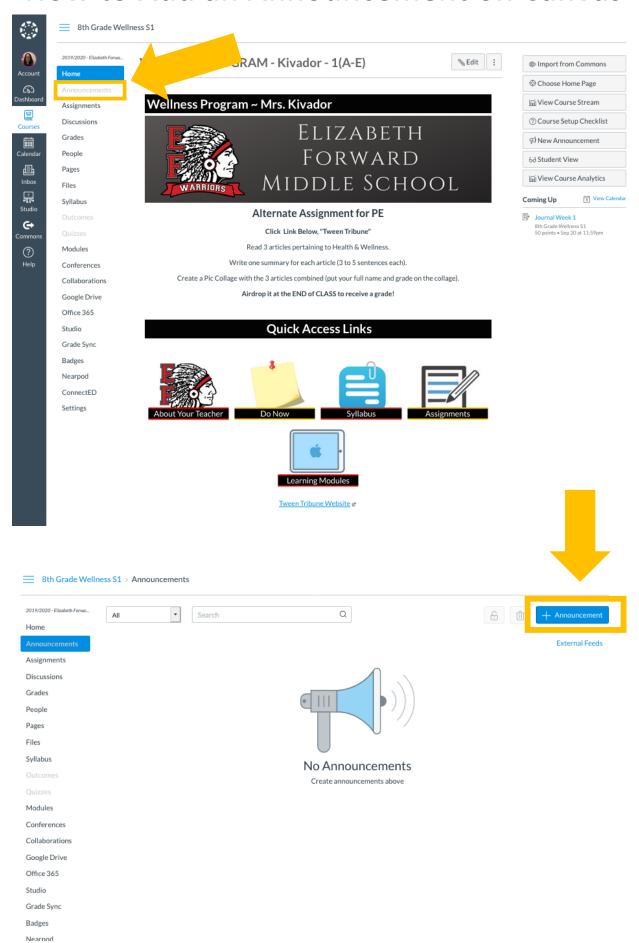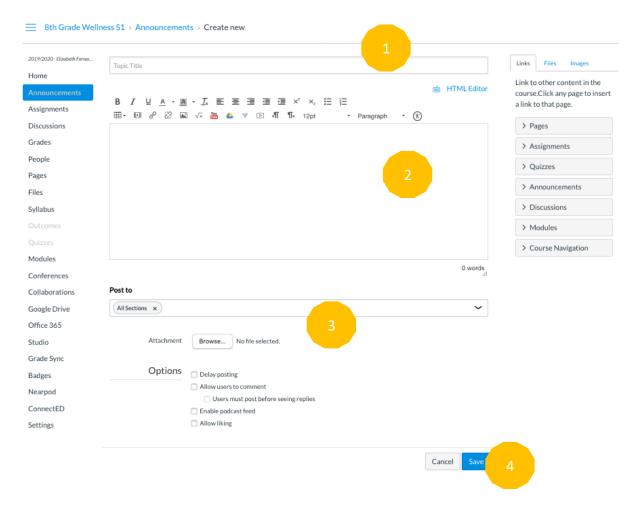# How to Add an Announcement on Canvas

How to Add an Announcement on Canvas

1. Title the Announcement

2. Type in what you want to remind your students.

3. Review who you want to send it to & the other options. I am assuming that none of the other options will apply, but you can check them off if you want.

4. Click *Save*.