

# Canvas Announcements: Overview

Instructors in a Canvas course have the ability to send Announcements to students in their course. Announcements are found in the Course Navigation of each Canvas course site. This is a one way communication tool to send important updates and information to your students.

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## Why use Canvas Announcements?

- Send important updates and information to all students in a single post
- Set up announcements in advance to automatically send at a specific date and time
- Students receive email notification with the announcement attached

## Use Cases for Canvas Announcements

A non-exhaustive list outlining what Instructors can use the Canvas Announcement tool to communicate include:

- Changes in course meeting dates and times
- Reminders to complete upcoming assignments / assessments
- Sharing additional course and extra-curricular materials
- Weekly class introductions and wrap-ups


## How do I get started using Canvas Announcements?

To learn more about how to use Canvas Announcements, please reference:

- [Creating an Announcement](#)

## What will my students see?

By default, students will receive a notification email when new announcements are posted.

 Emails generated from Canvas Announcements will have limited formatting carried over to the emailed message. Formatting that will be preserved includes:

- Making text bold, italics, underlined
- Ordered Lists
- Unordered Lists
- Hyperlinks

Students can also access a history of all posted announcements by going to "**Announcements**" in the Course Navigation.

Testing

Home

Syllabus

People

**Announcements**

Assignments

Modules



Ed Discussion

Grades




Rubrics

Discussions

Quizzes


All Search   + Announcement

External Feeds

<input type="checkbox"/>	<b>Additional Reading Opportunity</b> All Sections Dictum varius duis at consectetur lo...	 Posted on: Jan 25, 2022 at 3:35pm
<input type="checkbox"/>	<b>Change in Class</b> All Sections Sit amet mattis vulputate enim nulla...	 Posted on: Jul 13, 2021 at 10:17am
<input type="checkbox"/>	<b>Week 3 Announcement</b> All Sections Tincidunt nunc pulvinar sapien et. V...	 Posted on: Jul 12, 2021 at 4:49pm

## Additional Resources

- [Announcements \(Vendor Guides\)](#)
- [Receiving Announcements and Inbox Messages Created by You](#)

 For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).