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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.

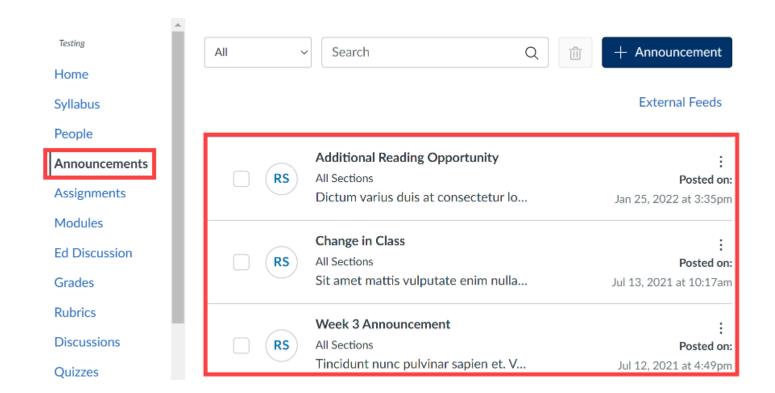


A Emails generated from Canvas Announcements will have limited formatting carried over to the emailed message. Formatting that will be preserved includes:

- · 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.

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Additional Resources

- Announcements (Vendor Guides)
- Receiving Announcements and Inbox Messages Created by You



For more help, please contact canvas@yale.edu.