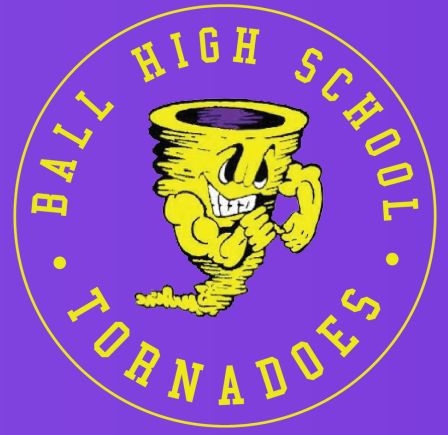


CANVAS

TIP OF THE DAY



TIP #6: HOW TO MAKE AN ANNOUNCEMENT

This is a quick way to send all of your students the same information. The announcement will pop up when they visit your course.

The image shows a screenshot of the Canvas LMS interface with three callout boxes providing instructions:

- Click on Announcements from the side bar.** An arrow points to the "Announcements" link in the left-hand sidebar.
- Click on +Announcement Box.** An arrow points to the orange "+ Announcement" button in the top right corner of the announcement page.
- Type your announcement. Once complete, click which options you want and then SAVE. Announcement will appear to all students in that course.** An arrow points to the "Save" button at the bottom right of the announcement form.

The interface includes a sidebar with links for Home, Announcements, Assignments, and People. The main content area shows a search bar, a "View Progress" button, a "+ Module" button, and a "Course Status" section with "Unpublish" and "Published" buttons. Below the search bar, there are "Options" for the announcement: "Delay posting", "Allow users to comment" (with a sub-option "Users must post before seeing replies"), "Enable podcast feed", and "Allow liking". At the bottom, there are "Cancel" and "Save" buttons.