

How do I attach a file to an announcement in a course?

You can attach a file to an announcement for users to download.

<https://embed.app.guidde.com/playbooks/dUctTAZiFmnssXB4SUgQyY>

Open Announcements

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In Course Navigation, click the **Announcements** link.

Add Announcement

[Add Announcement](#)

Click the **Add Announcement** button.

Attach File

[Attach File](#)

Click the **Attach** link.

Browse for File

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Choose the file you want to attach [1]. To attach the file to the announcement, click the **Open** button [2].

Set Attached File Usage Rights

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If required by your institution, you will need to select usage right settings for your attachment. To manage usage right settings, click the **Set usage rights** icon [1].

In the **Usage Right** drop-down menu [2], select one of five usage rights. If you are an instructor and are not sure which usage right applies to your file, please consult your institutional admin for guidance:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under [Creative Commons](#); this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [3].

To save your usage right settings, click the **Save** button [4]. You can edit usage right settings by clicking the Set usage rights icon.

Publish Announcement

[Publish Announcement](#)

Click the **Publish** button.

View Announcement

[View Announcement](#)

View the attachment in the announcement.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-attach-a-file-to-an-announcement-in-a-course/ta-p/1164>]

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