

How do I edit an announcement in a course?

If you forgot to add something to your announcement, you can easily edit and add more information.

Notes:

- You can either save the edited announcement without notifying users or send a notification to users.
- Your course must be published for students to receive announcement notifications. Students do not receive new announcement notifications for announcements imported from another Canvas course.

<https://embed.app.guidde.com/playbooks/vdfD6m1FDcQyAjCTma5xgr>

Embed this Video

Open Announcements

Open Announcements

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

Open Announcement

[Open Announcement](#)

Click the name of the announcement.

Edit Announcement

[Click Edit](#)

Click the **Options** icon [1], and click the **Edit** link [2].

Edit Announcement Details

[Edit Announcement Details](#)

Edit the necessary announcement fields.

Click the **Save** button.

Note: If the 'Available from' date is set in the future, students will not receive a notification. Only users who can view the announcement will be notified of the change.

Notify Users

Notify Users

If you want to save your edits without notifying students, click the **Save and Don't Send** button.

If you want to notify your students about the change, click the **Send** button.

View Updated Announcement

[View Updated Announcement](#)

View the updated announcement.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-an-announcement-in-a-course/ta-p/1190>]

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