

How do I reply to an announcement as an instructor?

If you have a question or comment about an [announcement](#), you can reply directly to the announcement. You can also reply to comments/replies by other users.

You can reply in both course and group announcements. This lesson shows how to reply in a course, but the steps are the same.

Note: Not all announcements may allow replies. Additionally, [announcement replies](#) may be disabled in Course Settings or at the account level.

<https://embed.app.guidde.com/playbooks/gTdFvLMhBWWd3USgeXrRgZ>

Embed this Video

Open Announcements

Open Announcements

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

Open Announcement

[Open Announcement](#)

Click the announcement title.

Reply to Announcement

[Reply to Announcement](#)

To reply to the main announcement, click the **Reply** button.

Post a Message

[Post a Message](#)

To enter your reply, add links, photos, equations, and/or media, or [@mention course users](#), use the [Rich Content Editor](#) [1].

To post your reply, click the **Reply** button [2].

View Your Reply

[View Your Reply](#)

Your reply displays at the top of the announcement reply thread.

Reply to Comment

[Reply to Comment](#)

To reply to a comment, click the **Reply** link [1].

To [view and reply to threaded replies](#), click the # **Replies** link [2].

Post a Message

[Post a Message](#)

To enter your reply, links, photos, equations, and/or media, or [@mention course users](#), use the [Rich Content Editor](#) [1].

To post your reply, click the **Reply** button [2].

View Your Reply

[View Your Reply](#)

View your reply [1].

Note: If threaded replies are collapsed, view your reply by clicking the # **Replies** link [2].

Reply with Quote

[Reply with Quote](#)

To reply to a comment by including a quote of the comment, click the comment's **Options** icon [1]. Click the **Quote Reply** link [2].

Post Quoted Message

[Post Quoted Message](#)

By default, the **Include quoted reply in message** toggle is on [1] and the quote displays [2]. To exclude quoted text from your response, disable quoting by clicking the toggle off.

Enter your reply, links, photos, equations, and/or media, or [@mention course users](#) using the [Rich Content Editor](#) [3].

To post your reply, click the **Reply** button [4].

View Quoted Reply

View Quoted Reply

View quote and your message reply.

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