

How do I add an announcement in a group?

As a student, you can make an announcement within a [group](#).

<https://embed.app.guidde.com/playbooks/6kMeNEL5SkaRZJYCn4Ptnv>

Embed this Video

Open Announcements

Open Announcements

[Open a group](#) in which you are a member. Then, in Group Navigation, click the **Announcements** link.

Add Announcement in Group Home Page

[Add Announcement in Group Home Page](#)

You can also add an announcement in a group by clicking the Group Navigation **Home** link [1] and then clicking the **Add Announcement** button [2].

Add Announcement

[Add Announcement](#)

Click the **Add Announcement** button.

Create Announcement

[Create Announcement](#)

Enter an announcement title in the **Topic Title** field [1].

Add content using the [Rich Content Editor](#) [2]. A word count displays [3].

If enabled by your instructor, you can allow other users to like the announcement. To allow other users to like the announcement, click the **Allow liking** checkbox [4].

Publish Announcement

Publish Announcement

Click the **Publish** button.

View Announcement

[View Announcement](#)

View the announcement.

To manage the announcement, click the **Options** icon [1], then select an option [2]. You can mark the announcement as read, mark the announcement as unread, [edit the announcement](#), or [delete it](#).

View Announcements Page

View Announcements Page

View the announcement in the group Announcements page.

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