

How do I view Announcements as a student?

The Announcements Index Page allows you to view and filter announcements in your course. You can receive new announcements via [Canvas notifications](#), view announcements on the [Recent Activity Dashboard](#), or view announcements in the [To Do list](#). Your institution may also post global announcements. Learn how to [view Global Announcements](#).

<https://embed.app.guidde.com/playbooks/rGCu7BzGpA6SNrWzw2wWCq>

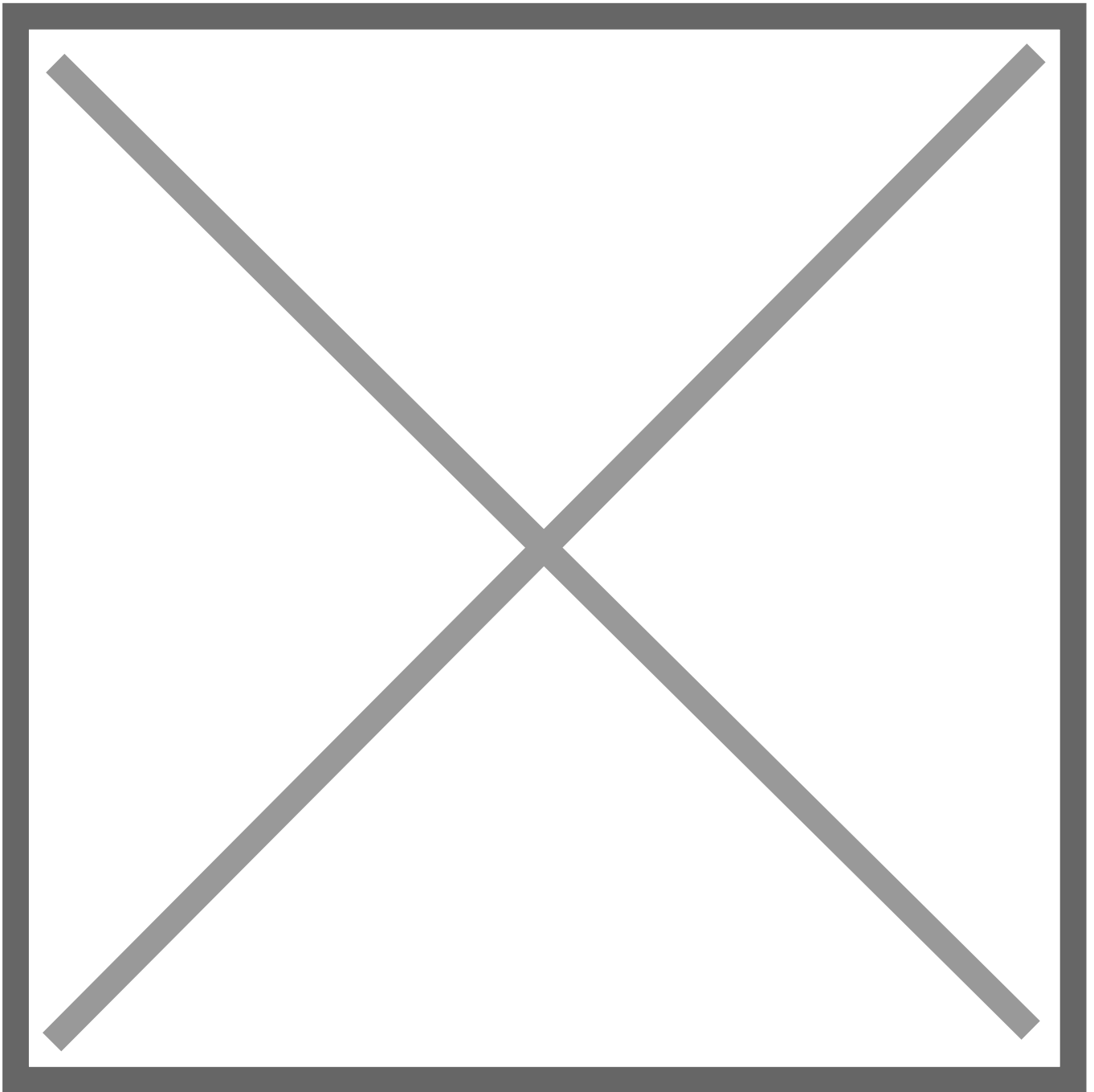
Embed this Video

Open Announcements

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

View Announcements Index Page

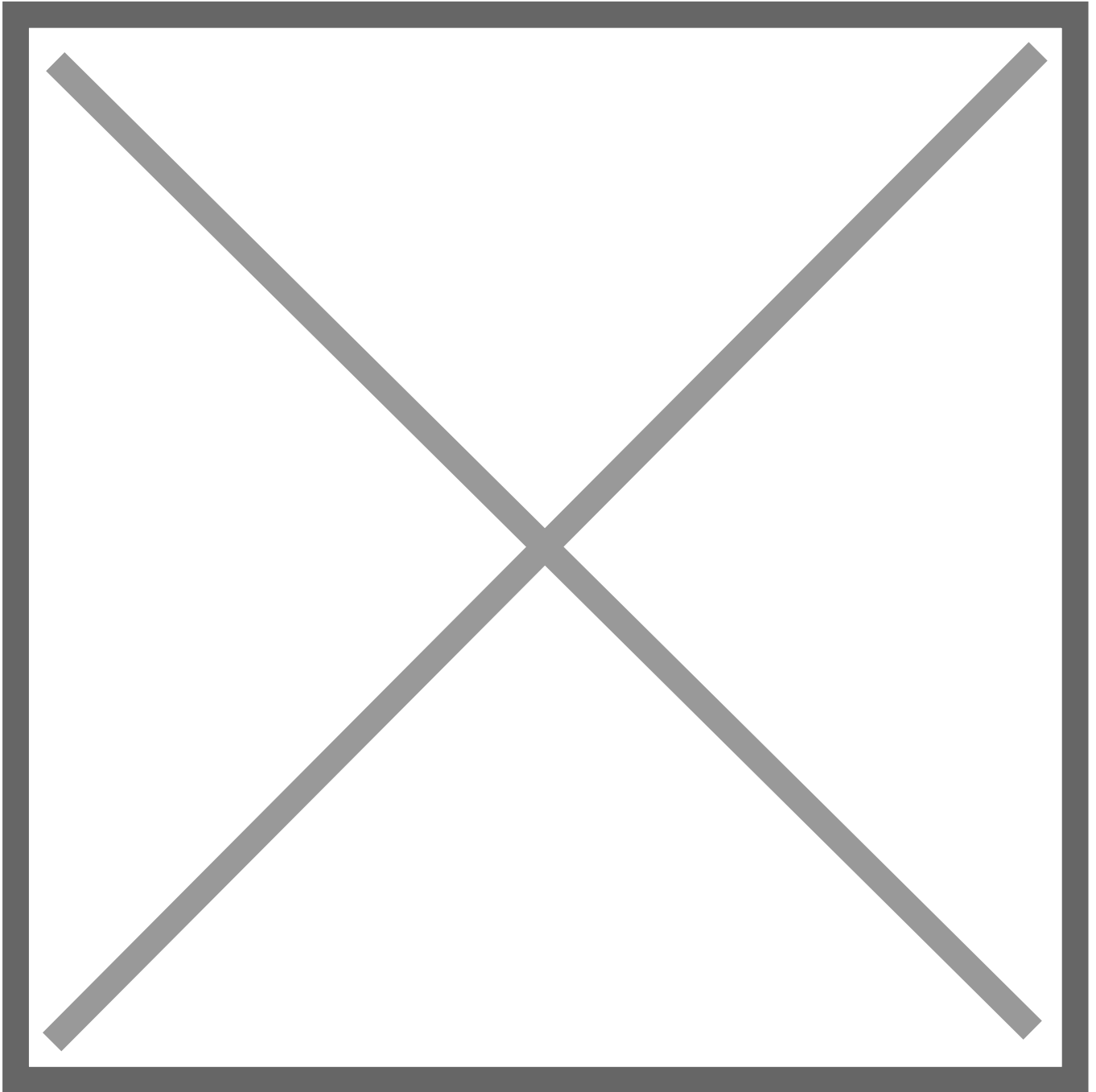


The Announcements Index page displays a toolbar with viewing options at the top of the page [1], followed by the individual announcements [2].

Announcements are listed in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom.

Note: When an announcement is new or unread, a blue dot will appear next to the author's image.

View Announcement Details



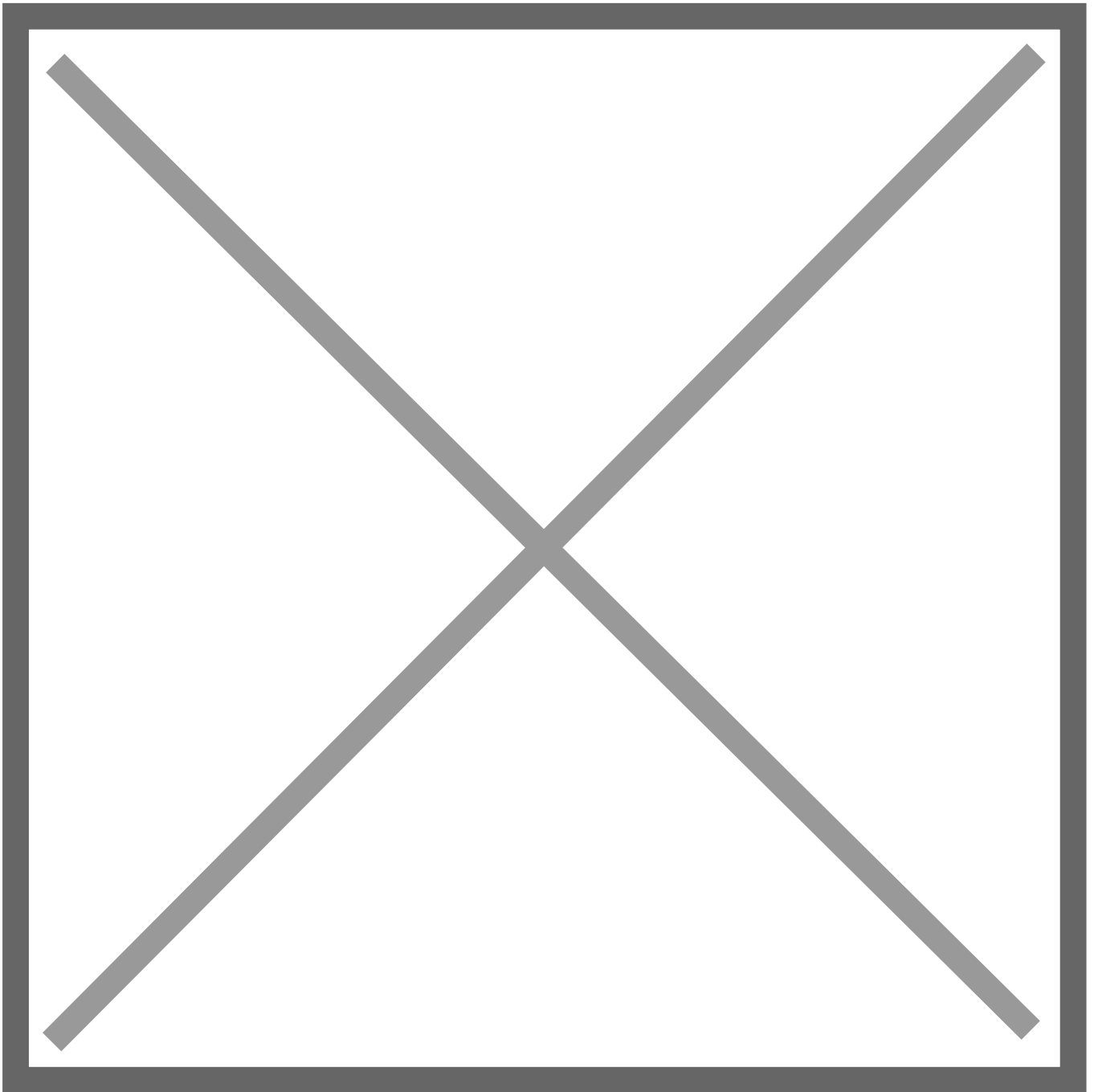
Each announcement displays the date on which the announcement was posted [1] and the number of unread/total replies (if any) to the announcement [2].

To quickly reply to an announcement, click the Reply link [3].

To open an individual announcement, click the announcement link [4].

Note: If there is no Reply link, your instructor does not allow replies to announcements.

Manage Announcements



To manage announcements on the index page, use the Announcements Index page toolbar.

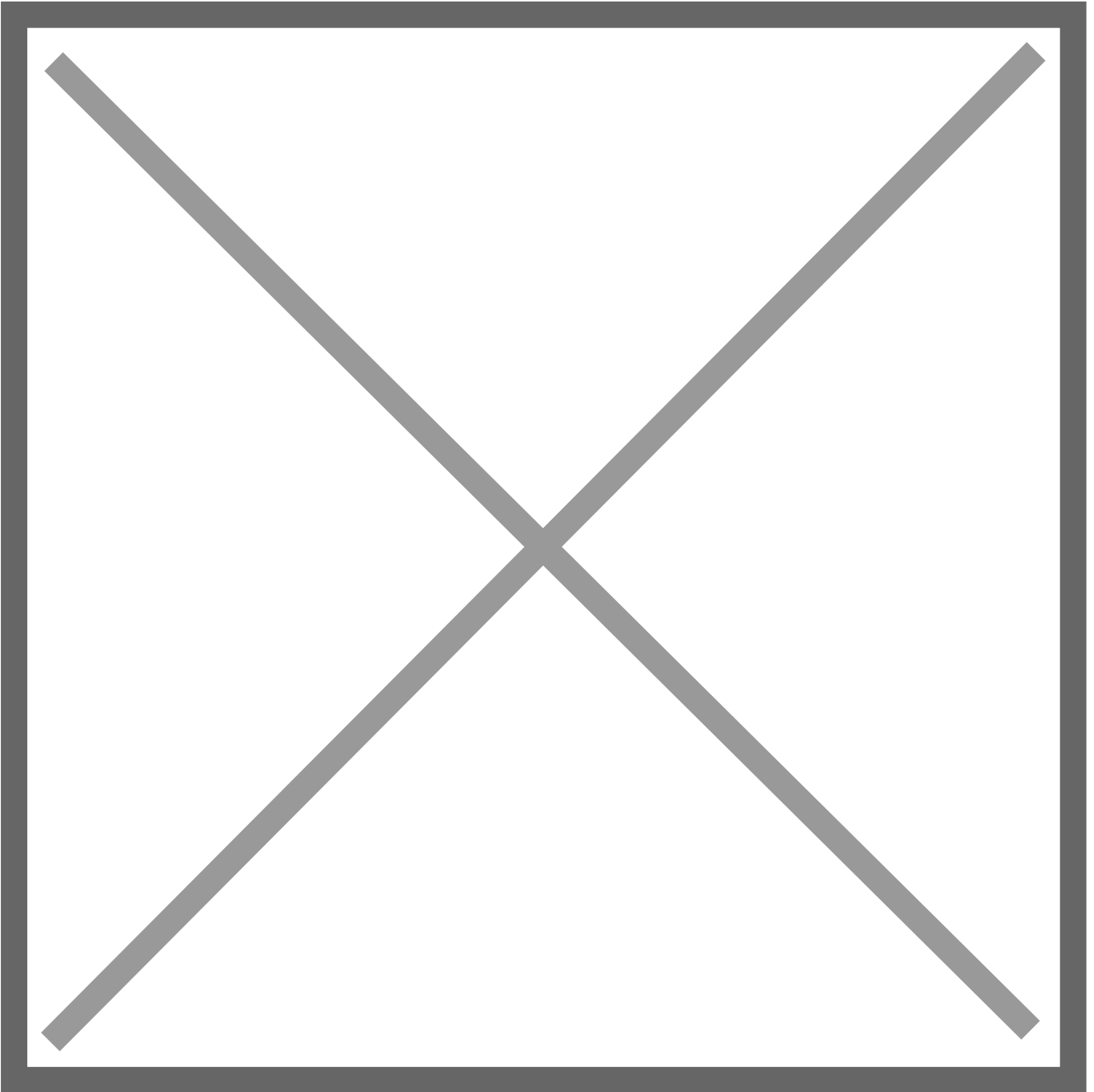
To view all or only unread announcements, click the drop-down menu [1].

To search for announcements by words or phrases in the announcement titles, enter terms in the Search field [2].

To mark all announcements as having been read, click the Mark All as Read button [3].

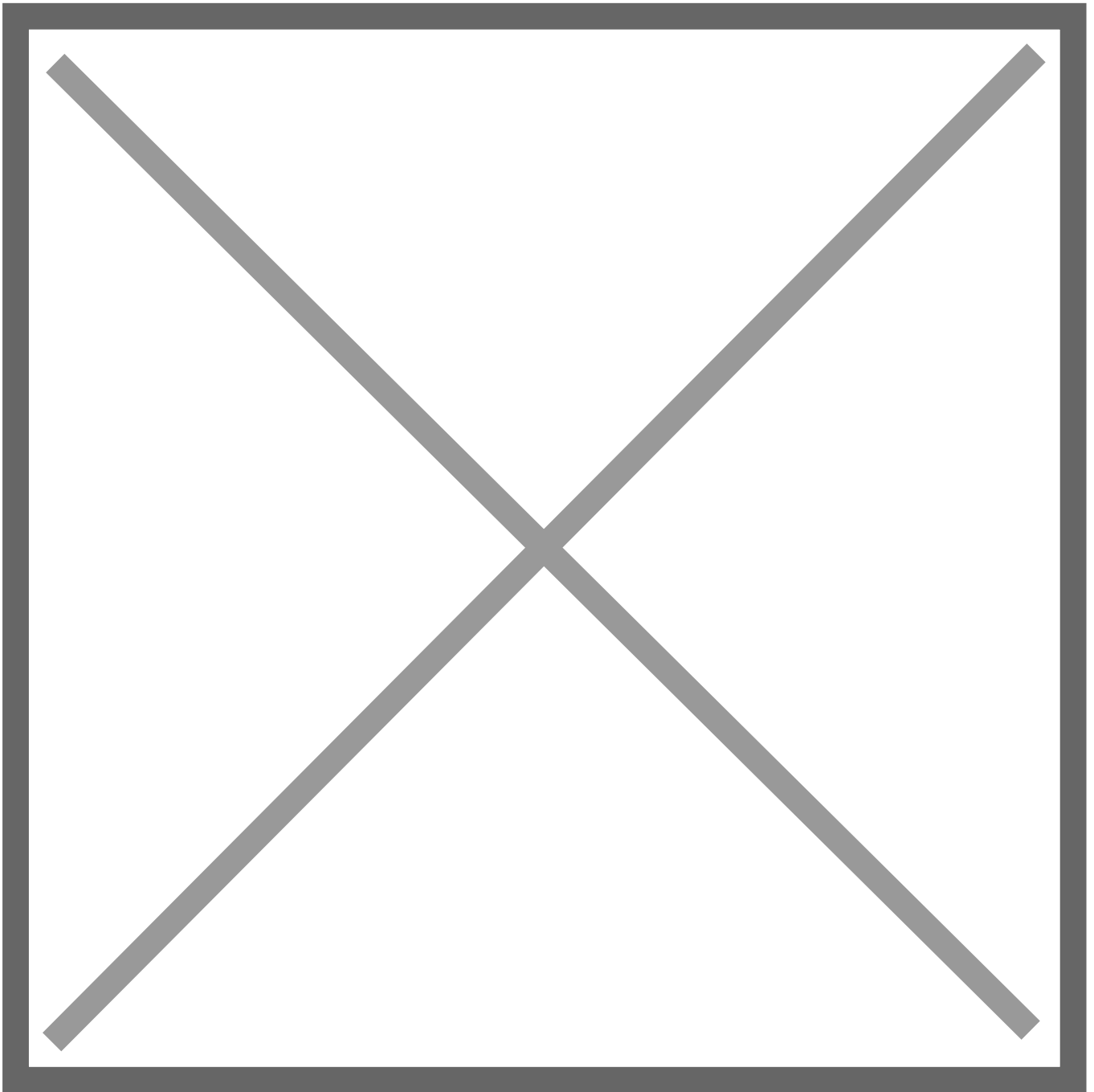
To subscribe to the Announcements RSS feed, click the External Feeds link [4].

View Announcement



An announcement includes three sections: the announcements toolbar [1], the announcement [2], and announcement replies [3].

View Announcement Toolbar



The announcement toolbar remains at the top of the screen when you are viewing announcement replies.

To search for replies or specific authors, enter your terms in the search field [1].

To filter replies, click the **Filter** drop-down menu [2]. You can filter by all replies or unread replies.

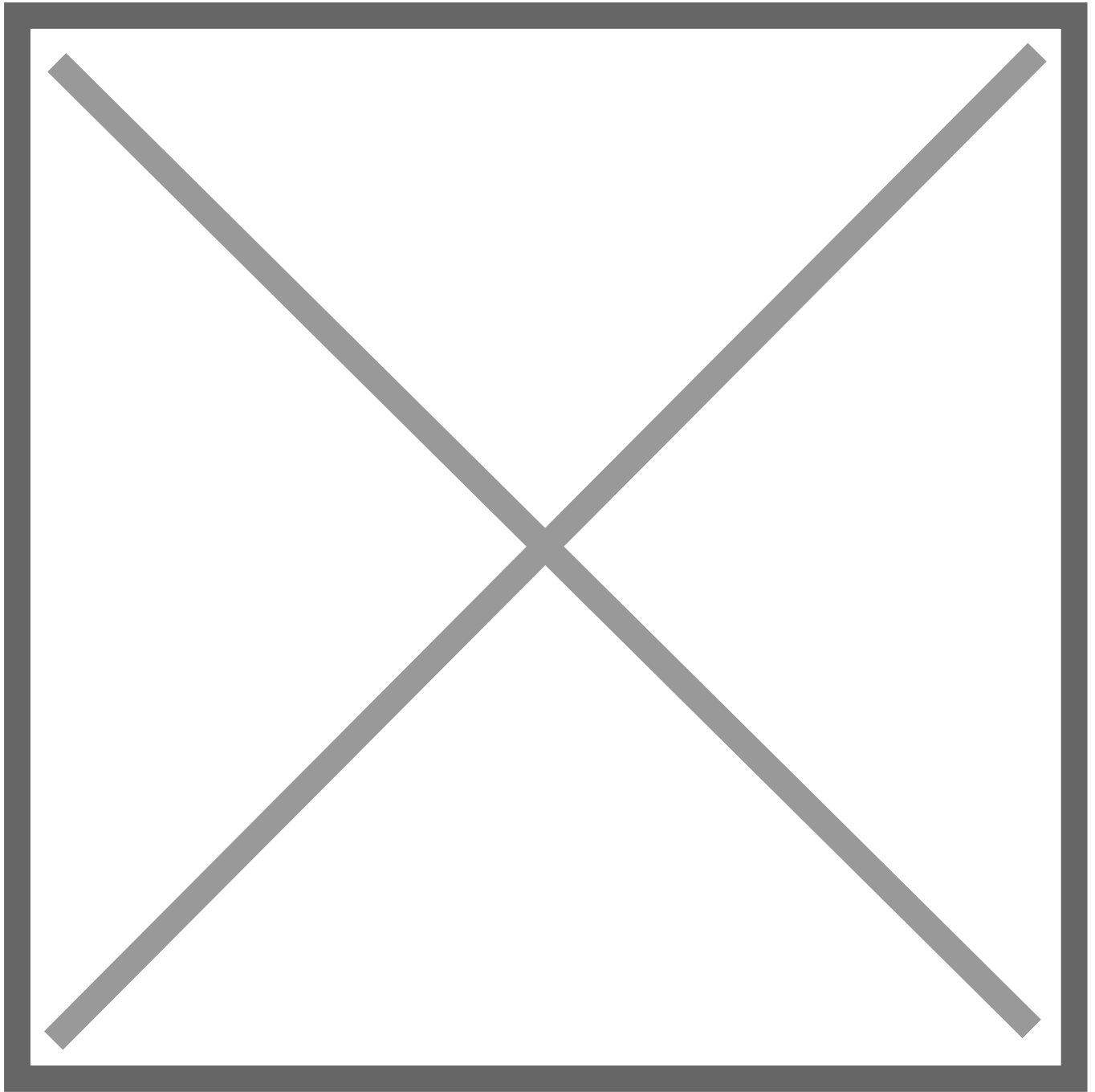
To sort replies by newest or oldest, click the **Sort** button [3].

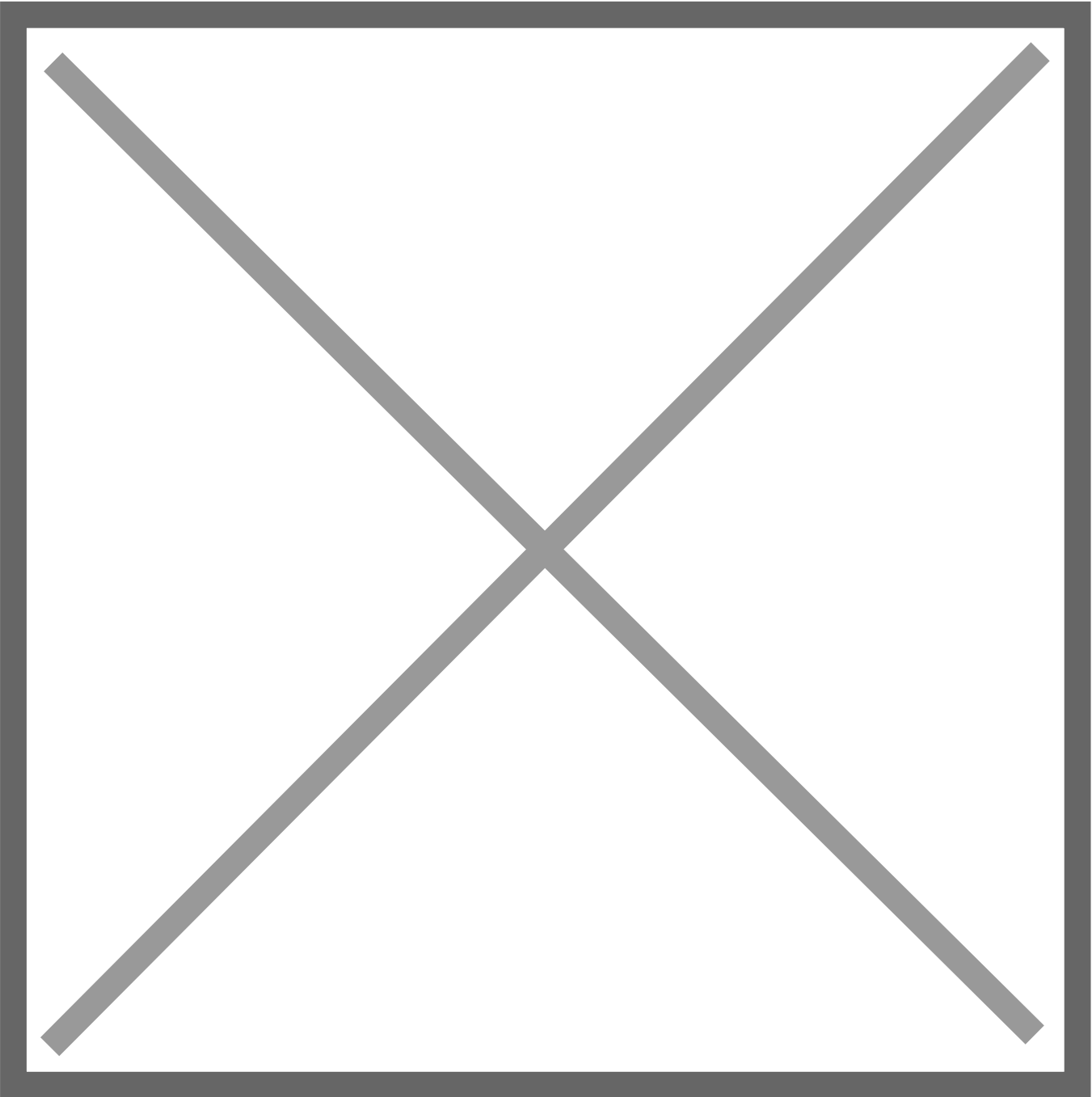
To view the thread in split screen, click the **View Split Screen** button [4].

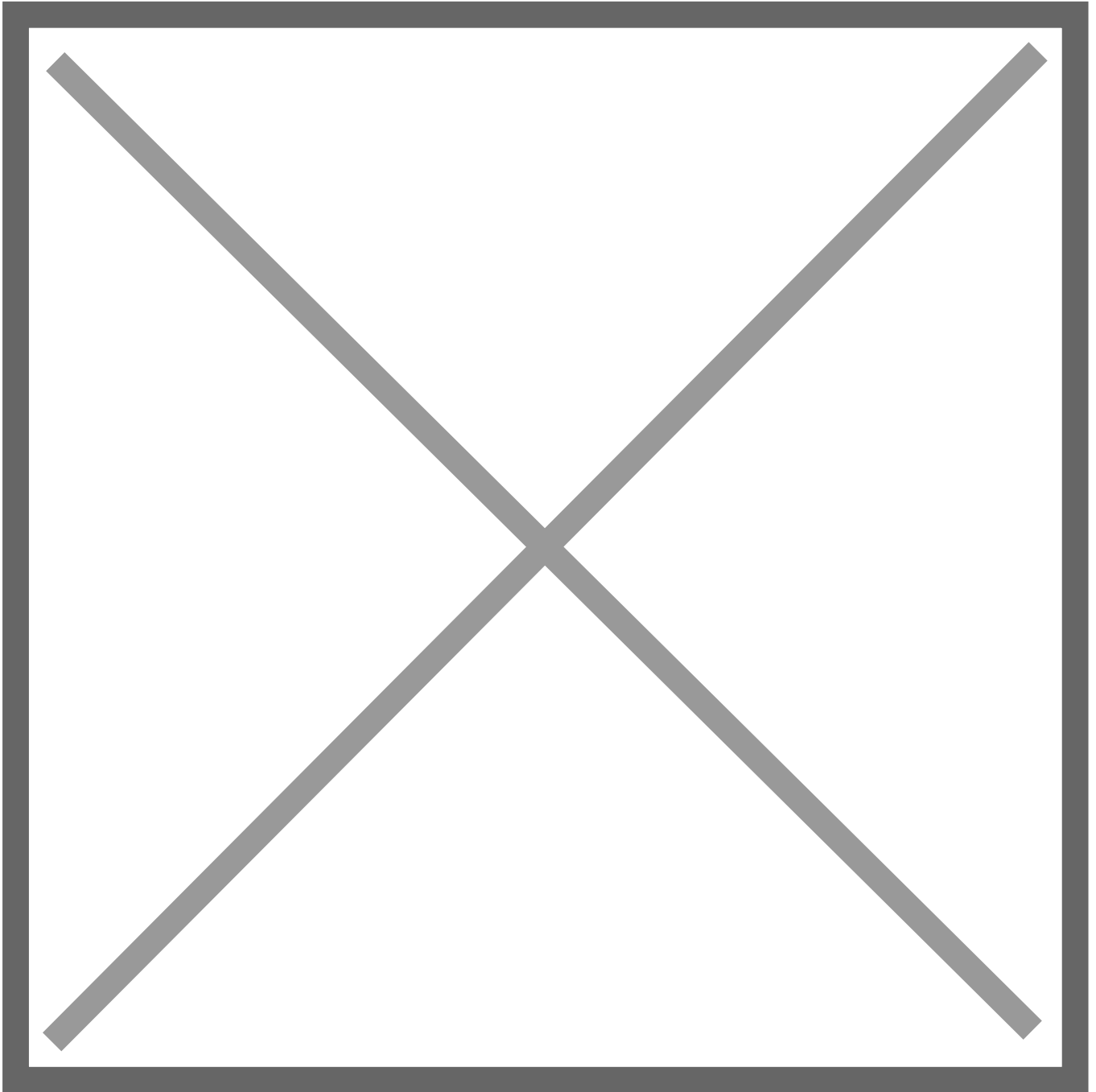
To view the entire thread, click the **Expand Threads** button [5].

To access other features, click the **Menu** button [6].

Translate Announcements

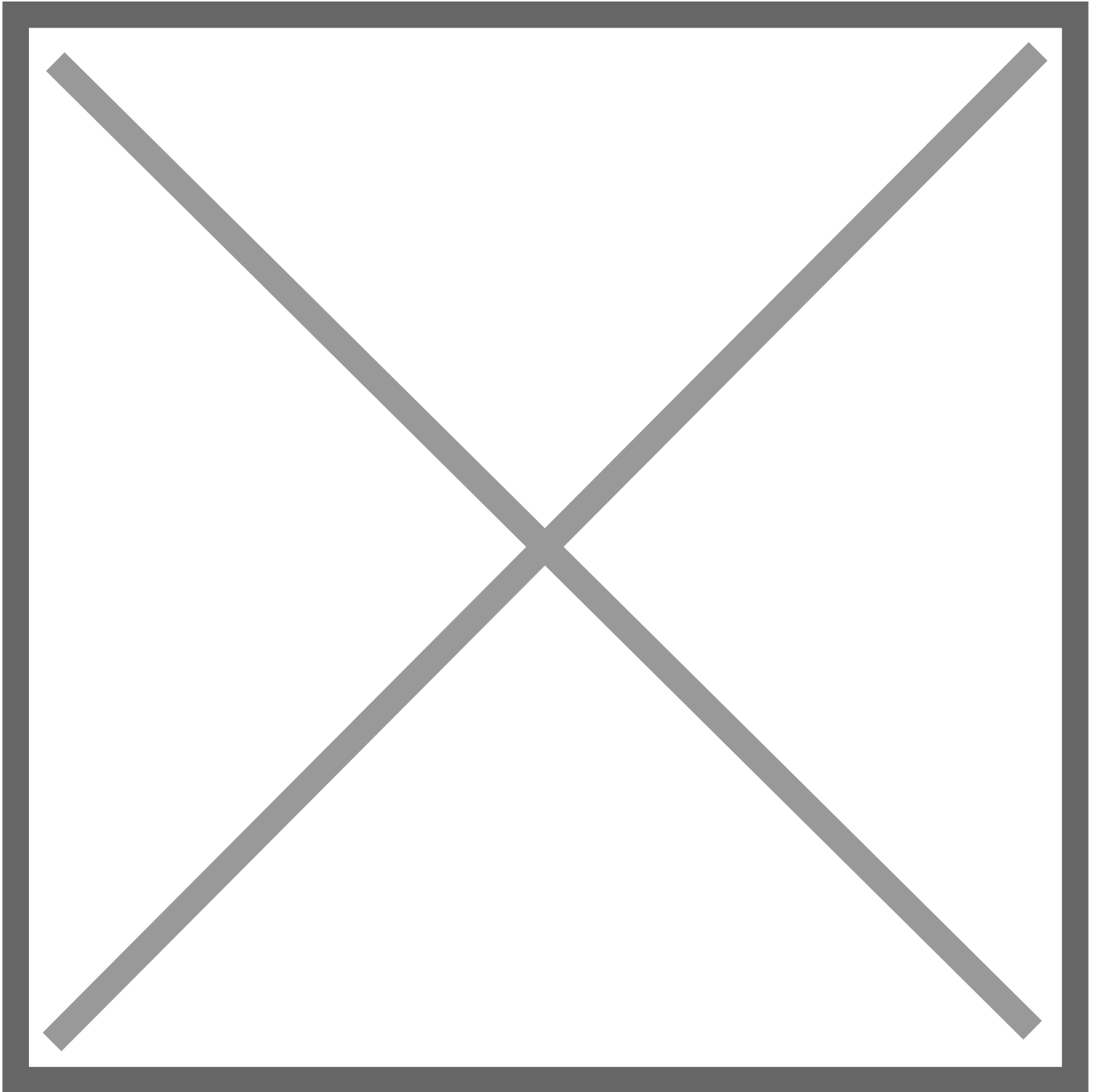






To translate announcements, click on the **Menu** button [1] then select **Translate Text** [2]. Under the **Translate Discussion** section, click the **drop-down** menu [3] and choose your **preferred language** [4].

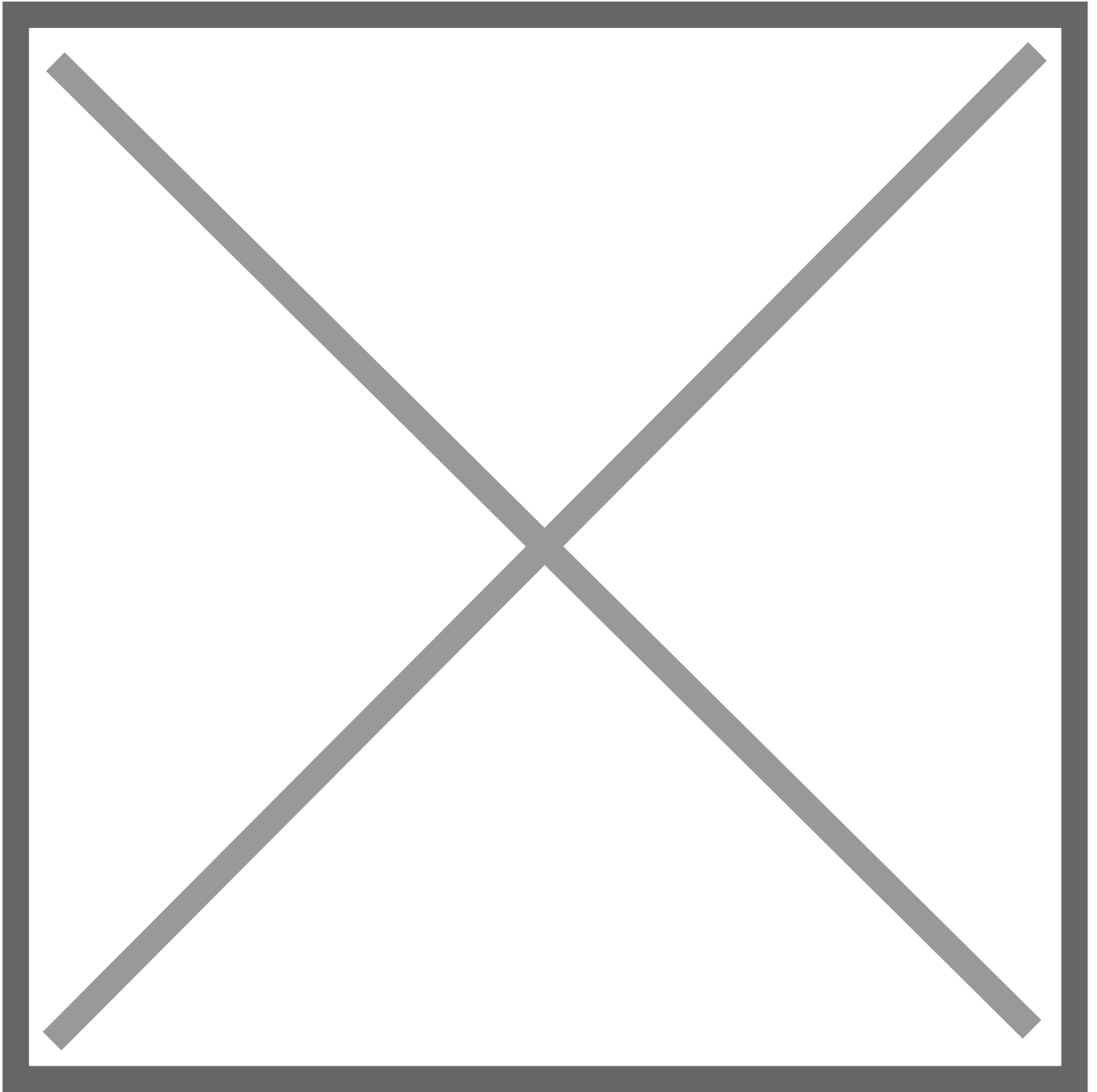
View Announcements



The announcement includes important information about the announcement, including the announcement title [1] and description [2].

You can also view the name of the author [3], the date and time the announcement was published [4] or edited [5], and number of replies [6].

View Announcement Replies



Announcement replies display below the announcement topic [1].

To [view threaded replies](#), click the **# of read/ unread replies** link [2].

To reply to reply to an announcement reply, click the **Reply** link [3].

To mark a message as unread, click the **Mark as Unread** link [4].

Learn how to [reply to an announcement](#).

Content retrieved from <https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-Announcements-as-a-student/ta-p/417>

Revision #1

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