

# Canvas Global Announcements

## **What are Canvas Global Announcements?**

Canvas Global Announcements are intended to offer *brief and timely information* about NVC technical issues, student academic opportunities, and other academic items of interest to the entire campus community. For example, if there will be a time period of updating or downtime for the account, you may want to let the users know ahead of time so they can plan accordingly.

## **Who sees Canvas Global Announcements?**

Global announcements allow you to contact all or specific users (teachers or students or all users) using one message.

## **Where do users see Canvas Global Announcements?**

Global announcements are shown from all accounts associated with a user and display in the user's Dashboard. If you select the option to send a notification, users who have enabled the Global Announcement notification preference can also receive alerts for global announcements via their preferred notification type. Global announcements and notifications are only sent to users with active enrollments in the current term.

## **What kinds of Announcements can be launched?**

You can create five different types of announcements: warning, error, information, question, or calendar. (Each has a different icon) When a new global announcement is created, information will display as the default announcement type. To learn more about the announcement types and how they appear to users, view the [Global Announcement Types PDF](#).

## **Where do Canvas Global Announcements Appear?**

Global announcements are shown in the user's Dashboard. If you select the option to send a notification, users who have enabled the Global Announcement notification preference can also receive alerts for global announcements via NVC email. Global announcements and notifications are only sent to users with active enrollments in the current term. Users may dismiss Global Announcements by clicking X

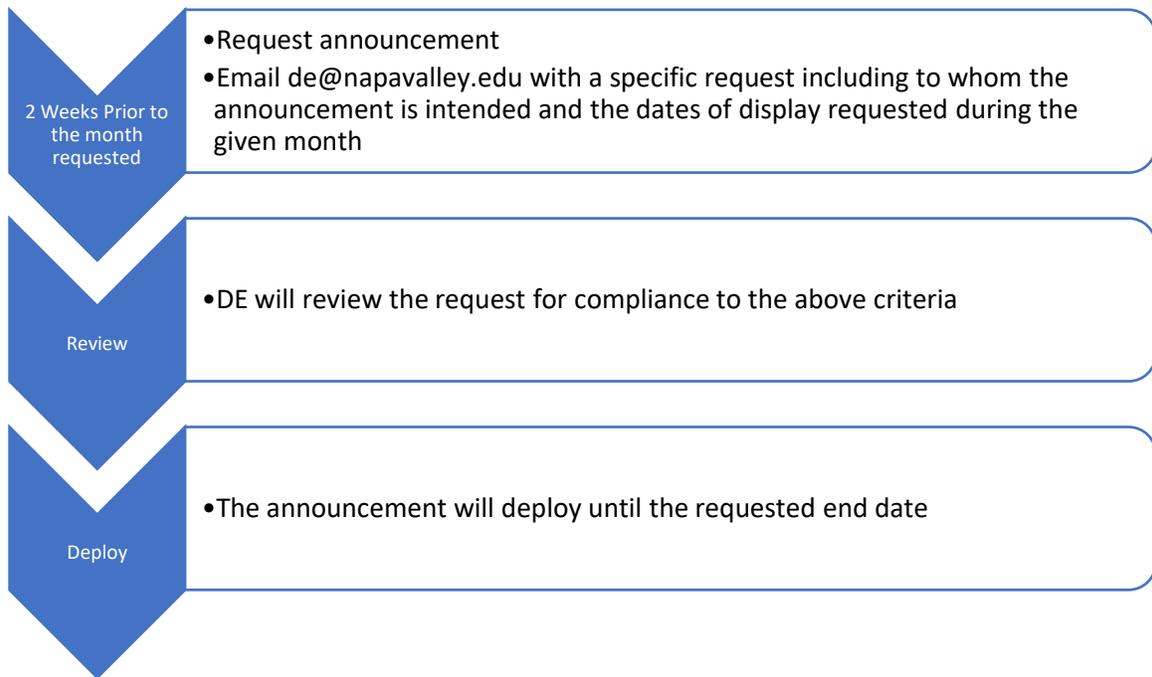
## **How long do Global Announcements display?**

Global announcements can be shown during a specific date range. Once an announcement passes its start date, the announcement is immediately visible in each user's dashboard and can be dismissed by the user.

## Admin Requests for a Global Announcement

### Guidelines:

- Wording must be clear, specific, and jargon-free.
- Text announcements should not exceed 250 characters and contain a link to a page containing additional information.
- Posters must be designed for the web, with a width of no more than 768px, a height of no more than 432px, and a file size no larger than 6MB.



\*Note: All users may dismiss global announcements at any time by clicking on the X