

# Create Announcements

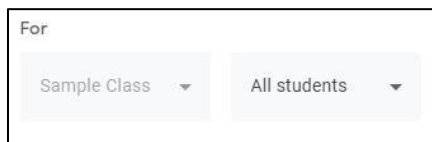
## Step 1.

Go to [classroom.google.com](https://classroom.google.com). Click on the card representing your class. Verify that the tab at the top indicates “Stream”. In the middle of the page, there will be placeholder to create your announcement. Click inside the box to begin. NOTE: When you create an assignment, an announcement about the assignment is created automatically within Google Classroom.



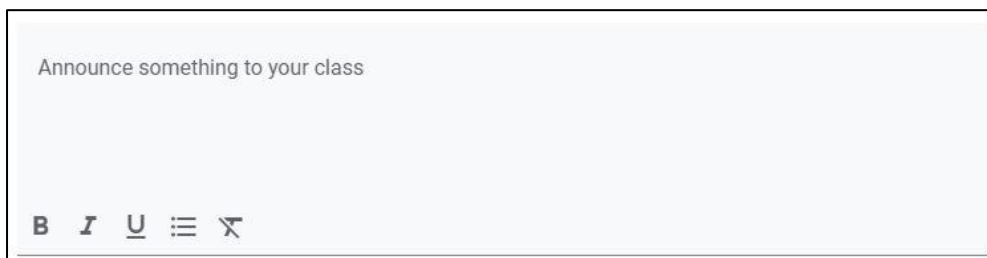
## Step 2.

Under “For”, select the class to which you wish to assign the announcement. If the announcement applies to more than one class, click the box in each class. If it is a single class, you also have the option to assign to “All Students” or you can select specific individuals that should get the announcement.



## Step 3.

Click within the placeholder that says, “Announce something to your class”. There are some editing tools (such as Bold, Italics, Underline, Bulleted Lists, or removing formatting). While there is no limit on the number of characters, the more precise the announcement, the better.



## Step 4.

Directly below the announcement you just created are some icons to add resources to the announcement. Those options, from left to right, include adding a document from Google Drive, inserting a YouTube video, upload a file, and create a link).



## Step 5.

When finished, click on Post to make the announcement appear immediately. The drop-down arrow next to the blue “Post” gives additional options such as “Schedule” or “Save Draft”.