



Guidelines for Global Announcements in Canvas

Global announcements are posted in Canvas for one week per month.

A maximum of three announcements are allowed to run at one time.

To prevent over-messaging to our students, announcements are approved based on the following criteria:

- Content applies to all Canvas users/students.
- Announcements impact student success, retention, or completion of LCC courses.
- The message includes essential information such as Campus closures, emergencies, or downtime in technology (Canvas, ctcLink, MyMathLab, email, Google Apps).
- The message does not advertise an event or promotion.

If your Canvas announcement is approved:

- Make your message brief (preferably two to three sentences).
- Provide URL links to additional information if appropriate.
- Make sure content is accessible, and include alt text for any images.
- Include contact information in case students have questions.

Other messaging options:

- Send an email to all students.
- Send a request to instructors asking them to post announcements to their Canvas courses.
- Contact Angel Ruvalcaba to see if you can use Navigate to send a text message.

Please contact Sarah Griffith in the eLearning Department for Global Announcement Requests and exceptions to the guidelines.

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