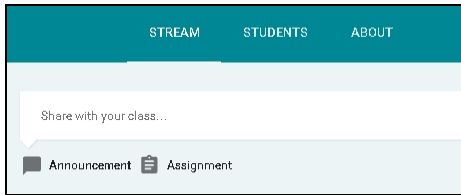# Announcements in Google Classroom

Click "Stream" at the top center of the screen to access the main area of your Google Classroom.
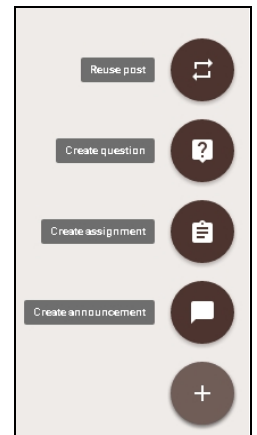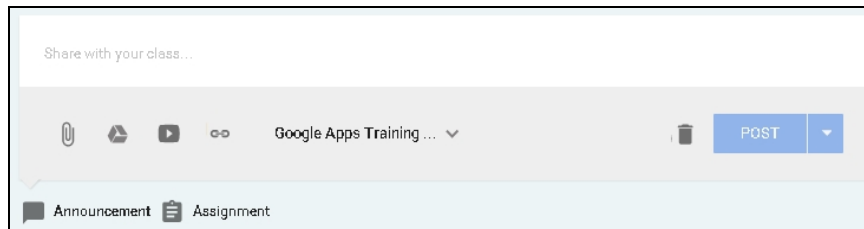
There are two ways to share/communicate with students through Stream: Announcements and Assignments.

Add an Announcement
Click the "+" sign at the bottom right of your classroom screen. Choose "Create Announcement."

Adding Your Text to the Announcement
Click in the "Share with your class box. Type your reminder/announcement,there.



Add Other Elements to Your Announcement
Files, videos and links can be added via the icons below the "Share with your class" text box in the announcement pop-up

The *first* icon, the paperclip, is to attach files that are not stored in drive - any file of any type can be attached here. The *second*, the Google Drive icon, allows teachers to attach any file stored in Drive. The *third* icon, YouTube's icon, allows users to attach the URL to a YouTube video. Finally, the *fourth* icon lets teachers attach a link to any website.

Add the Announcement to a Single or Multiple Classes
Use the drop-down menu next to the icons to determine which classes see the Announcement. If a teacher has multiple different classes, but only wants to type out an announcement once, check the classes here that are to receive the announcement.

When the Announcement is ready to post, click the blue "Post" button in the Announcement pop-up
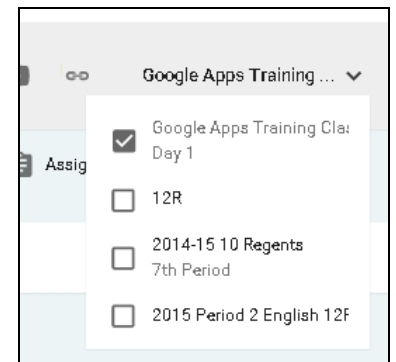
Post at a Scheduled Time
Also, teachers can click the drop-down arrow next to that "Post" button, and choose "Save draft". A "Draft" line will show at the top of the teacher's Stream. When the teacher wants to post that announcement, she can click the drop-down arrow in the draft box, choose that draft Announcement, and post it.