

Post an announcement

Announcements are helpful for notices or reminders in your class stream. Anyone can add comments to announcements, which are visible under the announcement. You can control who can comment or reply to posts. For details, see [Set class permissions](#).

1. Sign in to Classroom at classroom.google.com.
2. Click the class.
3. Click **+** and click **Create announcement**.
4. Enter your announcement.
5. (Optional) To upload a file, click , select the file and click **Upload**.
6. (Optional) To attach a Google Drive item, such as a document or form:
 - a.  .
 - b. Locate and select the relevant item and click **Add**.
7. (Optional) To attach a YouTube video, click  and choose one of these options:
 - To attach a video link:
 - a. Click **URL**.
 - b. Enter the link for the YouTube video and click **Add**.
 - To search for a video to attach:
 - a. Click **Video search**.
 - b. Enter keywords in the YouTube search bar.
 - c. Click the video that you want to attach and click **Add**.
8. (Optional) To attach a link, click , enter the relevant link text, and click **Add**.
9. If you decide that you don't need an attachment, click **X** next to the attachment.
10. (Optional) To share the announcement with another class, click the class name and select any additional classes.
11. (Optional) If you decide that you don't need to post the announcement, click **X**.
12. Do one of the following options:
 - If you want to post the announcement immediately, click **Post**.
 - If you want to save the announcement for a later date, click the arrow next to **Post** and select **Save draft**.

Note: A draft announcement is saved and accessible in **Drafts** in the class stream. When an announcement is drafted by one teacher and posted by a co-teacher, the teacher posting the announcement is identified in the class stream as the author of the announcement.

Add a comment:

1. Sign in to Classroom at classroom.google.com.
2. Click the class.
3. Select the announcement you want to comment on.
4. Click **Add class comment**.
5. Enter a comment and click **Post**.