


Post a draft announcement

1. Sign in to Classroom at classroom.google.com.
2. Click the class.
3. Click **Drafts**.
4. Click the draft announcement, enter any further information or edit the announcement, if needed, and click **Post**.
5. Click **Post** again to confirm.

Edit or delete an announcement

Edit or delete a posted announcement:

1. Sign in to Classroom at classroom.google.com.
2. Click the class.
3. Locate the announcement and click .
4. Do one of the following:
 - To edit the announcement, select **Edit**, make any edits and click **Save**.
 - To delete the announcement, select **Delete**, and click **Delete**.

Edit or delete a draft announcement:

1. Sign in to Classroom at classroom.google.com.
2. Click the class.
3. Click **Drafts**.
4. To edit the announcement:
 1. Click the draft announcement.
 2. Make any edits and click **Post** to post the announcement. To save the announcement for a later date, click the arrow next to **Post** and click **Save draft**.
5. To delete the announcement, click **X** beside the draft announcement, and click **Delete**.