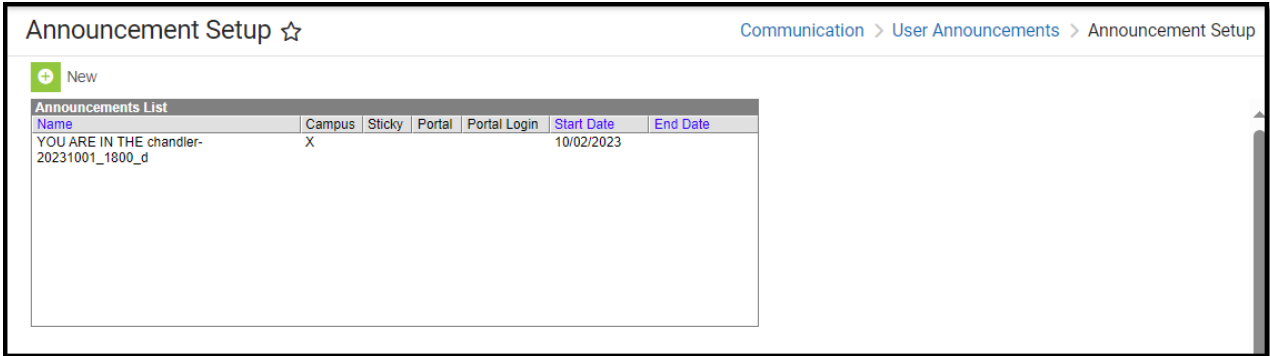


# Announcements

Last Modified on 10/21/2024 8:19 am CDT

## Tool Search: Announcement Setup

Announcements provide a way to announce upcoming events, the daily school bulletin, district happenings, etc. Any user that logs into the Campus application will see these announcements. Portal users can also view announcements if the district so chooses. These communications can be created as District Announcements or as School Announcements.



### Announcements

Announcements display in the user's [Message Center](#) (in Campus Instruction) or as a Process Alerts message. Note that certain formatting options are truncated when previewing messages in both of these locations, and may not appear as they have been formatted. Any formatting that has been entered and properly saved displays as entered when the user selects the message from their desired location.

Users need at least **A(dd)** tool rights in order to create new announcements.

The user accessing this tool must have [calendars rights](#) for the school receiving the announcement.

For district-wide announcements, the user sending the announcement must have calendar rights to all schools in the district or be added to a [user group](#) such as [CampusAllCalsModifyRights](#). This ensures the user has access to the All Schools option when selecting a destination for the announcement.

## Announcements Functionality

The Announcements tool and process varies depending on your edition of Campus. See the following articles:

- [Announcements for District Edition Users](#)
- [Announcements for State Edition Users](#)

