KNOWLEDGE BASE ARTICLE

Publishing Announcements with Content Approval in Announcements Carousel



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Introduction

SharePoint content approval provides a review workflow for announcements. Configure approval, versioning and draft security in the **list**; Announcements Carousel displays the items SharePoint makes available to the signed-in user.

How It Works

When content approval is enabled, every list item gets an **Approval Status**:

Status	Meaning	Visibility
Approved	The announcement has been reviewed and published	Yes
Pending	The announcement is waiting for review	Depends on draft security
Rejected	The approver has rejected the announcement	Depends on draft security
Draft	The announcement is saved as a draft	Depends on draft security

A typical workflow looks like this:

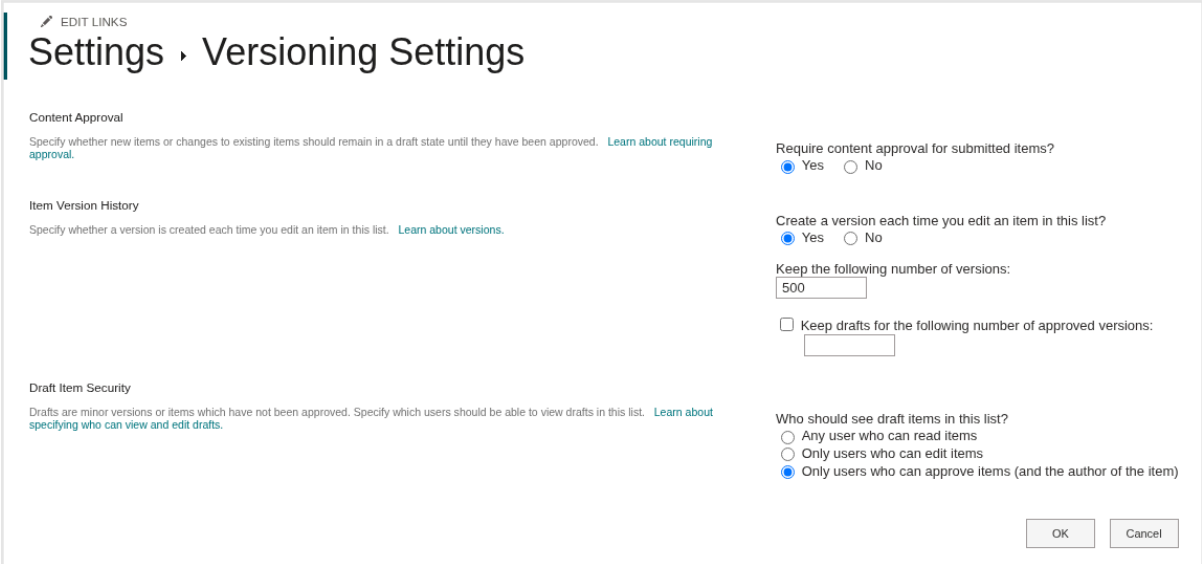
1 An editor creates or changes an announcement - it gets the **Pending** status.
2 An approver reviews it and approves or rejects it, optionally with a comment.
3 After approval, the item becomes available according to SharePoint permissions; reload the page.

Enabling Content Approval in the List

You need to be a list owner (have **Full Control** or **Manage Lists** permissions) to change these settings.

1 Open the announcements list (for example, with the **Open List** button in the **web part** toolbar).
2 Click the gear icon and select **List settings**.
3 Under **General Settings**, click **Versioning settings**.
4 In **Require content approval for submitted items?**, select **Yes**.
5 In **Create a version each time you edit an item in this list?**, select **Yes**. This is recommended - see the note below.

6 In **Draft Item Security**, choose who can see items that have not been approved yet. We recommend **Only users who can approve items (and the author of the item)**.
7 Click **OK**.



Content approval settings of the list

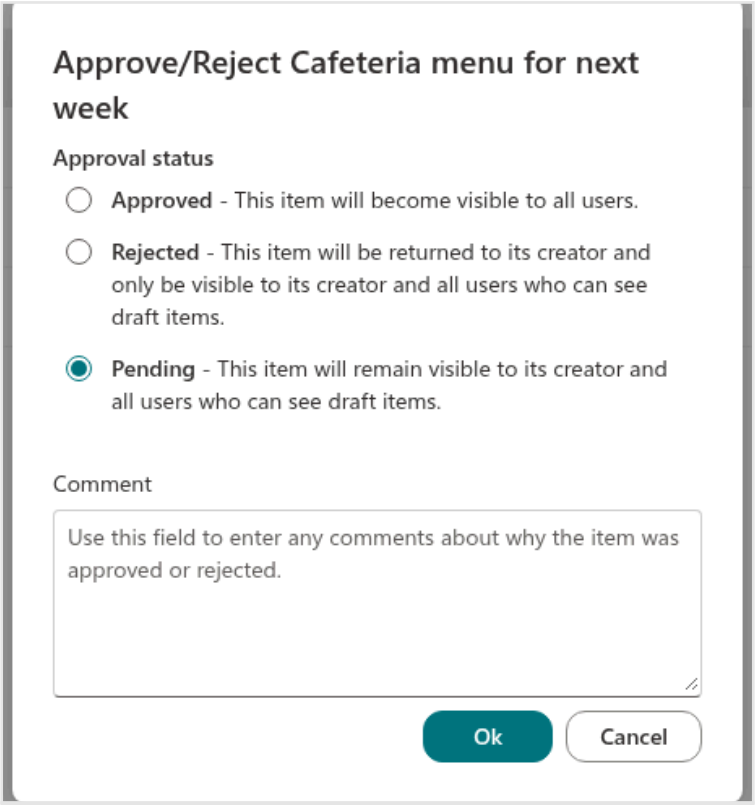
Warning

When an approved announcement is edited, it goes back to the **Pending** status. With versioning on, readers without permission to view drafts continue to see the last approved version until the changes are approved. Without versioning, there is no approved version to fall back on, and the announcement disappears from the web part until it is approved again.

Approving and Rejecting Announcements

Approval is done by users with the **Approve Items** permission - by default, **site** owners.

1 Open the announcements list.
2 Select the announcement with the **Pending** status.
3 On the command bar, click **Approve/Reject** (if the command is not visible, look for it under **...**).
4 Choose **Approved** or **Rejected**, add a comment if needed and click **OK**.



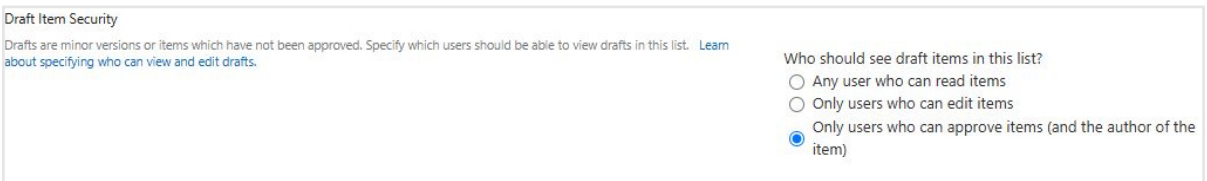
Approving an announcement

Tip

To find announcements waiting for review, add the **Approval Status** column to the list **view** or create a separate view filtered by the **Pending** status. You can also automate notifications to approvers with **Power Automate**: the SharePoint connector includes the **Set content approval status** action.

Draft Visibility in SharePoint

Visibility of unapproved items is controlled by SharePoint permissions and the list's Draft Item Security setting. The web part does not independently filter approval status and has no Approved items only toggle. Authors and approvers may see drafts available to them; verify the result using an ordinary reader account.



Draft Item Security

Warning

If drafts are available to all readers, they may appear in the web part before approval. Restrict draft visibility in SharePoint.

Note

The web part applies no independent approval-status filter.

Frequently Asked Questions

I created an announcement, but it is not on the page. If the list uses content approval, the announcement is waiting for review. Ask an approver to approve it. Also check its **Expires** date - see KB10575.

The web part disappeared from the page. If SharePoint returns no accessible, unexpired announcements, the web part has nothing to show and hides itself in Read mode. Open the page in Edit mode - you will see the "There are no items to display" message.

Who should be an approver? Usually it is the internal communications team or the site owner. Give approvers the **Approve Items** permission, and give authors **Contribute** permissions.

Conclusion

After configuration, verify the page as an ordinary reader and separately as an author. Reload the page to pick up list changes.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Power Automate
Microsoft Power Automate is a cloud-based service that allows users to create automated workflows between applications and services. It enables the automation of repetitive tasks and processes, such as data collection, notifications, and approvals, without the need for extensive coding knowledge.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.