University of Minnesota

Self-Help Guide

Canvas: Communicate with Students

This self-help guide helps you use tools available within Canvas to communicate with your students.

Communicate with Students

Send Messages to Students

Use the Inbox

Learn about the Inbox
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-the-Inbox/ta-p/55
Use the Inbox as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Inbox-as-a…
Use the Inbox as a Student
https://community.canvaslms.com/t5/Student-Guide/How-do-I-use-the-Inbox-as-a-st…

Use Chat

Use Chat in Canvas
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-Chat/ta-p/63

Send a Message from the Gradebook

Message Students from the Gradebook

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-...

Make Course Announcements

Use the Announcement Tool

Use the Announcement Tool Page
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Announceme...
Add an Announcement
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-announcemen...
Edit an Announcement
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-an-announceme...
Delete an Announcement
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-an-announce...
View and Sort Announcement Replies
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-and-sort-anno...
Delay an Announcement Until a Specific Date
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delay-posting-an-a...
Reply to an Announcement as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-reply-to-an-announ...
Allow Students to like Replies in a Course Announcement
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-allow-students-to-...
Allow or disallow announcement replies in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-allow-or-disallow-...
Disable Comments on All Announcements in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-disable-announceme...

Communicate Important Dates

Use the Calendar

Use the Calendar as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Calendar-a...
Add an Event to a Course Calendar
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-event-to-a-...
Add a Repeating Event to a Course Calendar
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-and-duplicate-...
Edit an Event or Assignment in the Calendar
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-an-event-or-a...
Set a Different Event Date for Each Section in a Course Calendar
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-set-a-different-ev...

Set up Student Conferences via the Calendar

Add a Scheduler Appointment Group in a course Calendar
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-Scheduler-ap...
View or Edit a Scheduler Appointment Group in the Scheduler Page
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-or-edit-a-Sch...
Remove Students from a Scheduler Appointment in the Scheduler Page
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-remove-students-fr...

Manage your Calendar

Subscribe to the Calendar Feed Using Google Calendar
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-subscribe-to-the-C...
Add a Personal Reminder to the Calendar
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-event-to-my...
Filter the Calendar View by Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-filter-the-Calenda...

Use the To Do List

Use the To Do List as an Instructor

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-To-Do-list...
Use the To Do List as a Student
https://community.canvaslms.com/t5/Student-Guide/How-do-I-use-the-To-Do-list-an...

Facilitate Discussions

Use the Discussions Tool

Create a Discussion as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-discussio...
Duplicate a Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-a-discus...
Delete a Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-a-discussio...
Create a Group Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-group-dis...
Assign a Graded Discussion to an Individual Student
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-di...
Assign a Graded Discussion to a Course Group
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-di...
Assign a Graded Discussion to a Course Section
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-di...

Use the Zoom in Canvas Integration

Hold Zoom Meetings Within Canvas

Host a Zoom Meeting within Canvas
/services-technologies/how-tos/canvas-host-zoom-meeting-within-canvas
Secure Your Zoom Meeting
/services-technologies/how-tos/zoom-secure-your-zoom-meetings
Teach, Meet, and Learn with Zoom
/services-technologies/self-help-guides/zoom-teach-meet-learn-zoom

See this comprehensive self-help guide for more information.