Self-Help Guide

Canvas: Communicate with Students

NEW for Instructors
Minnie the Chatbot for Canvas Help!

Ask Minnie, a new chatbot for UMN instructors. The more you ask, the smarter it gets! Then, let us know if Minnie helped.

Ask Minnie!

Communicate with Students

Send Messages to Students

Use the Inbox

Learn about the Inbox

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

**Send a Message from the Gradebook**

Message Students from the Gradebook

**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-announcement...

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
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
Add a Repeating Event to a Course Calendar
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
Add a Personal Reminder to the Calendar

Filter the Calendar View by Course

Use the To Do List

Use the to Do List as an Instructor

Use the to Do List as a Student

Facilitate Discussions

Use the Discussions Tool

Create a Discussion as an Instructor

Duplicate a Discussion in a Course

Delete a Discussion in a Course

Create a Group Discussion in a Course

Assign a Graded Discussion to an Individual Student

Assign a Graded Discussion to a Course Group

Assign a Graded Discussion to a Course Section

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