Self-Help Guide

Canvas: 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 Chat

Use Chat in Canvas

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
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
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