**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  
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-Announcement...
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-announcement...
Delete an Announcement
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-an-announcement...
View and Sort Announcement Replies
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-and-sort-annon...
Delay an Announcement Until a Specific Date
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delay-posting-an-an...
Reply to an Announcement as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-reply-to-an-announcement...
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-annon...
Disable Comments on All Announcements in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-disable-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
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-Calendar...

Use the To Do List

Use the To Do List as an Instructor
Facilitate Discussions

Use the Discussions Tool

Create a Discussion as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-discussion-
Duplicate a Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-a-discussio-
Delete a Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-a-discussion-
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-disc-
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
/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.