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-

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-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


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-discussion...

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-discussion...

Assign a Graded Discussion to an Individual Student
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-discussion...

Assign a Graded Discussion to a Course Group
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-discussion...

Assign a Graded Discussion to a Course Section
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-discussion...

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