Self-Help Guide

Canvas: Communicate with Students

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

Thank you for engaging with Minnie, the Chatbot for Canvas Help! Watch for the next evolution of our chatbot coming this summer.

Let us know your thoughts on technology support chatbots.

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
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-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-

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
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-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-in-a-Course...  
Create a Group Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-group-discussion-in-a-Course...  
Assign a Graded Discussion to an Individual Student
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-discussion-to-an-individual-student...  
Assign a Graded Discussion to a Course Group
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-discussion-to-a-course-group...  
Assign a Graded Discussion to a Course Section
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-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