

## 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

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-the-Inbox/ta-p/55>

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

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-Chat/ta-p/63>

### 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

<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

<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

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-subscribe-to-the-C...>

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**

For more about teaching with Zoom, read <https://it.umn.edu/self-help-guide/zoom-teach-meet-learn-zoom>.

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>