Self-Help Guide

Canvas: Communicate with Students

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

NEW for Instructors
Minnie the Chatbot for Canvas Help!

Ask Minnie, a new chatbot for UMN instructors. The more you ask, the smarter it gets! Then, let us know if Minnie helped.

Ask Minnie!

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
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
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-as-

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
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