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-Announcemen...
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-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-

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-Calenda...

**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
/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.