Canvas Communication Quick Guide

Announcements

Use Announcements to communicate with all your students at once.

STEPS:
- ✓ Click Announcements in the Course Navigation menu
- ✓ Click the **+**Announcement button
- ✓ Type a Topic Title and the announcement content
- ✓ Select Options (delay posting, allow comments, etc.)
- ✓ Attach any required files
- ✓ Save

Chat

Use the Canvas Chat to interact in real time.

STEPS:
- ✓ Add Chat to your Course Navigation
- ✓ Click the Chat link whenever you want to join the chat
- ✓ Message history for each course is included in the chat
- ✓ Chat history can be accessed indefinitely by loading more results and scrolling through previous course chats

Discussions

Add Discussions to your course modules to facilitate student-student and student-instructor interaction.

STEPS:
- ✓ In your Module, click the **+** button next to the module title
- ✓ Select Discussion > New Topic
- ✓ Type in a Discussion Title
- ✓ Click on the Discussion title > Edit
- ✓ Type in instructions for students and add any necessary documents
- ✓ Choose Options (graded vs. ungraded, points possible, etc.) and add a due date
- ✓ Save & Publish

Inbox

Use the Canvas Inbox to send emails to individual students or entire classes.

STEPS:
- ✓ In the Canvas Global Navigation, click the Inbox icon
- ✓ You can filter your conversations by Course or by Unread messages
- ✓ Compose a new message using the icon on the top right toolbar

Gradebook

Use the Canvas Gradebook features to provide feedback and message students.

STEPS TO GRADE & COMMENT:
- ✓ Click Grades in the Course Navigation menu to open the gradebook
- ✓ Click inside the cell for the assignment(s) you need to grade
- ✓ Select the small arrow on the right side of the cell to grade the assignment
- ✓ Type in the Comment box to enter feedback to the student

STEPS TO MESSAGE STUDENTS WHO:
- ✓ Click the 3 dots next to the assignment name
- ✓ Select "Message Students Who" from the menu
- ✓ Choose the students you would like to message
    - ✓ Students who haven't submitted yet
    - ✓ Students who haven't been graded yet
    - ✓ Students who scored less than
    - ✓ Students who scored more than
- ✓ Type your message in the Message box
- ✓ Click Send Message

SpeedGrader

Use the Canvas SpeedGrader features to grade and add comments to student submissions.

STEPS:
- ✓ Click Grades in the Course Navigation menu to open the gradebook
- ✓ Click inside the cell for the assignment(s) you need to grade
- ✓ Select the small arrow on the right side of the cell
- ✓ Select SpeedGrader from the menu
- ✓ Type feedback in the Assignment Comments box
- ✓ You can also attach files, add a video comment, or add an audio comment

Still Have Questions about Communication in Canvas?

If you have questions or need additional help to use the Canvas communication tools, contact a member of the Instructional Continuity Team, or take advantage of the Fullerton College 24/7 Canvas Hotline.

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