



Communication in Canvas

Canvas Tip Sheet

This webinar will outline the following tools you and your students can use to communicate course information: Notification settings, the Canvas Calendar, Announcements, the Inbox, and Discussions.

Notifications

- Your account is set with default notification preferences. All users can [change the type and frequency of notifications](#) by selecting **Account** in the Global Navigation menu.
- Changing Notification preferences only applies to your personal settings. All users can choose the type of notifications and the frequency of those notifications.

The Canvas Calendar

- The [Calendar](#) is a global feature in the Global Navigation Menu. Each calendar view shows any assignments, events, or to-do items added to the calendar.
- Students can see all their assignments and events for all courses in one place.
- As an instructor, when you create an Assignment inside a course it will appear on the Calendar.

Announcements

- [Announcements](#) are a tool for full course enrollment communication only, and our UM Canvas does not allow for student replies to Announcements.
- Students will be notified of the announcement according to their personal notification settings.
- Announcements can be accessed from the Course Navigation Menu and can be pinned to the Course Home Page.

Inbox

- The [Inbox](#) can be accessed from the Global Navigation Bar. Once there, you will select the specific course.
- The Inbox houses Canvas Conversations. "Conversations" is the messaging tool used instead of another email program to communicate with an individual student, all students of a course, students in an established course group, or a subset of students.
- Both instructors and students can use the Inbox to communicate with others enrolled in the course. This access starts and ends with the course dates.

Discussions

- [Discussions](#) have their own index page in Canvas, located in the Course Navigation Menu. All graded Discussions are also added to the Assignment Index.

For further assistance, please contact the UMONline IDs (umonlineIDs@umontana.edu)

- Discussions are a flexible instructional and communication tool that can be graded or ungraded, can be used for peer reviews, and can include written responses or multimedia posts such as podcasts, files, images, audio/video submissions, and more.
- Discussions allows for interactive communication between two or more people; users can participate in a conversation with an entire class or group.

Things to Remember

- While notification settings are customizable to meet individual needs, the settings for Announcements should remain on. Instructors are urged to extend this recommendation to students and to use the Announcements associated with their course for urgent updates and changes.
- Faculty should leave Announcements visible, urge students to accept Announcement Notifications and reserve the use of Announcements for time sensitive and/or crucial course communications.
- Ungraded Discussions can be used for introductions, Q&A, or course-generated resource or idea posts as a way to build community in an online course.
- Using the communication tools within Canvas is recommended to provide consistency to students and to preserve a record of communication, protect educational information, and assist with organization.

Learn More

- The [Canvas Instructor Guides](#) are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand [UM Canvas Essentials Course](#), you can still access the course to review content.
- You can [register for additional trainings on Griz Hub](#), including 30-minute webinars on specific topics like Assignments, Quizzes, Discussions, etc., as well as a 90-minute Canvas Essentials Webinar.