Canvas Communication Tools - Resource Guide

Recording: Canvas Communication Tools

This session highlights the specific communication tools available to Canvas users. Tools include the Calendar, Announcements, Discussions, and Conferences. Users will learn how to create and manage events and assignments on the calendar, as well as create appointment slots for student sign-up using the Scheduler tool. Participants will learn the various tools available in the Rich Content Editor that can be used to enhance Announcements and Discussions, as well as the various settings that can be customized for each Announcement and Discussion. We will discuss Conferences and how to use them to interact with students in a virtual setting that can be recorded for later use. This session will provide you with the tools needed to effectively communicate with your students using Canvas tools.

Canvas Calendar:
Instructor Guides
- How do I use the Calendar as an instructor?
- How do I filter the Calendar view by course as an instructor?
- How do I add an event to a course calendar?
- How do I add a Scheduler appointment group in the Scheduler page?

Communication Tools:
Instructor Guides
- How do I use the Announcements Index Page?
- How do I make an announcement in a course?
- How do I add content to an announcement in a course?
- How do I attach a file to an announcement in a course?
- How do I delay posting an announcement until a specific date in a course?
- How do I create a discussion as an instructor?
- How do I assign a graded discussion to everyone in a course?
- How do I assign a graded discussion to a course group?

Notifications:
Instructor Guides
- How do I set my Canvas notification preferences as an instructor?
- How do I add contact methods to receive Canvas notifications as an instructor?