

Send Email to Students in Canvas

The screenshot shows the Canvas interface. On the left is the global navigation menu with icons for Account, Admin, Dashboard, Courses, and Calendar. The 'Inbox' icon at the bottom of the menu is circled in blue. A blue arrow points from the 'Inbox' icon to the first instruction box. Above the menu, the 'All Courses' dropdown is also circled in blue. The 'Favorite Courses' list is expanded, showing 'Teaching ...rack 1 & 2' selected.

1. from the global navigation menu, click on the Inbox icon.

2. Click on the down arrow next to All Courses and click Favorite Courses. From the Favorite Courses list, click on the course.

3. Click on the Pencil icon.

The screenshot shows the Canvas interface with the course 'Teaching Online: Track 1 & 2' selected in the dropdown menu. The 'Inbox' dropdown is also visible. The pencil icon in the top right corner is circled in blue.

4. Click on address book icon. Select Students.

5. Select the whole group or individual students.

The screenshot shows the 'Compose Message' dialog box. The 'Course' is 'Teaching ...rack 1 & 2'. The 'To' field is empty, and the 'Address Book' icon is circled in blue. The 'Subject' field contains 'All in Teaching Online: Track 1 & 2 Teachers'. The 'Students' group is selected in the dropdown menu.

The screenshot shows the 'Compose Message' dialog box. The 'Course' is 'Teaching ...rack 1 & 2'. The 'To' field is empty, and the 'Address Book' icon is circled in blue. The 'Subject' field contains 'All in Teaching Online: Track 1 & 2 Teachers'. The 'Students' group is selected in the dropdown menu.

The screenshot shows the 'Compose Message' dialog box. The 'Course' is 'Teaching ...rack 1 & 2'. The 'To' field contains 'Teaching Online: Track 1 & 2: Students'. The 'Subject' field contains 'Welcome to University of New Haven!'. The 'Send' button is circled in blue.

6. Enter a Subject and message.

Click on the paperclip icon to attach files or click on the play icon record a video or audio comment.

7. Click Send.