TIPS FOR COMMUNICATION & KUDOS IN CANVAS

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

---

> **Canvas provides instructors with easy communication options to provide assistance to struggling or "at risk" students, as well as provide accolades and acknowledgement to students who are exceptional.**

## How can the communication options be used for student outreach?

Instructors can using the communication features such as the Inbox and the "Message Students Who…" in the Gradebook to provide outreach to students – both "at risk" students, as well as students who are exceptionally successful in the course or assignment. Grade Feedback can also be used to communicate with individual students about a specific assignment, as students can reply to the instructor's comments.

Remember, communications do not have to be just text. Images, audio, and video can also be used to reach out to students, provide accolades, encouragement, and more.
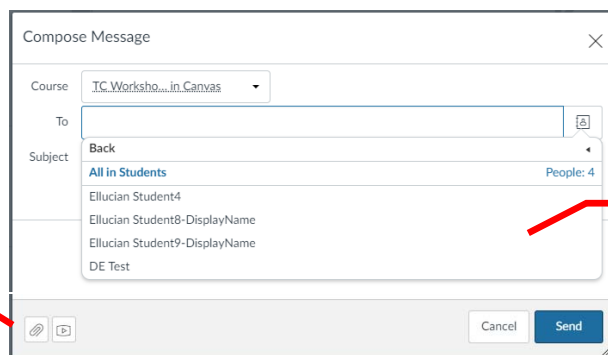
What communication tools are available in Canvas?

Canvas provides the Inbox for messaging, a "Message Students Who…" feature to message students directly from the Gradebook, and Assignment (Grade) Feedback.
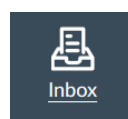
Inbox: How can I use it?

The Inbox in Canvas allows the instructor to message all students, multiple or individual students. To reach out to students based on course grade, Instructors can order the gradebook by total grade (lowest to highest or vice versa) and note the students to contact. Next, access the Inbox, create a new message, and select the student(s) to message. Instructors can offer assistance and resources to struggling students, and provide encouragement and praise to students who are doing well. Instructors can also use the Inbox to message all students, multiple or individual students about course topics, assignment reminders, and milestones. Be sure to, click the checkbox to **Send an Individual Message to Each Recipient** to ensure that students will not see the other recipients.

Use to add Files or Media

Press & hold the **Ctrl** button, then click to select multiple students

Gradebook "Message Students Who…": How does it work?

The Canvas Gradebook, for each assignment or assessment, has an option to **"Message Students Who…" haven't submitted yet, haven't been graded, scored less than or scored more than**. Once the option is selected, Canvas will automatically add the qualifying students to the message. Just add the **Message** and click the **Send Message** button to complete.
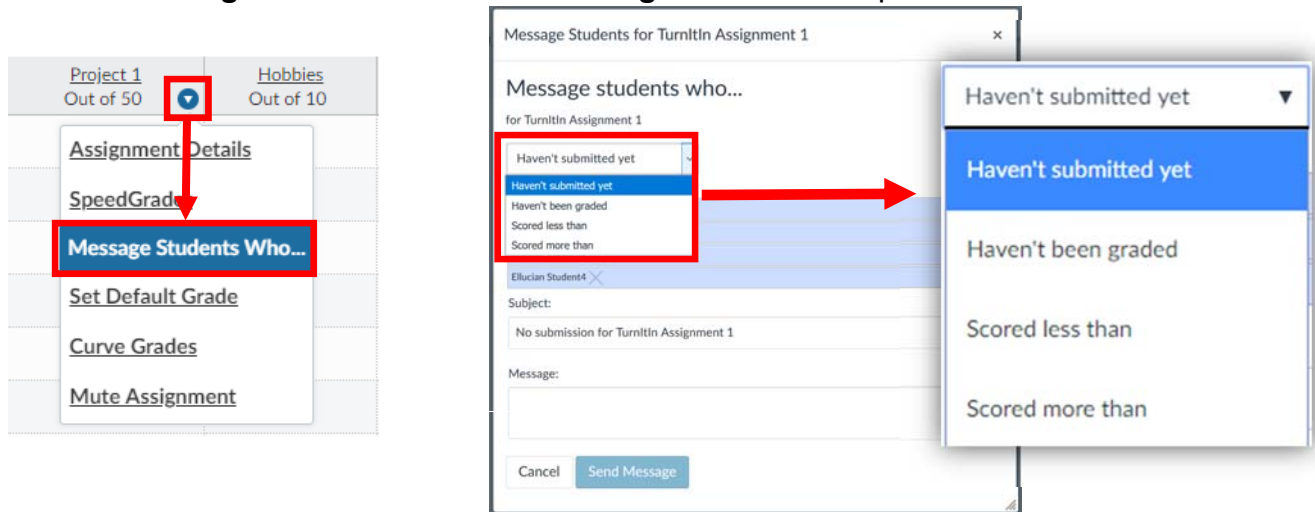
Grade Feedback: How does it work?

Canvas allows instructors to add personalized grade feedback or comments for each student on every individual assignment or assessment.

To add feedback, click the **Comment Icon** in the upper right corner of the grade cell. Enter the feedback or comments in the provided text box, then click the **Post Comment** button to save. Student can reply to instructor comments. Grade feedback and comments can also be added when using the Speed Grader.
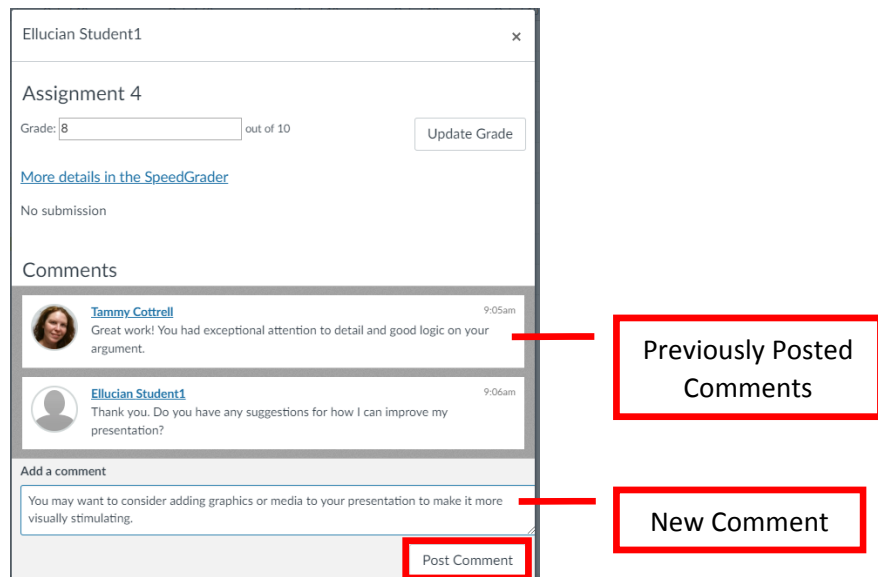
When should I use the communication tools?

Some suggested times to contact your "at risk" student are just before census, around mid-term, after major projects/exams/assignments, before the withdraw date, and prior to the end of the course.