Mass communicating with students

Covered in this guide:

- Using **Canvas Announcements** to send messages to students
- Using **Canvas Conversations** to send messages to students
- Using **Coursemail Lists** to send messages to students
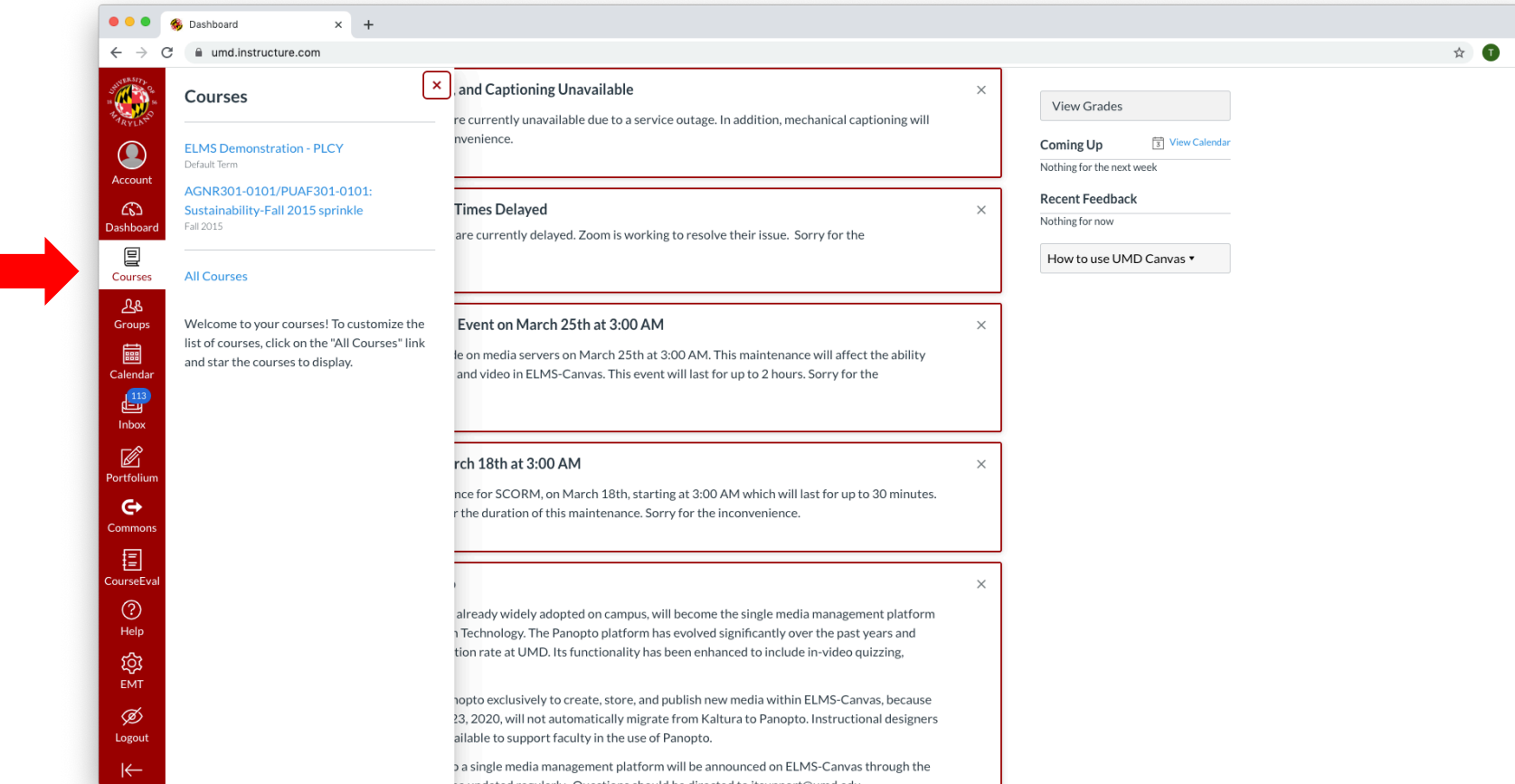
Mass communicating with students

Using **Canvas Announcements** to send messages to students

1. Open Canvas in web browser

- Go to **elms.umd.edu** in your web browser

- Log in using your University ID, password, and complete the Duo multi-factor authentication

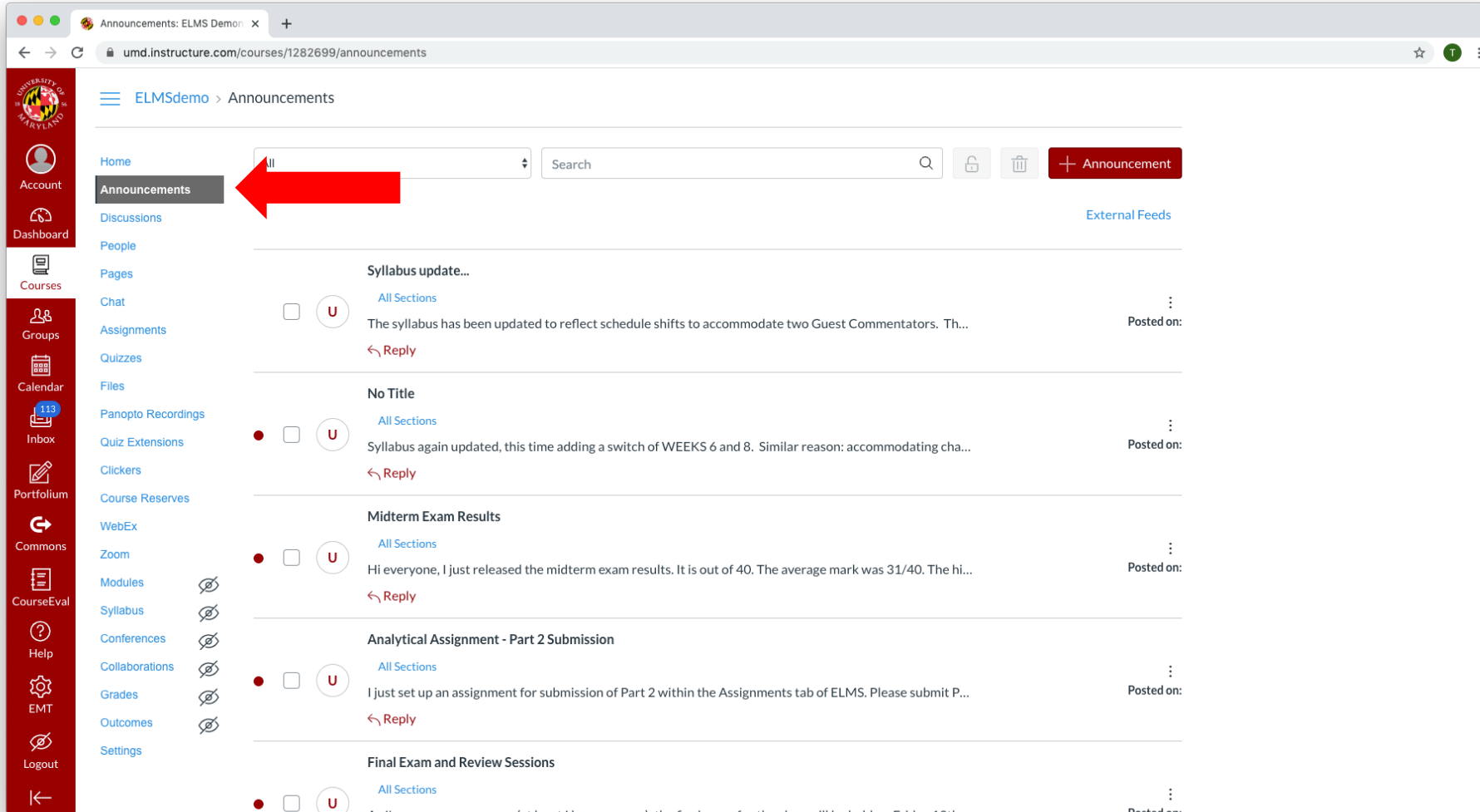# 2. Navigate to the Canvas course for which you wish to send an announcement

- Select courses from the left-hand navigation menu, and select the Course for which you wish to send an announcement

3. Open the Announcements section of the Canvas course

- Select "Announcements" from the left-hand side menu

4. Create a new announcement

- Click "+ Announcement" to create a new announcement

5. Create the announcement content

1 • Enter an announcement title

2 • Enter the content of your announcement – this can include web links, files stored in Canvas, Panopto recordings, Canvas assignments and quizzes

3 • If you have multiple sections of a course, you can specify to send to all sections or specific sections

4 • If you wish to attach a file not currently stored in Canvas, attach one here

5 • "Delay Posting" – specify a date/time when announcement should be released

• "Allow users to comment" – students can reply to your announcement

• "Allow liking" – students can give a 'thumbs-up' to your announcement

6 • Click "Save" to post the announcement

6. View the announcement

- Your announcement will be viewable to students within the "Announcement" section of their Canvas course

- They will also receive a notification to their email if they have this setting turned on

Mass communicating with students

Using **Canvas Conversations** to send messages to students

1. Open Canvas in web browser

- Go to **elms.umd.edu** in your web browser

- Log in using your University ID, password, and complete the Duo multi-factor authentication

2. Navigate to Canvas Inbox

- Select "Inbox" from the left-hand side menu

3. Select the Canvas course to send a message to

- From the drop down menu, select the Canvas course to which you wish to send a message

  - This will open an inbox specific to that course

4. Create a new message

1 • Click the icon to create a new message

2 • Confirm that you are sending to the right Canvas course

3 • Select who to send the message to by clicking on the address book icon

   • You can send to everyone in the course ("All in course"), all students, or specific people

4 • Enter a subject

5 • Compose your message

6 • Attach any files

7 • Click "Send"

5. Viewing the message

- Students will receive the message in the "Inbox" section on Canvas, and in their email if they have this notification set up

- Students can reply to your message within the Canvas course space, or in their email platform

Mass communicating with students

Using **Coursemail Lists** to send messages to students

1. Open the Elms Management Tool

NOTE: You only need to follow these steps once to create the Coursemail list. Once you have created the list, you can repeatedly use it in UMD Gmail
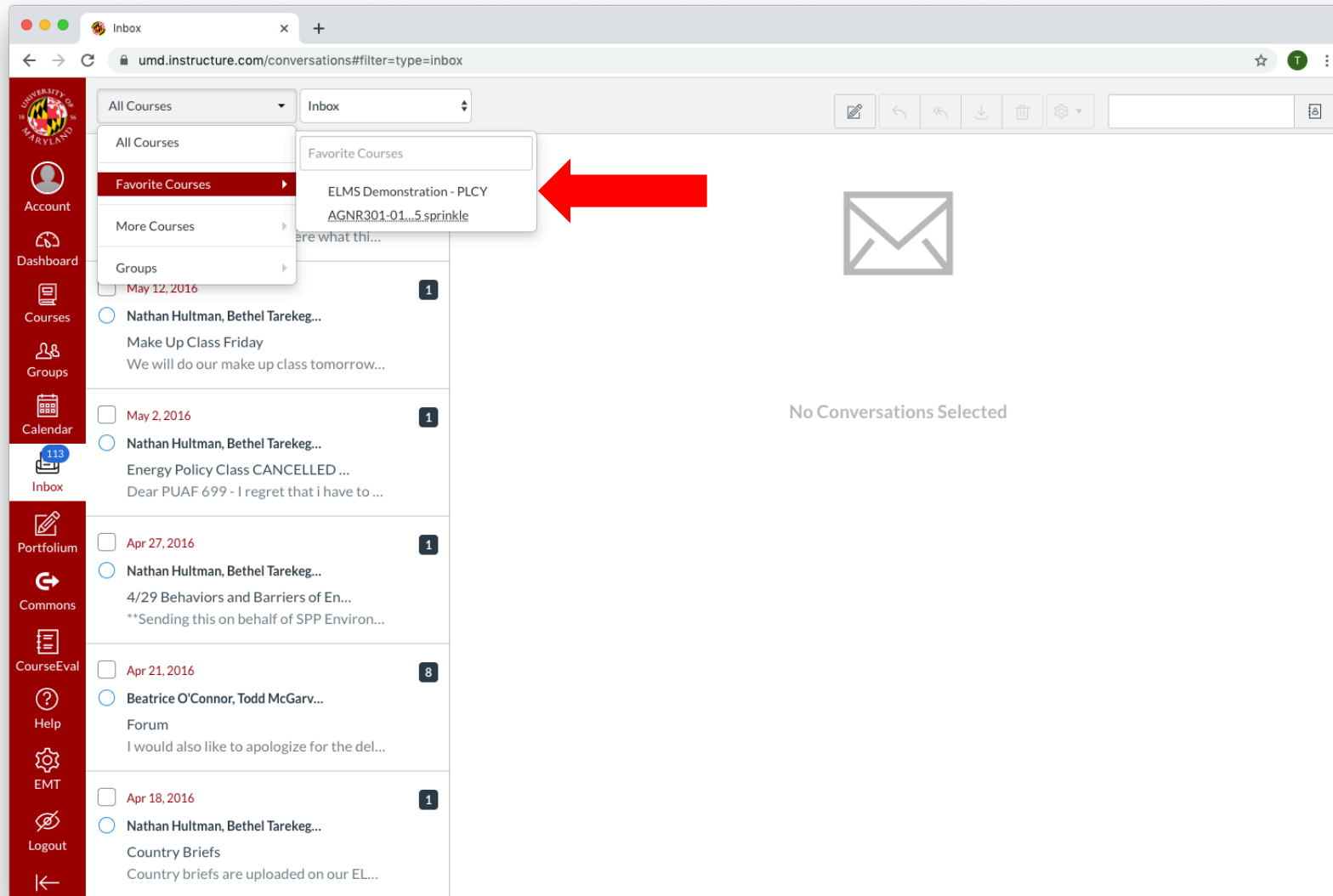
- Open emt.umd.edu in your web browser

- Log in with your University ID, password, and complete the Duo multi-factor authentication

2. Open Coursemail

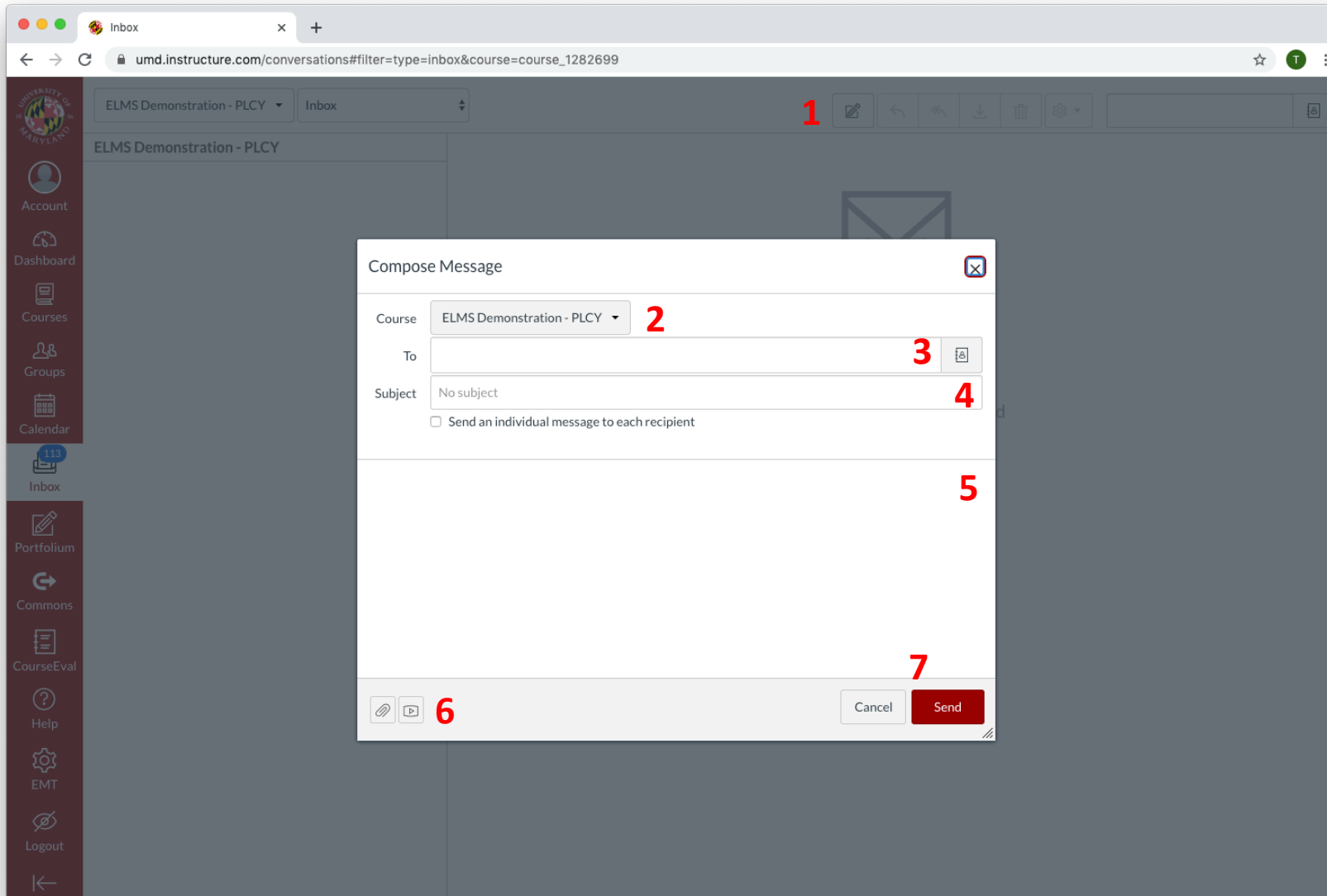- Select "Coursemail" from the left-hand menu

3. Select the Canvas course and section(s)

- Select the Canvas course and section(s) for which you want to create a Coursemail list

  - If you have multiple sections and wish to create a single Coursemail list for all sections, hold down "Control" (Windows) or "Command" (Mac) to select multiple sections
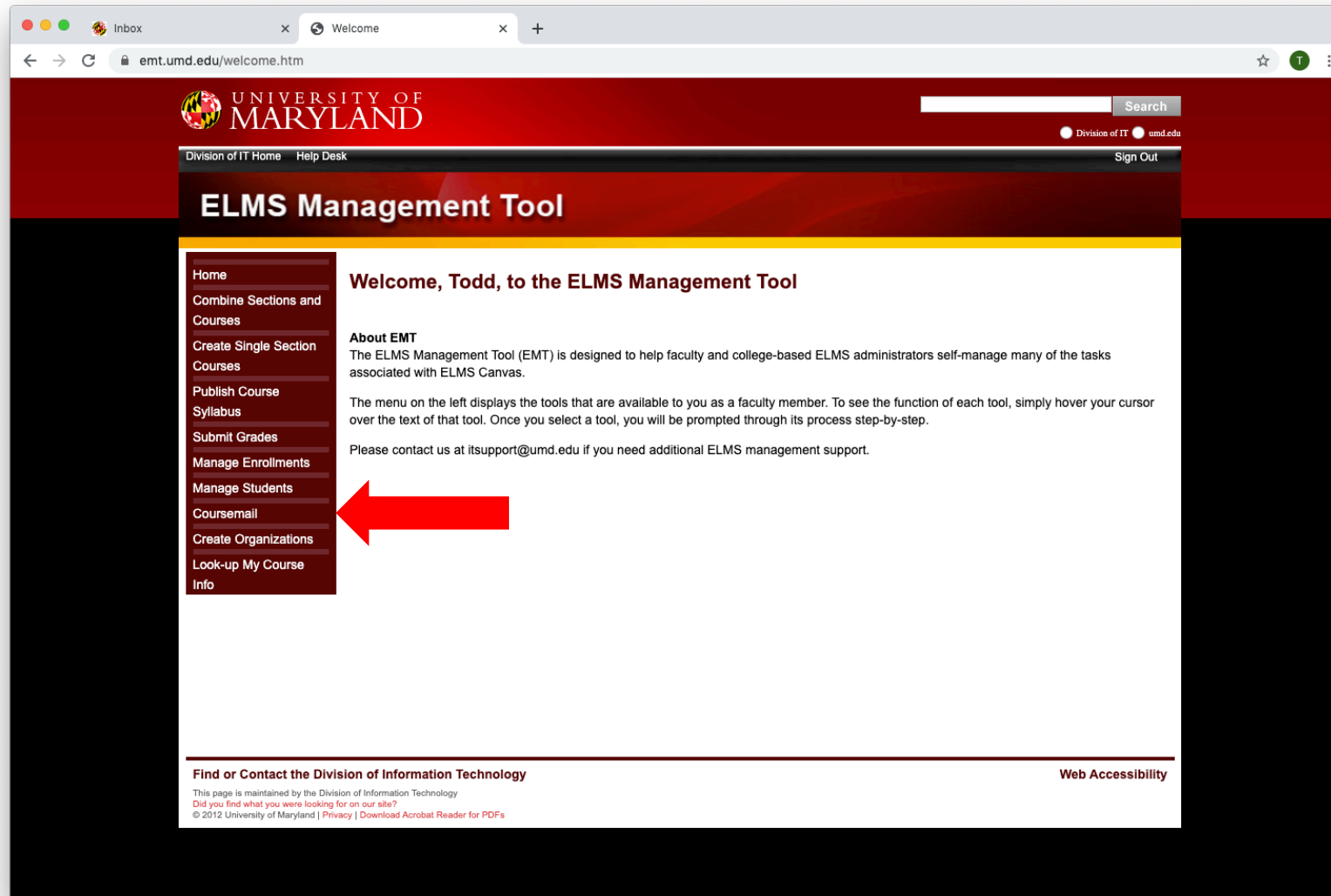
- Specify a Group Name for your list and a description

  - The Group Name will display in the "From" field on email, so it is best to choose an intuitive name

4. Select the Canvas course and section(s)

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- Specify a Group Name for your list and a description

  - The Group Name will display in the "From" field on email, so it is best to choose an intuitive name

- Click "Submit"

5. Using the Coursemail list

- Coursemail will create an email address in the format "GroupName@umd.edu" that you can use in your UMD Gmail account

- It will take 2 hours before the Coursemail list is active for use

- By default, only managers can send emails to the list

  - Instructors, co-instructors, and teaching assistants are automatically listed as managers and hence can email the list

- Students are passive members, and are not allowed to post messages to the list