COMMUNICATION TOOLS IN CANVAS

Presented by the Office for Academic Innovation

TEXAS A&M UNIVERSITY
Office for Academic Innovation
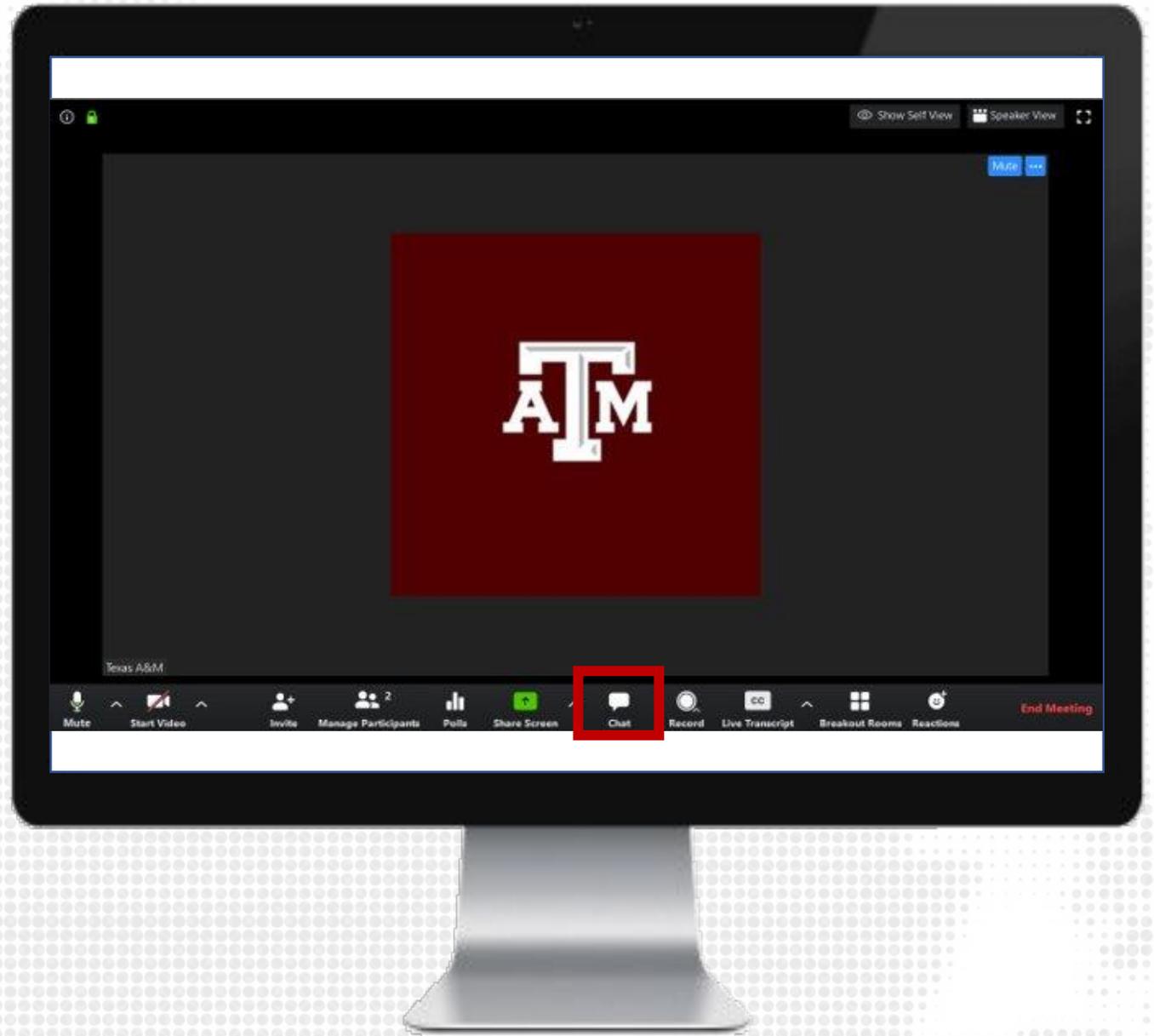
CANVAS

HOUSEKEEPING

During this session, if you have any questions, please send them via the Google Form (link in the chat).

We also ask to keep yourself muted throughout the session.

If we are not able to answer your question during our training, please attend our Virtual Office Hours.

LOG IN

1. Navigate to LMS.TAMU.EDU

2. On the top right-hand corner, click on Log In

3. Login using your TAMU NetID and password
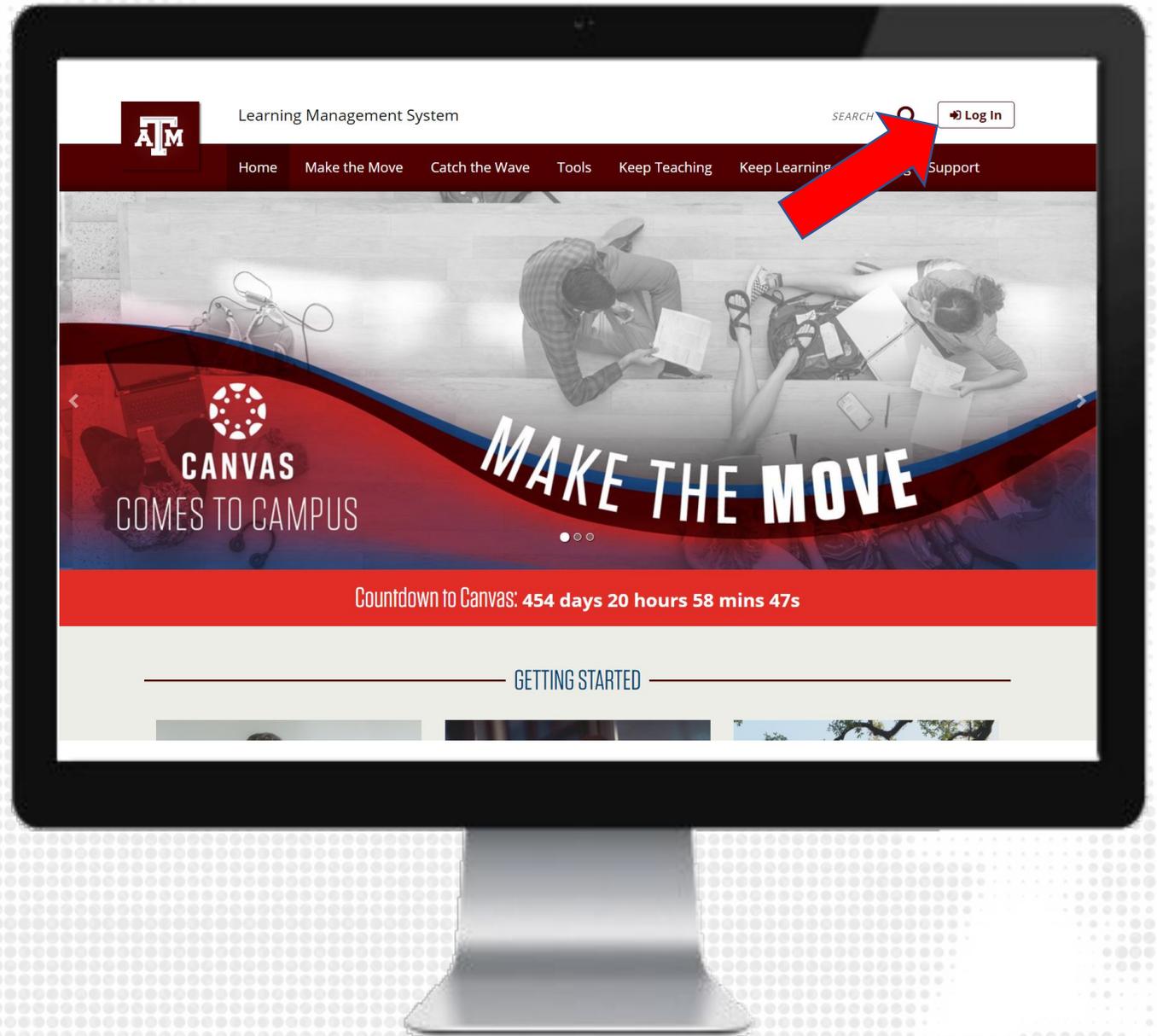
TRAINING OUTCOMES

BY THE END OF THIS SESSION, PARTICIPANTS WILL BE ABLE TO

Identify best practices for using communication tools in Canvas

Create and apply four forms of communication in Canvas to a course including: Announcements, Inbox, Calendar and Zoom

Select how and when you want to be notified when various events occur within your course/s

COMMUNICATION BEST PRACTICES

- Inform students of the methods you will use to communicate

- Be consistent with communication, e.g. send messages at around the same day and time each week using the same method
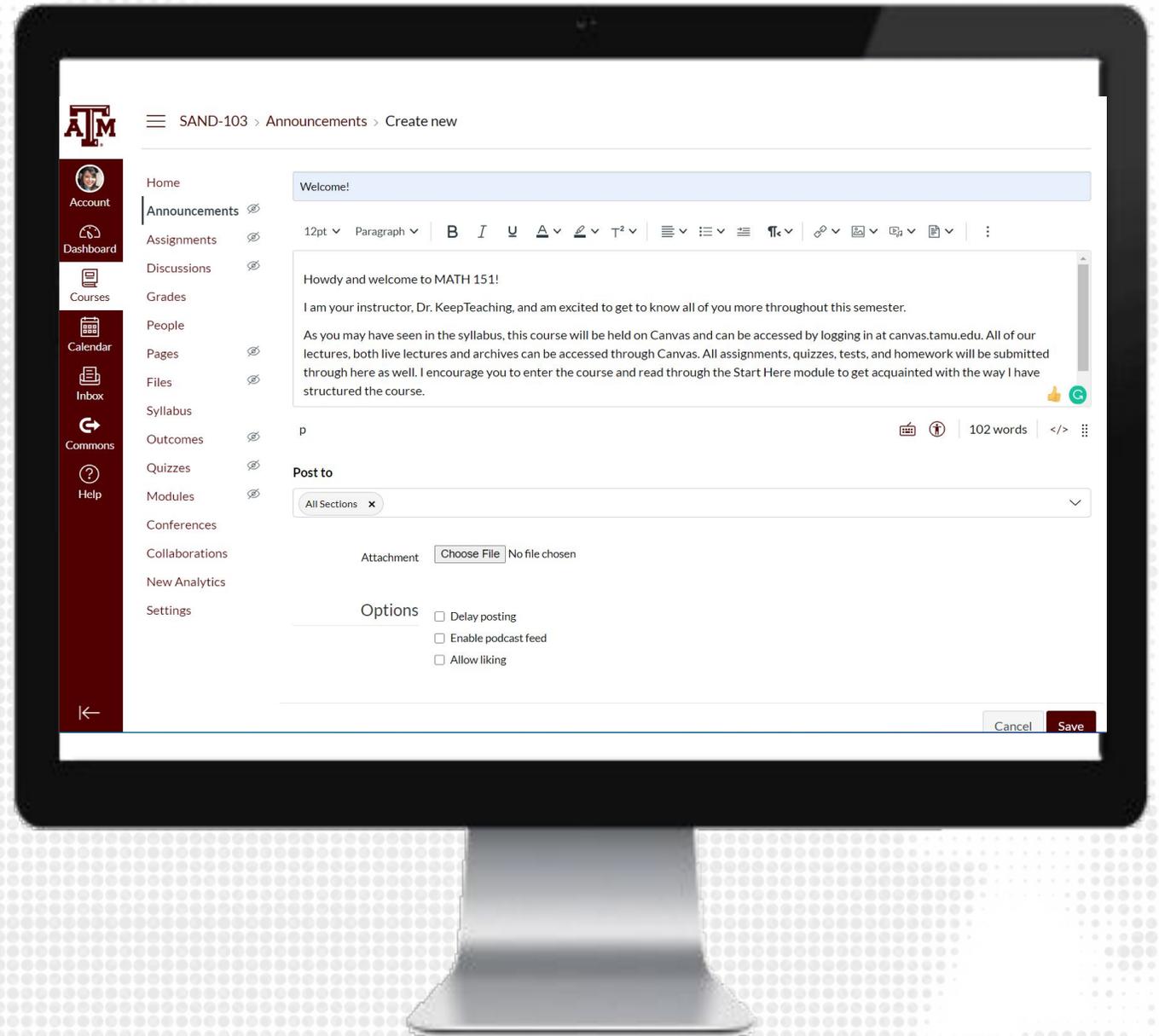
ANNOUNCEMENTS

- You can create an announcement to share important information with all students within your course and with students in sections of a course.

Note: Your course must be published for students to receive announcement notifications
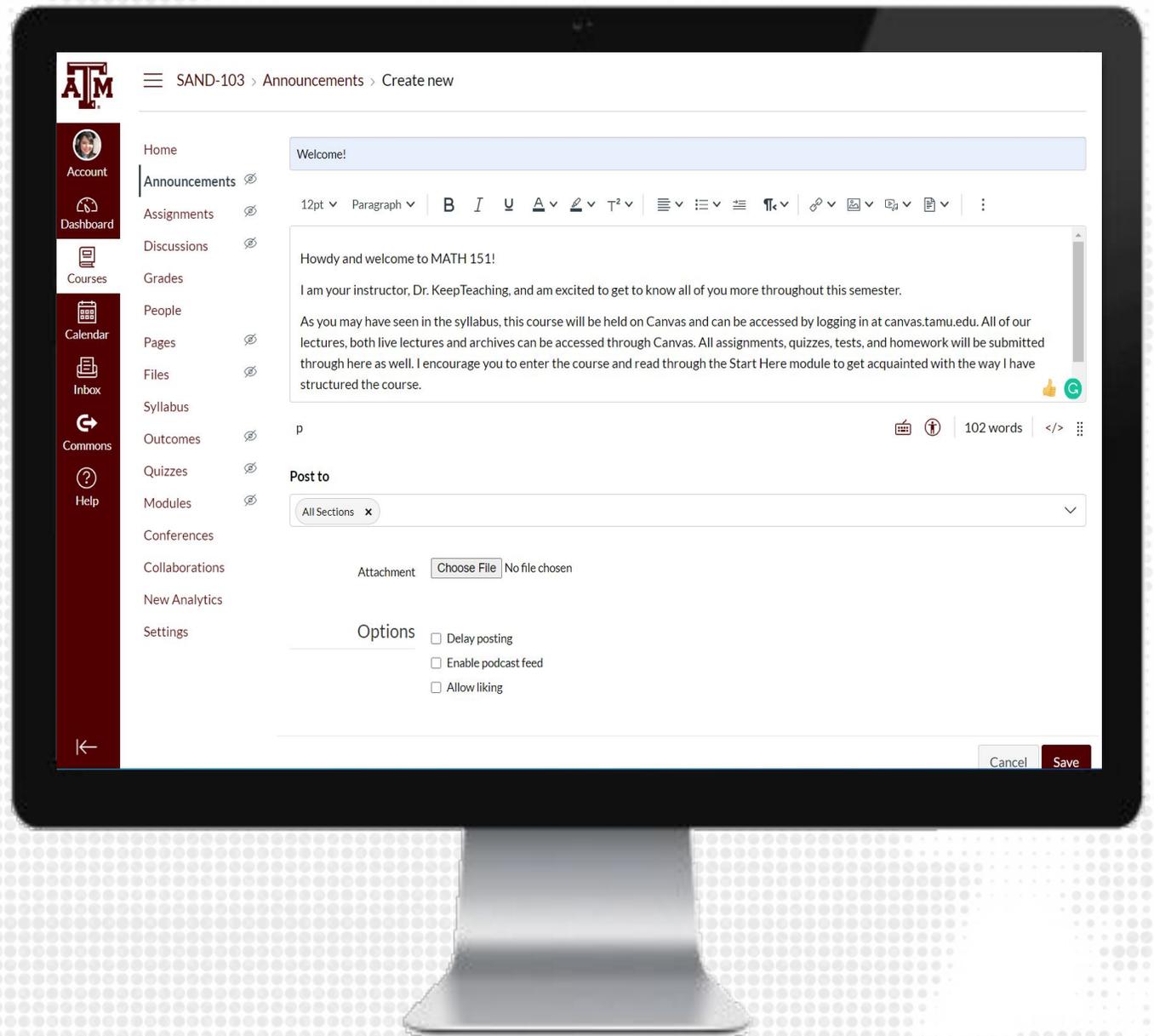
CREATE ANNOUNCEMENT

1. From the course navigation, click on Announcements

2. On the top right, click + Announcement

3. Enter a title for the announcement (think of this as the email subject)

4. Enter the body of the announcement using the Rich Content Editor

5. Select the sections you would like to send this to, if applicable

6. Add attachments, If applicable

7. Review the options

8. Click Save to send the announcement

ANNOUNCEMENT BEST PRACTICES

- Make sure you have the Announcements section visible to students in the course navigation

- Enable the ability to show recent announcements on the Course home page from the course settings

INBOX

- The Inbox is a messaging tool used to communicate with a course, a group, an individual student, or a group of students. You can use the Inbox to communicate with other people in your course at any time.
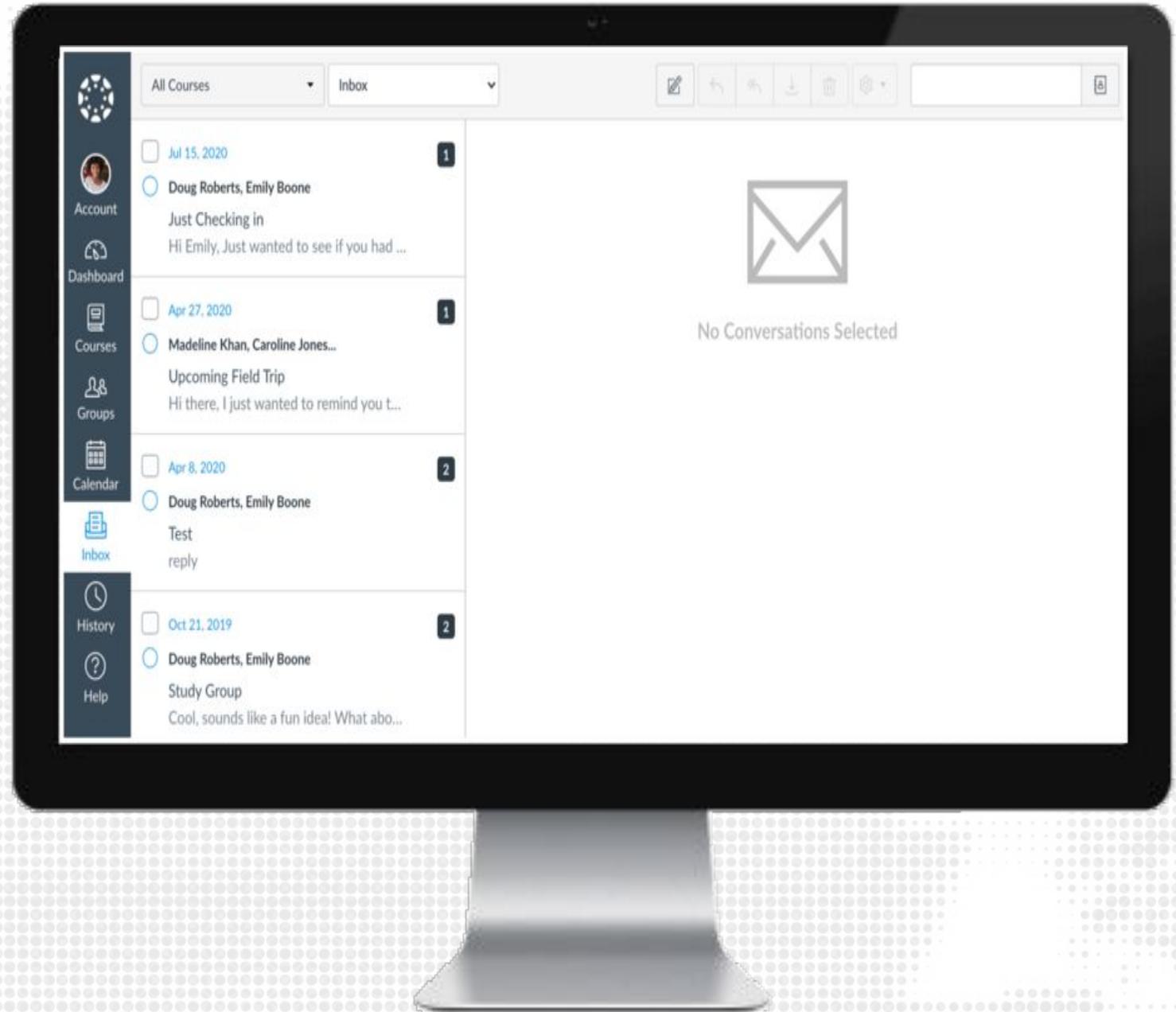
SEND EMAIL

1. From the Canvas global navigation, click on Inbox

2. Click on Compose a New Message

3. Click on Select course to choose the course you would like to email

4. In the To field, click on Contacts to select who you would like to email

5. Enter the subject and body of the email

6. When you are ready to send, click Send

EMAIL VS ANNOUCEMENTS

- Use announcements for time-sensitive, urgent information that does not necessarily require a response

- Use email for lengthier, sustained exchanges between instructors and students
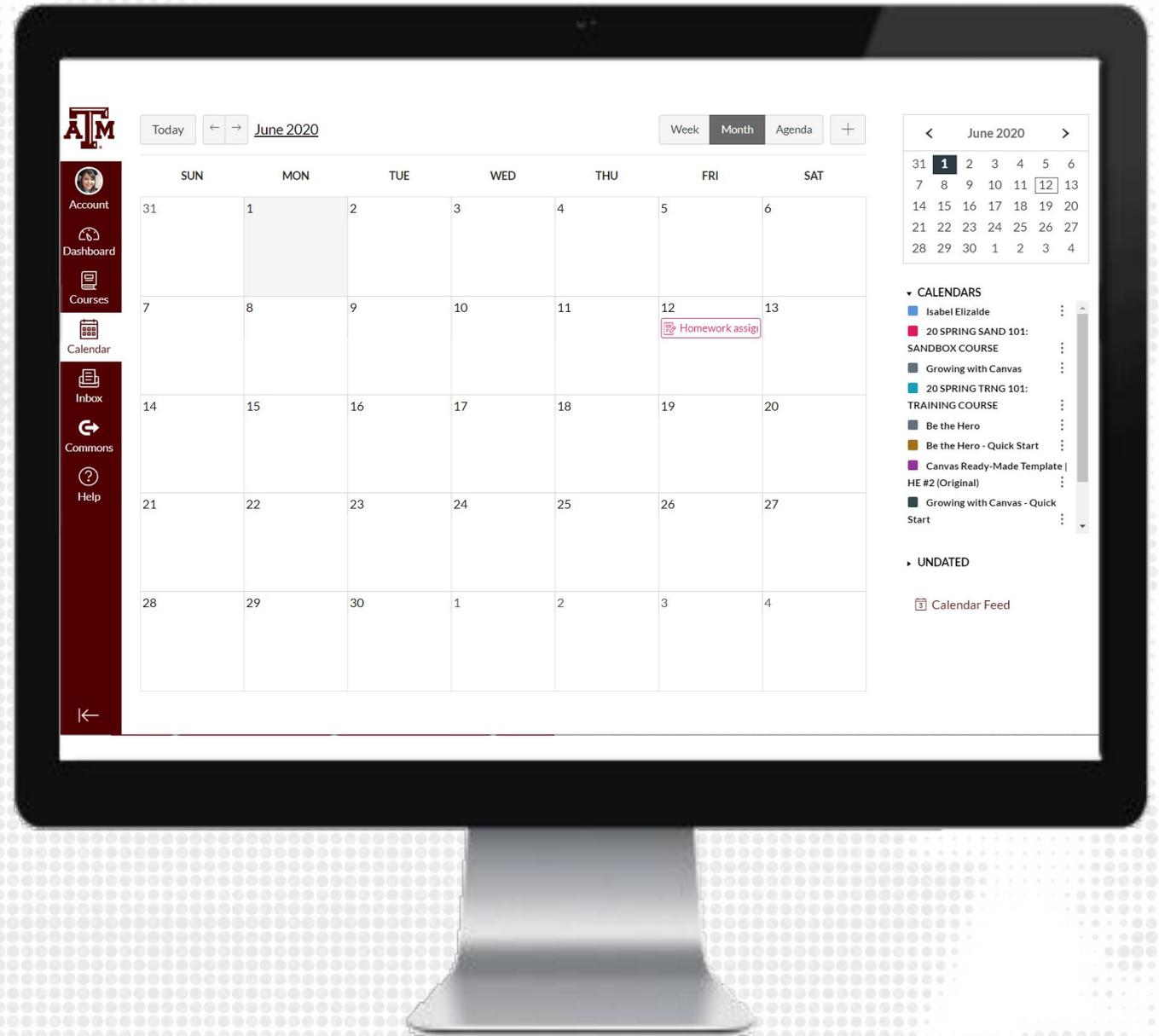
CALENDAR

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

When creating assessments such as assignments, quizzes, or discussions, make sure you are adding a Due date

Due dates are communicated to students from the Calendar

APPOINTMENTS IN THE CALENDAR

Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars.

1. Select one course calendar to display

2. Click the Add icon

3. Click the Appointment Group tab

4. Complete name and location fields

5. Set Appointment time and range (You can split the time range into multiple time slots by entering the division time into the time field [3]. For instance, if you want to create 15-minute meeting times from 2:00 pm until 5:00 pm, enter the number 15)

6. Click Go

7. Set Appointment Options

8. Click Publish
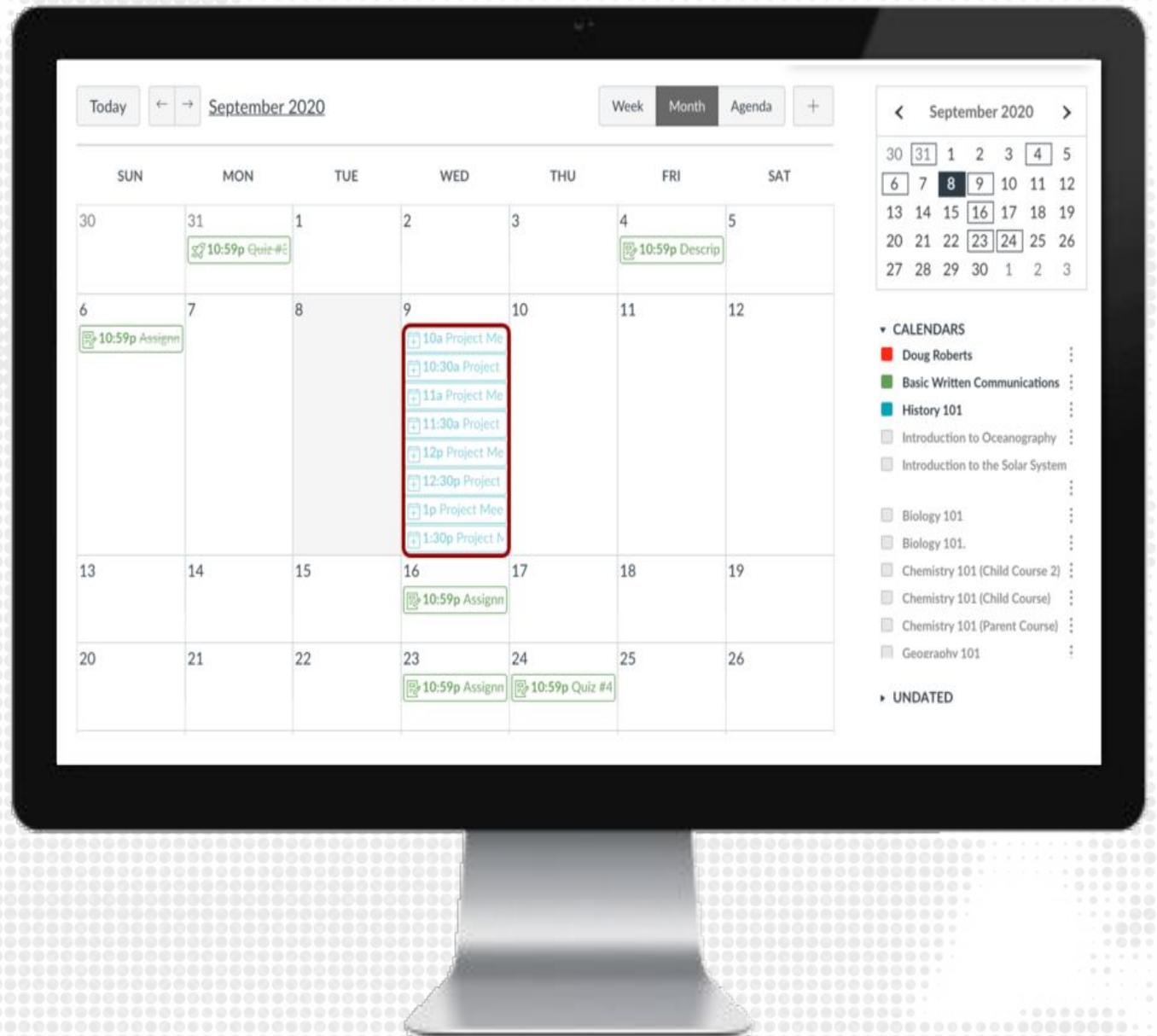
CALENDAR BEST PRACTICES

- Assign Due Dates to your assignments so they will appear for students in the Calendar

- Create Appointment Groups for Office Hour slots

NOTIFICATIONS

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users. Four Delivery Types:
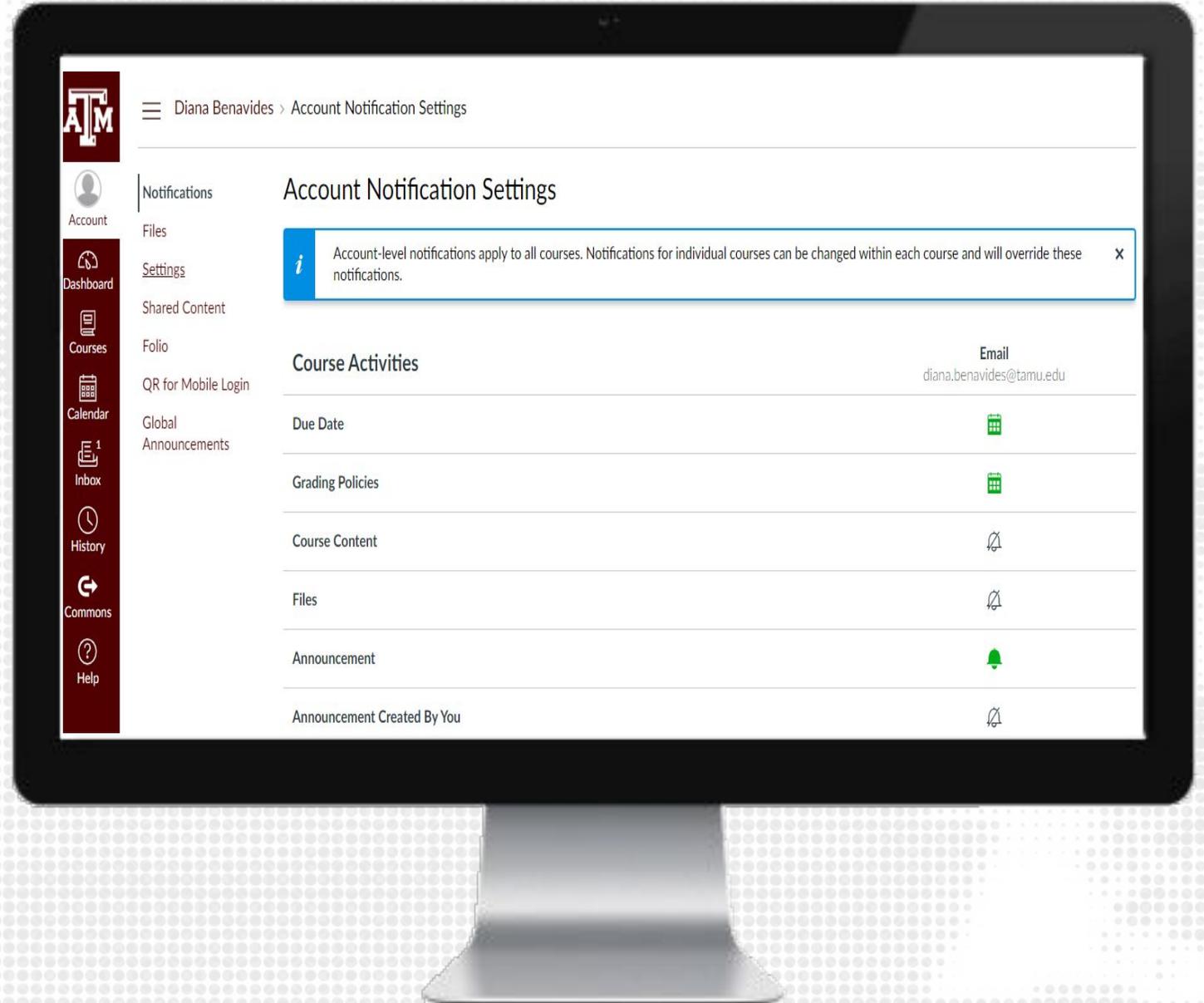
1. Notify me right away

2. Daily summary

3. Weekly summary

4. Don't send

Note: Notifications apply to all of your courses unless you set your preferences for individual courses
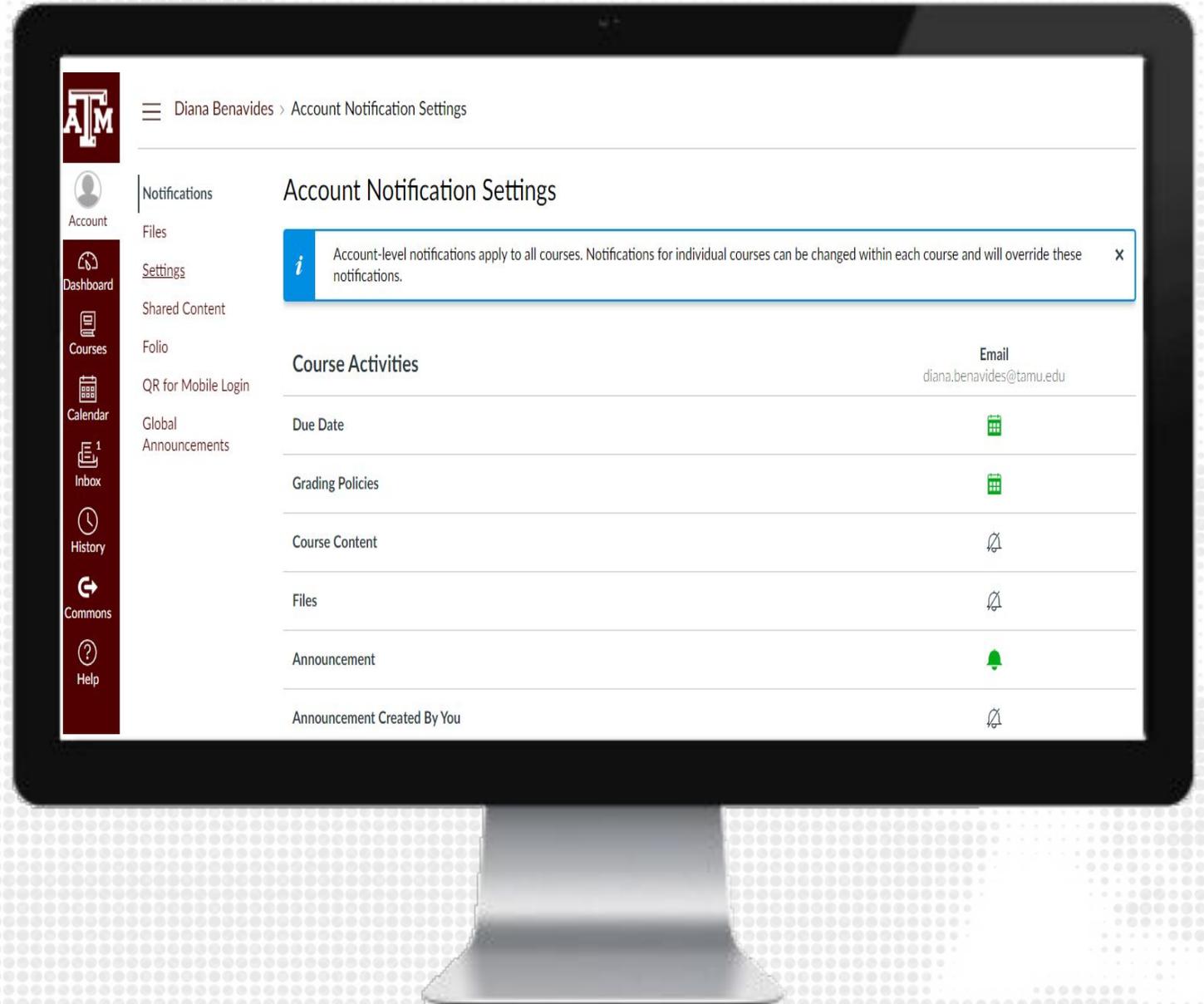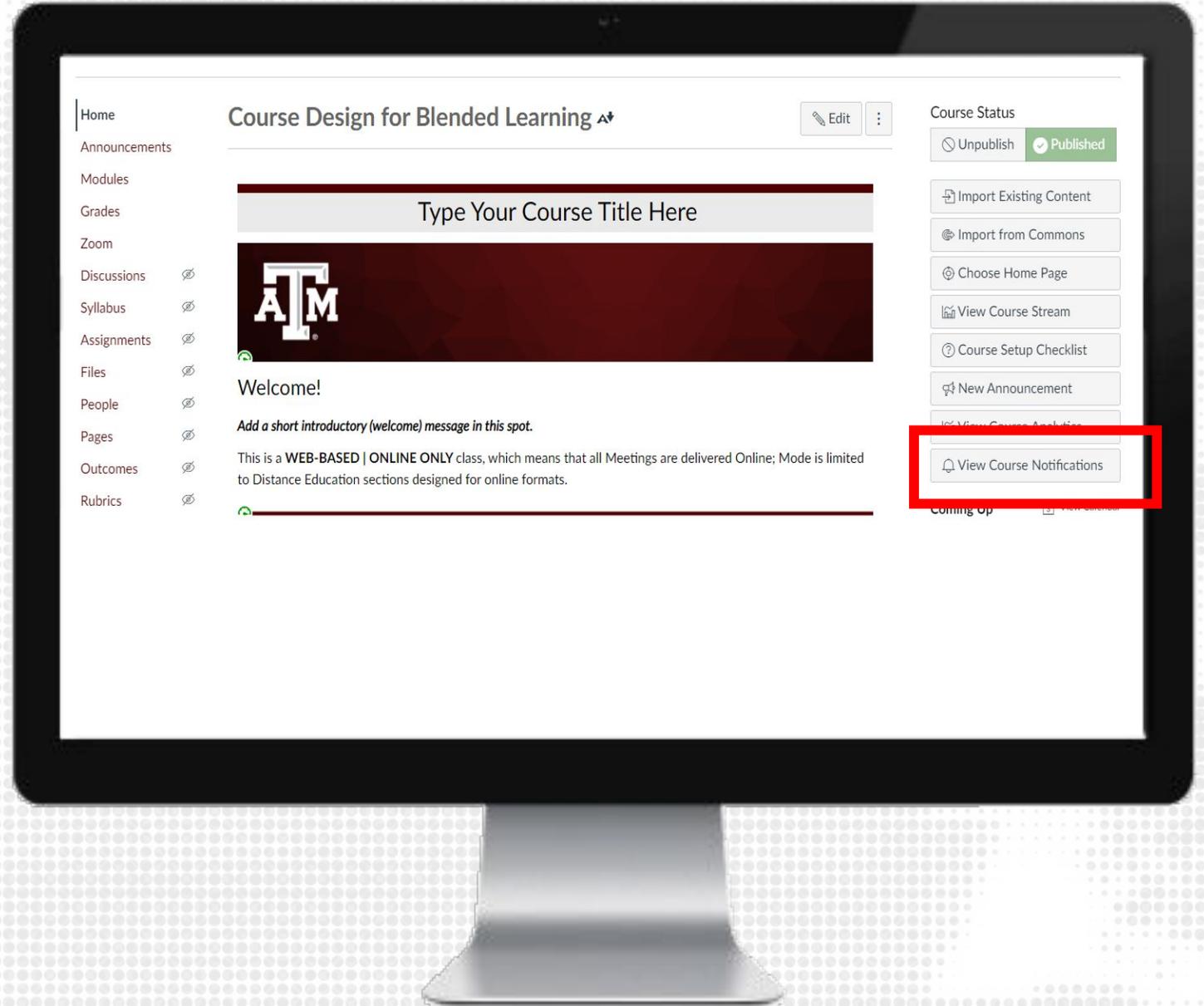
SETTING NOTIFICATION PREFERENCES

- Click on account from the Global navigation

- Click on Notifications

- View all the default account notification settings

- Decide your delivery frequency preference

Diana Benavides › Account Notification Settings

Notifications
Files
Settings
Shared Content
Folio
QR for Mobile Login
Global Announcements

Account Notification Settings

ℹ Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. ✕

Course Activities

Email
diana.benavides@tamu.edu

Due Date

Grading Policies

Course Content

Files

Announcement

Announcement Created By You

NOTIFICATION PREFERENCES PER COURSE

- Click on Courses from the Global navigation and select your preferred course

- Click on the View Course Notifications button in the course home page

- View all the default account notification settings

- Decide your delivery frequency preference

# NOTIFICATIONS BEST PRACTICES

- Check your default notifications and change them as needed

- Tell your students to make sure they have enabled notification preferences for course activities such as announcements.

- We recommend mentioning to students Canvas notification preferences in class

ZOOM IN CANVAS

Zoom has been integrated in Canvas making it easier for instructors to schedule class meetings and virtual office hours.

Students can find all the scheduled sessions and recordings directly from Canvas.
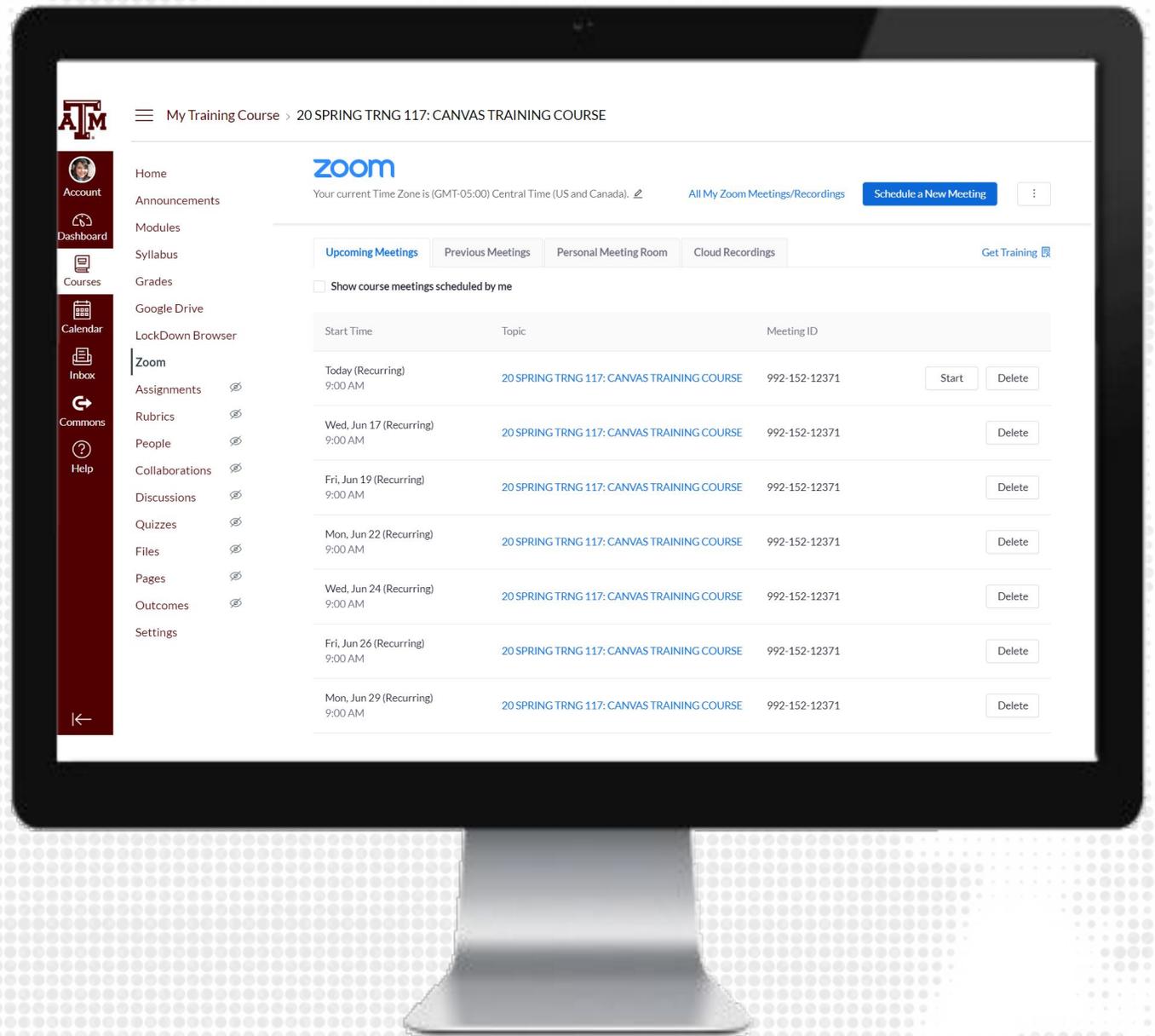
SCHEDULE A NEW ZOOM MEETING

1. From the Course Navigation, click on Zoom

2. Click Schedule a New Meeting

3. Fill in all the details and save

4. All your scheduled meetings will be listed
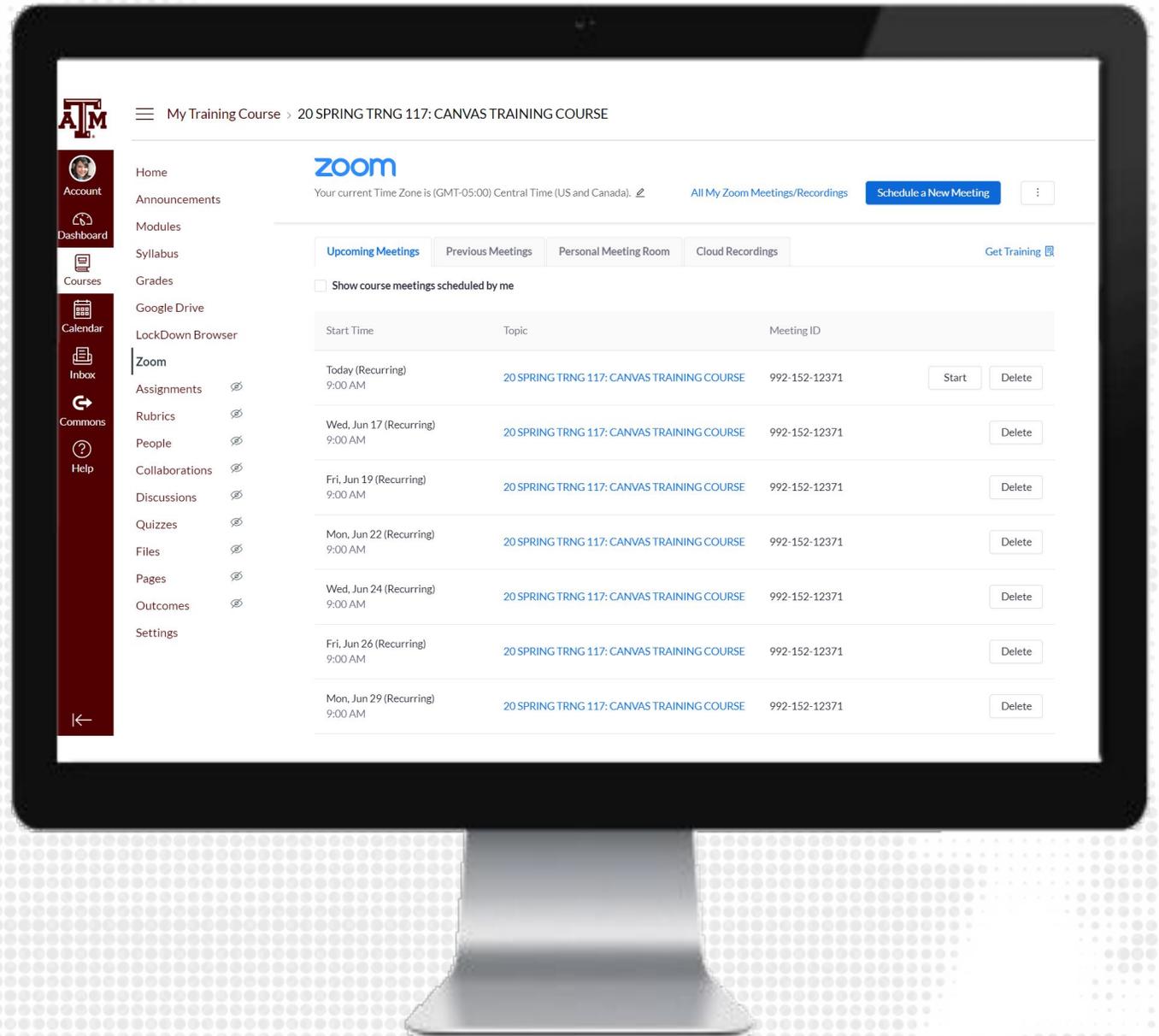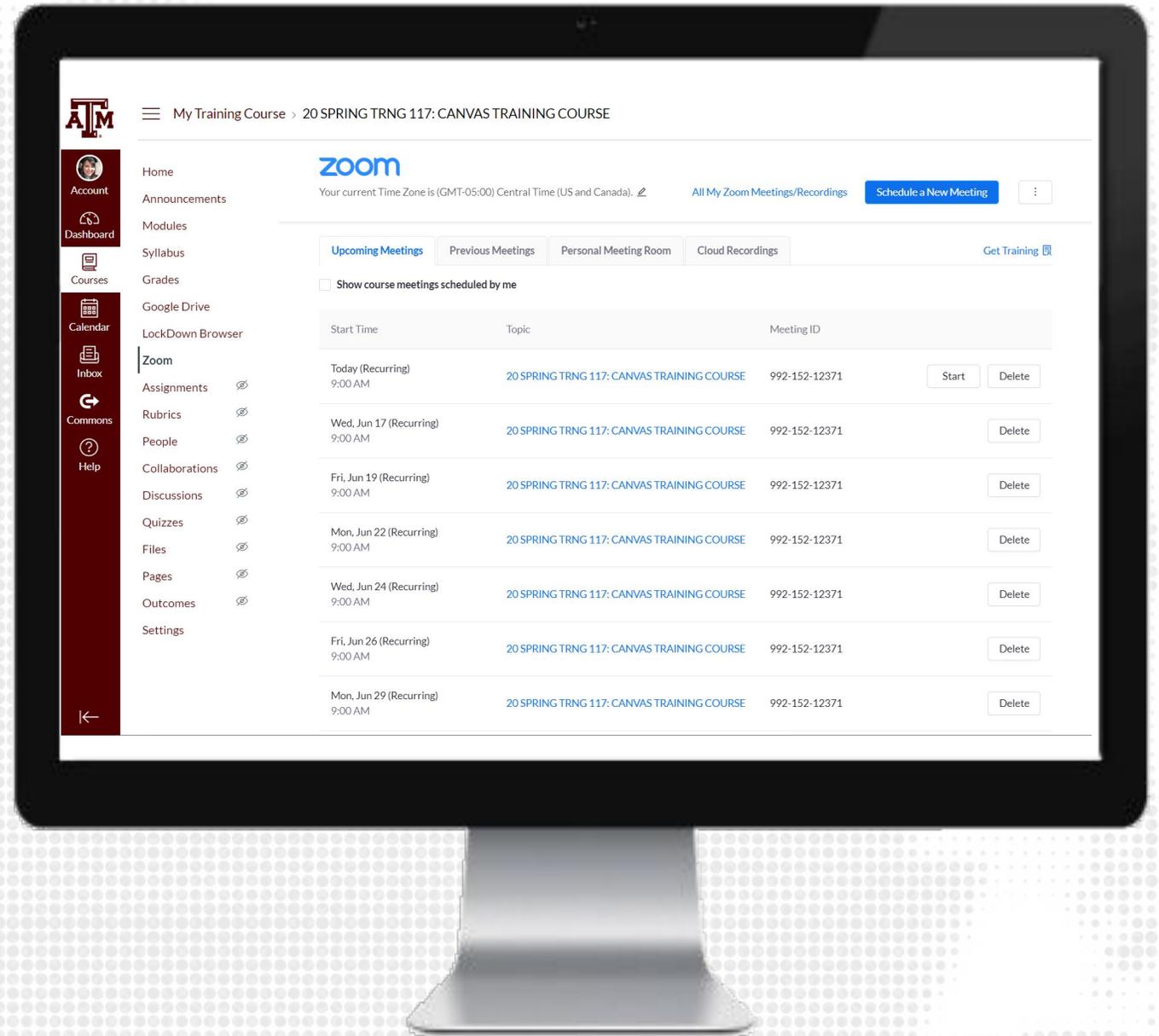
SCHEDULE MEETING SETTINGS

Recommended Settings for scheduling class meetings:

- Reoccurring meeting

- Require Meeting Password

- Enable Join before host OR Enable Waiting Room (depends on class size)

- Mute participants upon entry
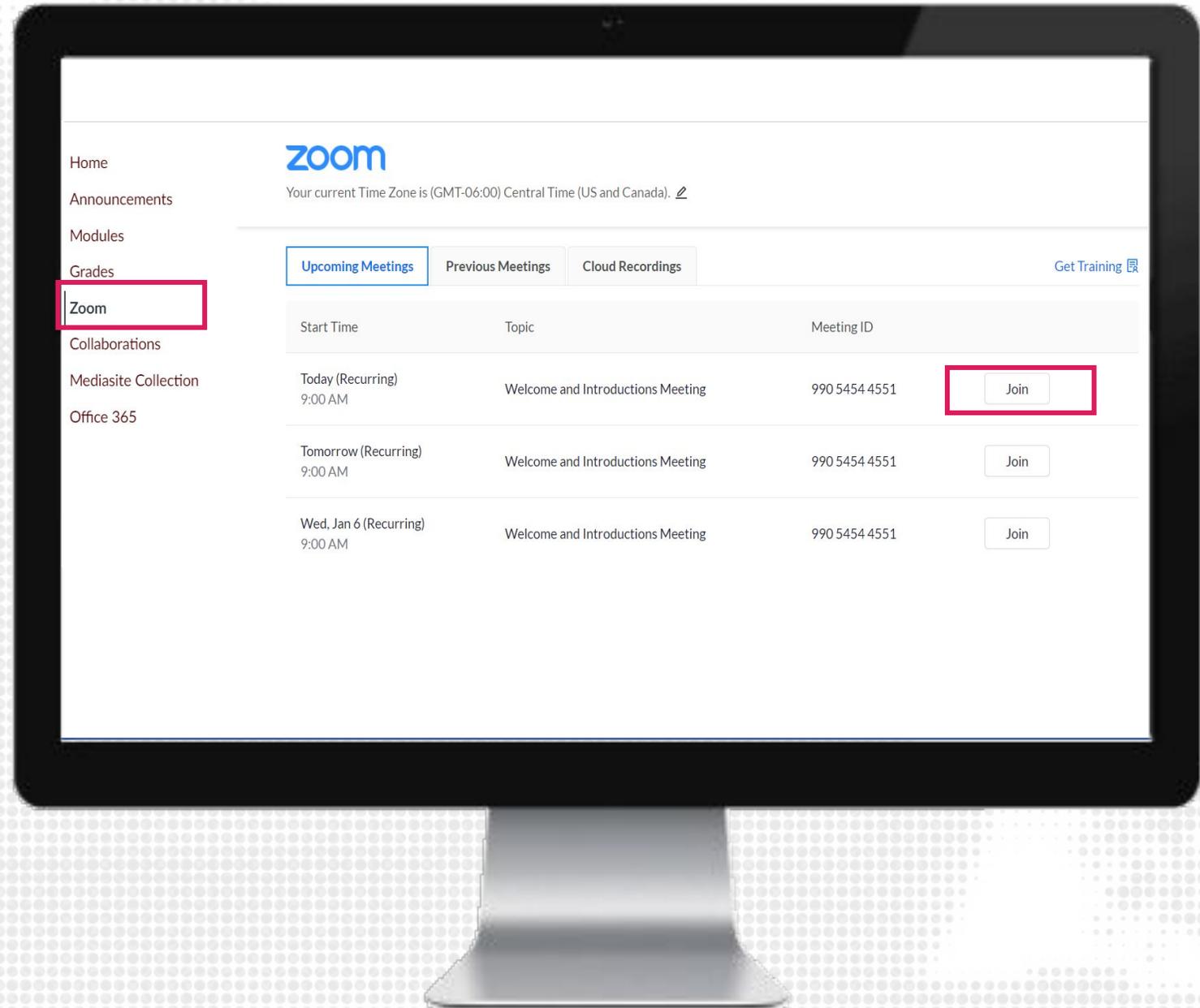
- Only authenticated users can join
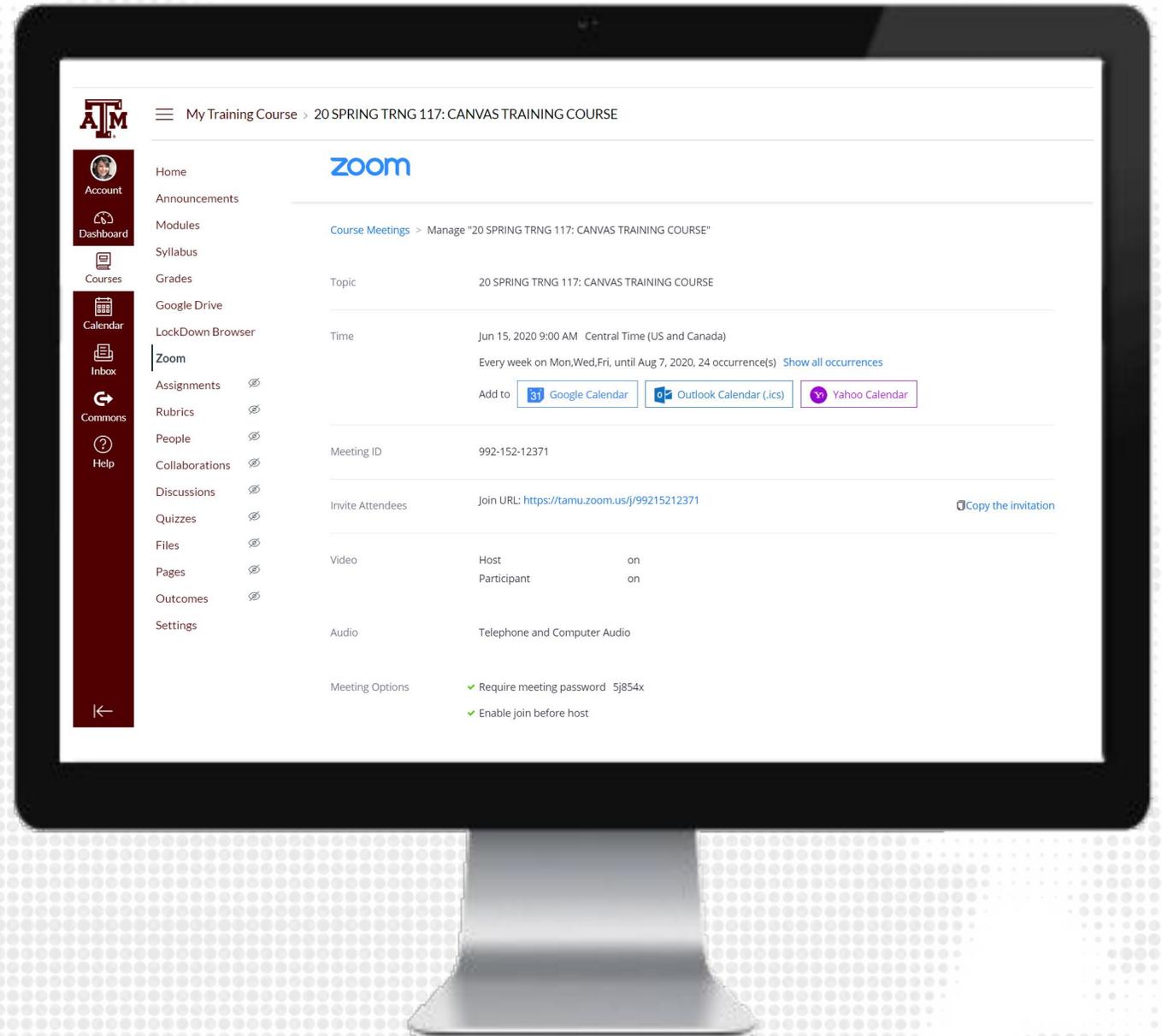
START ZOOM MEETING

1. From the Course Navigation, click on Zoom

2. Locate the meeting you would like to start

3. Click Start

ZOOM BEST PRACTICES

- All communication and access will be given to students from Canvas – no need to copy and paste invitations anymore

- Check and set your desired settings

- Become familiar with Zoom security settings as a host

FOR MORE RESOURCES

LMS.TAMU.EDU

VIRTUAL OFFICE HOURS

TRAINING

YOUTUBE
- TAMU Office for Academic Innovation

INSTAGRAM
- @TAMU_INNOVATION

SUPPORT
- AIHelp@tamu.edu
- 979-458-3417