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 Courseemail 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)

- 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
- 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