Send a Message in Canvas

Once you are logged into Canvas

1. Click on “Inbox” on the left-hand side
2. Click on the “Compose a new message” icon on the top
3. In the “Course” section you will select which course you want to send your message to
4. In the “To” section you can select whether you want the message to go to the entire course or to an individual student
5. Add a Subject and Body as you would normally
   a. If you select “Send an individual message to each recipient” it will not inform the recipient who else has received this message
   b. If you are returning assignments to the students, you will need to send an individual email to each one and attach the returned assignment relevant to each person, If you send group email, then all students will get all the attachments.
6. To finish, click “Send”