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## Canvas Notifications, Conversations, Announcements, & Discussions

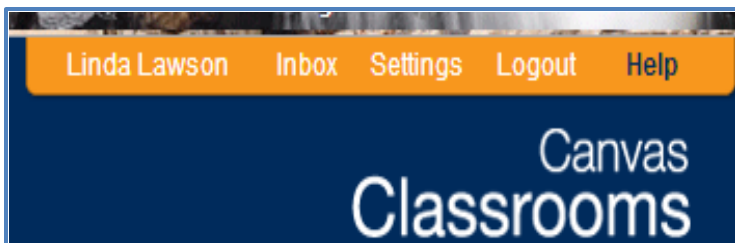
### Notification Preferences

Notification Preferences allow you to select how and when you want to be notified when various events occur within your course. This same functionality is extended to students, so they'll be notified whenever there is a change in a due date, an updated assignment, or a message sent from within Canvas. Canvas supports notification through email, SMS text message, Twitter, and Facebook. Canvas users can choose to receive notification alerts immediately, daily, weekly, or never.

### How do I set my Notification Preferences?

You can set each notification to your preference and it will apply to **all of your courses**.

### Open Personal Settings



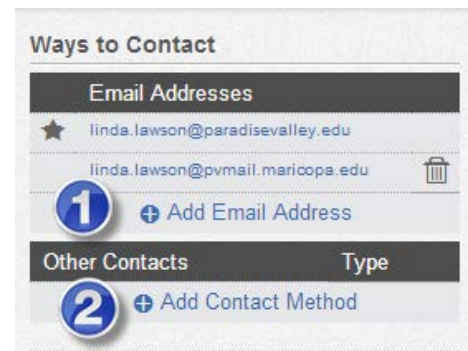
1. Click the **Settings** link.
2. Click the **Edit Settings** tab on the right-hand side of the screen to edit your personal settings.

If you want to be contacted through Facebook or Twitter, you will need to link to those services. Register the external service by clicking the **[Service Name]** button [1].



3. Click **Update Settings** when finished.

Before you can set your **Notification Preferences**, you will need to set the ways you want to be notified. Click the **Add Email Address** link to add **additional** emails to be contacted by [1]. Click the **Add Contact Method** link to add an SMS contact [2].



### Open Notifications

Click the **Notifications** button on the left-hand side of the page.

## Notification Preferences

	Email Address	Twitter
<b>Course Activities</b>	andy.griffith.canvas@gmail.com	AndyGriffith01
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Grading		
<input type="checkbox"/> Include scores when alerting about grade changes.		
Invitation		
Submission Comment		
<input type="checkbox"/> Mark new submission comments as read.		
<b>Discussions</b>		
Discussion Entry		
Discussion		
<b>Communications</b>		
Added To Conversation		
Conversation Message		
<b>Scheduling</b>		
Student Appointment Signups		
Appointment Signups		
Appointment Cancellations		
Appointment Availability		
Calendar		
<b>Groups</b>		
Membership Update		
<b>Alerts</b>		
Alert		
Administrative Notifications		

You will need to go through and set how you want to be notified for each type of alert. The notifications are divided up into six categories:

1. Course Activities
2. Discussions
3. Communications
4. Scheduling
5. Groups
6. Alerts

Your weekly notifications will be sent Saturdays between 8:00am and 10:00am.

	Email Address
<b>Course Activities</b>	Send weekly summary
Due Date	✓ 🕒 📅 ✕
Grading Policies	📅 Weekly
Course Content	
Files	
Announcement	✓ ASAP
Grading	✓ ASAP
<input type="checkbox"/> Include scores when alerting about grade changes.	
Invitation	✓ ASAP
All Submissions	
Late Grading	🕒 Daily
Submission Comment	🕒 Daily
<input type="checkbox"/> Mark new submission comments as read.	

When you hover over a cell, four icons appear.

1. By selecting the **Checkmark** icon, you will be immediately notified of any change for the activity.
2. By selecting the **Clock** icon, you will be notified daily of any change for the activity.
3. By selecting the **Calendar** icon, you will be notified weekly of any change for the activity.
4. By selecting the **X** icon, you will remove the notification preference and will not be notified of any change for the activity.

**Note:** Each set notification preference will apply to **all** of your courses.

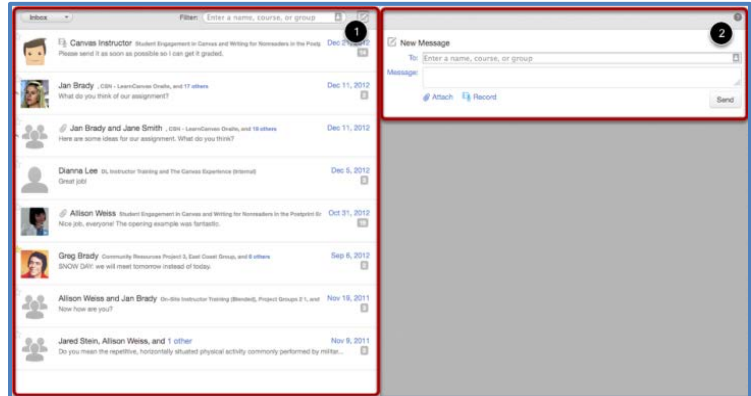
Lawson 4.10.13 - Contents of this document may slightly differ from the Canvas "live" site, as Canvas updates their site every three weeks. To view the latest release notes go to <http://help.instructure.com/forums/337224-product-release-notes>

## Conversations Inbox



Click the **Inbox** link.

Conversations are listed on the left side [1]. It displays all Conversations sent and received. The Conversations preview window is on the right side [2]. It displays the options to create and send a new message or a selected conversation.

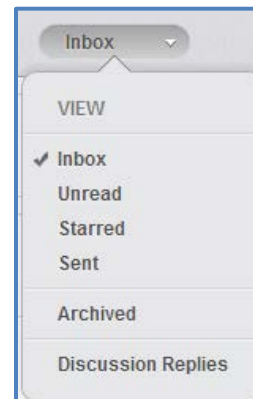


The Conversation Inbox is organized chronologically from newest to oldest with the newest Conversations appearing on top

and the older Conversations appearing towards the bottom.

## Other Ways to View Conversations

By clicking the **Inbox** dropdown menu, the window can be changed to display Unread Conversations, Starred Conversations, Sent Conversations, Archived Conversations, and Discussion Replies.

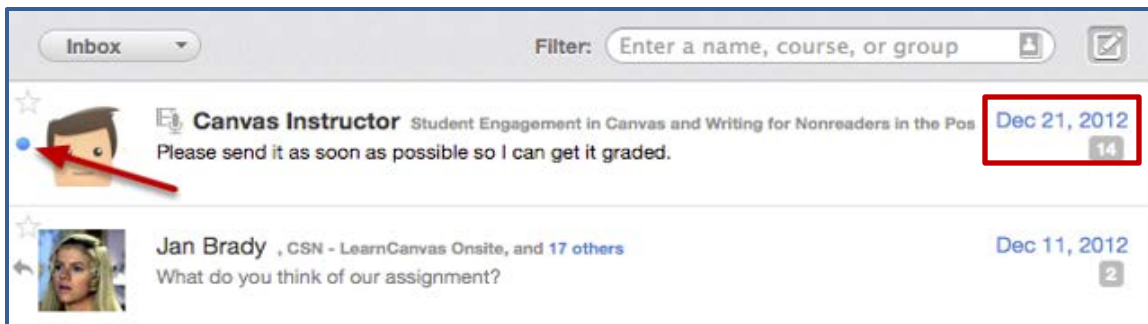


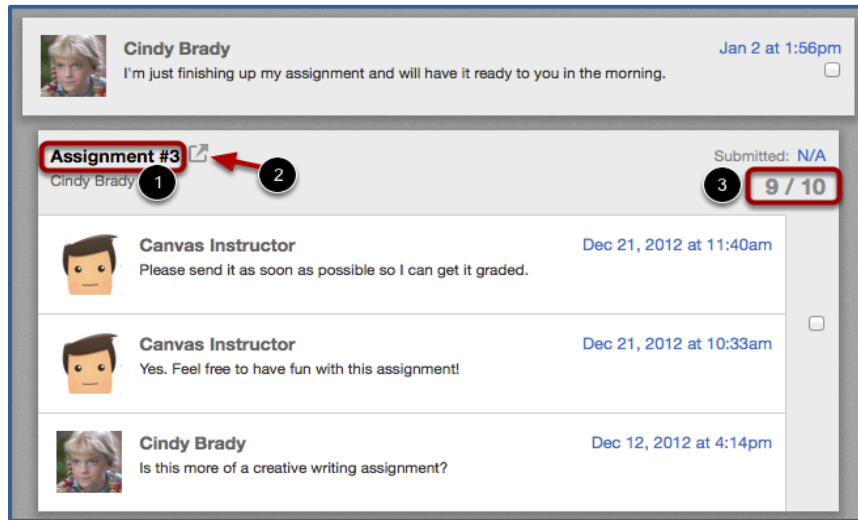
## Total Number of Messages in a Conversation

Select the conversation. The total number of messages in a Conversation is displayed in the right hand corner of the Conversation label underneath the time stamp.

## Unread Messages

All unread messages will have a blue dot located next to the profile picture of the sender. Once a Conversation has been read, the blue dot will disappear.



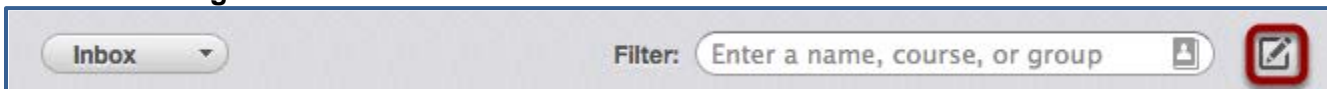


Canvas will find assignment comments and place them in Conversations, along with any private conversation between the instructor and the student. **Note:** SpeedGrader™ comments will **not** appear if any other users are part of the conversation thread.

Assignment comments are slightly indented and placed inside the expanded view of a Conversation. The block shows all assignment comments exchanged between the instructor and a student. The Assignment name is listed at the top in bold [1]. To link to the SpeedGrader™, click the pop-out link next to the Assignment name [2]. The score for the Assignment appears just below the message date [3].

### Composing a Message

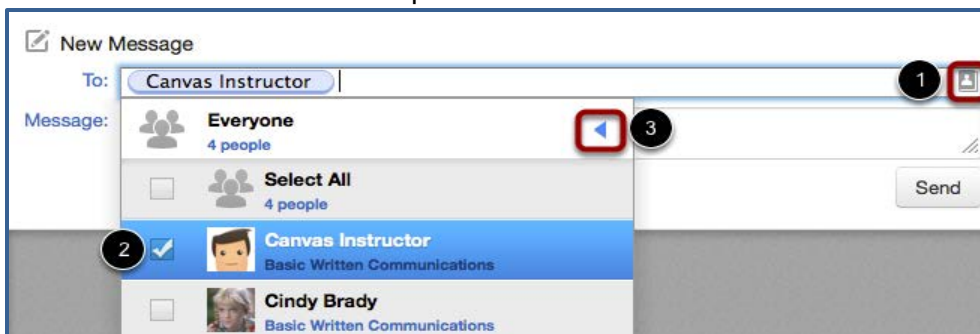
To address a message to an individual: Type their name in the To: field, use the course roster, or hover over the **new message** link in the conversation thread.



Click the **Pencil and Paper** icon to compose a new message.

When you start typing an individual's name in the To: field, Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the To: field, highlighted in light blue.

You can also hover over a recipient name and click on the white x to delete it from the To: field.



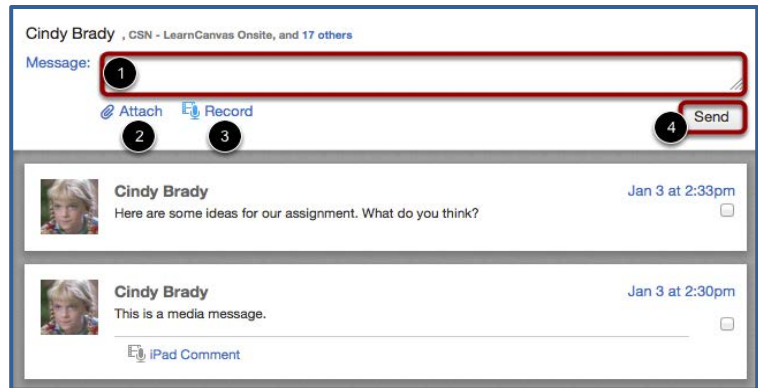
To select an individual from the course roster, click the **Address Book** icon [1] next to the To: field. From the course drop-down list, click the course name. Locate the individual and select the checkbox next to his or her name [2]. To navigate back to the list of courses, use the arrow icon [3].

Your message will appear as at the top of your **Inbox Conversations**. If you already have a conversation thread with the person you sent a message to, your message will appear **embedded in the thread**.

**Note:** Comments from assignments and quizzes also appear in your Conversations Inbox.

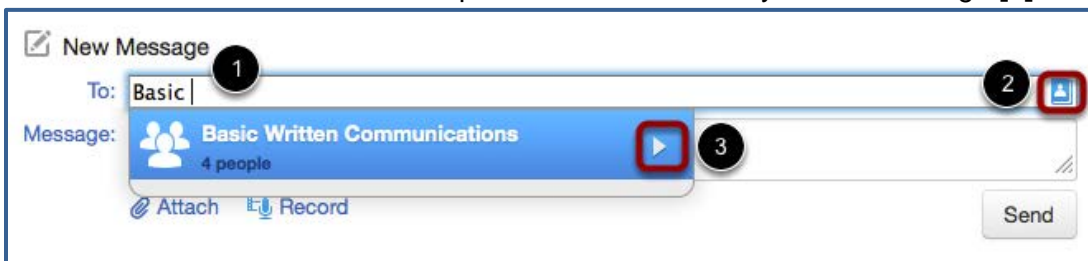
### Replying to a Message

Click the Conversation you want to respond to. Type your reply in the message field [1]. If you want to attach a file, click the Attach link [2]. If you want to record an audio or video file, click the Record link [3]. When you are ready, click the **Send** button [4].



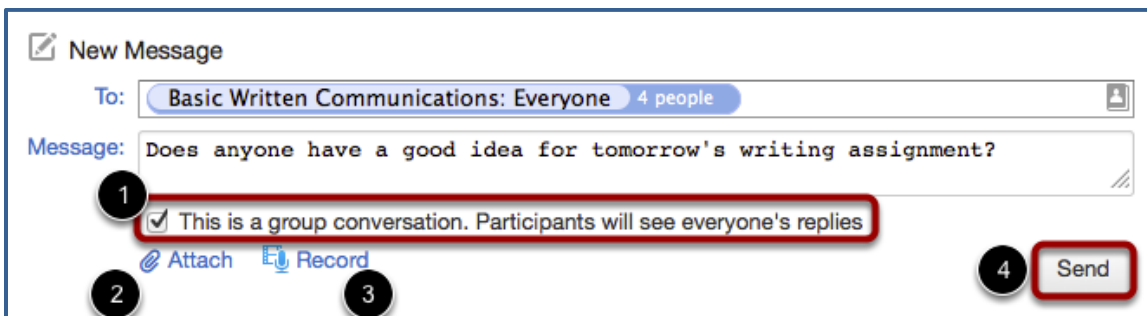
### Sending a Message to the Entire Class

In the To: field [1], start typing the course name, or use the address book [2] to locate the course name. Select the arrow to open the list of students you can message [3].



### Create a Class Conversation

Select the **This is a group conversation....** checkbox [1]. To attach a file, click the **Attach** link [2]. To attach a video or audio message, click the **Record** link [3]. When you are finished, click the **Send** button [4].



### How to Privately Respond to an Individual in a Larger Conversation.

Even when you are part of a group conversation, you can privately respond to another individual. Locate the individual you want to send a private message to. Hover your mouse next to the individual's name until you see a **blue New Message link**. Click the **New Message** link.

Type the name of the individual in the "To:" field.



## Forward, Delete, & Filter

To Mark as **Unread**, **Star**, **Archive**, or **Delete**:

Select the message from the **left pane**.

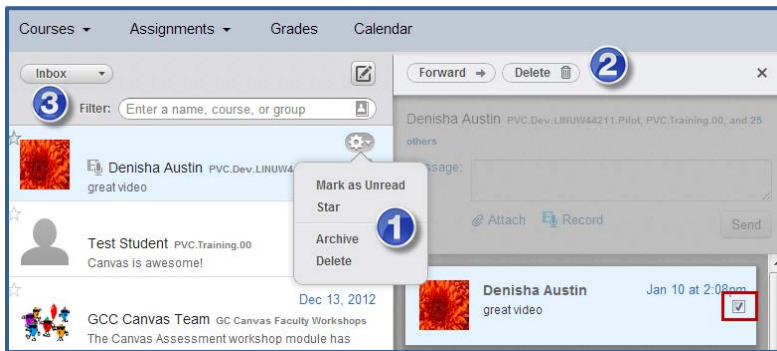
1. Click the **Gear Icon** and choose the option needed. Note: If you **Delete** using this menu it will delete the **ENTIRE** conversation.

To delete or forward a **SINGLE** email:

- On the **right pane**, (preview pane), check the box within the email.
2. You will now be able to forward or delete that **Individual** email.

To Filter emails:

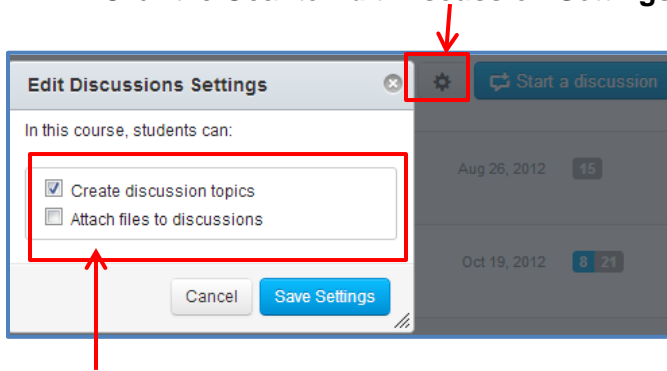
3. Enter Name, Course, or Group in the “filter field”.



## Notes

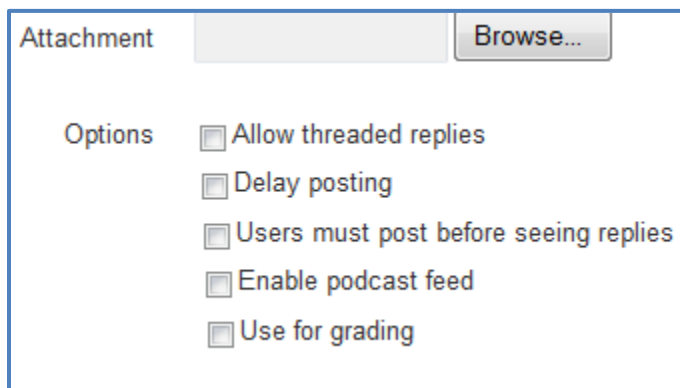

# Discussions

1. Choose **Discussion** from the menu.
2. Click the Gear to **Edit Discussion Settings**



If you would like the students to be able to create discussion topics and/or attach files or images to a discussion click the corresponding box.

3. Click **Start a Discussion**.
4. Enter **Discussion Topic Title**.
5. Type in your content in the **Rich Text Editor**
6. Choose your **Options**



## Options

- Allow threaded replies
  - Non-threaded discussion provides a more focused discussion. Focused discussions are relatively short-lived interactions that tend to "disappear" as the course progresses, such as a weekly forum for questions related to that week's activities.
  - Threaded discussion provides for multiple posts and related comments. Threaded Discussions lend themselves to the refining of complex ideas. Responses and different lines of inquiry that can be quickly navigated due to its hierarchical structure. Threaded Discussions may be long-standing spaces for thoughts that persist throughout an entire course.



- Delay the posting of the discussion topic by setting the date and time for release.
- Prevent students from seeing replies until they have posted their response.
- Enable podcast feed
- Use for grading

7. Click **Save**.

### Reply to the discussion topic

1. Open the discussion topic.
2. Type your reply in the “**Reply box**”.
3. Click **Post Response**.
4. The creator of the Discussion can **Edit**, **Delete**, or **Close for Comments**.
5. Ability to search for entries or authors that have not read the Discussion.

## Announcements

Announcements are the messages that you send to the entire course; these are archived under the Announcements feature on the left-side menu. By indicating specific notification features your students can determine the method by which your announcements are pushed out -- by text, by email, through a Facebook update, or within a Twitter feed. Like most other messaging in Canvas, an Announcement can contain text, links to other Canvas pages or activities, images, or embedded media.

### Creating and Managing Announcements

1. Click the **Announcements** button.
2. Click **Make an Announcement**.
3. You have the ability to **Delay posting** of an Announcement.
4. Student must **Post before seeing replies**.
5. **Enable podcast feed**.
6. **Add an attachment**.
7. Announcements allow all the features of the **Rich Text Editor**.
8. After setting options **Click Save**.

Announcements are listed in reverse chronological order with the newest appearing first and the older Announcements appearing towards the bottom.



