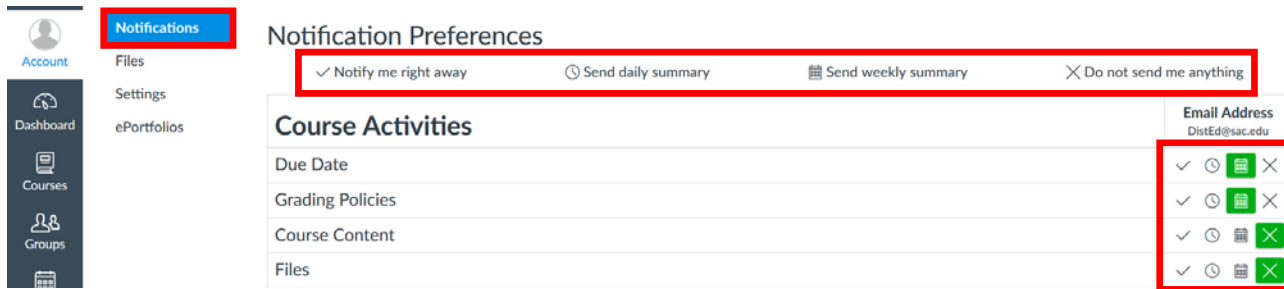


COMMUNICATION IN CANVAS

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

NOTIFICATION SETTINGS

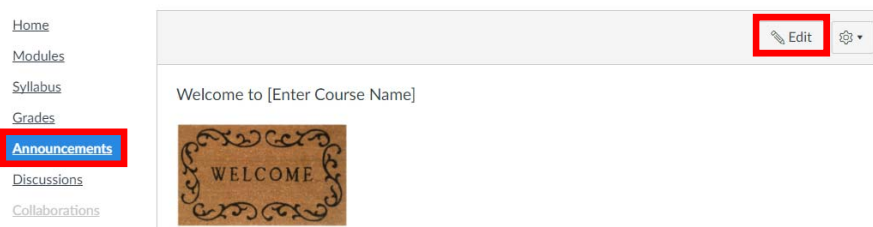
Canvas Notification Settings control how and when Canvas notifies users. Notification Settings can be customized. To access the Notification Settings, click the **Account** link on the Global Navigation Menu, and select **Notification** from the menu. Click the notification option to select for each item.



The screenshot shows the 'Notification Preferences' page. On the left is a navigation menu with 'Account' selected. The main area has a 'Notification Preferences' header. Below it are four notification options: 'Notify me right away' (checked), 'Send daily summary', 'Send weekly summary', and 'Do not send me anything'. Below these is a table titled 'Course Activities' with columns for the activity name and an 'Email Address' column. The activities listed are 'Due Date', 'Grading Policies', 'Course Content', and 'Files'. Each activity has a set of notification icons (checkmark, clock, calendar, and X) in the 'Email Address' column. The 'Email Address' column header is 'DistEd@sac.edu'.

ANNOUNCEMENTS

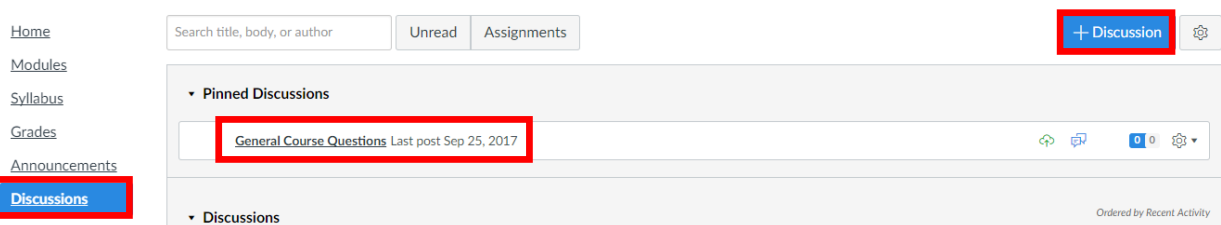
Announcements allow faculty to broadcast information to the entire class at once. The three most recent announcements will display at the top of the home page. To access, click the **Announcements** link on the Course Navigation Menu. To edit an announcement, click on the announcement to access it, then click the **Edit** button on the top right of the page. There is an option to **Delay Posting**, which will not release and notify students of the announcement until the specified date.



The screenshot shows the 'Announcements' page in a course. On the left is a navigation menu with 'Announcements' selected. The main area shows a 'Welcome to [Enter Course Name]' message with a decorative 'WELCOME' sign. In the top right corner of the announcement area, there is an 'Edit' button and a settings icon.

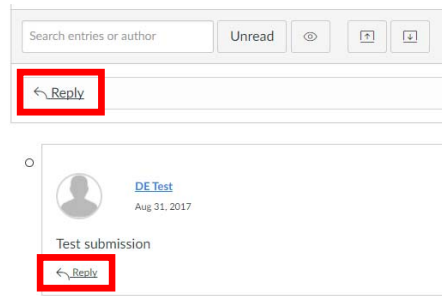
DISCUSSIONS

Discussions allow asynchronous communication between course participants. Discussions in Canvas can be classified as Pinned (always at the top), Discussion (open discussions), and Closed for Comments (manually closed or past the available until date). Discussions that are Closed for Comments are still available to students in a read-only format. To access, click the **Discussions** link on the Course Navigation Menu. To add a new Discussion, click the **+ Discussion** button at the top of the page. To access an existing Discussion, click on the title. Click the **Edit** button at the top right to edit an existing Discussion. To reorder drag and drop the Discussion to the desired location.



The screenshot shows the 'Discussions' page in a course. On the left is a navigation menu with 'Discussions' selected. The main area has a search bar and buttons for 'Unread' and 'Assignments'. In the top right corner, there is a '+ Discussion' button and a settings icon. Below this is a section for 'Pinned Discussions' with a discussion titled 'General Course Questions' last posted on Sep 25, 2017. Below that is a section for 'Discussions' with the text 'Ordered by Recent Activity'.

To post to a Discussion, click to access. Click the **Reply** field beneath the prompt and type the post in the provided text box. **To reply to another post**, click the **Reply** link directly beneath the post to be replied to.

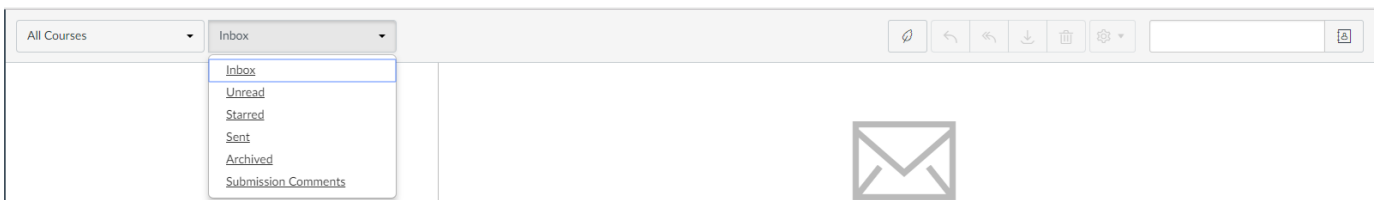


(CONVERSATION) MESSAGES

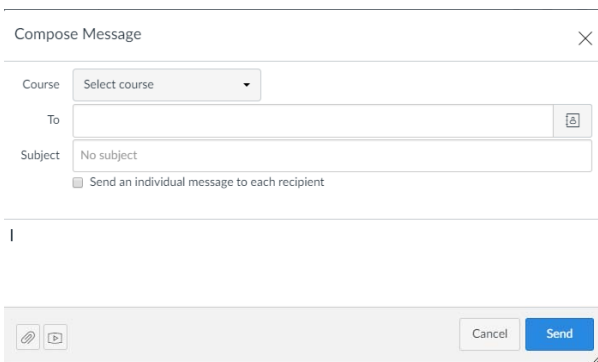
Conversation Messages are the messaging tool in Canvas. While the Messages are not Email, and are stored in Canvas, a Notification Preference can be set to push Messages to an Email. Messages can be replied to directly from the Notification Email.



Conversations can be accessed by clicking the **Inbox** icon on the Global Navigation Menu. Conversations are managed in the Inbox, where users can create, replay and manage the messages.



The Inbox has options to display all courses or a specific course, and / or by status (Inbox, Unread, Starred, Sent, Archived, Submission Comments). On the right of the toolbar, there are icons to **Compose** a new message, **Reply**, **Reply All**, **Archive**, **Delete** and **Settings**. There is a search field for the address book to the far right and an address book icon. Messages are “threaded” and displayed in a conversation format, meaning that related messages are displayed together in a string.



To create a new message, click the **Compose** button. Use the pulldown to select the course, then select the recipient(s). Enter a subject. Click the **Send an individual message to each recipient** checkbox to select. This will add recipient(s) as bcc's so that recipients will not see the names of others receiving the message. Enter the text in the provide box.

Attachments and media can be added using the icons at the bottom. Click the **Send** button to send the message.



To help keep the Inbox organized and manageable, **Archive** messages once they have been read and responded to. This will ensure that only new or messages that need attention are displayed in the Inbox. Archived messages can be accessed at any time using the “Inbox” drop down, and selecting **Archived** from the menu.