

## 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

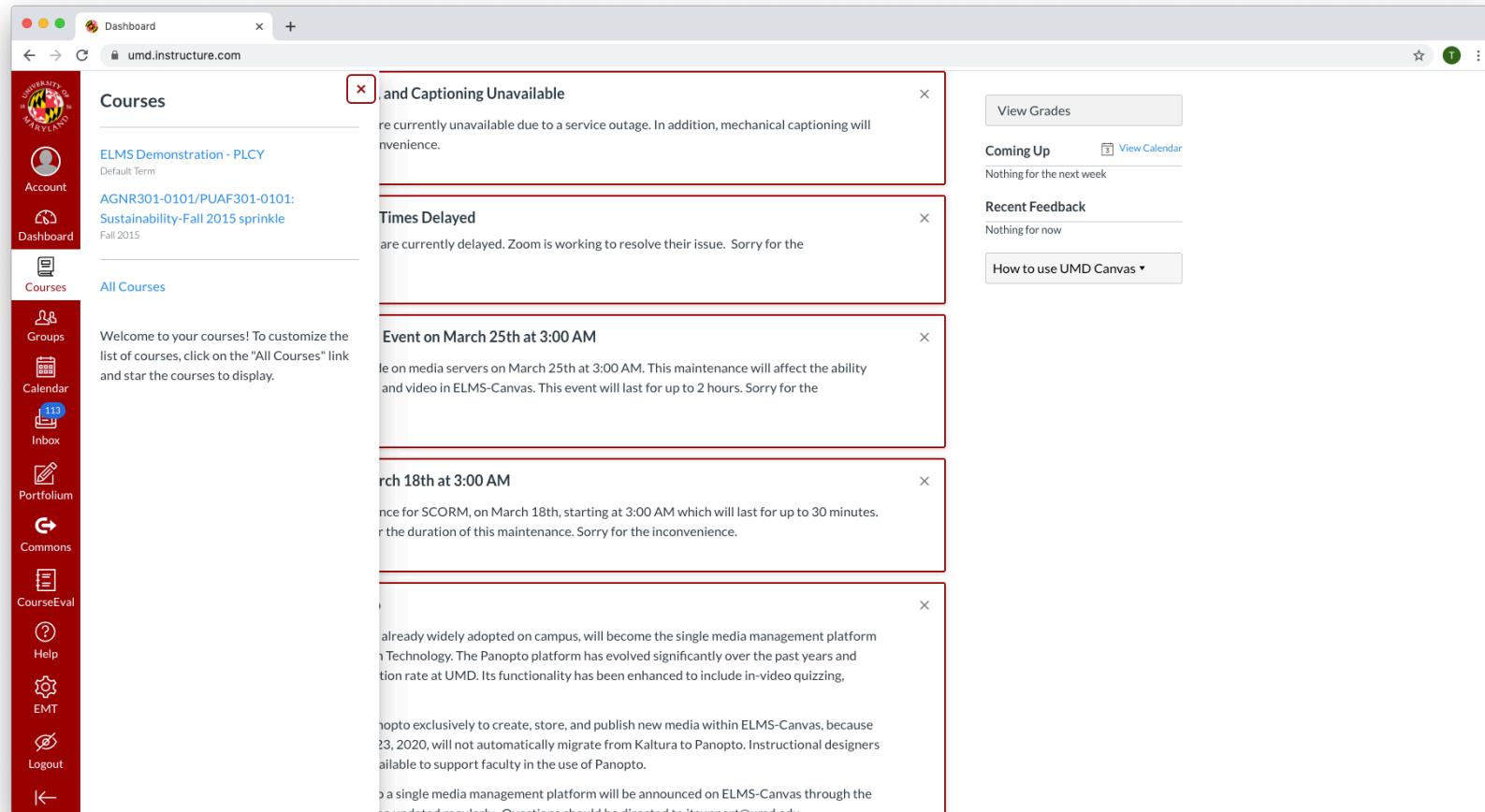
# **Using Canvas Announcements to send messages to students**

# 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

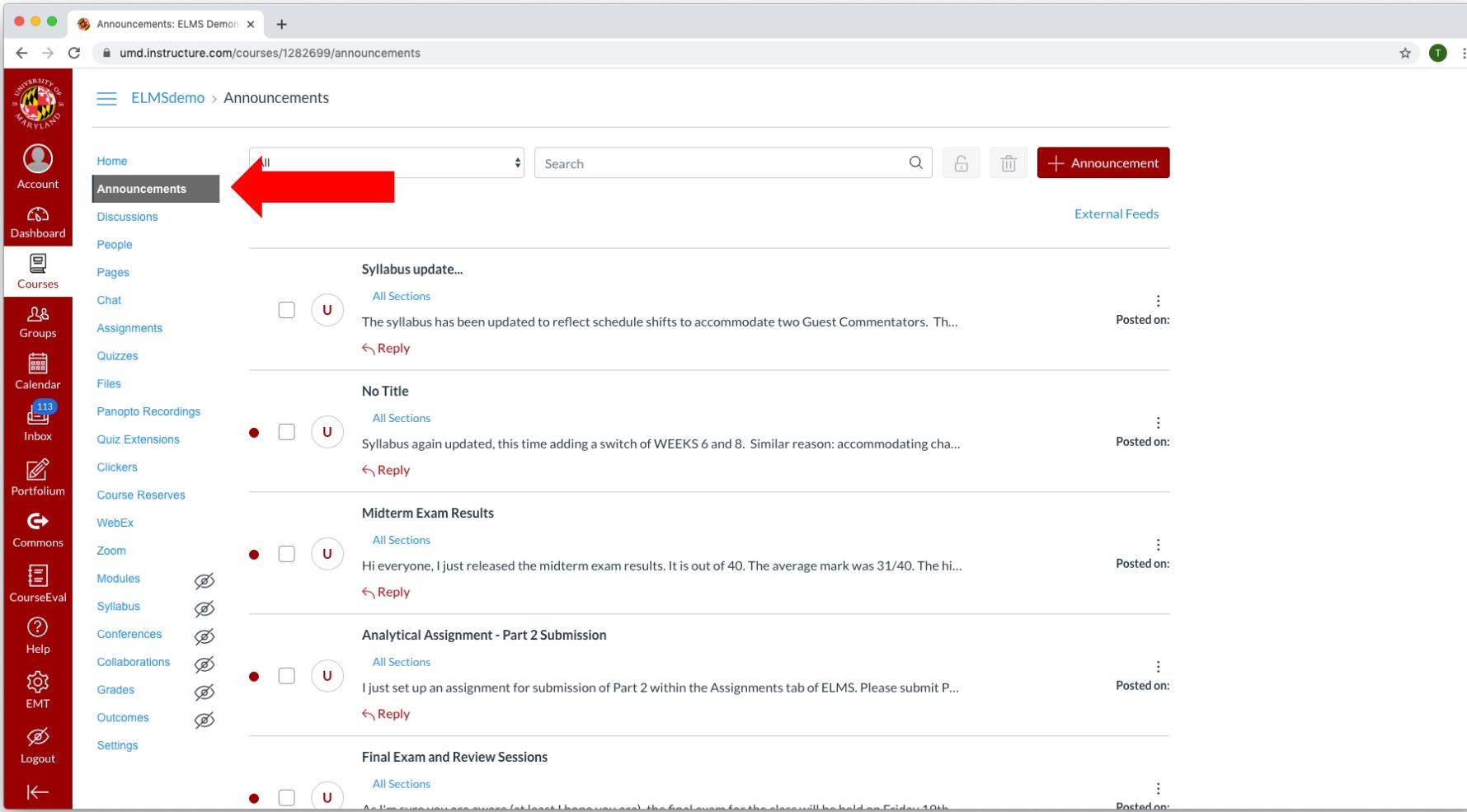


The screenshot shows the Canvas Dashboard with a red arrow pointing to the 'Courses' link in the left navigation menu. The main content area displays a list of course announcements:

- and Captioning Unavailable**  
are currently unavailable due to a service outage. In addition, mechanical captioning will not be available. Sorry for the inconvenience.
- Times Delayed**  
are currently delayed. Zoom is working to resolve their issue. Sorry for the inconvenience.
- Event on March 25th at 3:00 AM**  
Maintenance will be performed on media servers on March 25th at 3:00 AM. This maintenance will affect the ability to upload media and video in ELMS-Canvas. This event will last for up to 2 hours. Sorry for the inconvenience.
- March 18th at 3:00 AM**  
Maintenance for SCORM, on March 18th, starting at 3:00 AM which will last for up to 30 minutes. Sorry for the duration of this maintenance. Sorry for the inconvenience.
- Panopto Platform**  
Panopto, which is already widely adopted on campus, will become the single media management platform for all instructional media at UMD. Kaltura Media Services, which will be discontinued on March 23, 2020, will not automatically migrate from Kaltura to Panopto. Instructional designers are available to support faculty in the use of Panopto.
- Single Media Management Platform**  
Panopto exclusively to create, store, and publish new media within ELMS-Canvas, because Panopto will be the single media management platform at UMD. Its functionality has been enhanced to include in-video quizzing.

- 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

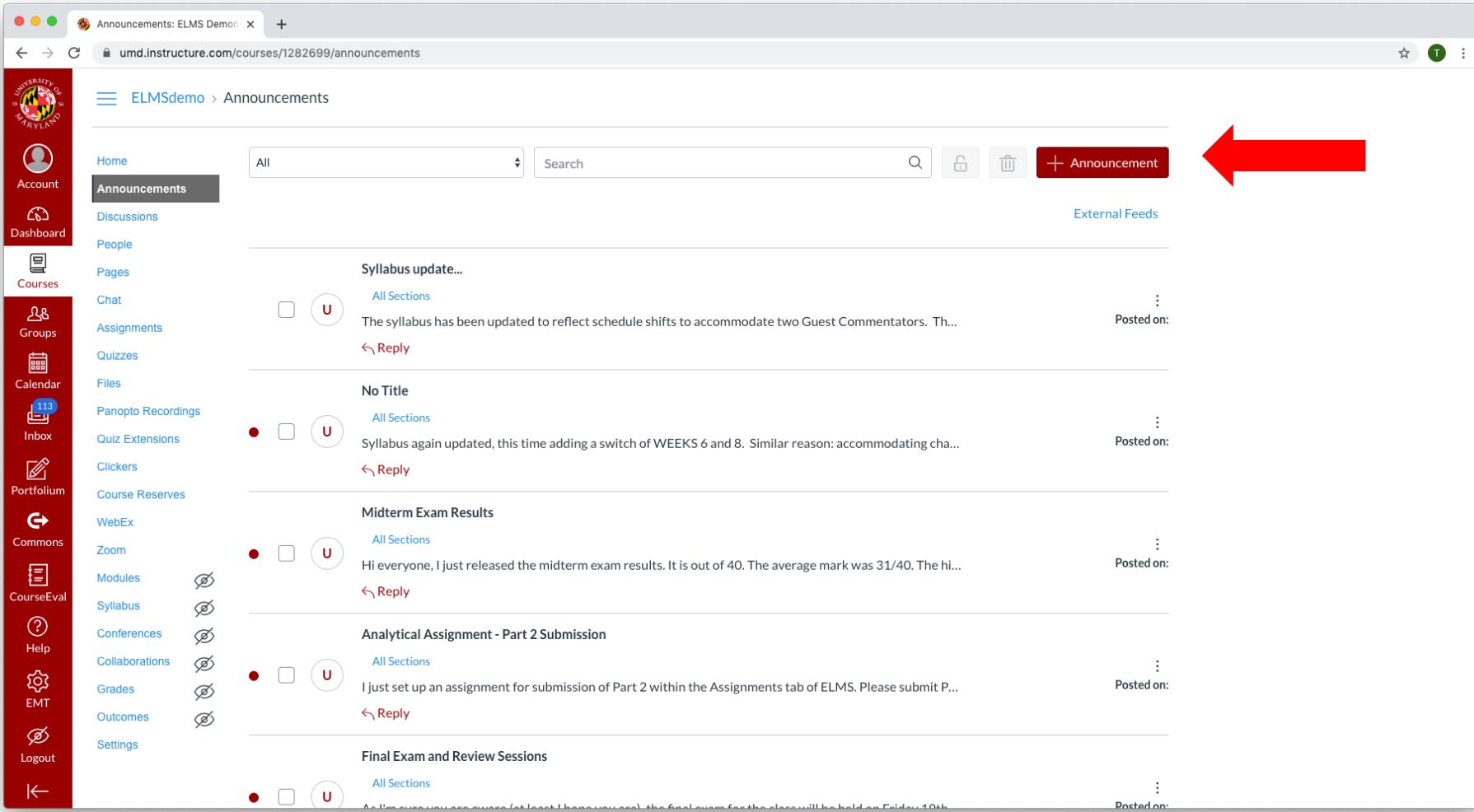


The screenshot shows the Canvas course interface. On the left, a vertical sidebar lists various course tools: Account, Dashboard, Courses, Groups, Calendar, Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout. The 'Courses' icon is highlighted. The main content area is titled 'Announcements: ELMS Demo' and shows the 'Announcements' section. The sidebar has a red arrow pointing to the 'Announcements' link. The announcements list includes:

- Syllabus update...** (All Sections) - The syllabus has been updated to reflect schedule shifts to accommodate two Guest Commentators. The... Posted on: [redacted]
- No Title** (All Sections) - Syllabus again updated, this time adding a switch of WEEKS 6 and 8. Similar reason: accommodating cha... Posted on: [redacted]
- Midterm Exam Results** (All Sections) - Hi everyone, I just released the midterm exam results. It is out of 40. The average mark was 31/40. The hi... Posted on: [redacted]
- Analytical Assignment - Part 2 Submission** (All Sections) - I just set up an assignment for submission of Part 2 within the Assignments tab of ELMS. Please submit P... Posted on: [redacted]
- Final Exam and Review Sessions** (All Sections) - As the exam is approaching, the final exam for the class will be held on Friday 10th [redacted] Posted on: [redacted]

- Select “Announcements” from the left-hand side menu

# 4. Create a new announcement



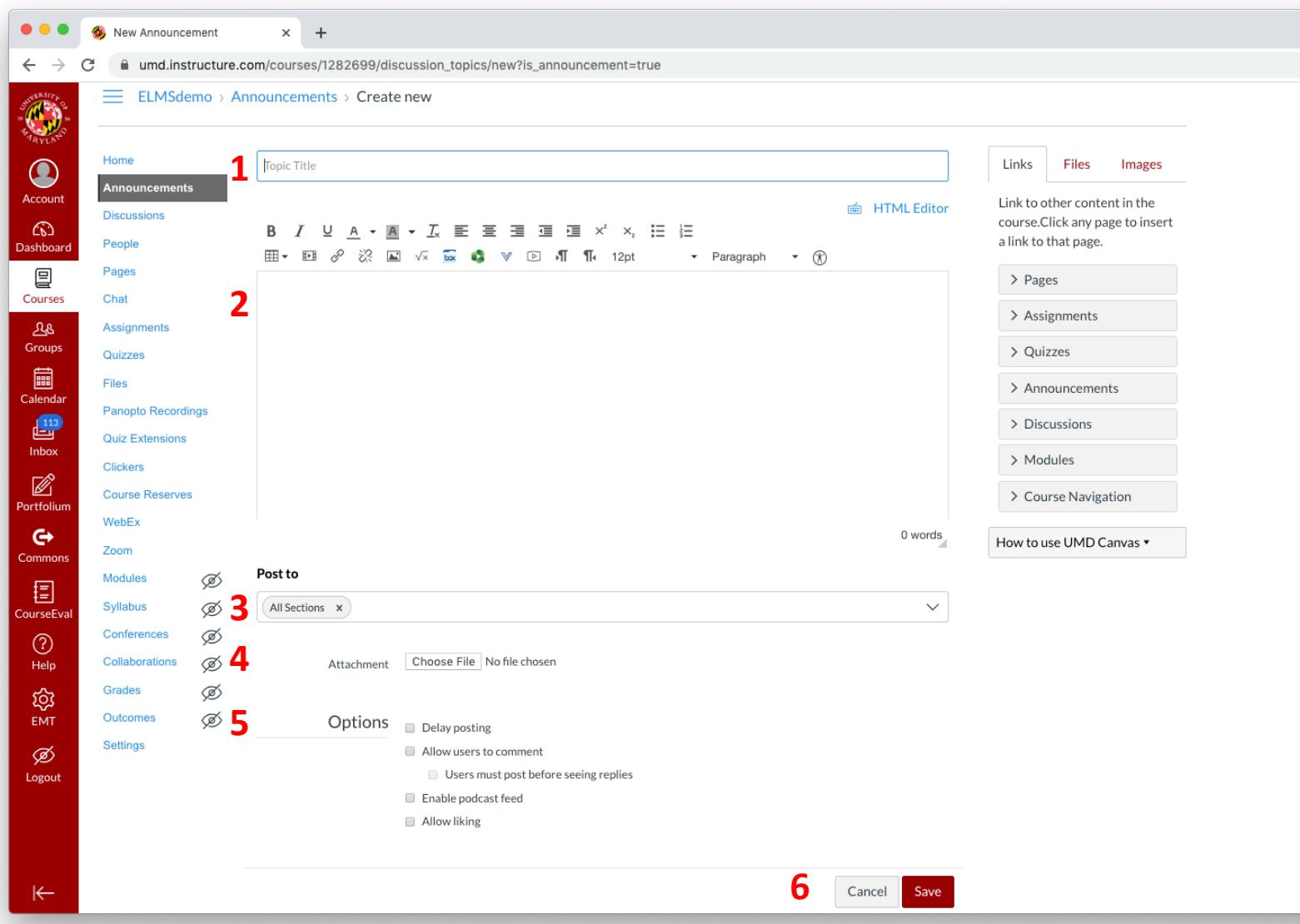
The screenshot shows the 'Announcements' page within the ELMS (Instructure) platform. The left sidebar contains various course management links such as Home, Announcements (which is selected and highlighted in dark grey), Discussions, People, Pages, Chat, Assignments, Quizzes, Files, Panopto Recordings, Quiz Extensions, Clickers, Course Reserves, WebEx, Zoom, Modules, Syllabus, Conferences, Collaborations, Grades, Outcomes, and Settings. The main content area displays a list of announcements:

- Syllabus update...**  
All Sections  
The syllabus has been updated to reflect schedule shifts to accommodate two Guest Commentators. Th...  
Posted on: [date]  
[Reply]
- No Title**  
All Sections  
Syllabus again updated, this time adding a switch of WEEKS 6 and 8. Similar reason: accommodating cha...  
Posted on: [date]  
[Reply]
- Midterm Exam Results**  
All Sections  
Hi everyone, I just released the midterm exam results. It is out of 40. The average mark was 31/40. The hi...  
Posted on: [date]  
[Reply]
- Analytical Assignment - Part 2 Submission**  
All Sections  
I just set up an assignment for submission of Part 2 within the Assignments tab of ELMS. Please submit P...  
Posted on: [date]  
[Reply]
- Final Exam and Review Sessions**  
All Sections  
As the exam is approaching, I have arranged the final exam for the class will be held on Friday 10th...  
Posted on: [date]  
[Reply]

A large red arrow points to the '+ Announcement' button located at the top right of the main content area.

- Click “+ Announcement” to create a new announcement

# 5. Create the announcement content



1 Topic Title

2

3 All Sections

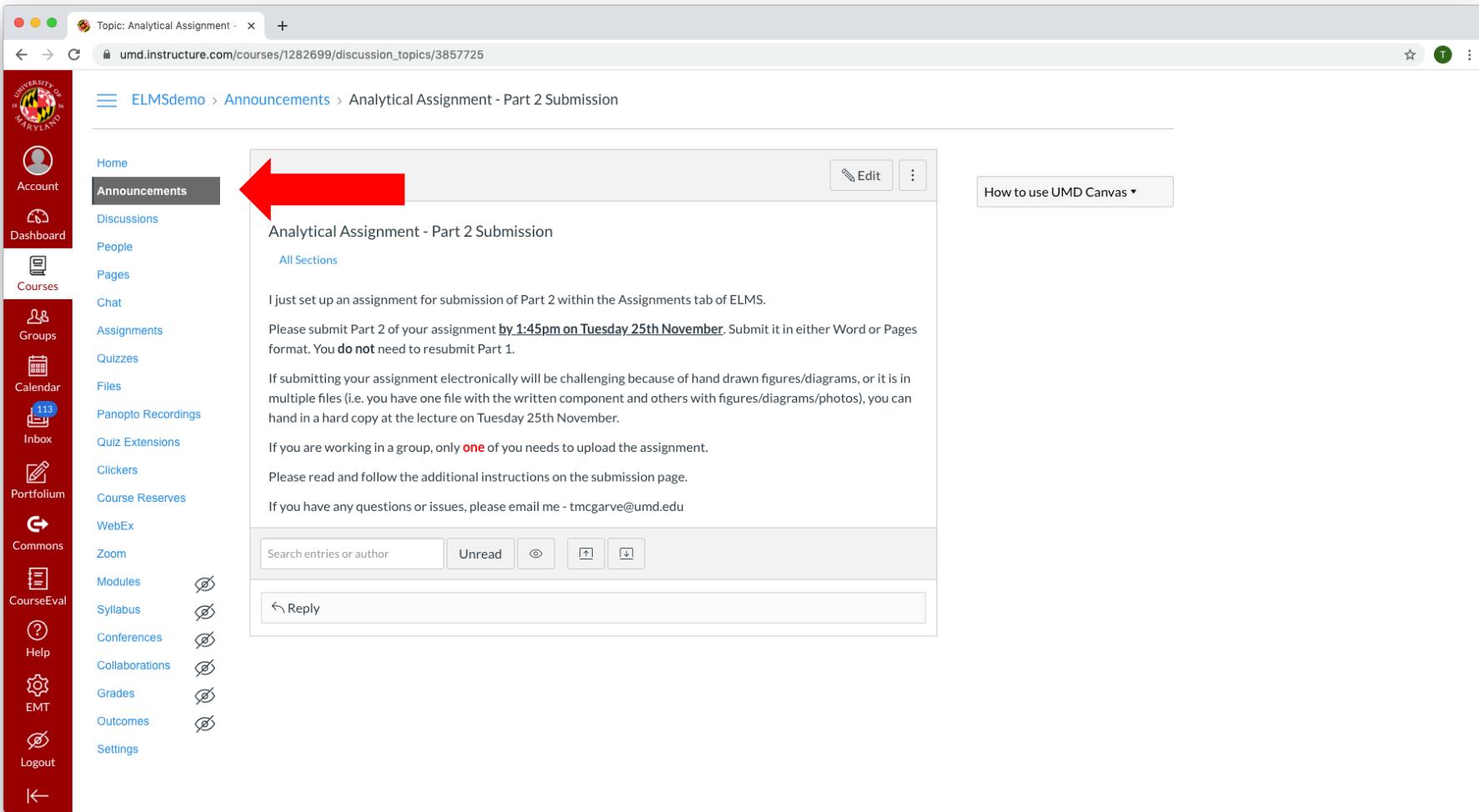
4 Attachment Choose File No file chosen

5 Options

6 Cancel Save

- 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



The screenshot shows a web browser window for the UMD Canvas course 'Topic: Analytical Assignment'. The URL is [https://umd.instructure.com/courses/1282699/discussion\\_topics/3857725](https://umd.instructure.com/courses/1282699/discussion_topics/3857725). The left sidebar is a red vertical navigation bar with various course management links. The main content area shows an announcement titled 'Analytical Assignment - Part 2 Submission'. The announcement text is as follows:

I just set up an assignment for submission of Part 2 within the Assignments tab of ELMS. Please submit Part 2 of your assignment by 1:45pm on Tuesday 25th November. Submit it in either Word or Pages format. You **do not** need to resubmit Part 1.

If submitting your assignment electronically will be challenging because of hand drawn figures/diagrams, or it is in multiple files (i.e. you have one file with the written component and others with figures/diagrams/photos), you can hand in a hard copy at the lecture on Tuesday 25th November.

If you are working in a group, only **one** of you needs to upload the assignment.

Please read and follow the additional instructions on the submission page.

If you have any questions or issues, please email me - [tmcgarve@umd.edu](mailto:tmcgarve@umd.edu)

At the bottom of the announcement, there is a reply box with a red arrow pointing to it from the left sidebar.

- 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

Inbox

umd.instructure.com/conversations#filter=type=inbox

All Courses

Inbox

Thursday

Todd McGarvey, James Stillwell  
Week 3 Lecture - Principles of Pu...  
Hi Todd – Can you share here what thi...

May 12, 2016

Nathan Hultman, Bethel Tarekeg...  
Make Up Class Friday  
We will do our make up class tomorrow...

May 2, 2016

Nathan Hultman, Bethel Tarekeg...  
CANCELLED ...  
Dear PUAF 699 - I regret that i have to ...

Apr 27, 2016

Nathan Hultman, Bethel Tarekeg...  
4/29 Behaviors and Barriers of En...  
\*\*Sending this on behalf of SPP Environ...

Apr 21, 2016

Beatrice O'Connor, Todd McGarv...  
Forum  
I would also like to apologize for the del...

Apr 18, 2016

Nathan Hultman, Bethel Tarekeg...  
Country Briefs  
Country briefs are uploaded on our EL...

No Conversations Selected

113

Account

Courses

Groups

Calendar

Inbox

Portfolio

Commons

CourseEval

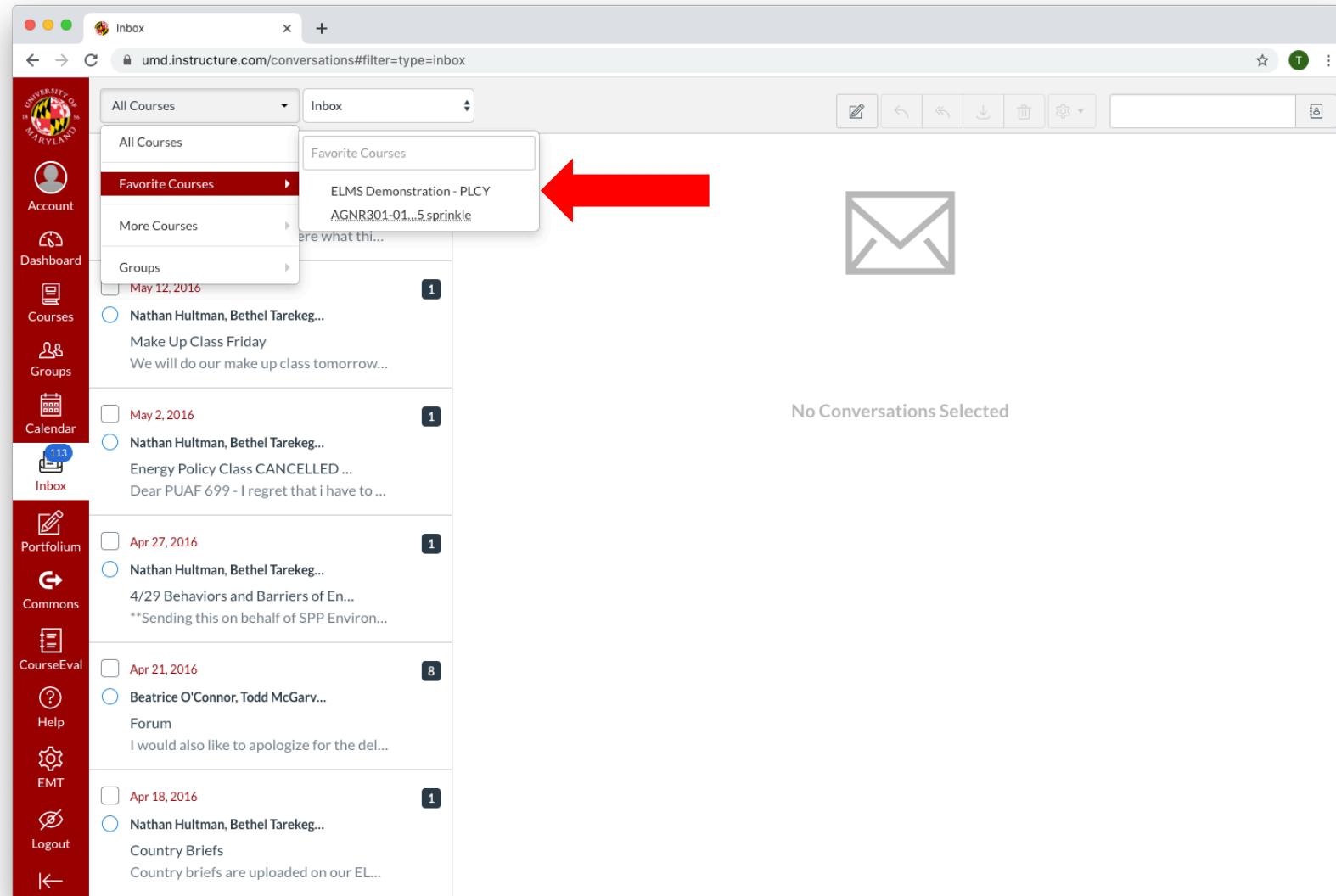
Help

EMT

Logout

- Select “Inbox” from the left-hand side menu

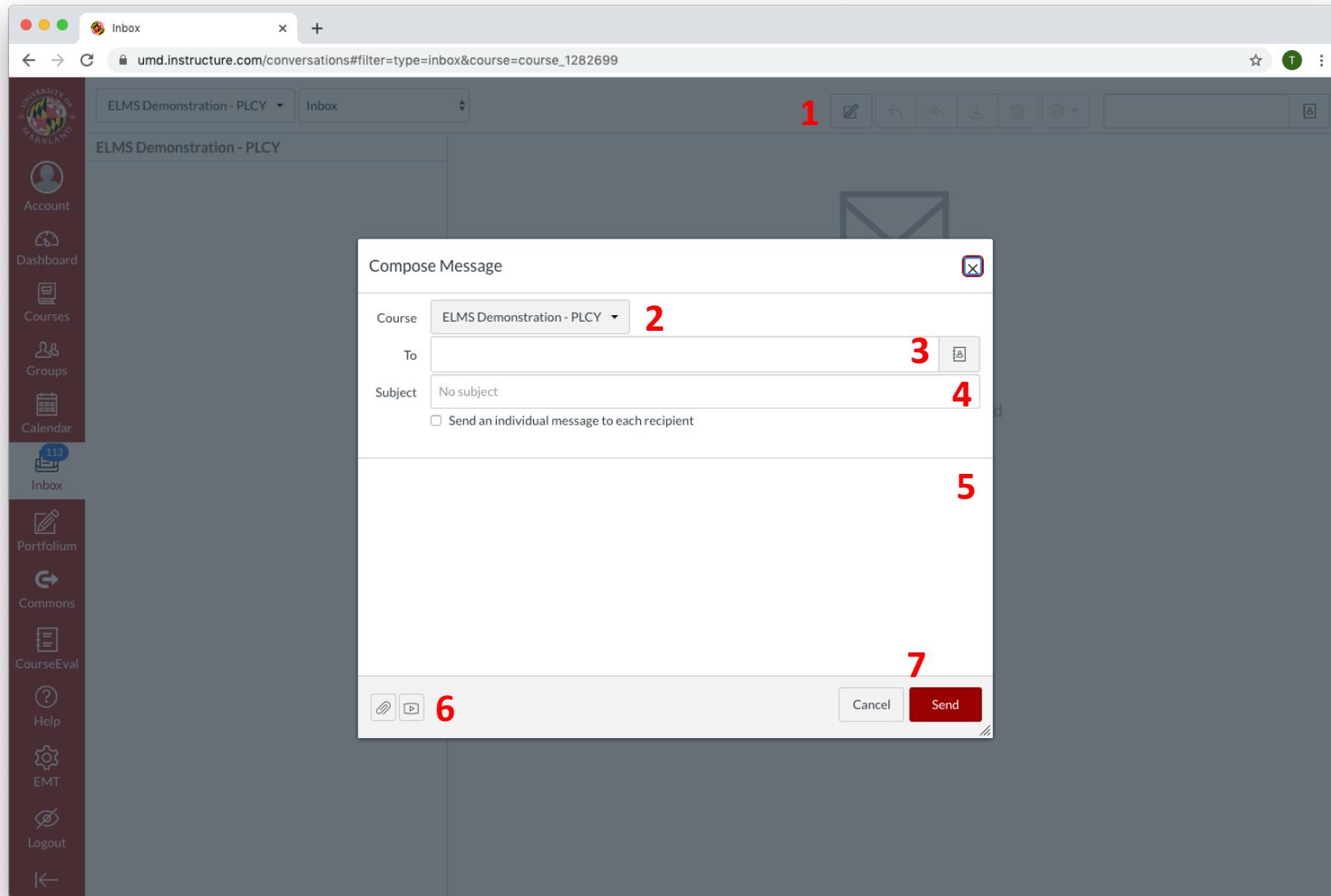
### 3. Select the Canvas course to send a message to



The screenshot shows the Canvas inbox interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, and various other tools. The 'Inbox' icon is highlighted with a red background. The main area is titled 'Inbox' and shows a dropdown menu for 'All Courses' with 'Favorite Courses' selected. A red arrow points to this 'Favorite Courses' option. Below it, a list of courses is shown, including 'ELMS Demonstration - PLCY' and 'AGNR301-01... 5.sprinkle'. The inbox displays 'No Conversations Selected' with a large envelope icon.

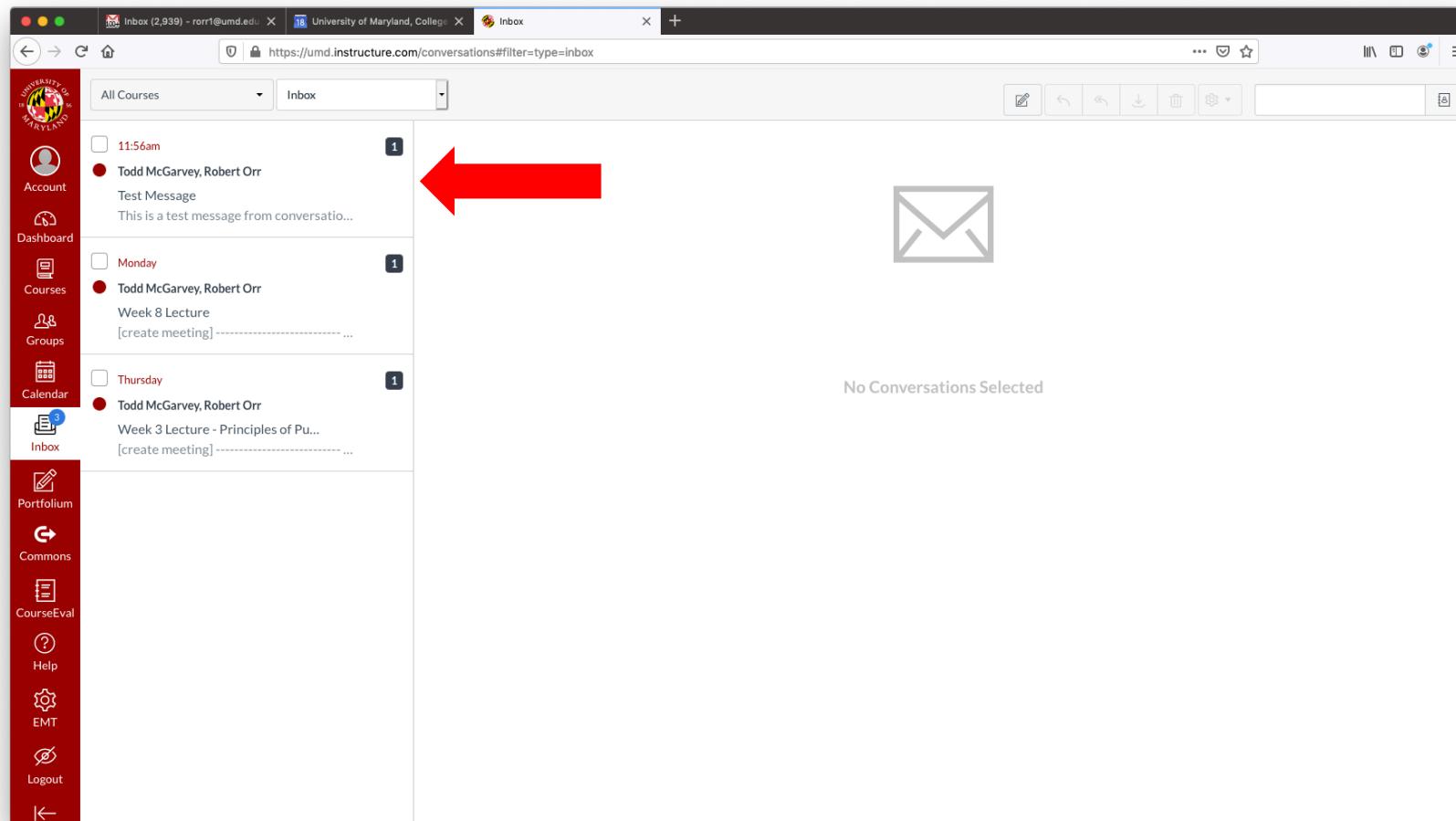
- From the drop down menu, select the Canvas course to which you wish to send a message
  - This will open an inbox specific to that course

## 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



The screenshot shows the Canvas inbox interface. On the left, a vertical sidebar menu includes options like Account, Dashboard, Courses, Groups, Calendar, and Portfolio. The 'Inbox' icon is highlighted. The main area is titled 'Inbox' and shows a list of messages. A red arrow points to the first message in the list. The message details are as follows:

- 11:56am
- Todd McGarvey, Robert Orr
- Test Message
- This is a test message from conversatio...

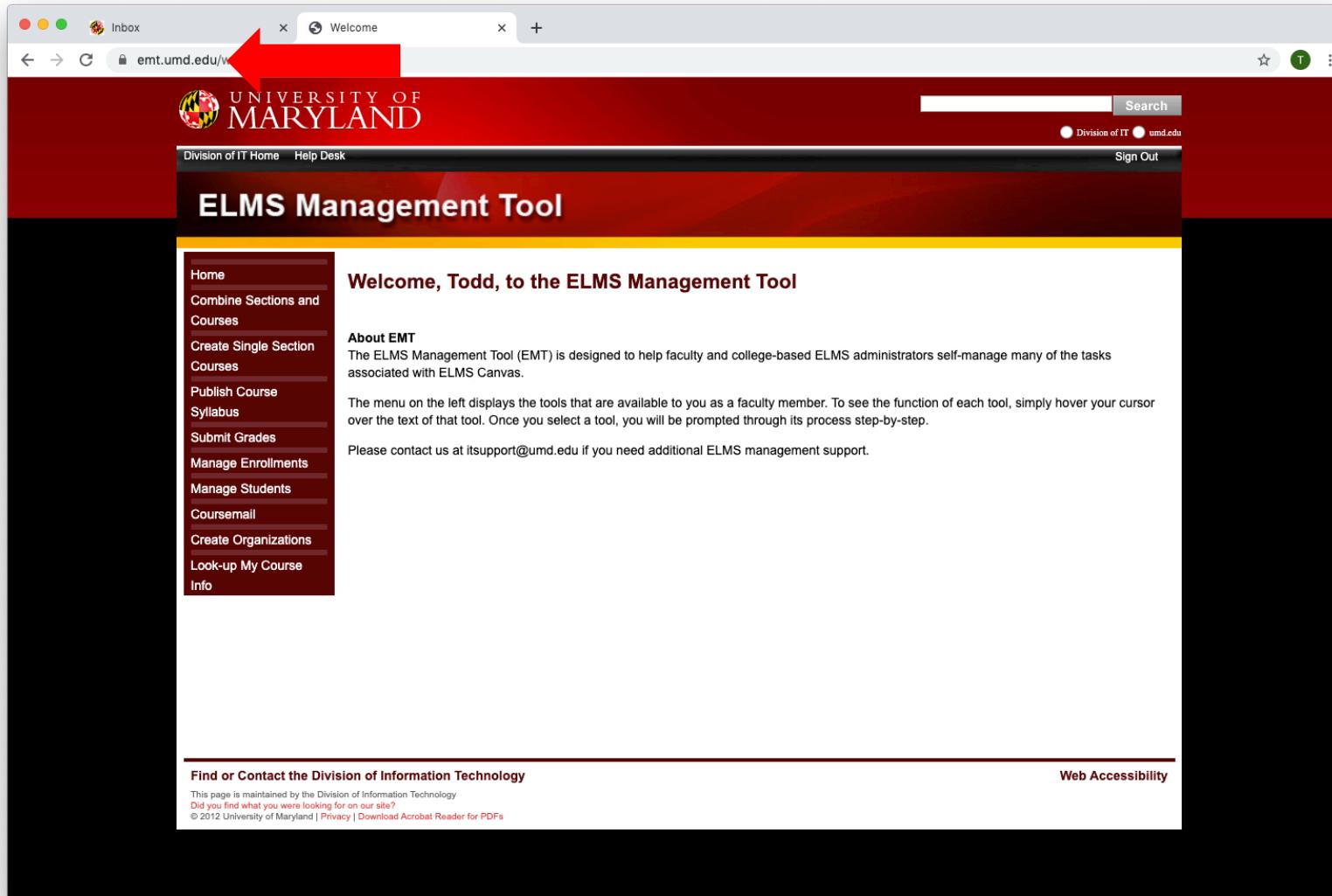
Below this, there are two more messages listed under 'Monday' and 'Thursday' respectively, both from the same senders. A large gray envelope icon is centered in the main content area, with the text 'No Conversations Selected' below it.

- 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 Coursemail Lists to send messages to students

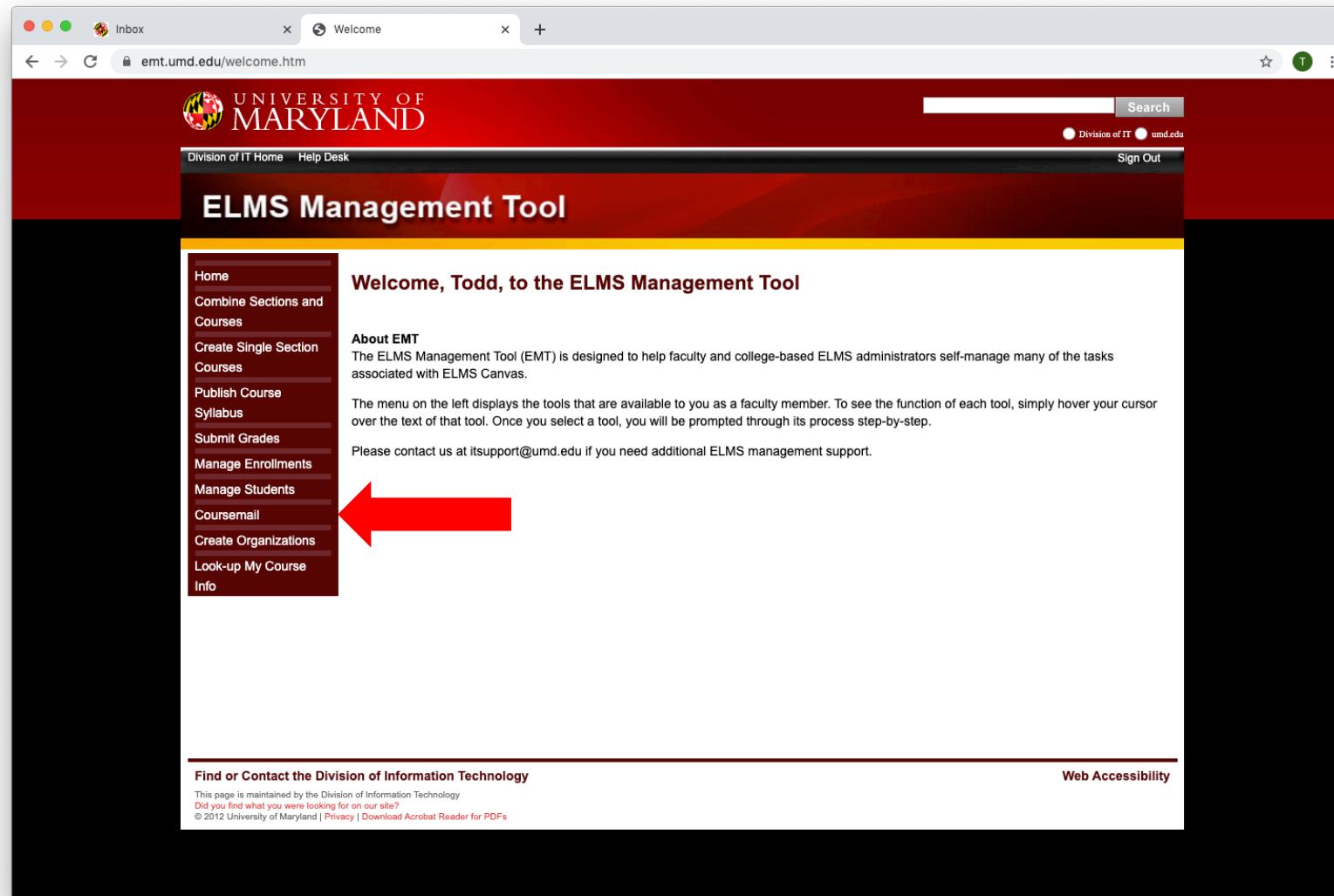
# 1. Open the Elms Management Tool



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](http://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 Course\*:

Select Section(s)\*:

Enter Group Name:

Group Display Name\*:   
Max 60 characters. Should not contain special characters.

Group Description:   
Max 250 characters. Should not contain special characters.

- 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)

<b>Select Course*:</b> <input type="text" value="ARHU299T"/>	<b>Select Section(s)*:</b> <input type="text" value="AGNR270-0101&lt;br/&gt;ARHU299T-0101&lt;br/&gt;BSOS288V-0101"/>	<b>Enter Group Name:</b> <b>Group Display Name*:</b> <input type="text" value="BSOS228V_email"/> <small>Max 60 characters. Should not contain special characters.</small> <b>Group Description:</b> <input type="text" value="mailing list for students in BSOS288V"/> <small>Max 250 characters. Should not contain special characters.</small> <input type="button" value="Submit"/>
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- 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