

Mass communicating with students

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Mass communicating with students

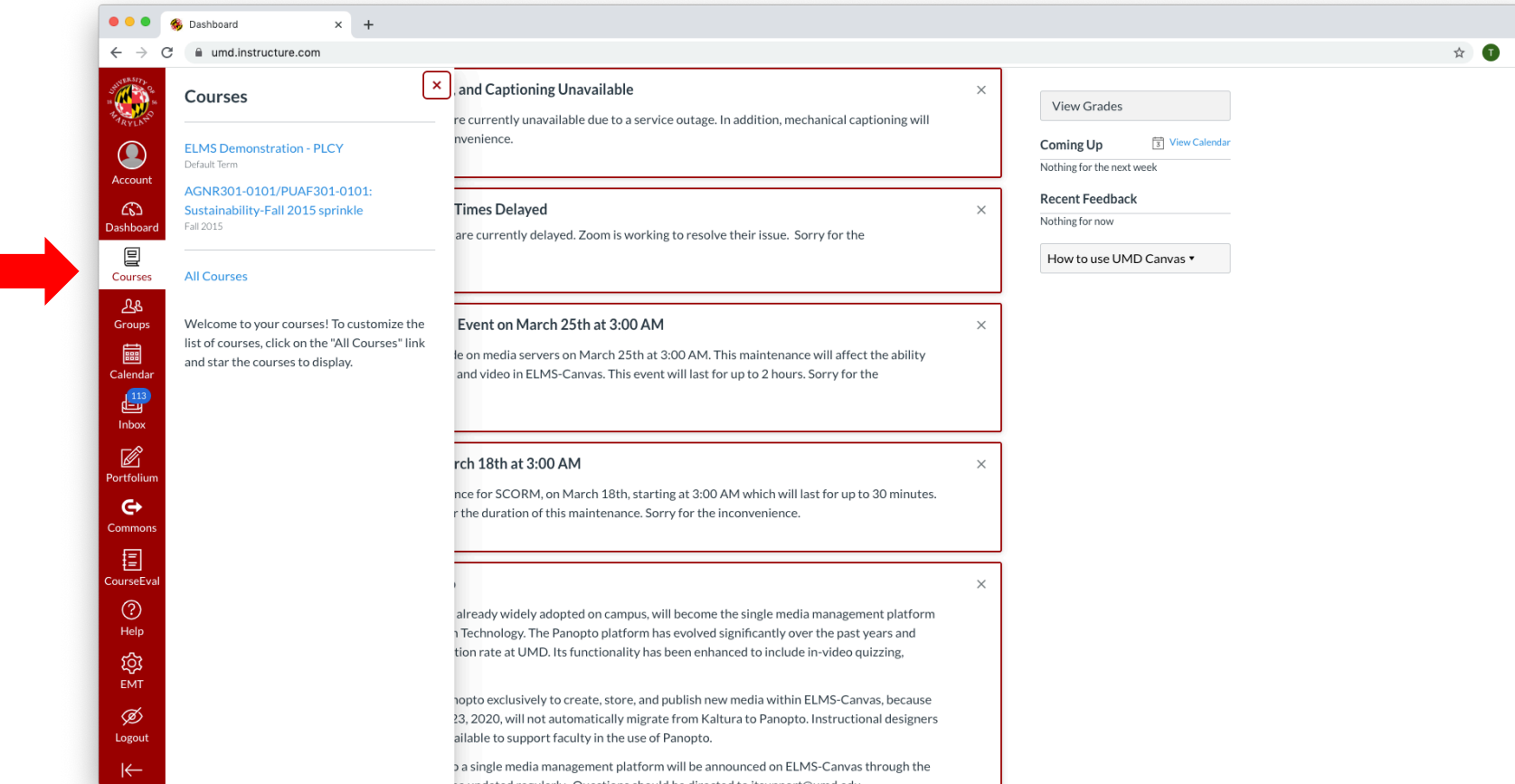
Using **Canvas Announcements** to send messages to students

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



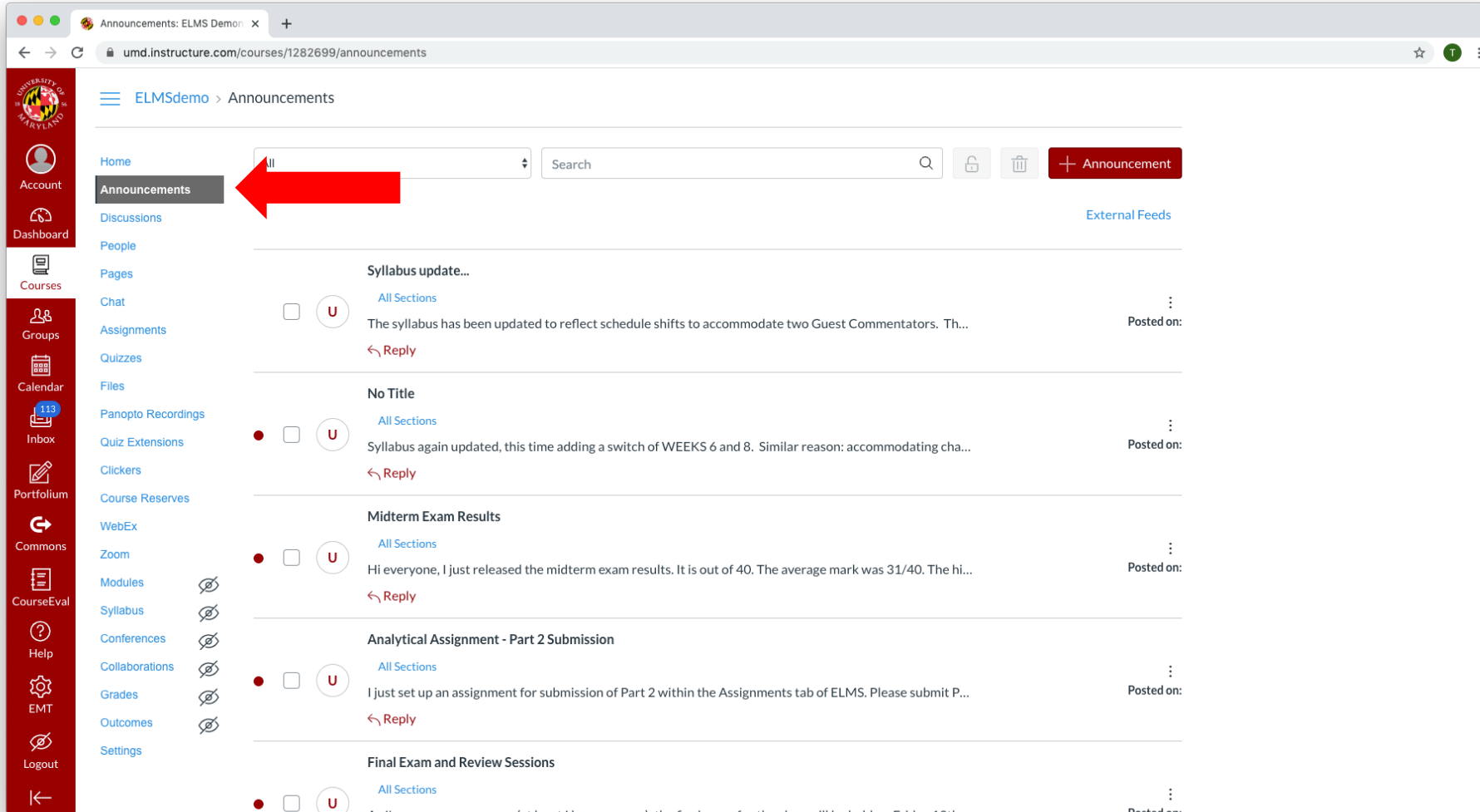
The screenshot shows the Canvas LMS dashboard interface. On the left, a red navigation sidebar contains icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout. A red arrow points to the 'Courses' link in this sidebar. The main content area is titled 'Courses' and lists several course announcements, each with a close button (X) in the top right corner. The announcements include:

- and Captioning Unavailable**: re currently unavailable due to a service outage. In addition, mechanical captioning will nvenience.
- Times Delayed**: are currently delayed. Zoom is working to resolve their issue. Sorry for the
- Event on March 25th at 3:00 AM**: le on media servers on March 25th at 3:00 AM. This maintenance will affect the ability and video in ELMS-Canvas. This event will last for up to 2 hours. Sorry for the
- rch 18th at 3:00 AM**: nce for SCORM, on March 18th, starting at 3:00 AM which will last for up to 30 minutes. r the duration of this maintenance. Sorry for the inconvenience.
- Already widely adopted on campus, will become the single media management platform**: o Technology. The Panopto platform has evolved significantly over the past years and tion rate at UMD. Its functionality has been enhanced to include in-video quizzing,
- toptio exclusively to create, store, and publish new media within ELMS-Canvas, because**: 23, 2020, will not automatically migrate from Kaltura to Panopto. Instructional designers available to support faculty in the use of Panopto.
- to a single media management platform will be announced on ELMS-Canvas through the**: e updated regularly. Questions should be directed to itsupport@umd.edu.

On the right side of the dashboard, there are sections for 'View Grades', 'Coming Up' (Nothing for the next week), 'Recent Feedback' (Nothing for now), and 'How to use UMD Canvas'.

- 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

The screenshot shows a web browser window with the URL `umd.instructure.com/courses/1282699/announcements`. The page title is "ELMSdemo > Announcements". On the left is a red sidebar with navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout. The main content area has a top bar with a filter dropdown set to "All", a search bar, and a red button labeled "+ Announcement". Below this is a list of announcements. The first announcement is titled "Syllabus update..." and contains the text "The syllabus has been updated to reflect schedule shifts to accommodate two Guest Commentators. Th...". The second is "No Title" with text "Syllabus again updated, this time adding a switch of WEEKS 6 and 8. Similar reason: accommodating cha...". The third is "Midterm Exam Results" with text "Hi everyone, I just released the midterm exam results. It is out of 40. The average mark was 31/40. The hi...". The fourth is "Analytical Assignment - Part 2 Submission" with text "I just set up an assignment for submission of Part 2 within the Assignments tab of ELMS. Please submit P...". The fifth is "Final Exam and Review Sessions" with text "As I'm sure you are aware (at least those of you who), the final exam for the class will be held on Friday 10th...". Each announcement has a status icon (a square with a 'U' or a red dot), a link to "All Sections", a "Reply" button, and a "Posted on:" timestamp.

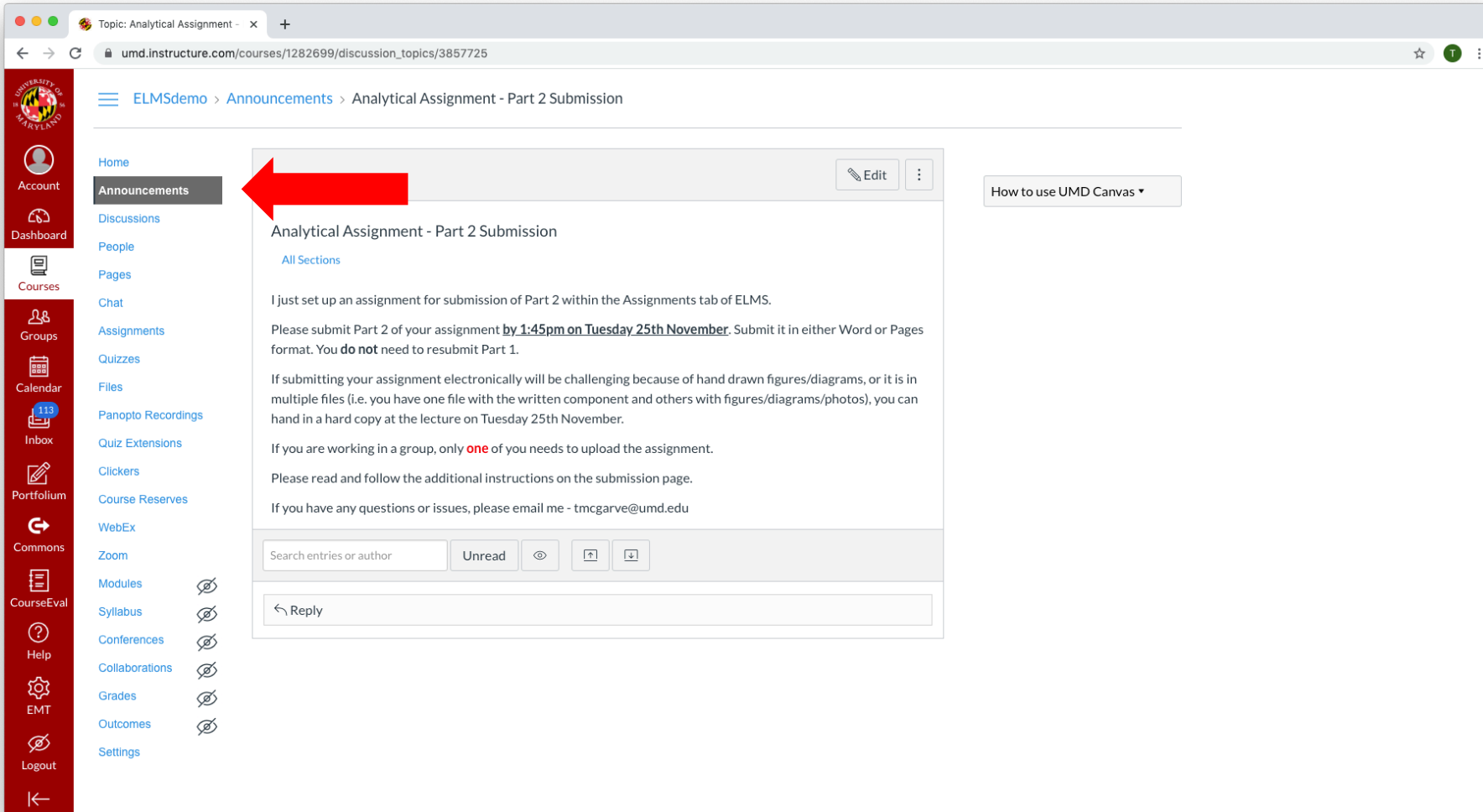
- Click “+ Announcement” to create a new announcement

5. Create the announcement content

The screenshot shows the 'New Announcement' page in the Canvas LMS interface. The page is titled 'New Announcement' and the URL is 'umd.instructure.com/courses/1282699/discussion_topics/new?is_announcement=true'. The left sidebar contains navigation links for Home, Announcements, 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 has a 'Topic Title' field (1), a rich text editor (2), and a 'Post to' dropdown menu (3) set to 'All Sections'. Below the editor is an 'Attachment' section (4) with a 'Choose File' button and 'No file chosen' text. At the bottom is an 'Options' section (5) with checkboxes for 'Delay posting', 'Allow users to comment' (with a sub-option 'Users must post before seeing replies'), 'Enable podcast feed', and 'Allow liking'. On the right side, there are tabs for 'Links', 'Files', and 'Images', and a list of content types to link to: Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation. At the bottom right, there are 'Cancel' and 'Save' buttons (6).

- 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 displaying the Canvas LMS interface. The address bar shows the URL `umd.instructure.com/courses/1282699/discussion_topics/3857725`. The breadcrumb navigation path is `ELMSdemo > Announcements > Analytical Assignment - Part 2 Submission`. A red arrow points to the `Announcements` link in the breadcrumb path. The left sidebar contains a navigation menu with icons and labels for various course features: Account, Dashboard, Courses, Groups, Calendar, Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout. The main content area displays the announcement titled `Analytical Assignment - Part 2 Submission` with a sub-link `All Sections`. The announcement text reads: "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`". Below the text is a search bar labeled "Search entries or author" and a button labeled "Unread". At the bottom, there is a "Reply" button.

- 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

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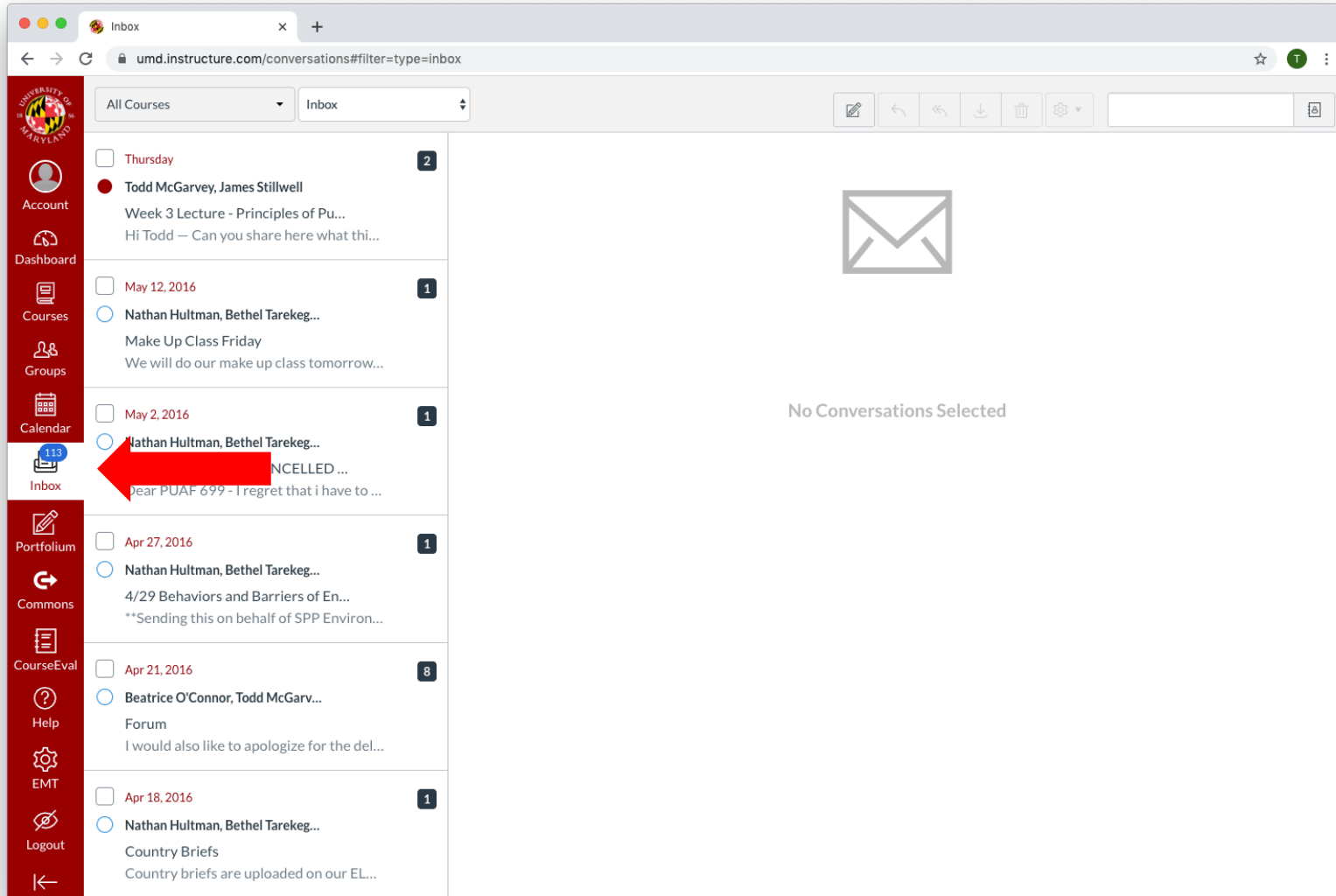
Using **Canvas Conversations** to send messages to students

1. Open Canvas in web browser



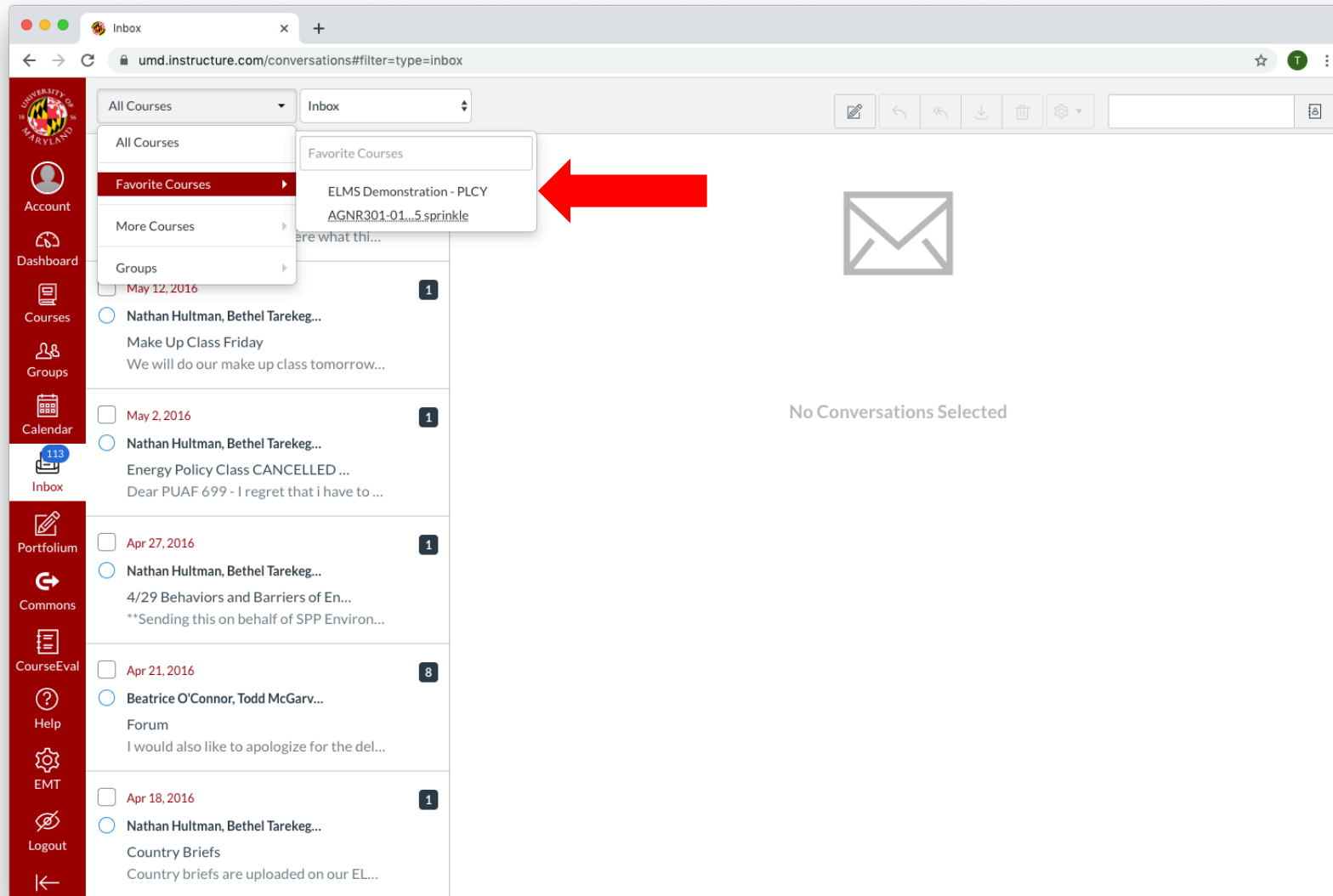
- Go to **elms.umd.edu** in your web browser
- Log in using your University ID, password, and complete the Duo multi-factor authentication

2. Navigate to Canvas Inbox



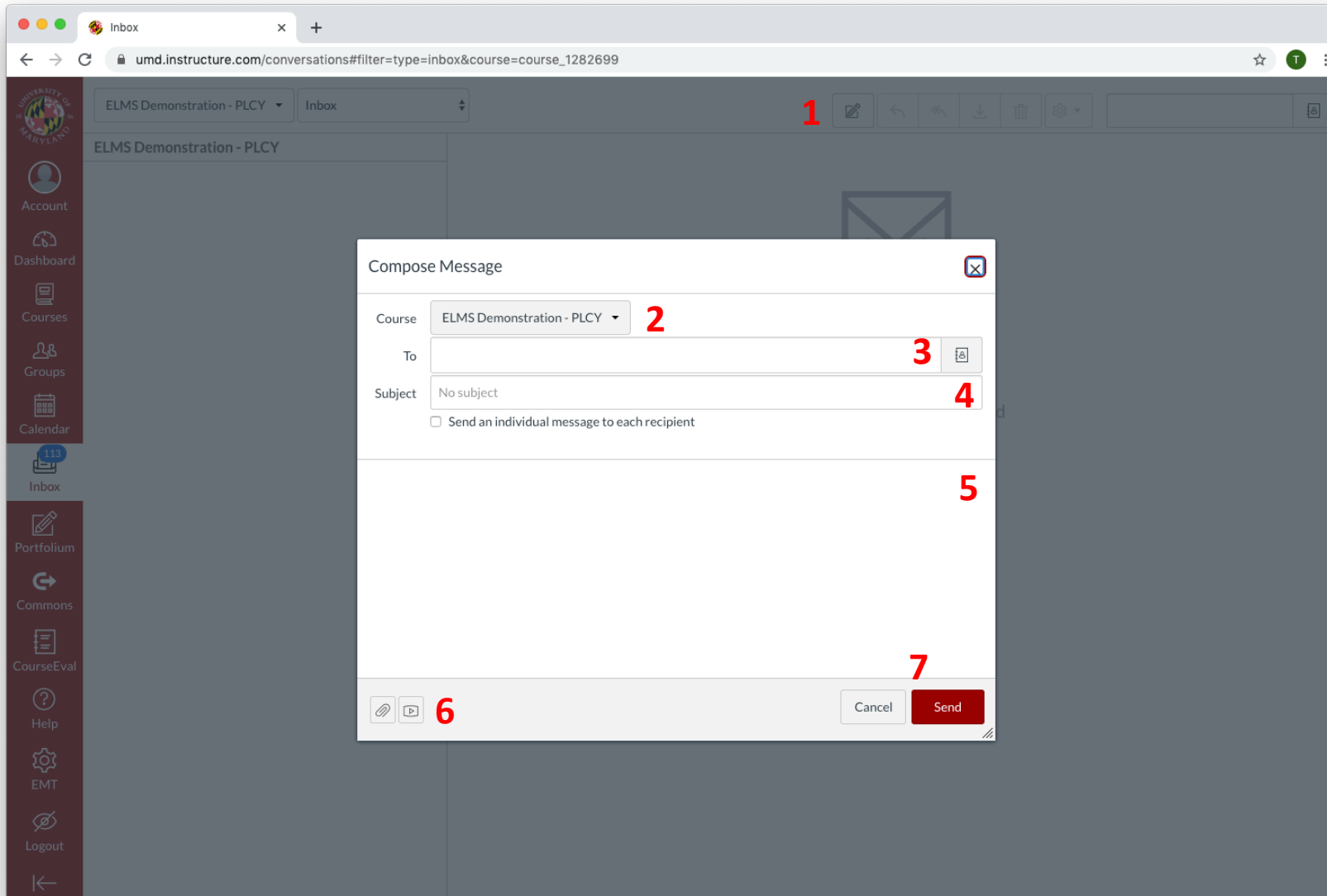
- Select “Inbox” from the left-hand side menu

3. Select the Canvas course to send a message to



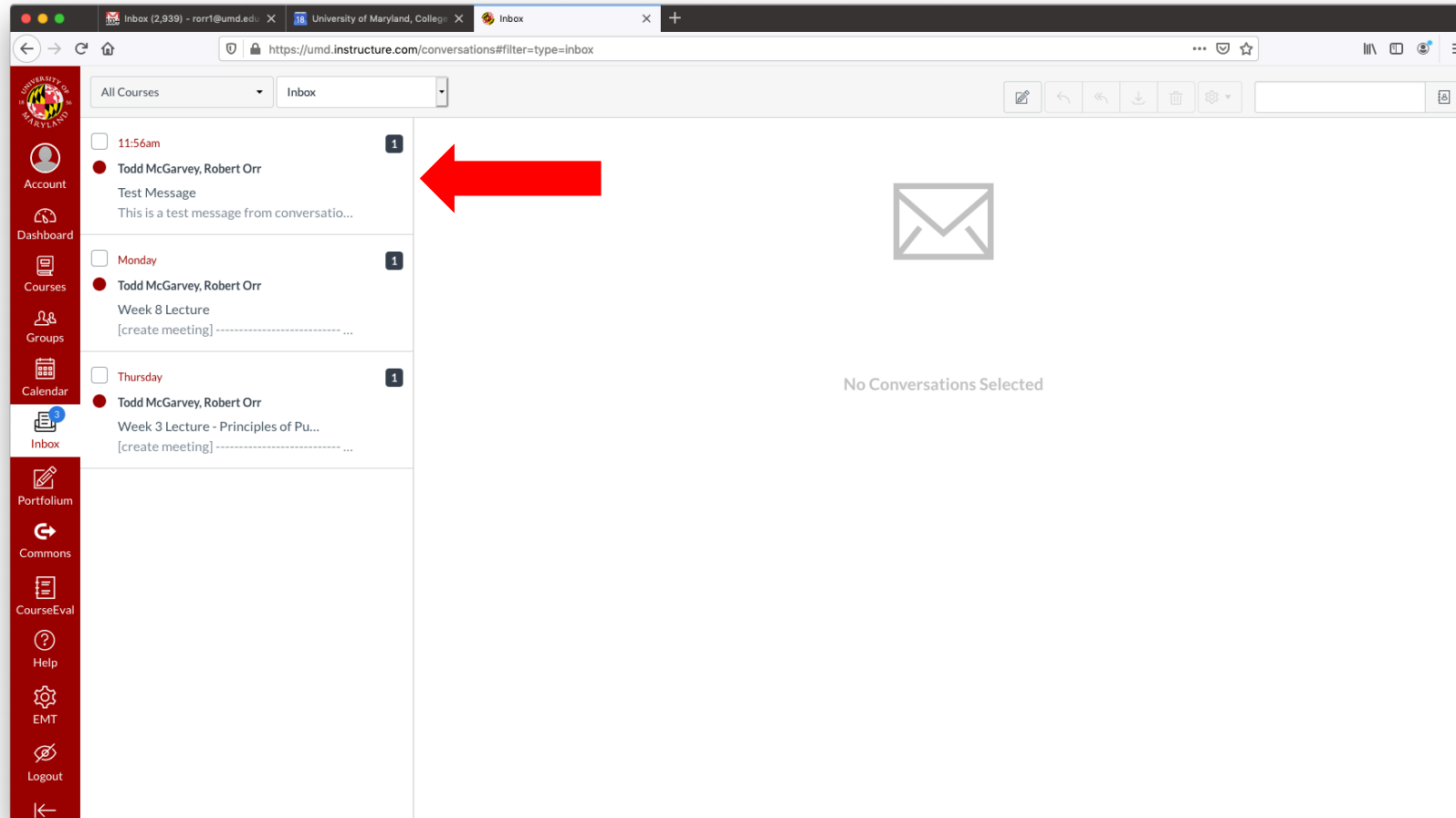
- From the drop down menu, select the Canvas course to which you wish to send a message
 - This will open an inbox specific to that course

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

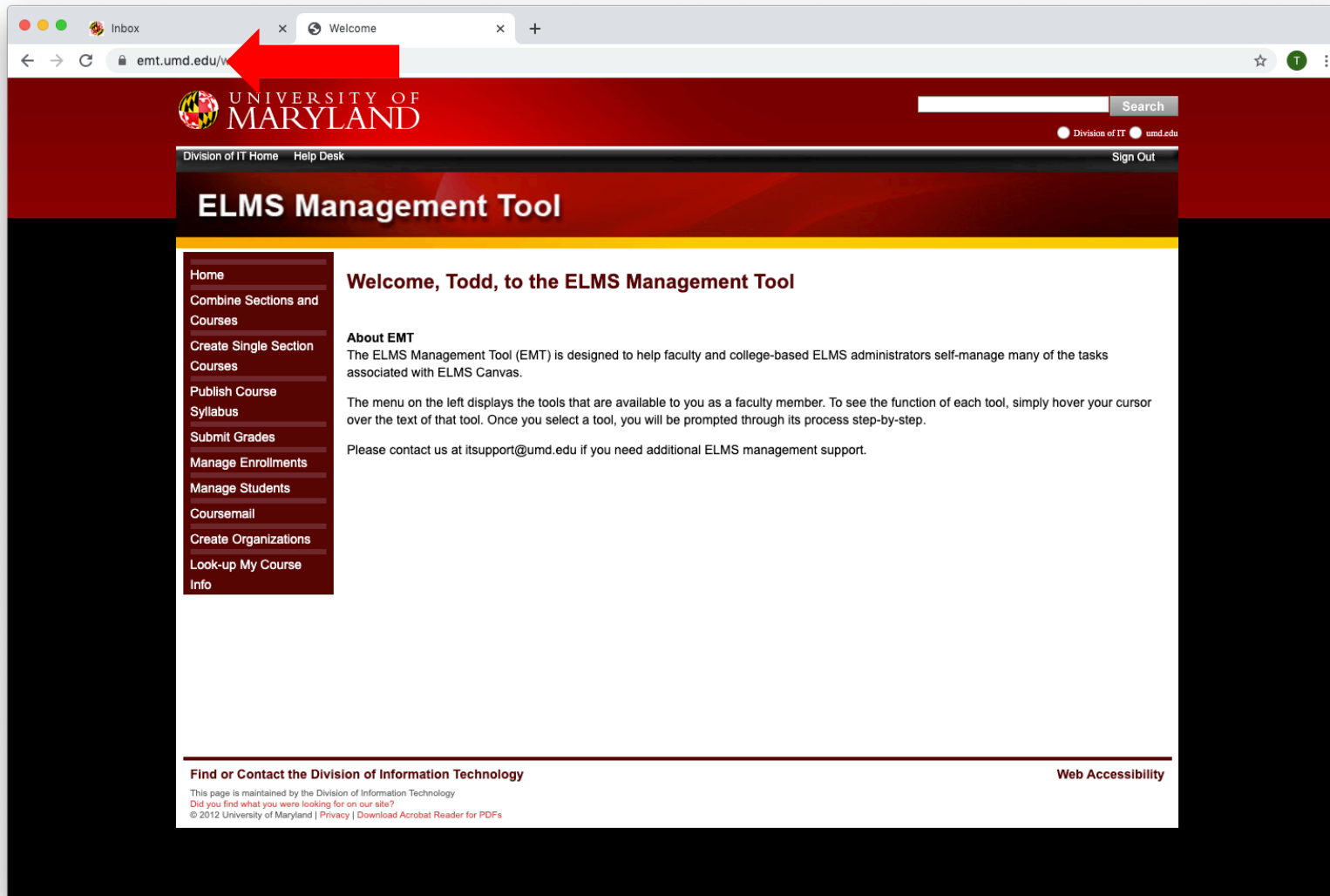


- Students will receive the message in the "Inbox" section on Canvas, and in their email if they have this notification set up
- Students can reply to your message within the Canvas course space, or in their email platform

Mass communicating with students

Using **Coursemail Lists** to send
messages to students

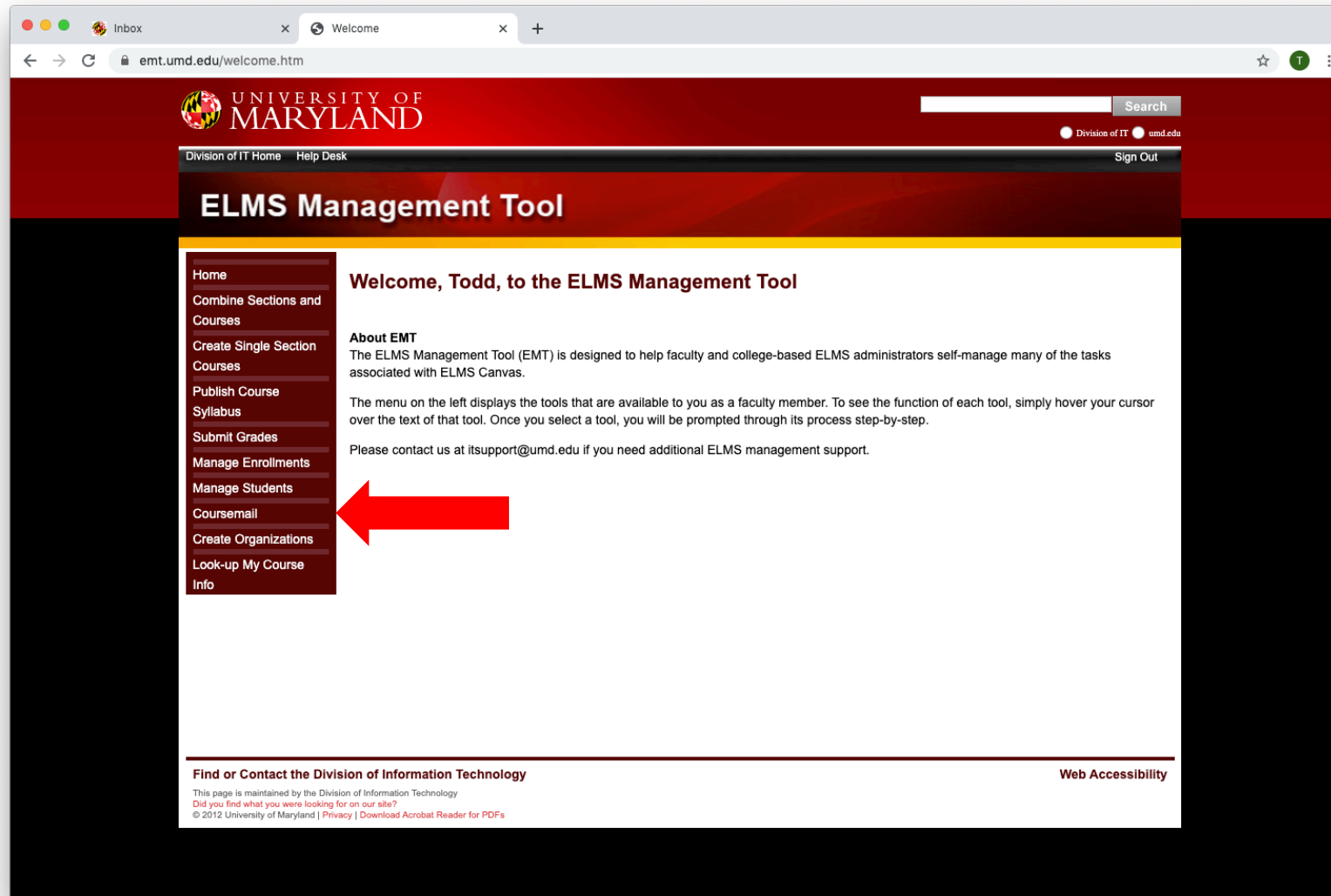
1. Open the Elms Management Tool



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 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*:

ARHU299T

Select Section(s)*:

AGNR270-0101
ARHU299T-0101
BSOS288V-0101

Enter Group Name:

Group Display Name*: BSOS228V_email
Max 60 characters. Should not contain special characters.

Group Description: mailing list for students in BSOS288V
Max 250 characters. Should not contain special characters.

Submit

- 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 Course*:

ARHU299T

Select Section(s)*:

AGNR270-0101
ARHU299T-0101
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Max 60 characters. Should not contain special characters.

Group Description: mailing list for students in BSOS288V
Max 250 characters. Should not contain special characters.

Submit

- 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