COMMUNICATING WITH YOUR STUDENTS IN CANVAS
NOTIFICATIONS, INBOX, & ANNOUNCEMENTS

ABOUT CANVAS NOTIFICATIONS

Notifications are automatically triggered when you send a Canvas message or post an announcement. Each student (and instructor) can customize their Canvas notification settings as desired, so they are in control of if, and how often, they receive copies of Canvas messages or announcements in their Kent State email and/or via the mobile app.

By default, immediate email notifications are enabled for students for new Canvas Inbox messages and course announcements.
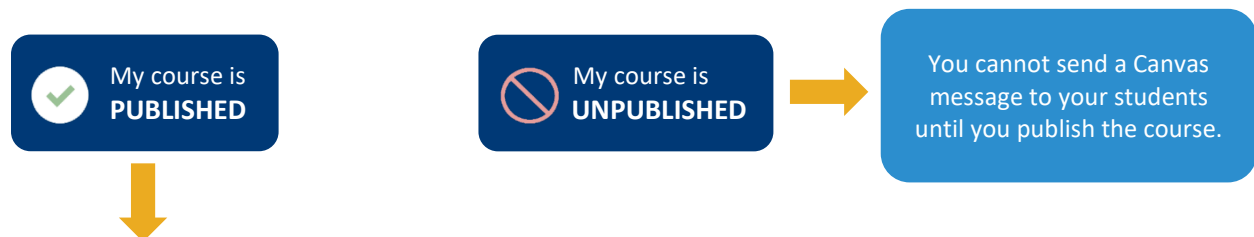
CANVAS GUIDES: NOTIFICATIONS

- How do I manage my Canvas notification settings as an instructor?
- How do I manage my Canvas notification settings as a student?

TIP: If you would like to receive copies of messages you send and announcements you post in your own Kent State email, enable the immediate email option for "Conversations Created by Me" and "Announcements Created by You" in your Canvas notification settings.

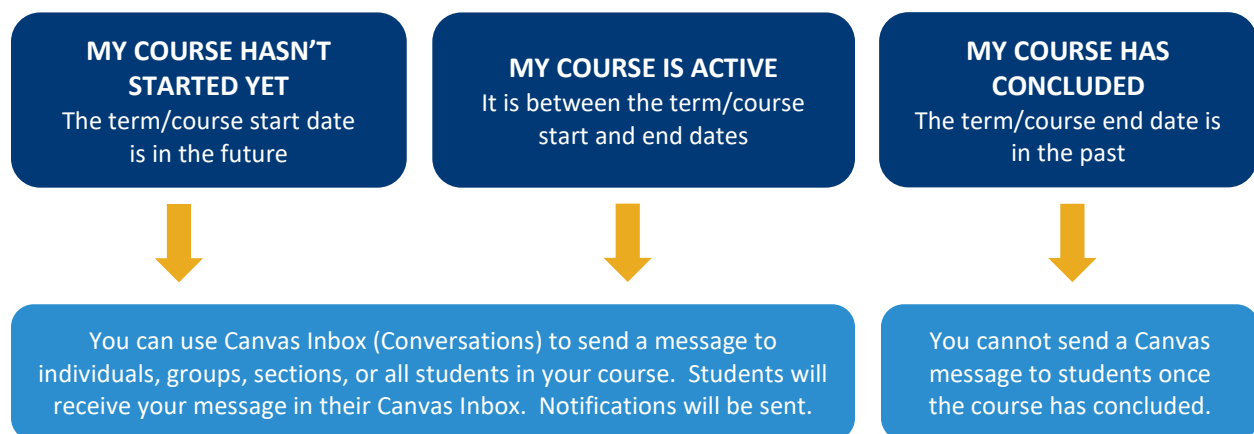## SENDING MESSAGES VIA CANVAS INBOX (CONVERSATIONS)

Use this chart to determine when you can send Canvas Inbox (also known as Conversations) messages to students in your courses and if notifications will be sent, based on your course publishing and participation settings.

WHAT IS YOUR COURSE PUBLISHING STATUS?

| ✓ My course is PUBLISHED | 🚫 My course is UNPUBLISHED | → | You cannot send a Canvas message to your students until you publish the course. |

WHAT IS THE CURRENT STATE OF YOUR COURSE?

| **MY COURSE HASN'T STARTED YET** The term/course start date is in the future | **MY COURSE IS ACTIVE** It is between the term/course start and end dates | **MY COURSE HAS CONCLUDED** The term/course end date is in the past |

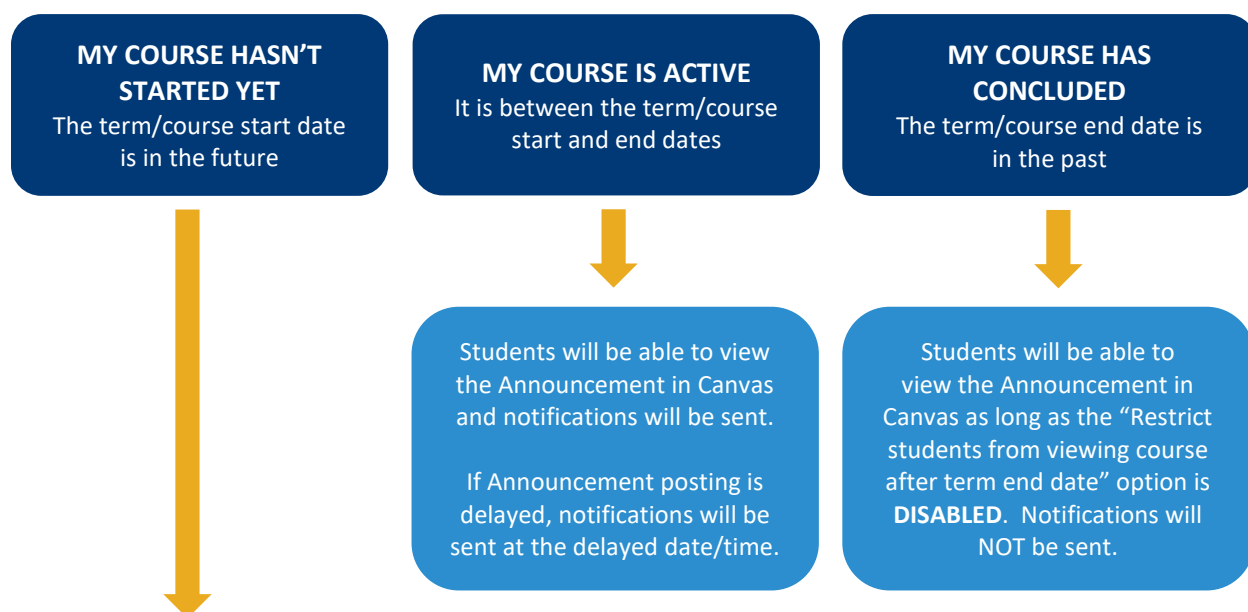| You can use Canvas Inbox (Conversations) to send a message to individuals, groups, sections, or all students in your course. Students will receive your message in their Canvas Inbox. Notifications will be sent. | | You cannot send a Canvas message to students once the course has concluded. |

POSTING ANNOUNCEMENTS IN YOUR COURSES

Use this chart to determine when students will be able to view your course announcements and if notifications will be sent, based on your course publishing and participation settings.

WHAT IS YOUR COURSE PUBLISHING STATUS?

My course is **PUBLISHED**

My course is **UNPUBLISHED**

Students will be unable to view the Announcement until you publish the course. Notifications will NOT be sent.

WHAT IS THE CURRENT STATE OF YOUR COURSE?

MY COURSE HASN'T STARTED YET
The term/course start date is in the future

MY COURSE IS ACTIVE
It is between the term/course start and end dates

MY COURSE HAS CONCLUDED
The term/course end date is in the past

Students will be able to view the Announcement in Canvas and notifications will be sent.

If Announcement posting is delayed, notifications will be sent at the delayed date/time.

Students will be able to view the Announcement in Canvas as long as the "Restrict students from viewing course after term end date" option is **DISABLED**. Notifications will NOT be sent.

DO YOU HAVE STUDENT VIEWING RESTRICTIONS ENABLED?

MY COURSE IS UNRESTRICTED
The "Restrict students from viewing course before term start date" setting is **DISABLED**

MY COURSE IS RESTRICTED
The "Restrict students from viewing course before term start date" setting is **ENABLED**

Students will be able to view the Announcement in Canvas. Notifications will NOT be sent.

Students will be unable to view the Announcement until the course start date. Notifications will NOT be sent.