



Canvas: Messaging Students in Gradebook and Analytics

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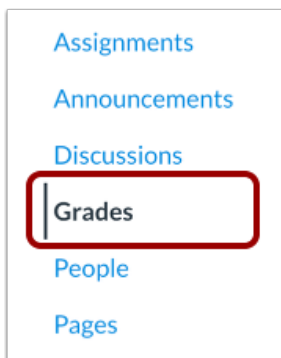
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Instructors can use Gradebook in Canvas to message students. This tip sheet provides step-by-step instructions on how to send messages from Gradebook, Student Context Card, the Course Analytics Page, and the Student Analytics Page.

A. Sending a message to students from Gradebook

1. Open Gradebook

In Course Navigation, click the Grades link.



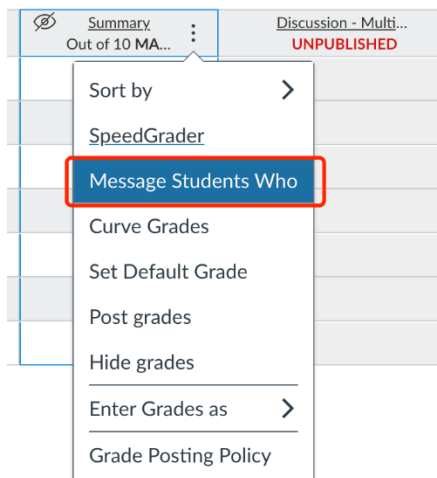
2. Open Assignment Menu

Hover over to the assignment column header that you want and then click the **Options** icon identifiable by its three dots.

Summary	Out of 10 MA...
-	
7	
-	
-	
4	
8	
-	

3. Message Students

Click the **Message Students Who** link.



4. Select Message Category

In the drop-down menu, select the category of students you want to message. Based on real-time data, Canvas will show the names of the students who fall in the category you selected. You can also remove students from the message by clicking the **Remove** icon.

Canvas will also generate a subject line based on the category, but you can edit the subject line if needed.

Message Students for Summary ×

Message students who...

for Summary

Haven't submitted yet Different categories of status

■ ■ × ■ ■ ■ × ■ ■ ■ × ■ ■ ■ × ■ ■ ■ ×

Subject: Students' name will appear here based on criteria you select

No submission for Summary An subject line will be generated automatically

Message:

Type your message here

Cancel Send Message

By default, Canvas will show names from the **Haven't submitted yet** category. You can also choose to message students based on other status or based on their scores.

Message Students for Summary ×

Message students who...

for Summary

✓ Haven't submitted yet
Haven't been graded
Scored less than
Scored more than

■ ■ × ■ ■ ■ × ■ ■ ■ ×

Subject:

No submission for Summary

Message:

Cancel Send Message

5. Send Message

Instructors can type a message to the students in the message field and then click the **Send Message** button.

Note that: although the message action is done at one time, each student will receive an individual message.

Message Students for Summary

Message students who...

for Summary

Haven't submitted yet

Subject:

No submission for Summary

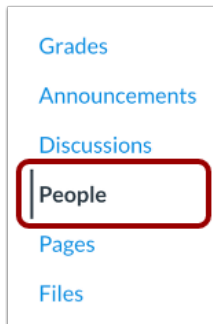
Message:

Please submit your assignment as soon as possible.

Cancel Send Message

B. Sending a message to students from the Student Context Card

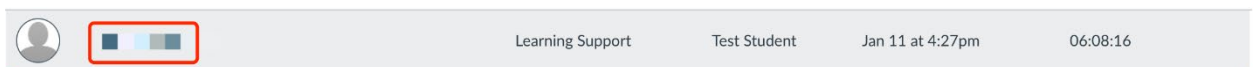
1. Navigate to **People** using the sidebar.



2. You can use **Search People** to locate the student. You can also filter users by student role in the **Roles** drop-down menu.



3. Once you have located the student, click the name of the student to open their context card.



The context card will pop up in a separate window within the same page. An overview of the student will be displayed in the card.

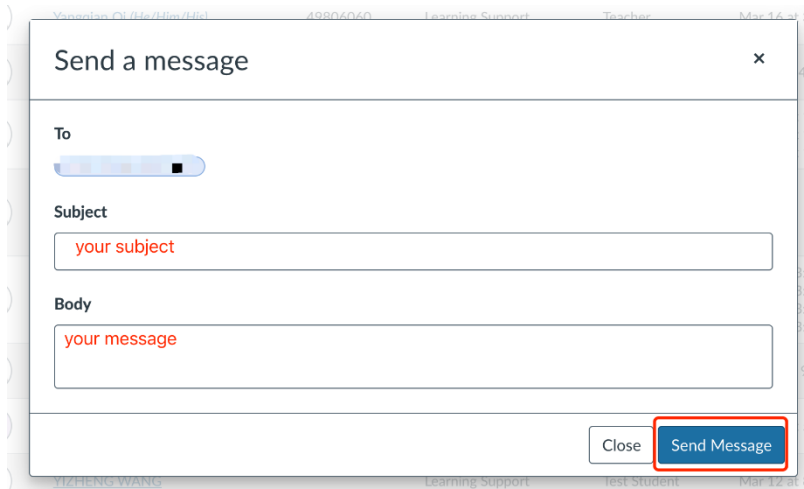
The screenshot shows a course management system interface. On the left is a navigation menu with links for Assignments, Quizzes, Zoom, Syllabus, People, Grades, Gradescope, Secure Exam Proctor, Lockdown Browser, Rubrics, ComPAIR, New Analytics, Media Gallery, SCORM, Badges, CLAS, WebWork, Files, Pages, Outcomes, and Settings. The main area displays a table of users with columns for Name, SIS ID, Section, Role, and Last Activity. A context card for a student named 'YW' is highlighted with a red box. The card displays the student's name, a profile picture, a message icon, and the following information: 'SandBox - Learning Support Team', 'Section: Learning Support', 'Last login: Mar 12, 2021', 'Grades' and 'New Analytics' buttons, a grade of 'A+', '6 Missing', and '0 Late'. Below this, it shows 'Last 10 Graded Items' with a list of items and scores, and 'Activity Compared to Class' with 'Participation' and 'Page Views' both rated as 'High' with three stars.

Name	SIS ID	Section	Role	Last Activity
[Profile]	[SIS ID]	LT2 Learning Support New Students	Student	Feb 26 at 6:...
[Profile]	[SIS ID]	LT2 New Students Learning Support	Teacher	Mar 19 at 1:...
[Profile]	[SIS ID]	LT2 Learning Support New Students	Teacher	Mar 2 at 12:...
[Profile]	[SIS ID]	Learning Support	Teacher	Mar 16 at 3:...
[Profile]	[SIS ID]	Learning Support	Test Student	Jan 11 at 4:...
[Profile]	[SIS ID]	Learning Support LT2 New Students	Teacher	Mar 18 at 1:...
[Profile]	[SIS ID]	Crowdmark LT2 Learning Support New Students	Student	Mar 18 at 1:...
[Profile]	[SIS ID]	Crowdmark LT2 Learning Support New Students	Student	Mar 8 at 3:2...
[Profile]	[SIS ID]	Crowdmark LT2 Learning Support New Students	Student	Mar 8 at 3:2...
[Profile]	[SIS ID]	Crowdmark	Crowdmark	Feb 26 at 9:...
[Profile]	[SIS ID]	Learning Support	Teacher	Mar 21 at 5:...
[Profile]	[SIS ID]	Learning Support	Test Student	Mar 12 at 8:...
[Profile]	[SIS ID]	LT2	Teacher	Mar 18 at 5:...

- In the context card, there is a message symbol, which you can click to directly message to the student.

This is a close-up of the context card for student 'YW'. The card shows the student's name, a profile picture, and a message icon (envelope symbol) which is highlighted with a red box. Below the name, it says 'SandBox - Learning Support Team', 'Section: Learning Support', and 'Last login: Mar 12, 2021'. There are buttons for 'Grades' and 'New Analytics'. At the bottom, it displays 'A+' Grade, '6 Missing', and '0 Late'. Below that, it shows 'Participation' and 'Page Views' both with three stars and the label 'High'.

- After completing the subject and the message, click **Send Message**, and the student will receive an email notification.



C. Sending a message to students from Course Analytics Page

1. Open New Analytics

SD > SandBox - Learning Support Team

Home
Announcements
My Media
Collaborate Ultra
Modules
Discussions
Assignments
Quizzes
Zoom
Syllabus
People
Grades
Gradescope
Secure Exam Proctor
Lockdown Browser
Rubrics
ComPAIR
New Analytics
Media Gallery
SCORM

Average Course Grade 47.22%
As of Mar. 16, 10:25 a.m. PDT

Course Grade Weekly Online Activity Students Reports **NEW**

All Sections Add a Section, Student, Assignment

Assignments Discussions Quizzes

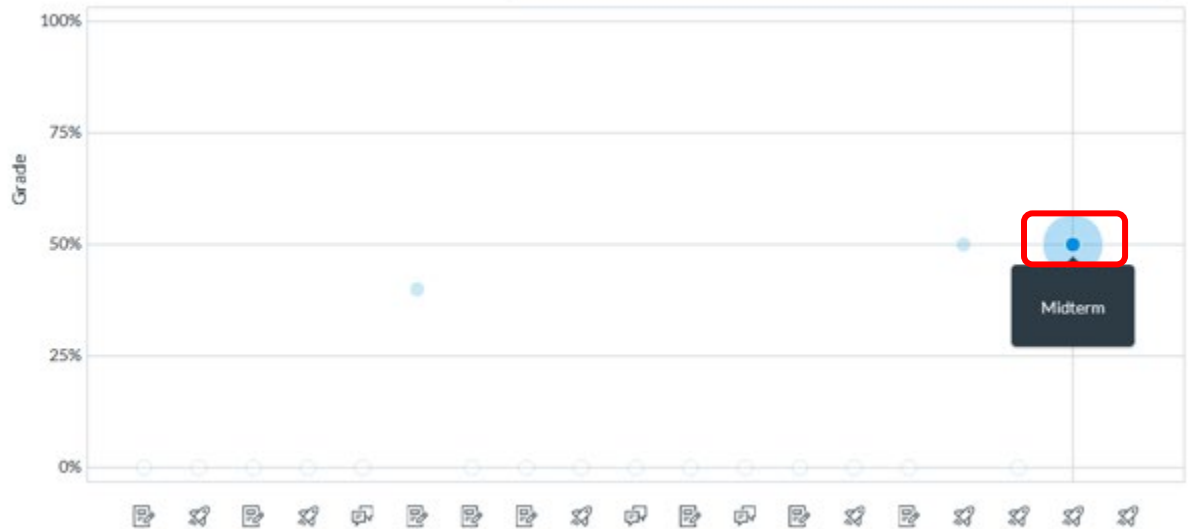
Grade

100%
75%
50%
25%
0%

Midterm

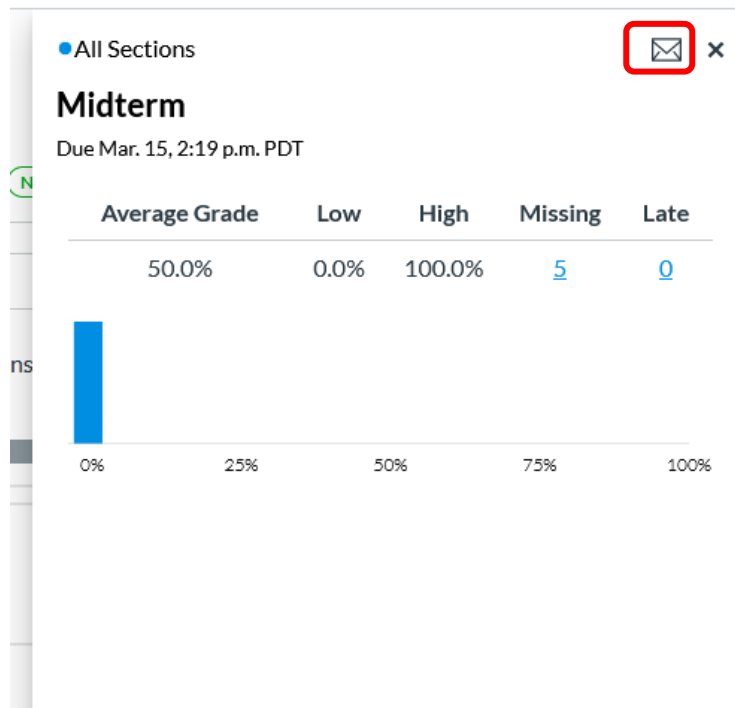
This page will show a graph that shows the average grades of each Canvas assignment.

2. Click on the Assignment point to open Context Card



This will open a context card on the left side that will contain a more detailed grade distribution.

3. Click on the message icon



4. Create & Send the message

The screenshot shows a web interface titled "Message Students Who". At the top, there are three tabs: "Score Range", "Missing" (which is selected and underlined), and "Late". Below the tabs, there is a dropdown menu currently set to "All Sections" and a link that says "2 Students (edited)". To the right of this is a "Reset Names" link with a circular arrow icon. Below this is a "BCC" field containing two student names, each with a small "x" button to its right. Underneath the BCC field is a "Subject" field with the placeholder text "Enter subject of message here...". Below the subject field is a large "Message" text area. At the bottom right of the interface, there are two buttons: "Close" and "Send". The "Send" button is highlighted with a red rectangular box.

- Select the student group to send a message to. There are 3 options to filter the students by:
 - Score Range
 - Missing
 - Late

Once you have selected the student group, you can manually edit the student groups to exclude a student from receiving the message by clicking on the dropdown and clicking the 'x' button next to their names.

This close-up shows the "BCC" field. At the top left of the field is a dropdown menu currently set to "All Sections". The dropdown is open, and "5 Students" is selected and highlighted with a red box. Below the dropdown, there are five student names in the BCC list, each with a small "x" button to its right. The "x" button for the third student from the left is highlighted with a red box.

- Fill in the subject box for the email's subject header.
- Fill in the message box for the email's content.

D. Sending a message to students from Student Analytics Page

1. Open New Analytics & the Student's tab

The screenshot shows the 'Average Course Grade 47.22%' page. The 'Students' tab is highlighted with a red box. The 'New Analytics' link in the left sidebar is also highlighted with a red box. The table below shows student data for the period Oct. 4, 2020–Mar. 14, 2021.

Students (6) ▾	Grade	% On Time	Last Participation	Last Page View	Page Views	Participations
JK Student Name	0%	–	–	Feb. 26, 2021	34	0
YQ Student Name	–	100%	Dec. 8, 2020	Jan. 11, 2021	268	33
VS Student Name	–	–	–	–	0	0
VS Student Name	–	–	–	Mar. 8, 2021	4	0
YW Student Name	42%	100%	Mar. 12, 2021	Mar. 12, 2021	379	129
MZ Student Name	100%	100%	Nov. 11, 2020	Feb. 18, 2021	204	42

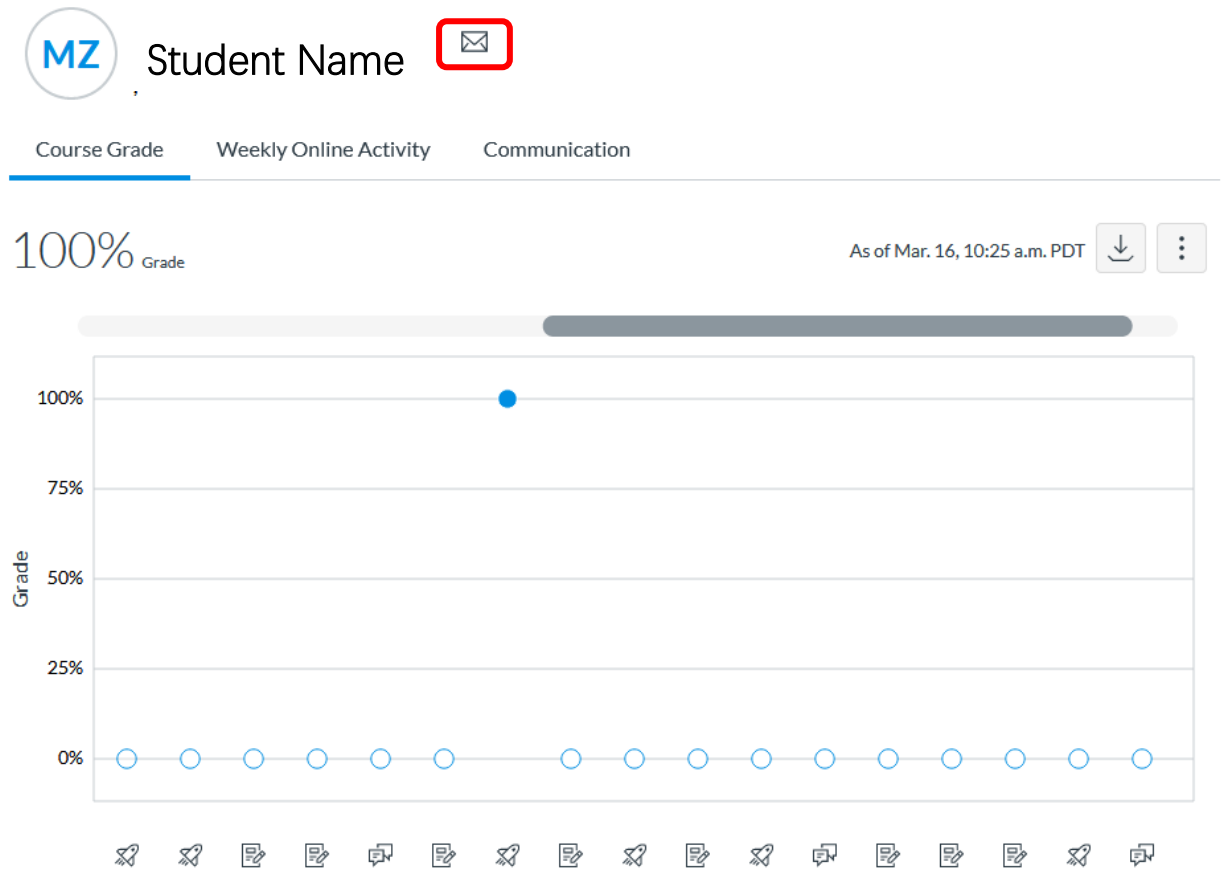
The Students Analytics Page displays the student's grade and activity.

2. Click on the Student's name

A close-up of the student row for 'MZ Student Name' from the table above. The student name is highlighted with a red box.

MZ Student Name	100%	100%	Nov. 11, 2020	Feb. 18, 2021	204	42
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3. Click on the mail icon



The Student Analytic Pop-up has 3 different tabs. The **Course Grade** and **Weekly Online Activity** tab shows a graph of these data. Meanwhile the **Communication** tab shows the message correspondence history between the instructor and student.

4. Create & Send message

The screenshot shows a 'Message Student' form. The 'To' field is filled with 'Min Qina Zeng'. The 'Subject' field contains the placeholder text 'Enter subject of message here...'. The 'Message' field is empty. At the bottom right, there are 'Close' and 'Send' buttons.

- Fill in the subject box for the email's subject header.
- Fill in the message box for the email's content.