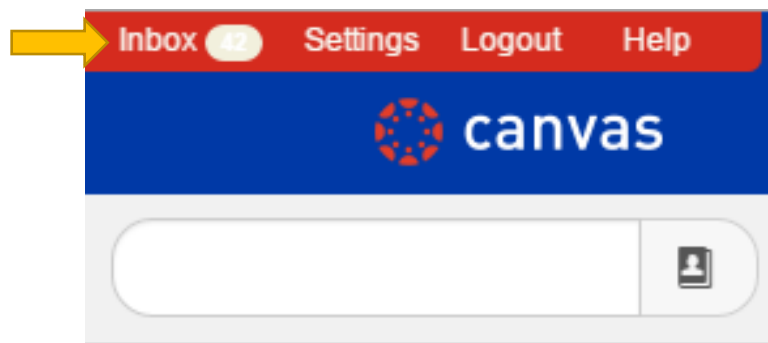


Canvas Tips for Faculty

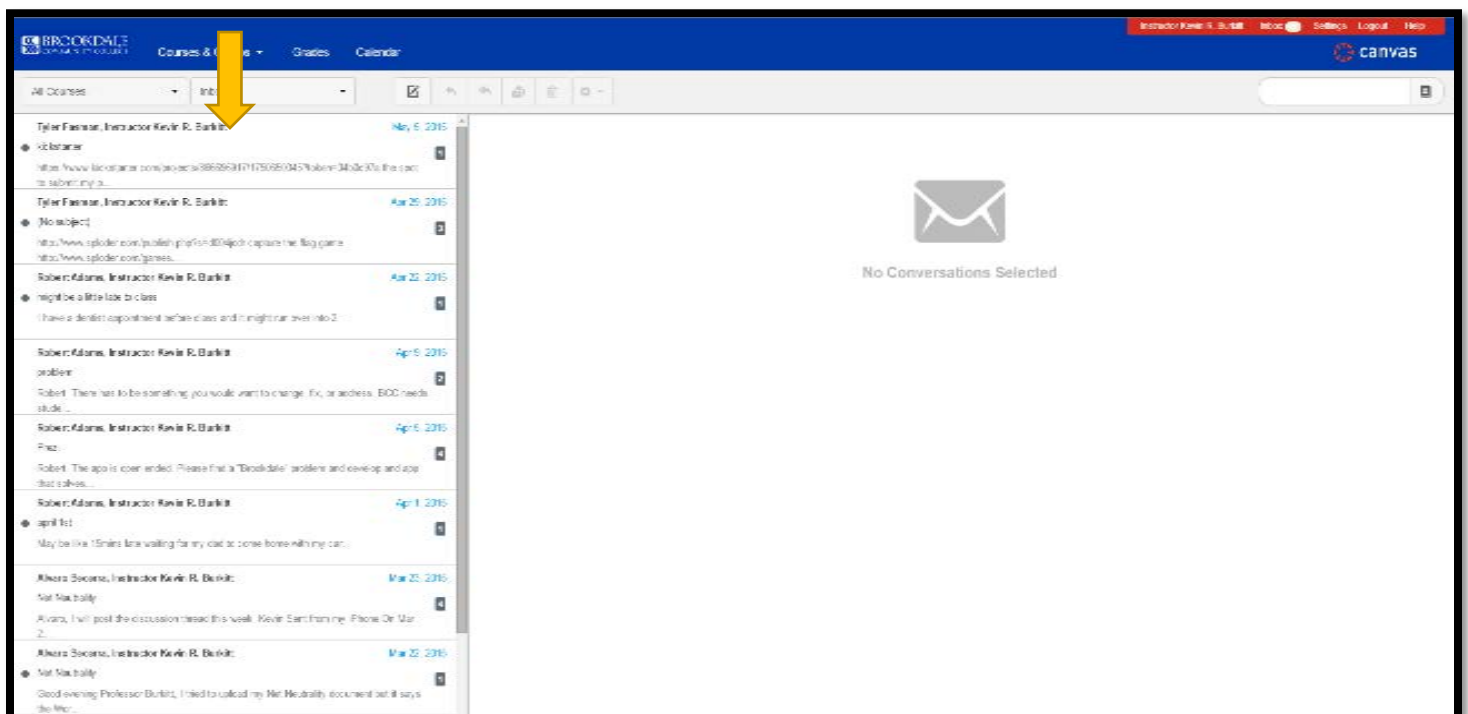
Conversations

Canvas allows you to communicate with faculty and students through an internal Email system known as **“Conversations.”** This module will show you how to access the internal Email system, compose a message, choose recipients, add attachments, audio, and video comments.

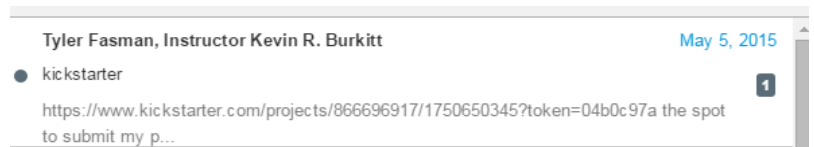
1.) To access Conversations, click on the word **“Inbox”** on the top right corner of the screen.



2.) Conversations, or messages, appear in the left side bar of the Canvas screen.



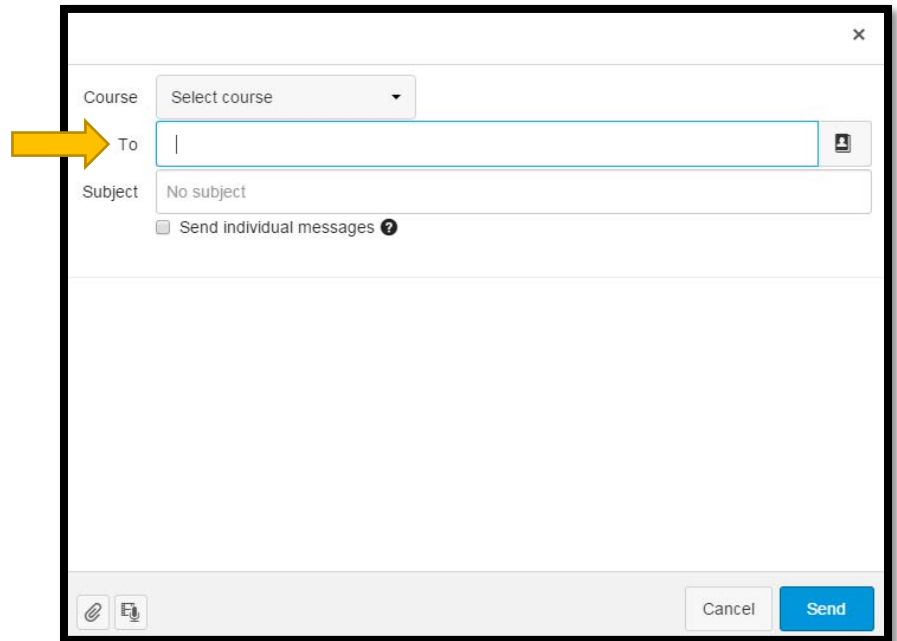
3.) Click on the individual conversations to read the conversation thread.



4.) To start a new Conversation click on the "Compose a new message" in the tool bar.

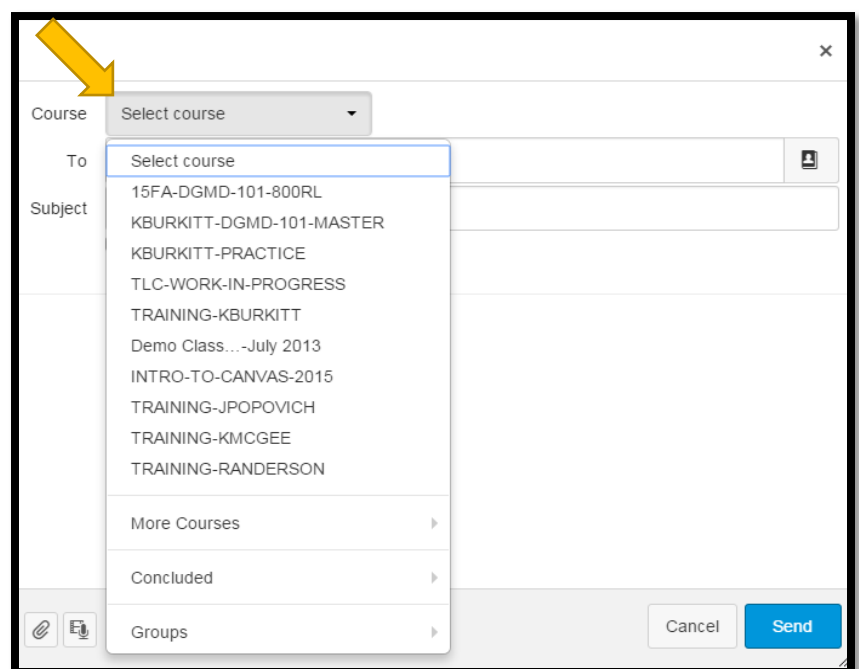


5.) Type in the name of the recipient you wish to message. If the address is in your directory, Canvas will auto populate the address for you.

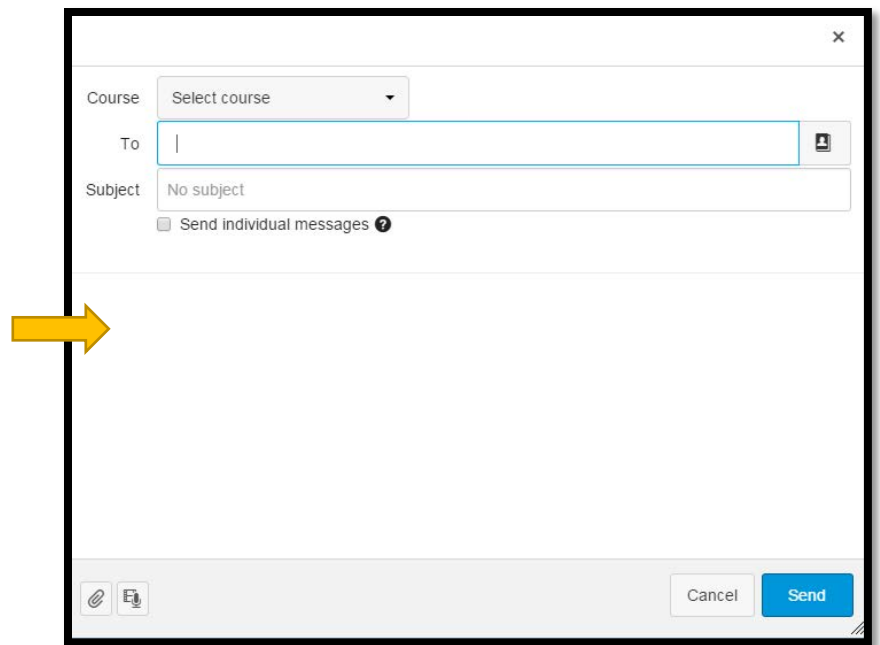


6.) For larger conversations, select the course or group you wish to message from the "Select course" pull down menu.

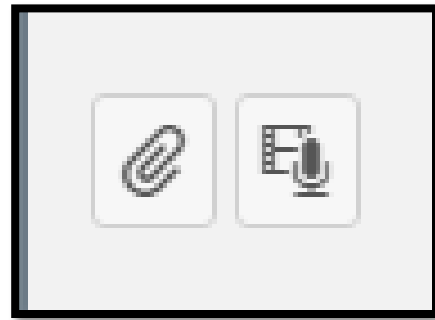
This will send your message to everyone in your class or group.



7.) After selecting the individual or group, begin typing your message in the large text field below the Subject line.



8.) To add an attachment, audio, or voice comments, select the attachment tool in the bottom left hand corner of the conversation window.



9.) Once your message is complete, use the "Send" button to start or continue your conversation.

