


# Tools for Communicating with Your Students


Canvas has two ways in which you can communicate with your students. At the course level, there is "Announcements," and at the global level, there is the "Inbox."

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## Announcements


With Announcements, you can create messages that will be visible to all of your students and remain on your course site. If individual students have notifications for announcements turned on, which is the default setting, they will also receive an email notification with the announcement.

 In order for you to receive a copy of the announcements you send out to students, your notifications settings will need to have “**Announcements Created By Me**” turned on.

Review our article on "[Receiving Announcements and Inbox Messages Created by You](#)" to update your settings to ensure you receive a copy of your announcements.

Below are a list of a few use cases as examples:


- **Example 1:** If you have to update a reading and want to give the students the link when they log into your course.
- **Example 2:** Changes to a due date or to the class schedule.
- **Example 3:** Clarification of a course-related issue (i.e. content-related or system related).

 For more information on Announcements:

- [Creating an Announcement?](#)
- [Announcements \(Vendor Guides\)](#)

## Inbox

Inbox can be used as an in-Canvas email system. Inbox is a messaging tool used instead of email to communicate with a course, a group, or an individual student. You can communicate with other people in your course at any time. Unlike announcements, the Inbox tool allows you to talk back and forth with the people you are communicating with. Although you have one inbox for all your courses, you can filter by course and by section.

 You can only send messages to individuals who are enrolled in the same course as you.

In order to receive a copy of the messages you send out to students via the Inbox, your notifications settings will need to have “**Conversations Created By Me**” turned on.

Review our article on "[Receiving Announcements and Inbox Messages Created by You](#)" to update your settings to ensure you receive a copy of your announcements.

Below are a list of a few use cases as examples:

- **Example 1:** If you need to email a specific section or student within the course.
- **Example 2:** If you would like to view and reply to assignment submission comments.

 For more information on Inbox:

- [Inbox \(Vendor Guides\)](#)

For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).