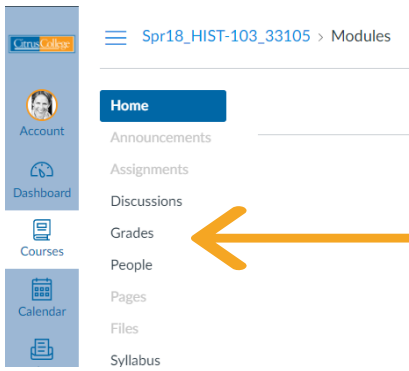# TECH TIP #1: MESSAGE STUDENTS THROUGH THE CANVAS GRADEBOOK

You can send a message from the gradebook to students who haven't turned in an assignment or who didn't reach a certain score, giving them specific tips to help them in the future.
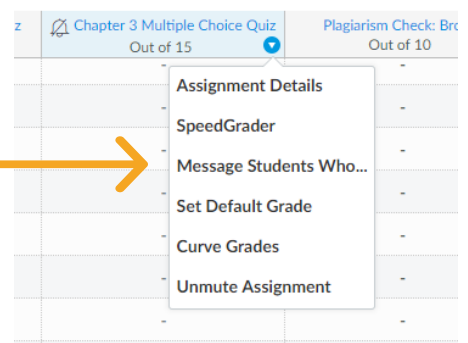
1 Click on GRADES in the left hand navigation menu.

2 Hover over the assignment title, click the downward arrow, and select MESSAGE STUDENTS WHO

Assignment Details
SpeedGrader
Message Students Who...
Set Default Grade
Curve Grades
Unmute Assignment

3 Choose message criterion and type message.

Message Students for Semester Projects: Topic Brainstorm Discussion ✕

Message students who...
for Semester Projects: Topic Brainstorm Discussion

Haven't submitted yet ▾

Subject:
No submission for Semester Projects: Topic Brainstorm Discussion

Message:

Cancel   Send Message

- Haven't submitted yet.
- Haven't been graded
- Scored less than
- Scored more than

4 Send message.

Message Students for Semester Projects: Topic Brainstorm Discussion ✕

Message students who...
for Semester Projects: Topic Brainstorm Discussion

Haven't submitted yet ▾

Subject:
No submission for Semester Projects: Topic Brainstorm Discussion

Message:
Hi Senya,
I wanted to remind you that you need to submit your post for the topic brainstorm. Please take time to login and post your ideas so that you can get feedback from your peers. Let me know if you need help doing this!
SL|

Cancel   Send Message

RESOURCES

To learn more about designing courses and multimedia tools:
https://onlinenetworkofeducators.org/