

Discussions, Announcements, and Inbox

Choose the right Canvas communication tool for the purpose.

FTCC Canvas Faculty Resource | New Quizzes only | Panopto and Class Collaborate supported | No Canvas Studio

Click Path

Course Navigation → Discussions / Announcements / Inbox

Purpose

Discussions support course interaction, Announcements communicate shared course information, and Inbox supports targeted conversations.

Steps

1. Use Discussions when students should contribute to a shared academic conversation.
2. Choose graded or ungraded discussion settings intentionally and add a rubric when used.
3. Use Announcements for course-wide or section-wide updates, reminders, and opening directions.
4. Use Inbox for individual, group, or targeted messages that should not be a public course post.
5. Link directly to the relevant Canvas item instead of describing a long navigation path.
6. State the required action, date, and support path.
7. Check publication, delayed-post settings, and recipient selection before sending.

Verify

- | | |
|--|---|
| ☐ Correct communication tool was used. | ☐ Audience is correct. |
| ☐ Action and date are clear. | ☐ Links work. |
| ☐ Graded discussion is in the correct assignment group. | ☐ Message does not expose private student information. |

Watch For

- Notifications depend on each user's settings.
- An announcement is not a substitute for placing essential directions in the course itself.
- Avoid discussing private grades in a public discussion or announcement.

Primary Sources

Instructure Discussion, Announcement, and Inbox guides: <https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor>