



2026

Canvas Migration

Center for Innovation in Teaching and Learning



Canvas Conversations

Log in to [Canvas](#)





Agenda



Announcements



Email



Feedback



BigBlueButton

Session Resources

- Session will be recorded.
- Slide deck will be shared.
- We will be in the chat to answer any questions.
- Book a [consultation](#) with a CITL member!



Announcements



Communicating with Canvas Announcements

1. Link to Course Materials
2. Add Announcements to Homepage
3. Plan Ahead: Draft today, Post Later
4. Copying to other courses

Announcement Options

Details

Topic Title*

Topic Title

Topic content

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U **A** | T² | :

p | 0 words | + -

Attach ←

Post to

All Sections × ←

Options

Allow Participants to Comment

Enable podcast feed

Allow liking

Available from ←

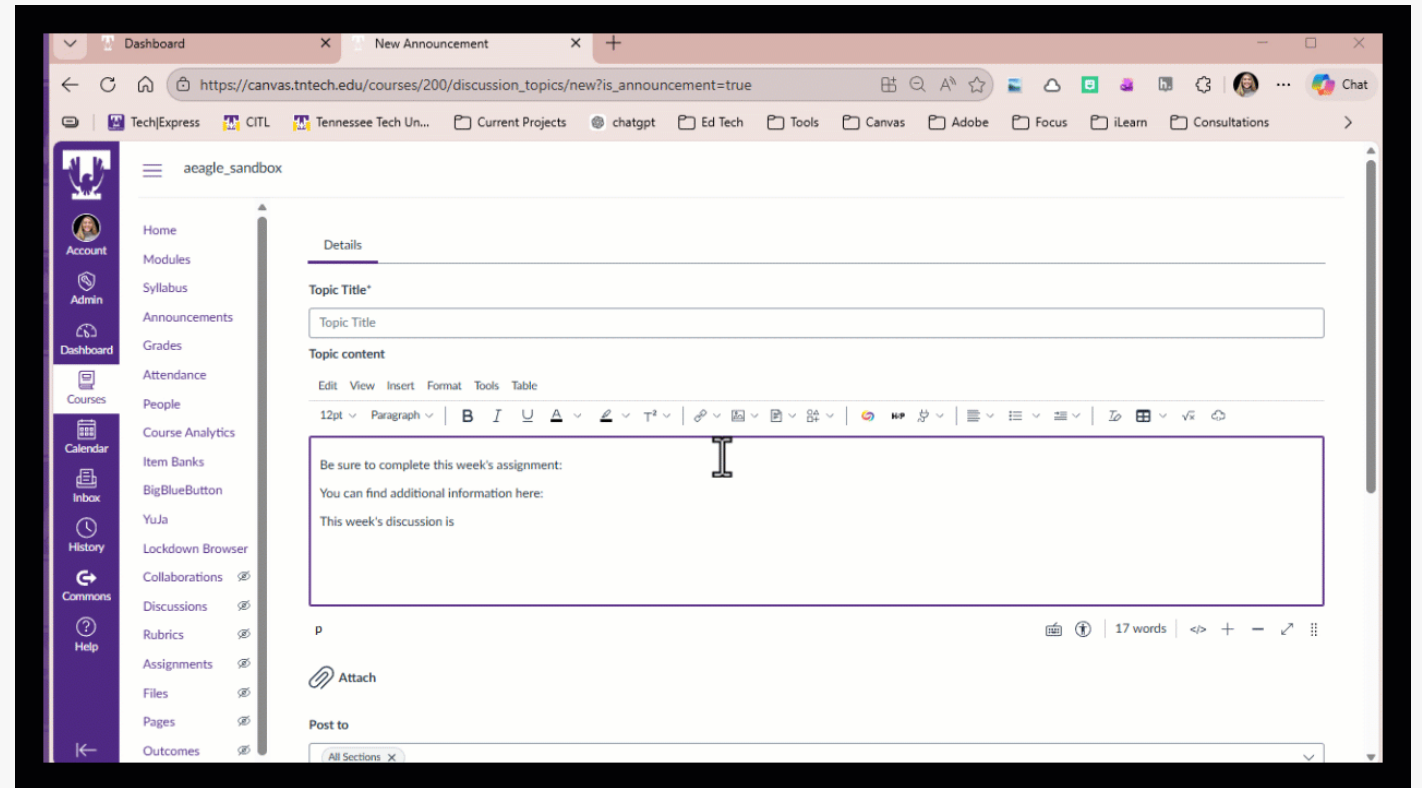
Date **Time**

Until

Date **Time**

Course Links

- Direct your students to the exact location in your course.
- Can be used for Assignments, Pages, Quizzes, Discussions, and Modules.
- Adding to Announcements helps you be more specific when communicating with students.





Home

Modules

Syllabus

Announcements

Grades

Attendance

People

Course Analytics

Item Banks

BigBlueButton

YuJa

Lockdown Browser

Collaborations 

Discussions 

Rubrics 

Assignments 

Files 

+ View Split Screen

Expand Threads

All 

Search entries or author...

Newest First 

All Sections Available from Apr 15 1pm

Welcome to Class!



Hello, and welcome CITL 1010-001! I am Dr. Eagle, and I am truly excited to embark on this academic journey with each one of you. Brace yourselves for a semester filled with exploration, learning, and shared knowledge. To begin, start with [Module 0: Start Here](#). Let's make it a memorable and rewarding experience together! Remember to do [Assignment 1](#). #WingsUp



This topic is closed for comments.

Adding Announcement to Homepage



Collaborations

Discussions

Rubrics

Assignments

Files

Pages

Outcomes

Quizzes

Settings

Format: Not Set

Mastery Paths: Enable individual learning paths for students based on assessment

Offline Course: Allow course content to be downloaded and viewed offline

Course Pacing: Enable Course Pacing

Description:

Show recent announcements on Course home page

1 Number of announcements shown on the homepage

Let students attach files to discussions

Let students create discussion topics

Let students edit or delete their own discussion replies

Let students organize their own groups

Hide totals in student grades summary

Hide grade distribution graphs from students

Disable comments on announcements

Only Teachers can create, rename, and edit course pages by default

Email



Walkthrough

Settings

Compose

All Courses



Inbox



Search...



No Conversations to Show

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Help



Inbox Settings: Signature

You can add a Signature in Canvas.

- Inbox > ⚙ Settings > Signature On
- Signature will be added at the end of all messaging.

Inbox Settings

Signature

Signature will be added at the end of all messaging.

Signature Off

Signature On

Signature *

-Dr. Eagle
Wings Up! 🦅

Cancel Save

Email Notifications

It is very important to keep email notifications on for both you and your students.

- If turned off, emails **will not** come through Outlook.
- Check your notifications settings by going to Account > Notifications > Conversations.

Notifications

Profile

Files

Settings

ePortfolios (Legacy)

Shared Content

Portfolio

Dashboard

Courses

Conversations

Added To Conversation

You are added to a conversation



Conversation Message

New Inbox messages



Conversations Created By Me

You created a conversation



Messaging through the Gradebook

Message Students Who:

- Have/Haven't Submitted
- Haven't been graded
- Scored less/more than
- Reassigned

Guide:

[How do I send a message to students from the Gradebook?](#)

Examples:

- "I see that your Research Summary hasn't been submitted yet. Please remember to turn it in by..."
- "Your Week 4 Discussion Post is submitted and will be graded shortly."
- "Nice work on the Group Analysis! You earned a strong score!"
- "This message is to let you know your Essay Draft score was below 70 and has been reassigned. Please revise and re-submit."



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Recent Announcements



Welcome to Class!

Hello, and welcome CITL 1010-00...

Posted on:

Awesome Eagle's Sandbox

Assign To

Edit



Welcome!

[Instructor Note: Add a short introductory (welcome) message in this spot.]

In Canvas, you can expect to:

- Prepare for class by reviewing readings, videos, or guiding questions
- Access slides, resources, and assignment instructions in one place
- Submit coursework and review feedback efficiently
- Stay up to date with announcements, reminders, and important course

Course Status

✓ Published

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

Course Analytics

View Course Notifications

Coming Up

View Calendar

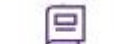
Nothing for the next week



Account



Dashboard



Courses



Calendar



Inbox



History



Commons



Help



Feedback



Canvas Feedback Tools

- Feedback as conversation
- Instructor View: SpeedGrader
- Student View: Grades
- Comments from both instructor and students

Use Cases

- Move from feedback → dialogue
- Support formative learning & revision
- Prompt student reflection (metacognition)
- Clarify misconceptions (even on quizzes)
- Build instructor presence in online courses
- Increase engagement with feedback

BigBlueButton



What is BBB?

Canvas has integrated BigBlueButton as their conferencing option.

(Reference: [BigBlueButton > Canvas](#))

The screenshot displays the Canvas LMS interface for a user named 'Sandbox_Awesome_Eagle' in the 'Conferences' section. On the left, a navigation sidebar lists various tools, with 'BigBlueButton' highlighted in a red box. The main content area features a '+ Add Conference' button, also highlighted in a red box, and two sections: 'New Conferences' and 'Concluded Conferences', both indicating that there are no items in these categories. On the right, a 'Conferences' sidebar provides a description of the feature and includes a list of help links: 'How do I create a conference in a course?', 'How do I start a conference?', 'How do I conclude a conference?', and 'How do I record a conference?'. At the bottom right of this sidebar is a small cartoon panda icon.

Creating a Conference

Settings

New Video Conference ✕

Conference Type
BigBlueButton ▼

Settings Attendees

Name *
Sandbox - Awesome Eagle Conference

Duration in Minutes *
60 ▲ ▼

Options

- Enable recording for this conference
- No time limit (for long-running conferences)
- Enable waiting room
- Add to Calendar

Description
Conference Description

Cancel Create

Attendees

New Video Conference ✕

Conference Type
BigBlueButton ▼

Settings Attendees

Invitation Options

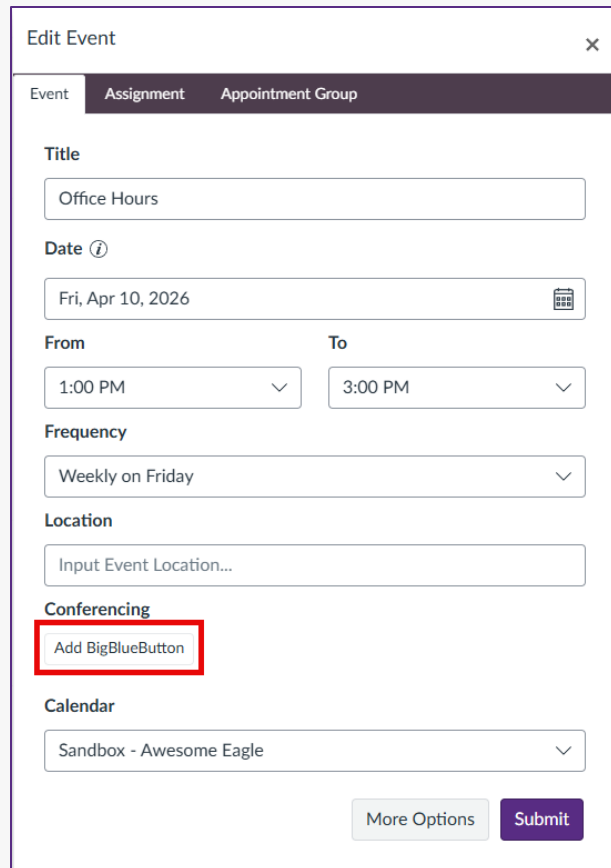
- Invite all course members
- Remove all course observer members

Allow Attendees To...

- Share webcam
- See other viewers webcams
- Share microphone
- Send public chat messages
- Send private chat messages

Cancel Create

Things to Note with BBB:



The screenshot shows the 'Edit Event' form with the following fields and options:

- Title:** Office Hours
- Date:** Fri, Apr 10, 2026
- From:** 1:00 PM
- To:** 3:00 PM
- Frequency:** Weekly on Friday
- Location:** Input Event Location...
- Conferencing:** Add BigBlueButton (highlighted with a red box)
- Calendar:** Sandbox - Awesome Eagle

Buttons: More Options, Submit

- You can add BigBlueButton to an Event in your Calendar.
- Recordings cannot be downloaded.
- You must manually start the recording and turn on closed captioning.
- Recordings are only saved in the course for 7 days.

When to use BBB

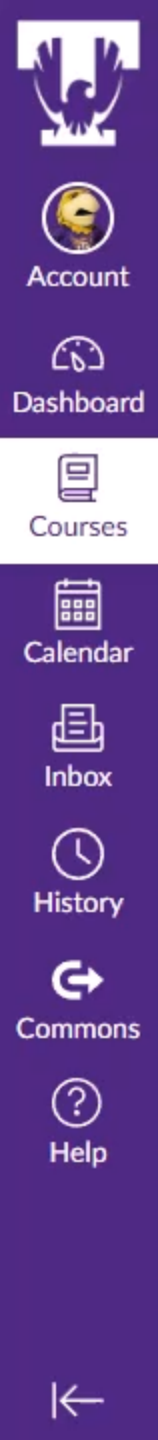
Good for

- Virtual Lectures
- Virtual Office Hours
- Student Groups
- Study Sessions

Not Good for

- Recorded Lectures
- Reference Tutorials
- Downloadable Recordings

(We recommend using MS Teams or YuJa Media for these)



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View Course Notifications

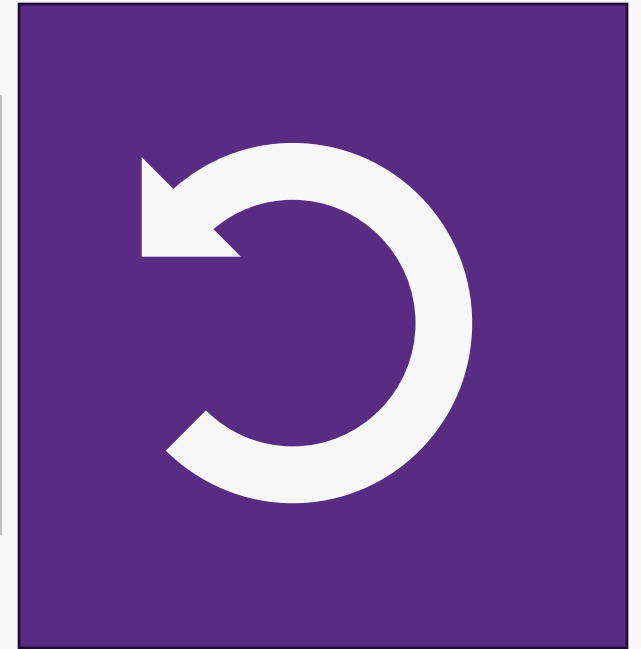
Coming Up

View Calendar

Nothing for the next week



Recap



Recap



- Announcements
 - Leverage your Options
 - Announce Once, Copy Twice
- Email
 - Check Notifications
 - Message Students Who...
- Feedback
 - Turn feedback into a two-way learning conversation
 - Increase engagement, reflection, and revision through dialogue
- Big Blue Button
 - Not a replacement for YuJa Media or MS Stream
 - Good for office hours and student group projects

Resources

Faculty Training

- [1.4 | Canvas Communication: Notification Settings](#)
- [1.6 | Conversations and the Canvas Inbox](#)
- [2.7 | Announcements](#)
- [4.4 | Welcome to SpeedGrader](#)
 - Explore: [Leaving Feedback Comments for Student Submissions in SpeedGrader](#)

Previous Workshops

- [Canvas Essentials \(3/31/26\)](#)
- [All Previous Canvas Workshops](#)

Feedback Survey

Questions, Comments, Concerns?

Resources:

- [CITL Canvas Page](#)
- [Book a Consultation](#)
- [Frequently Asked Questions](#)

Thank you!

[Register for Upcoming Sessions](#)



Tue. April 21 - Canvas: Assignments



Thur. April 23 - Canvas: Discussions



Tue. April 28 - Canvas: New Quiz Essentials