

Communicating with Students in Canvas: Announcements, Inbox, and Notifications (Supplemental Chart)



Full Knowledge Base Article: <https://its.gmu.edu/knowledge-base/announcements-inbox-and-notifications/>

Canvas Notifications

Notifications are automatically triggered when you send a Canvas message or post an announcement. Each student (and instructor) can customize their Canvas notification settings as desired; so they are in control of if, and how often, they receive copies of Canvas messages or announcements in their George Mason email and/or via the mobile app. By default, students receive announcements and inbox messages in their email immediately.

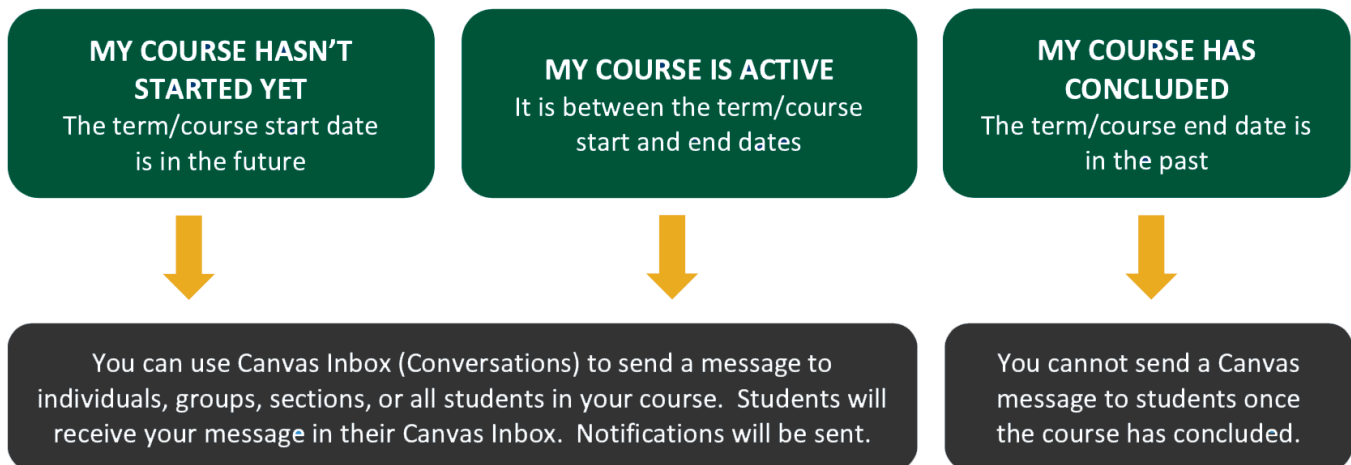
Canvas Inbox Messages

Use this chart to determine when you can send Canvas Inbox messages to students in your courses and if notifications will be sent, based on your course publishing and participation settings.

WHAT IS YOUR COURSE PUBLISHING STATUS?



WHAT IS THE CURRENT STATE OF YOUR COURSE?



Canvas Course Announcements

Use this chart to determine when students will be able to view your course announcements and if notifications will be sent, based on your course publishing and participation settings.

WHAT IS YOUR COURSE PUBLISHING STATUS?

 My course is **PUBLISHED**

 My course is **UNPUBLISHED**



Students will be unable to view the Announcement until you publish the course. Notifications will NOT be sent.



WHAT IS THE CURRENT STATE OF YOUR COURSE?

MY COURSE HASN'T STARTED YET
The term/course start date is in the future

MY COURSE IS ACTIVE
It is between the term/course start and end dates

MY COURSE HAS CONCLUDED
The term/course end date is in the past



Students will be able to view the Announcement in Canvas and notifications will be sent.

If Announcement posting is delayed, notifications will be sent at the delayed date/time.

Students will be able to view the Announcement in Canvas as long as the "Restrict students from viewing course after term end date" option is not checked. Notifications will NOT be sent.

DO YOU HAVE STUDENT VIEWING RESTRICTIONS ENABLED?

MY COURSE IS UNRESTRICTED
The "Restrict students from viewing course before term start date" setting is **not checked**

MY COURSE IS RESTRICTED
The "Restrict students from viewing course before term start date" setting is **checked**



Students will be able to view the Announcement in Canvas. Notifications will NOT be sent.

Students will be unable to view the Announcement until the course start date. Notifications will NOT be sent.