Canvas Communication & Collaboration Features

Feature	Area Available	General information	Notification default	Considerations
Inbox	Global	The Canvas Inbox provides the ability to send messages to staff and students and view replies within Canvas. Staff can send messages to individual staff/students, all teachers, all students, sections of students (Qsis components), all users within the module or all participants in a group. Staff can also send messages to all users across modules and groups within Canvas. Students can send messages to individual staff/students or select multiple staff/students to send the message to within the specific module or group.	Added to a conversation & a message has been sent via inbox: Notify Me Right Away Messages created by the individual user themselves: Do not send	Communications can only be sent to Staff/students within module(s) and groups. Messages cannot be sent to staff/students outside of module(s) or groups. Staff/students will need to be associated to the module in Canvas to have access to message users in the module. Users can read and reply to Inbox messages outside of Canvas with the below caveats: • Attachments are not included in both sent and received messages. If an incoming message includes an attachment, or

		Further options available: • send an individual message to each recipient • Attach file • Record audio or video comment		an outgoing message requires an attachment, the user must view and send the message from within Canvas. • Longer messages will not be fully visible outside of Canvas. • Reply's outside of content will include all text within the email including email signatures in Canvas.
Calendar Appointment	Global	Ability for staff to set-up 1:1 and group sessions via Appointments feature in the Canvas Calendar to organise face to face sessions.	Appointment signups, and cancellations: Notify Me Right Away	Connected to information in module. Notification of student signed up for an appoint will not notify the Instructure by default
Announcement	Global, faculty, school, module, group	Global, faculty and school announcements appear on the top of the dashboard (first home screen after logged into	Module/group: Notify Me Right Away	Staff/students can dismiss the announcement received.

| | | the system). These announcements include a Title, description, announcement type (I.e. information, question, error), relevant roles that this announcement will be visible to and a start and end date for the announcement.

Module Announcements use the rich content editor and can link to areas/activities within the module, can be posted to particular sections of students (Qsis components), add file attachments and can be set up to post on a particular date. Module announcements appear to students on the top of the module home page.

Group Announcements use the rich content editor and can link to areas/activities within the group and add file attachments. Group announcements appear | Global, faculty, school: None, only visible within Canvas | Global/faculty/school announcements should be kept at a minimum so as not to bombard students on Canvas dashboard (first page after login)

Account editor access is required at faculty/school level to have the permissions to create announcements within the dashboard.

Global access is provided only to system admins.

Further announcement functionality available includes enabling feeds and allowing 'liking' at module and group level. |
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		on the top of the group home page.		
Discussion	Module, group	Discussions allows for interactive communication between two or more people; staff and students can participate in a conversation with an entire class or section of students in a module or within a group of students. Discussion topics can be organized as focused or threaded discussions and can be set up as graded (module only).	New graded discussion created: Weekly Non graded discussion created: None New discussion post in a topic student is subscribed to: Daily	Students can choose to subscribe to a discussion thread. Students that reply to a post are automatically subscribed. Students are automatically subscribed to discussions they create in groups themselves. Students are also subscribed to any new discussions created in the module if staff have amended the module settings to allow students to be able to do this.
Conferences	Module, group	The conference feature (facilitated via BigBlueButton) provides the ability to conduct synchronous lectures for staff & students in a course.	Invitation to conference (all) & Recording ready (staff only): Notify me right away	Conferences can accommodate as many users as needed, though the recommended guideline is a limit of 100 users. Recordings are automatically deleted 14

		Conferences allows users to broadcast real-time audio and video, demo applications, share presentation slides, or demo online resources.		days after the conference ends.
Collaborations	Module, group	The collaborations feature (facilitated via Office365) provides the ability for staff and students to work on documents at the same time. Current supported documents are word, excel and powerpoint. Collaborations can be setup for groups of users.	Invitation to join collaboration: Notify Me Right Away	The maximum number of concurrent editors per document is 99 users, however Microsoft recommend no more than 10 as this could lead to gradually degraded user experience.
Pages (wiki)	Module, group	Canvas pages can be setup to allow students to contribute to the page.	None unless the 'Notify users that this content has changed' has been selected.	Available for the entire class, cannot be limited to a group or individual students. Unable to see who is editing and can cause confusion/overwriting. Best used when indicating where users should add content.
Assignment/Quiz (feedback)	Module	Opportunity to provide a variety of assessment feedback via	Grades: Notify me right away (upon release of grade or grade change,	Video and audio uploads to Canvas through the media tool

		Speedgrader in Canvas including annotated documents, comments, attachments, video & audio feedback. Staff and students can communicate via comments directly aligned to feedback.	students will also be able to see annotated feedback & submissions comments available at that time) Submissions comments: Send daily	can be up to 500 MB in size.
Chat	Module	Chat is a course tool that is available to all students in the course. Instructors can use the chat tool to allow students to contact them when online, create virtual office hours, conduct group discussions or study sessions. All users in the course can also access the chat history.	None, alerted of new message when in Canvas only.	Chats cannot be limited to specific students. Students cannot delete chat comments