

Canvas Faculty FAQs

Q: How do I send an all student email from inside Canvas?

A: Canvas does not support the ability to send an all users email. However, an Announcement does go out to all Student email accounts listed in the course. However, students can turn off this notification in their accounts settings.

Alternative option: Setting up email distribution list using SIS and your Faculty Email.

1. Log in to SIS
2. Navigate to a desired course's Summary Class List
3. Below the last student record in the list is an "Email Class" button. Once clicked, it will generate an email in your default email program (ideally, Outlook) and populate the BCC field with all of the student email addresses.
4. At this point, you can either set up a group or save the email itself as a template to easily generate future messages with the same basic structure.
5. Be sure to update this list after the add/drop period is over.

Q: I receive an error when trying to log into Canvas, what do I do?

A: First try clearing your web browser's cache and cookies. Close the web browser completely. Then reopen it and try logging into Canvas again. This often clears the error message. If this does not clear the issue contact the IT Helpdesk at www.greatbay.edu/helpdesk

Q: How do I make my course available for students to access?

A: You need to Publish your course to make it available for students to access it. To Publish the course go to the Home page of the course. On the right side you will see a side menu. At the top of this side menu you will see two big buttons Unpublish and Publish. By default all courses are created in an Unpublished state. This is to allow you time to setup your course before students access it. Simply click on the Publish option. The button will light up Green and your course has not been published. Students can now access your course.