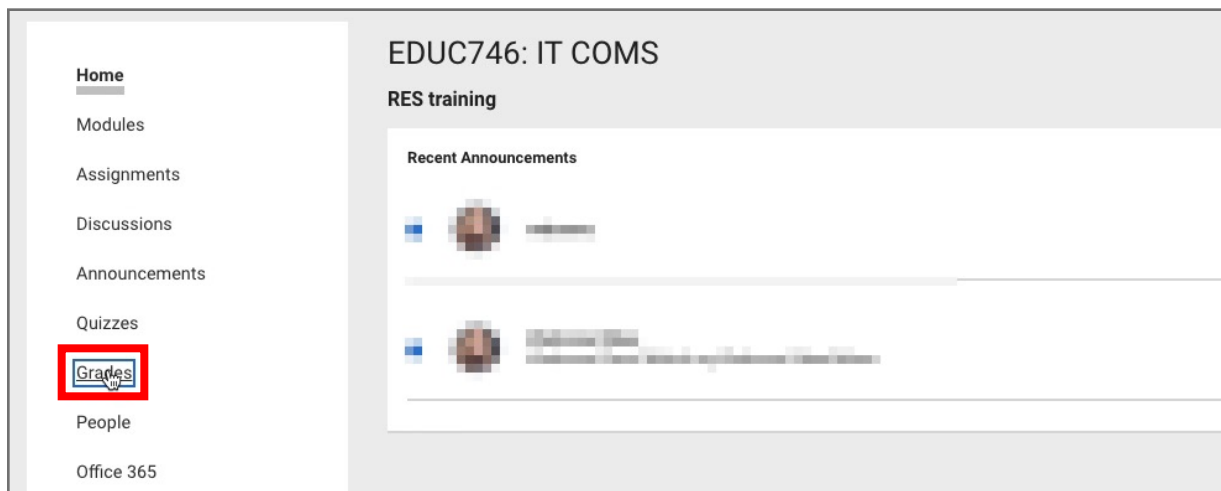


Introduction

The **Message Students Who** feature allows you to message students in your course based on certain criteria such as **Haven't Submitted Yet, Haven't Been Graded, Scored More Than, and Scored Less Than.**

How to Use Message Students Who

Step 1: Click on **Grades** from the course Menu on the left.

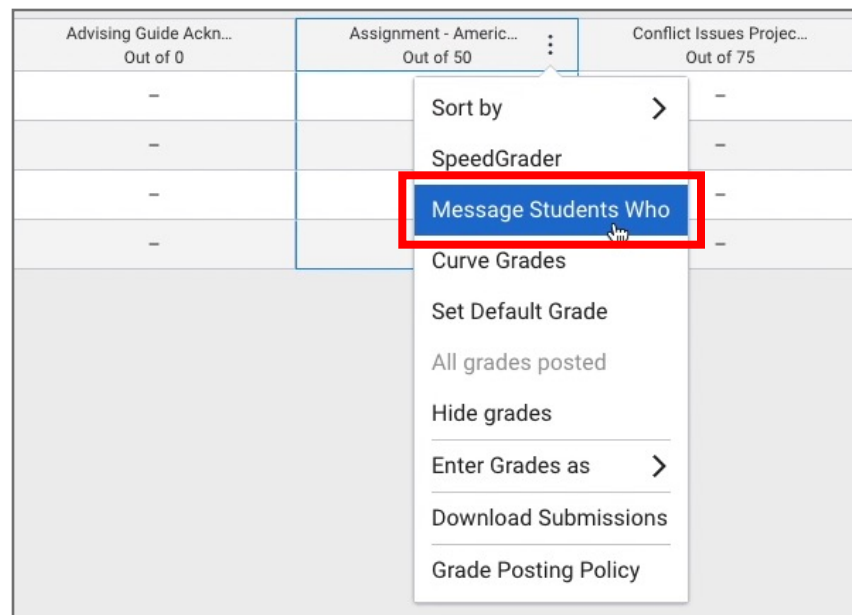


Step 2: Find the Assignment you want to message students for and **hover over the Assignment title** and **Click on the three dots.**

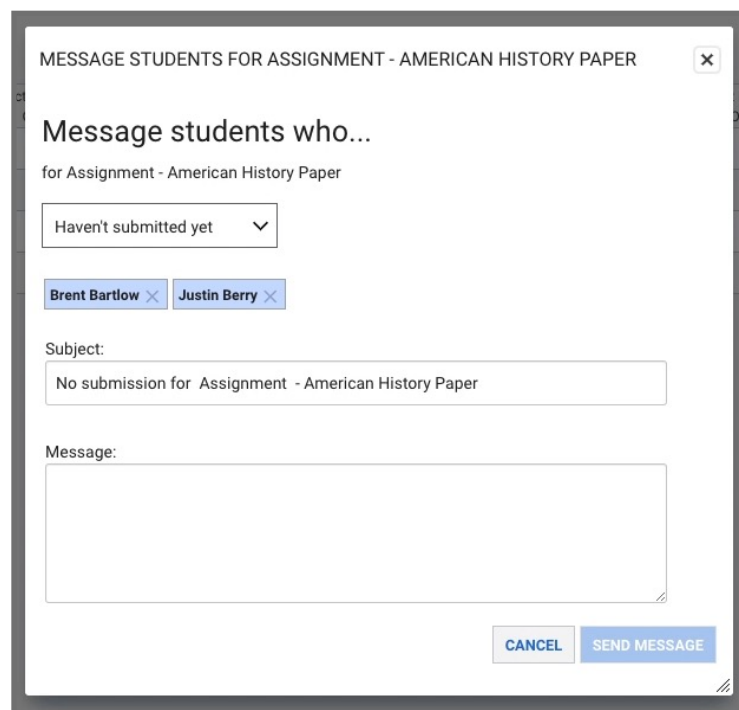
<div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px;"> ▾ View </div> <div style="display: inline-block; border: 1px solid #ccc; padding: 2px 5px; margin-left: 10px;"> ▾ Actions </div>		
Advising Guide Ackn... Out of 0	Assignment - Americ... Out of 50	Conflict Issues Projec... Out of 75
-	5	-
-	5	-
-	45	-
-	-	-

How to Use Message Students Who (continued)

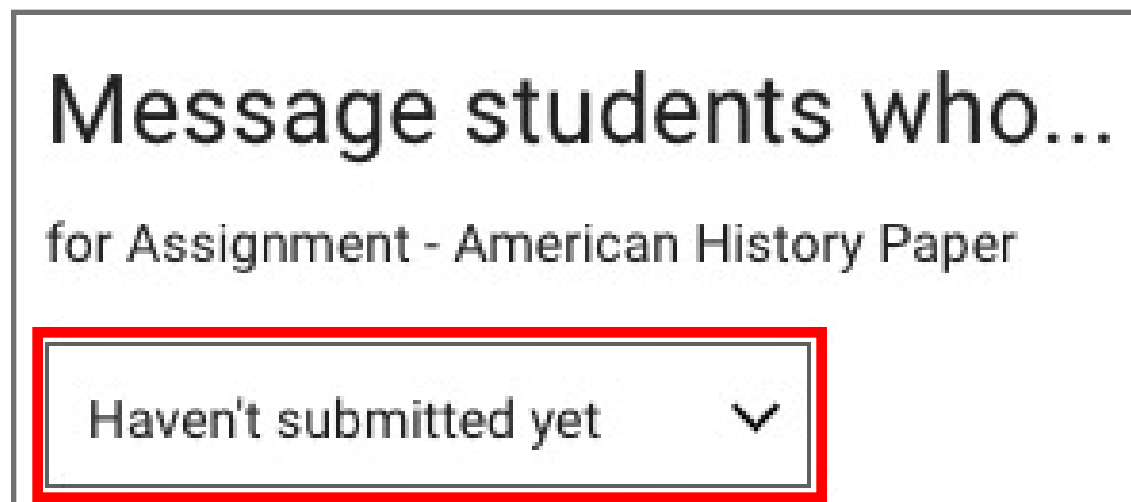
Step 3: From the dropdown menu, select **Message Students Who**.



Step 4: The message box will appear with the **Haven't Submitted Yet** option selected by default. **Click** on the **Criteria Dropdown** and select the **Criteria**.



The **Haven't Submitted Yet** option adds all the students who haven't submitted the assignment yet to the message.



How to Use Message Students Who (continued)

The **Haven't Been Graded** option adds all the students who have submitted an assignment but are awaiting grading to the message.

Message students who...

for Conflict Issues Project: Reference List Chart Assignment

Haven't been graded ▼

The **Scored More Than** allows you to enter a score and add all the students who scored more than that grade to the message.

Message students who...

for Assignment - American History Paper

Scored more than ▼ 25

The **Scored Less Than** allows you to enter a score and add all the students who scored less than that grade.

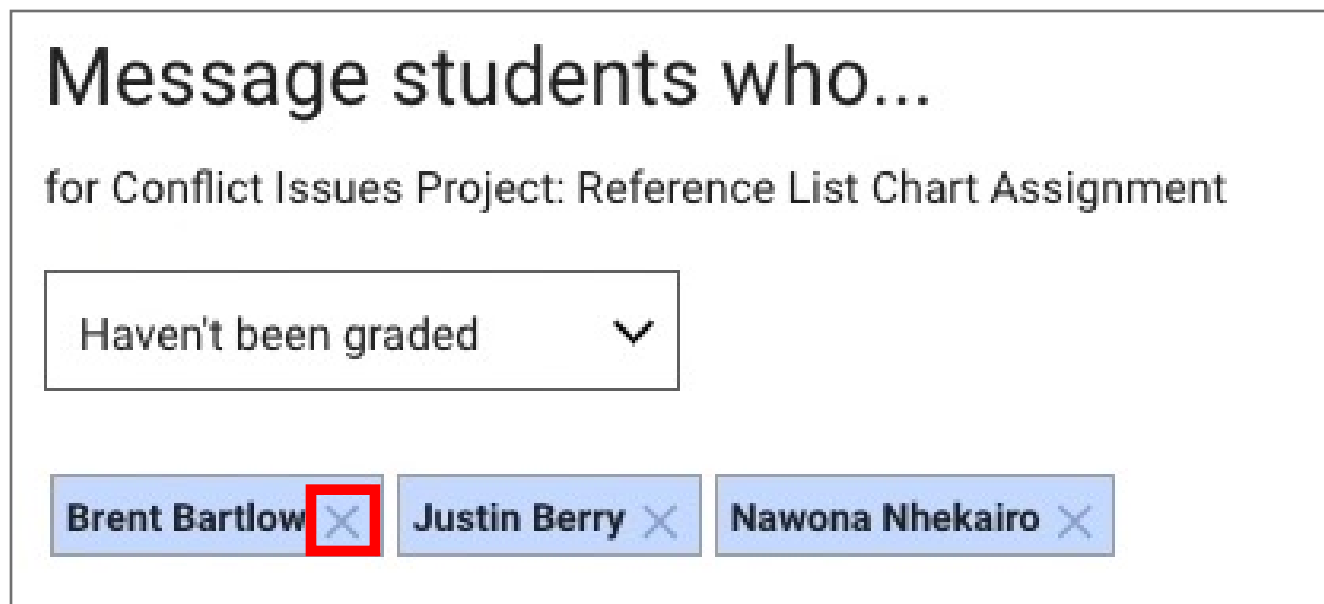
Message students who...

for Assignment - American History Paper

Scored less than ▼ 25

How to Use Message Students Who (continued)

Step 5: After selecting the **Criteria**, you will see the students who will be messaged. To remove a student from the list, **Click on X** next to the name.



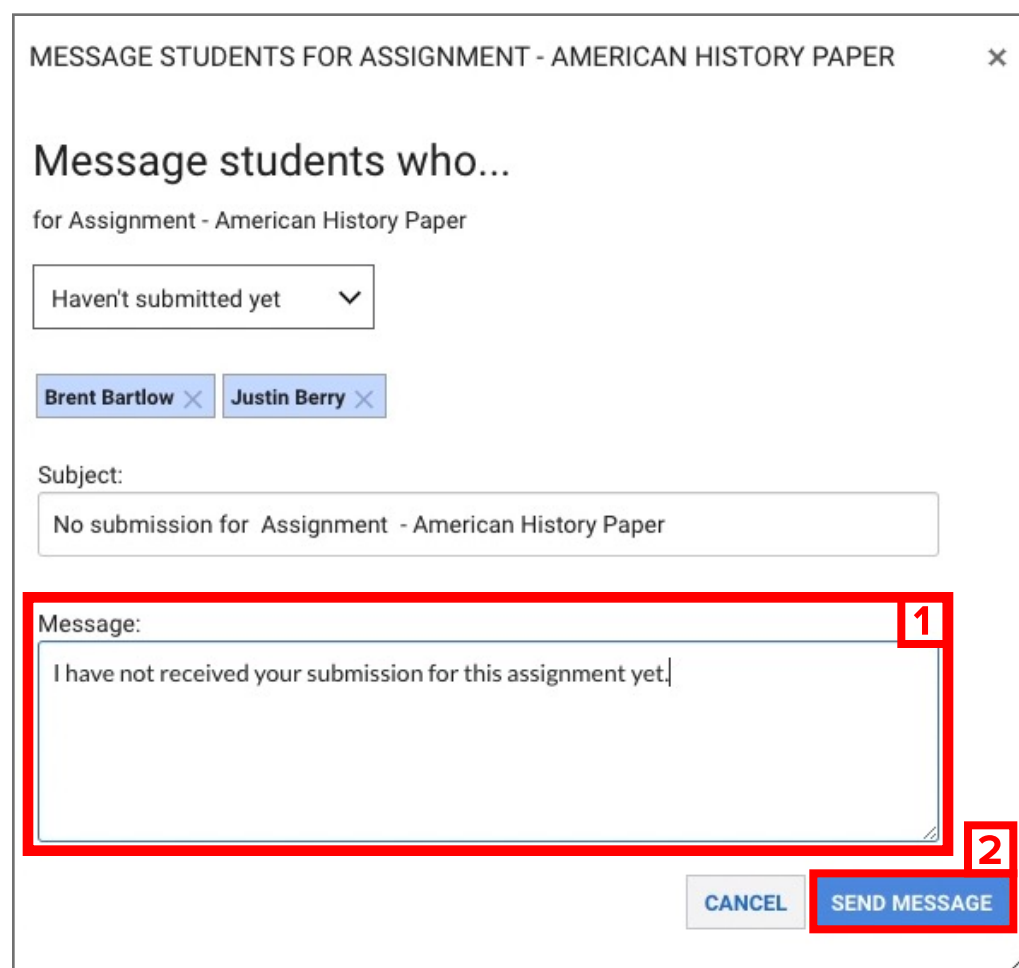
Message students who...

for Conflict Issues Project: Reference List Chart Assignment

Haven't been graded ▾

Brent Bartlow ✕ Justin Berry ✕ Nawona Nhekaïro ✕

Step 6: Write a message to send to the selected students and **Click Send Message**.



MESSAGE STUDENTS FOR ASSIGNMENT - AMERICAN HISTORY PAPER ✕

Message students who...

for Assignment - American History Paper

Haven't submitted yet ▾

Brent Bartlow ✕ Justin Berry ✕

Subject:

No submission for Assignment - American History Paper

Message:

I have not received your submission for this assignment yet.

CANCEL SEND MESSAGE

Tips for Success!

Note: Message Students Who haven't submitted yet does not work with 3rd party assignments because they are not submitted in Canvas. If you want to use the feature for 3rd party assignments you must manually remove anyone who has submitted by viewing the Gradebook column.