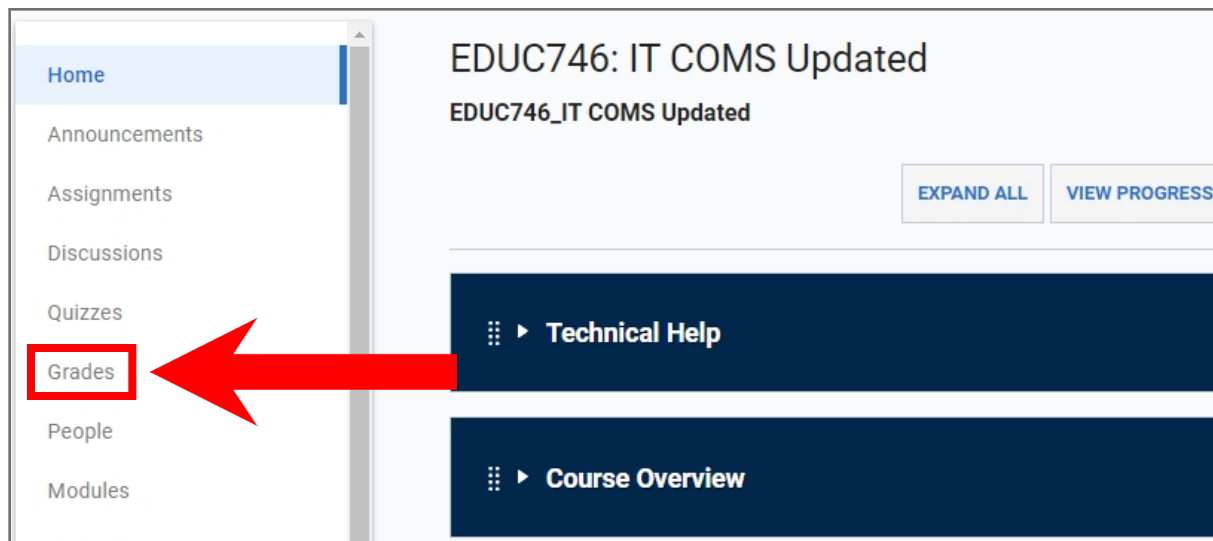


## Introduction




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

## How to Use Message Students Who

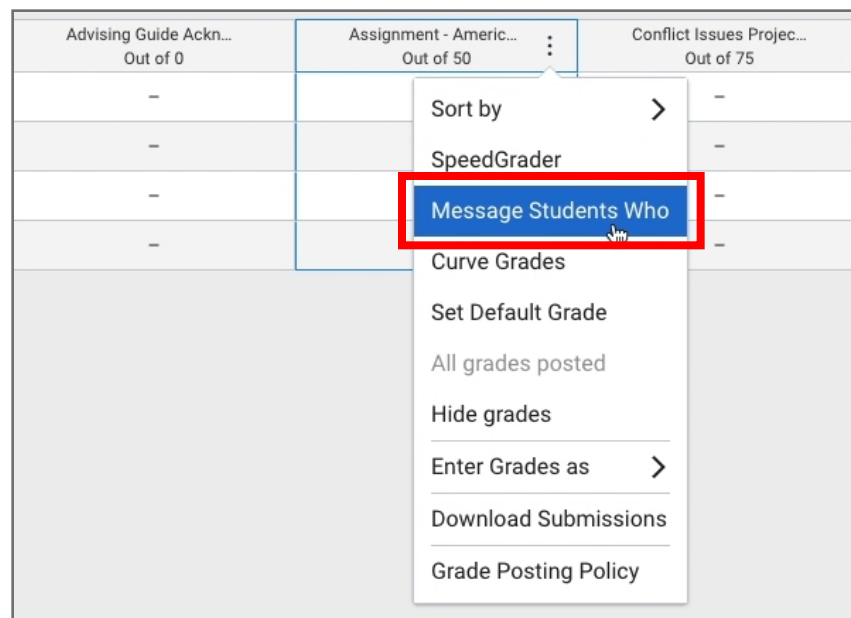
**Step 1:** Click on **Grades** from the course menu on the left.



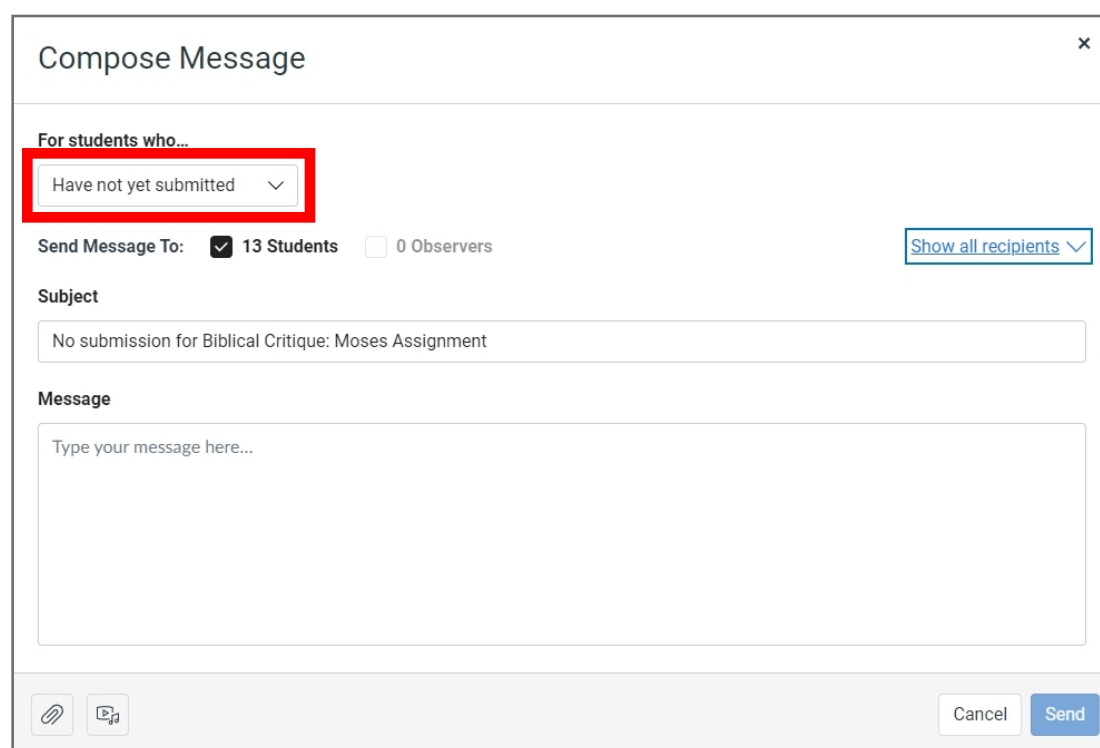
**Step 2:** Find the Assignment you want to message students about, **hover over the Assignment title,** and **Click on the three dots.**

<input type="button" value="View"/> <input type="button" value="Actions"/>			
Advising Guide Ackn... Out of 0	Assignment - Americ... Out of 50		Conflict Issues Projec... Out of 75
-	5		-
-	5		-
-	45		-
-	-		-

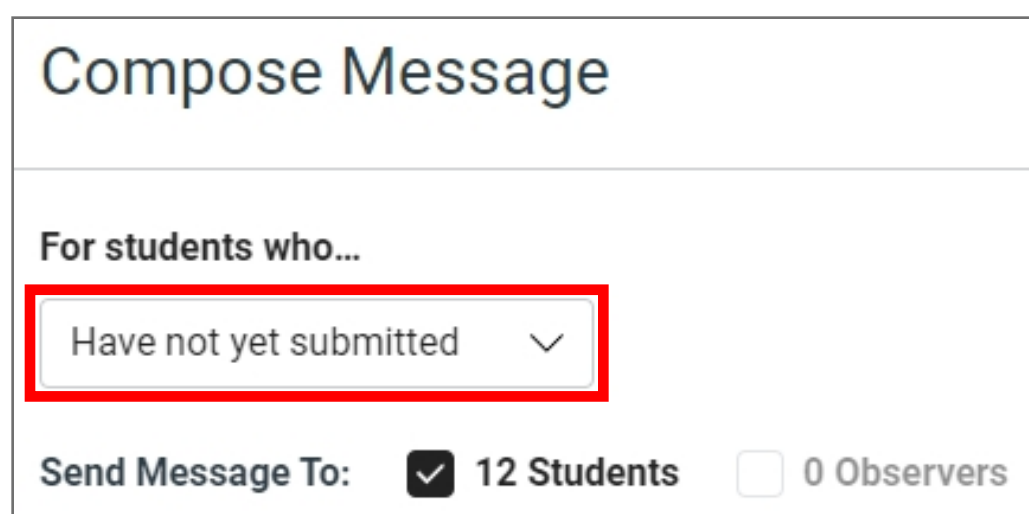
**Step 3:** From the dropdown menu, select **Message Students Who**.



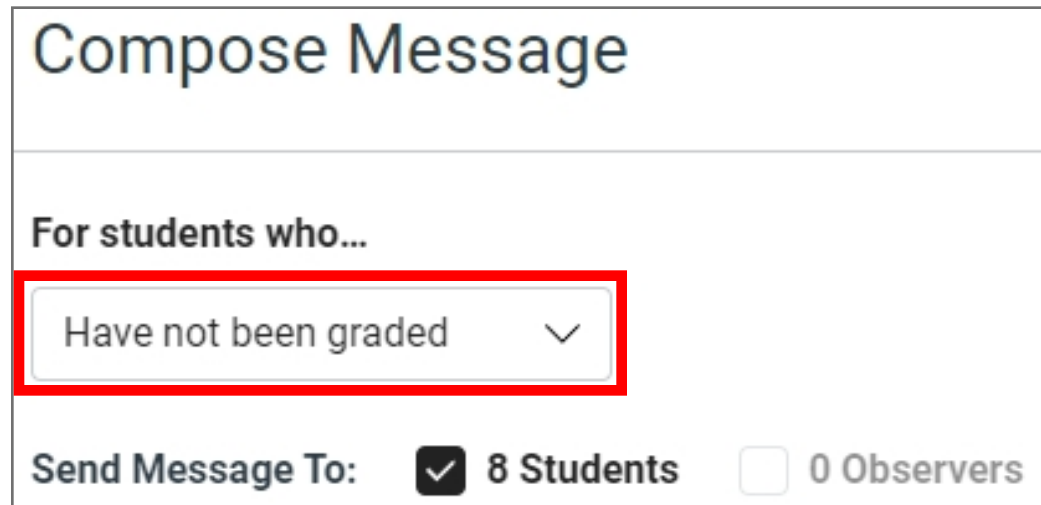
**Step 4:** The message box will appear with the **Have Not Yet Submitted** option selected by default. Click on the **Criteria Dropdown** and select the criteria.



The **Have not yet submitted** option adds all the students who haven't submitted the assignment yet to the message.

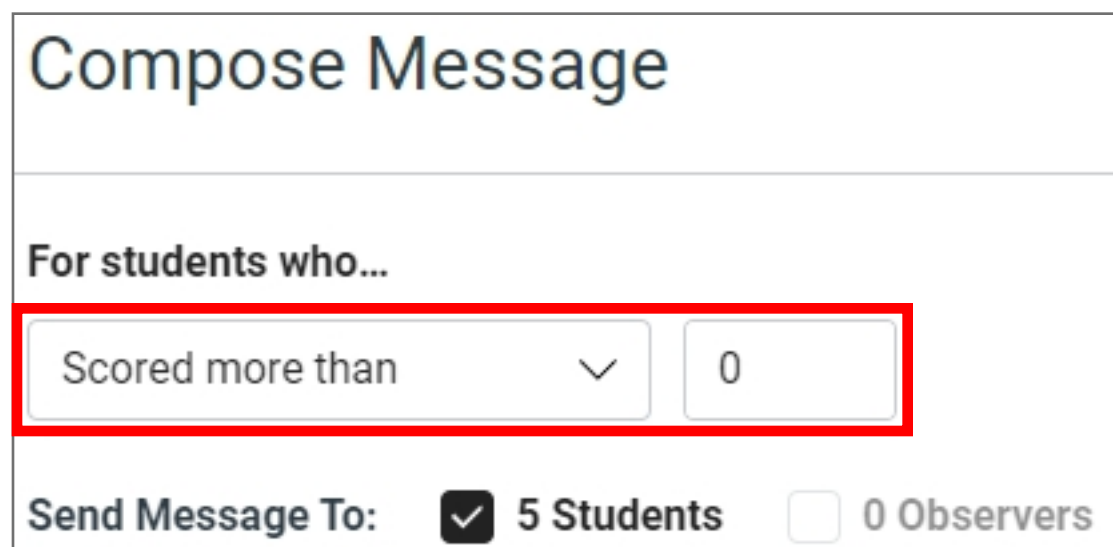


The **Have not been graded** option adds all the students who have submitted an assignment but are awaiting grading to the message.



The screenshot shows a 'Compose Message' form. Under the heading 'For students who...', there is a dropdown menu with 'Have not been graded' selected. Below this, the 'Send Message To:' section shows a checked checkbox for '8 Students' and an unchecked checkbox for '0 Observers'.

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



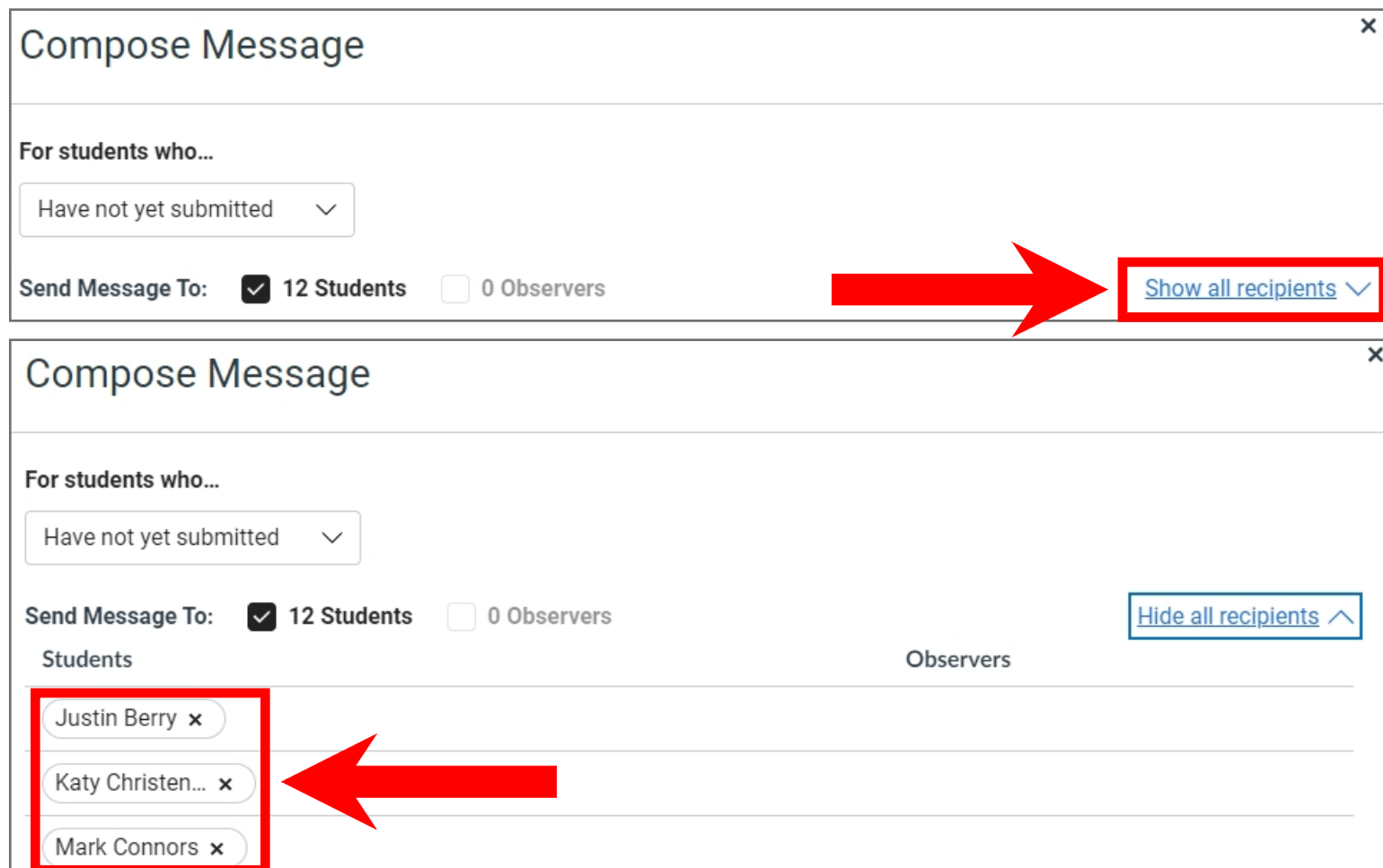
The screenshot shows a 'Compose Message' form. Under the heading 'For students who...', there is a dropdown menu with 'Scored more than' selected and a text input field containing the number '0'. Below this, the 'Send Message To:' section shows a checked checkbox for '5 Students' and an unchecked checkbox for '0 Observers'.

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

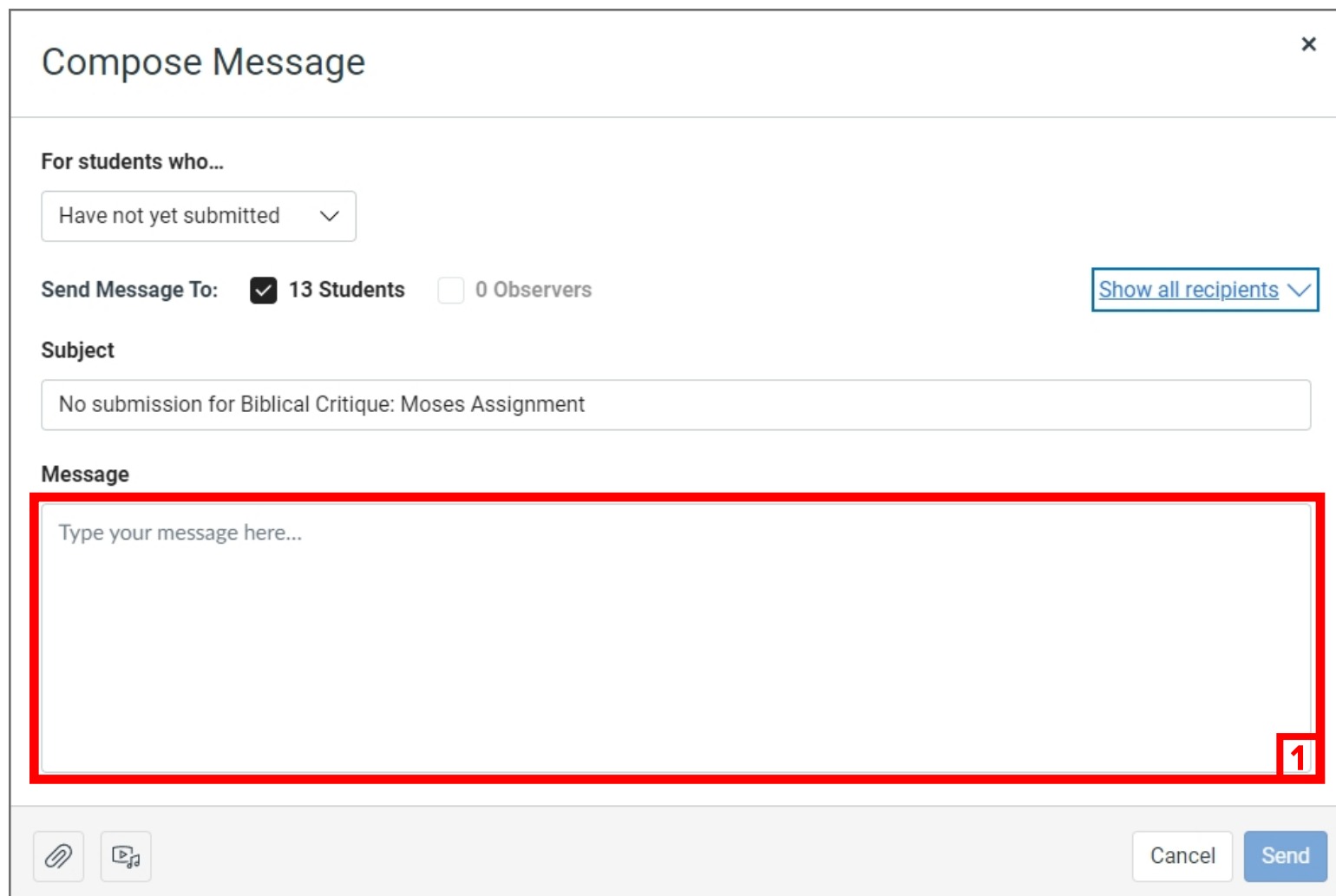


The screenshot shows a 'Compose Message' form. Under the heading 'For students who...', there is a dropdown menu with 'Scored less than' selected and a text input field containing the number '50'. Below this, the 'Send Message To:' section shows a checked checkbox for '1 Students' and an unchecked checkbox for '0 Observers'.

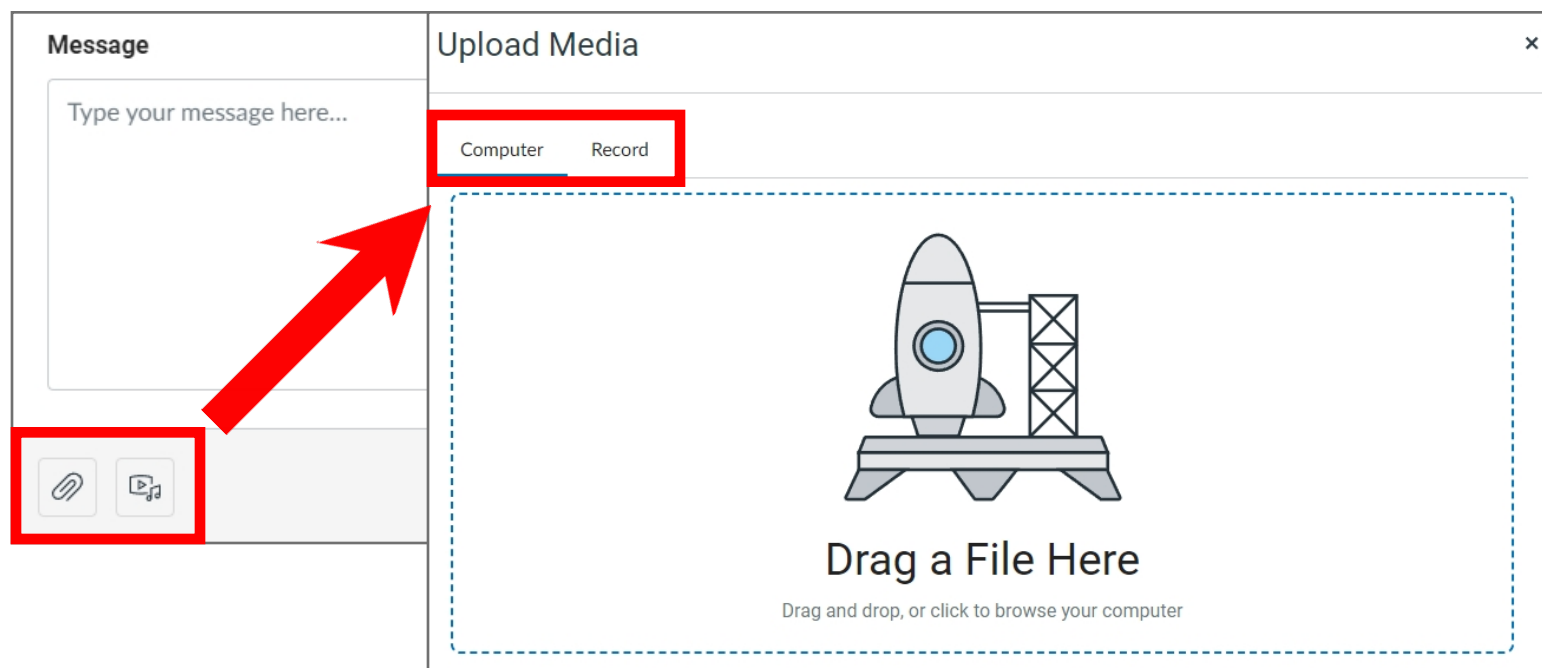
**Step 5:** After selecting the **criteria**, you will see a checkbox indicating which role will be messaged based on the selected criteria. **Students are selected by default.** To remove a student from the list, click **Show All Recipients** and **click** on the student that needs to be removed.



**Step 6:** Write a message to send to the selected students.



If you need to attach a file to the message, **click the paperclip attachment button** and **select the file** from your computer. The file will be sent to all selected students. Alternatively, if you wish to record a video or audio message to be sent to your students, click the **Video/Audio button**, then either **select the media file from your computer** or **click Record** to create a new one.



**Step 7:** Once the message is ready, **click Send**. The message (and any attachments or video/audio messages) will be sent to all selected users.



### **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.