

## 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. N3. Below the last student record in the list is "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