Message Students Who…
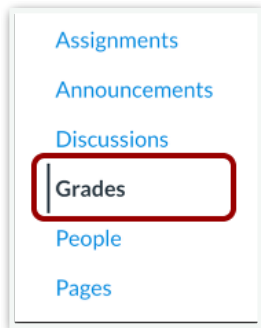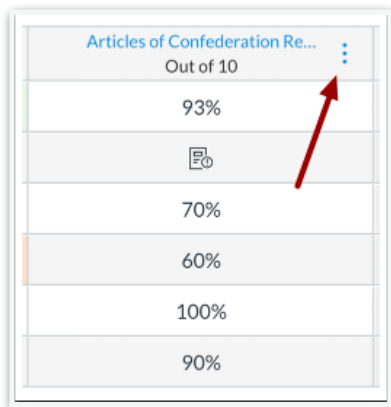
In Course Navigation, click the **Grades** link.
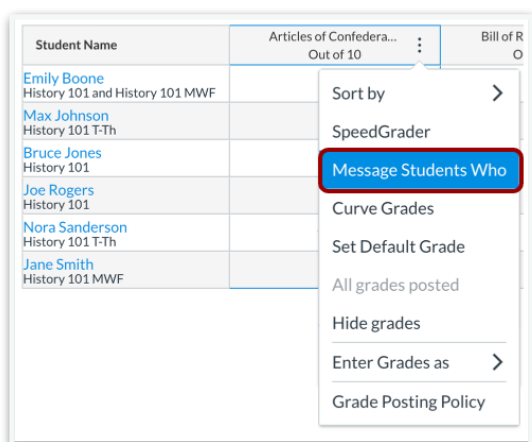

Hover over the assignment column header and click the **Options** icon.
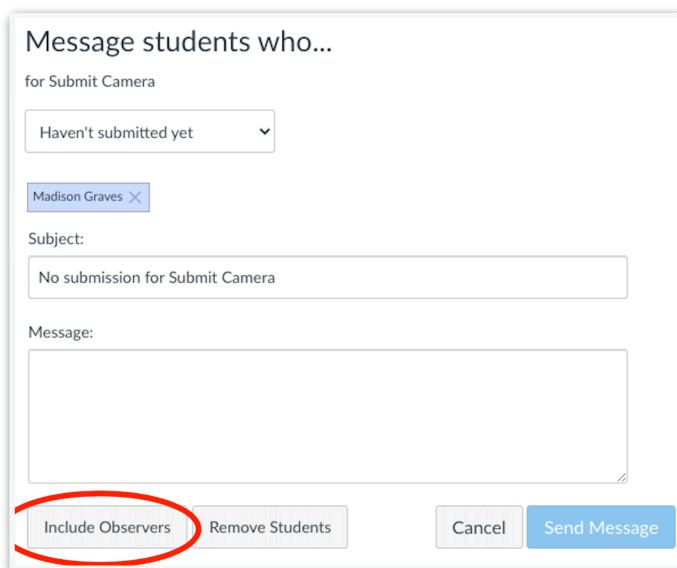

Click the **Message Students Who** link.

By default, Canvas will show names from the **Haven't submitted yet** category.

In the drop-down menu, select the category of students you want to message. Based on real-time data, Canvas will show the names of the students who fall in the category you selected.

You can also remove students from the message by clicking the **Remove** icon. NOTE: You may **include observers** linked to the students in these messages.

Canvas will also generate a subject line based on the category, but you can edit the subject line if needed. Type in an appropriate **message** for students.

Click the **Send Message** button.

Note: Although one message most likely will be sent to multiple students at the same time, each student will receive an individual message.