

How do I message students who have not signed up for a self sign-up group?

If you have created a [self sign-up](#) group within your course, you can message students who have not yet signed up for a group and remind them to do so.

Open People

Open People

In Course Navigation, click the **People** link.

Open Group Set

[Open Group Set](#)

Click the name of the group set.

Message All Unassigned Students

[Message All Unassigned Students](#)

Verify that self sign-up is enabled for the group set [1] and that unassigned students exist for the group set [2].

Click the group set **Options** menu [3], then click the **Message All Unassigned Students** link [4].

Note: The Message all Unassigned Students link will not display if all students have been assigned to a group.

Send Message

Send Message

Canvas populates the recipient list with the names of students who have not yet joined a group [1]. Type your message into the text area [2]. Click the **Send Message** button [3].

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-message-students-who-have-not-signed-up-for-a-self-sign/ta-p/1105>]

Revision #1

Created 2025-05-14 20:04:20 UTC by Brandy Brickey

Updated 2025-05-14 20:05:56 UTC by Brandy Brickey