

How do I send a message to all students based on specific course participation criteria in New Analytics?

When viewing weekly online activity in New Analytics, you can send a message to students whose participation are among two specific criterion: did or did not view a resource and did or did not participate with a specific resource. Message recipients are automatically populated based on selected criterion as well as any applied filters.

Sent messages can be viewed within the Sent folder in the Conversations Inbox. Messages sent to more than one student are sent as individual messages.

If needed, you can also [send a message to an individual student](#).

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

<https://embed.app.guide.com/playbooks/gQecPYwQtELficwhz35gsS>

Embed this Video

Open Course

Open Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open New Analytics

[Open Analytics Beta](#)

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity

[View Weekly Online Activity](#)

Click the **Weekly Online Activity** tab.

Message Students Who

[Message Students Who](#)

Message recipients are automatically populated based on selected criterion as well as any applied filters.

If you want to filter analytics for a specific section or student, search for and select the intended filter in the **Filter** field [1]. Then click the **Message** icon [2].

Select Criteria

[Message Students Who](#)

The Message Students Who window defaults to the Viewed criterion [1], which allows you to message students based on a specific resource they viewed.

The Resource field determines the specified resource [2], and the BCC field displays the number of students who fall within the specified range [3]. By default, the Resource field has All Resources selected. Additionally, any filters in the analytics page automatically display as an intended recipient for the message. If no filters have been applied, the message displays as being sent to all sections.

To select a new resource, choose a resource from the Resource drop-down menu [4]. The BCC field displays the updated number of students and/or sections who have viewed the specified resource [5].

Select Missing or Late Submissions

The Didn't View, Participated, and Didn't Participate criteria options do not include any additional criterion. Selected students are based on participation status, and the number of affected students displays in the BCC field. Again, any filters included in the analytics page also display as intended recipients.

Verify Recipients

Verify Recipients

For any criterion, you can manage the users who will be sent the message, if needed. Click the link that includes the number of students [1], then view the expanded BCC field [2].

To remove a student from the message, click **Remove** icon next to the student's name [3].

Reset Names

To reset student names back to the originally specified list, click the **Reset Names** link.

Send Message

Send Message

In the **Subject** field [1], enter a subject for your message.

In the **Message** field [2], enter the description of your message.

Click the **Send** button [3].

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-all-students-based-on-specific-course/ta-p/604>]

Revision #1

Created 2025-05-14 14:42:44 UTC by Brandy Brickey

Updated 2025-05-14 14:44:29 UTC by Brandy Brickey