



To Instructors:

Notify your students in advance that you will be teaching in Canvas by posting an announcement in your *activated* BeachBoard course to direct them to your Canvas course.

Copy the sample verbiage below and adapt it as needed for your course.

Students:

In the [semester], I will be teaching [course name] in Canvas, the new learning management system replacing BeachBoard in Summer 2023.

To access Canvas, go to the [BeachBoard and Canvas Login](#) site and select the Canvas icon. After logging in, you will land on the Canvas Dashboard where your courses will be visible. Select the course name to enter the published course sites (some courses are not published until the first day of classes).

I will notify you when my course has been published so you can view the content. Please watch your email for more announcements.

Visit [Canvas Student Training and Support](#) to find learning resources and more information.

Please contact me at [contact info] if you have any questions.
