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Introduction
How can I use Canvas on my mobile device as a student?

Canvas is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices. With the growing use of mobile devices, instructors should build their courses with best practices for mobile in mind.

Mobile Browsers

You can access Canvas from any browser on your Android/iOS device. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser.

On mobile devices, Canvas is designed to be used within Canvas mobile applications. Canvas pages within a mobile browser are only supported when an action in the app links directly to the browser, such as when a student takes certain types of quizzes. Support is not extended to pages that cannot currently be used in the app, such as Conferences or Collaborations.

Additionally, Canvas offers limited support for native mobile browsers on tablet devices. For details, please reference the limited-support mobile browser guidelines.

Mobile Applications

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has two native mobile applications for students free for download on both phones and tablets.

- **Canvas Student** (iOS 10+, Android 4.2+). This app provides access to Canvas while on the go. Depending on your device, not all Canvas features may be available on the app at this time. View Canvas Student mobile features by version and device.
- **Polls for Canvas** (iOS 7.0+, Android 4.0+). If your instructor uses polls in your courses, this app allows you to participate and share your opinion without any extra devices.

You can learn more about mobile applications in the Canvas Mobile Guides.
How do I sign up for a Canvas account as a student?

If you do not already have a Canvas account, you need to create an account before you can log in Canvas.

If you are using Canvas through your institution, you will most likely already have an account and need to accept a course invitation. Your institution will email your login information. If you do not yet have an account, you can create an account when you accept the course invitation.

If you are not using Canvas through your institution, you can create your own account. Your instructor will provide you with a join code to link you directly to the course. This code will be sent to you separately from the Canvas email that invites you to join the course. If you need to create an account in Canvas but have not received your join code via email, please contact your instructor or institution for help with logging in.

Accept a Course Invitation

If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL and your email address to use for your login. To accept the course invitation, click the Get Started button.
Create Canvas Account

Click the Create My Account button.

Note: If you already have a Canvas account, click the I Have a Canvas Account button. You'll be directed to the Canvas login page.
Complete Registration

Create a password in the Password field [1]. Then click the terms of use checkbox [2] and click the Register button [3].

Create Your Own Account

If you don't yet have an account, you can set one up for yourself without an email link.

To create your account, open a browser and type canvas.instructure.com into your browser.

Note: You must have a join code from your instructor or institution to create your account.
Create Canvas Account

Click the Need a Canvas Account? Click Here, It's Free! banner.
Sign Up As a Student

Click the I'm a Student button.
Complete Registration

Complete the following fields:

1. Enter the course join code in the **Join Code** field. This code will be emailed to you by your instructor or institution—the email is separate from your email invitation to join the course.
2. Enter your name in the **Full Name** field.
3. Enter your username in the **Username** field.
4. Set your password by typing in the **Password** field.
5. Confirm your password by typing your password in the **Confirm Password** field.
6. Agree to the terms of use by clicking the terms of use checkbox.
7. Click the **Start Learning** button.
How do I view Announcements as a student?

The Announcements Index Page allows you to view and filter announcements in your course.

Open Announcements

In Course Navigation, click the Announcements link.
View Announcements

In Announcements, you can view all the announcements in your course.

Announcements are listed in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom.

Each announcement includes the title of the announcement [1], the picture of the user who posted the announcement [2], an unread indicator near unread announcements [3], the announcement post date [4], and the number of unread/total replies in the announcement [5].

Note: If an announcement shows the letter "U" in place of a profile picture, the announcement was imported or copied from another course in Canvas.

Filter Announcements

To view only unread or all announcements, use the filter drop-down menu [1]. Additionally, to search for an announcement, you can type an announcement title, a user name, or a keyword in the Search field [2].
View External Feeds

To view all External Feeds and subscribe to the RSS feed, click the External feeds link.

View Announcement

Group Project Proposals Due Monday
All Sections
This is just a reminder that all group project proposals, ...

To view an announcement, click the name of the announcement.
How do I add an announcement in a group?

As a student, you can make an announcement within a group.

Open Announcements

In Group Navigation, click the **Announcements** link.
Add Announcement in Group Home Page

You can also add an announcement in the Group Home Page by clicking the **Add New Announcement** button.

**Add Announcement**

Click the **Add Announcement** button.
Create Announcement

Add content to your announcement. You can add a title [1], write a message [2], and add information from the Content Selector [3].

Save Announcement

Click the Save button.
View Announcement

View the announcement in the announcement page.
How do I edit an announcement in a group?

As a student, you can edit an announcement you created within a group.

Open Announcements

In Group Navigation, click the Announcements link.
Open Announcement

Click the name of the announcement.

Edit Announcement
Click the Edit button.

**Save Announcement**

Reminder that our group meeting is tomorrow at 7:30pm.

Edit the Announcement. Click the Save button.
How do I delete an announcement in a group?

Students can only delete their announcements within a group. You can delete an announcement in the Announcements page or within an individual announcement.

Open Announcements

In Group Navigation, click the Announcements link.
To delete an announcement from the index page, locate the announcement. Click the Options icon [1] and click the Delete link [2].

To delete multiple announcements at a time, click the checkbox next to the announcements you want to delete [3] and click the Delete icon [4].
Delete in Individual Announcement

You can also delete an announcement by opening the individual announcement. Click the name of the announcement.
Delete Announcement

Click the Options icon [1] and click the Delete link [2].

Click the OK button.
How do I add an external RSS feed to an announcement as a student?

RSS, also known as Rich Site Summary or Really Simple Syndication, is a web feed format that publishes frequently updated information from external websites such as blogs, news headlines, audio, and video. RSS feeds benefit users who want to receive timely updates from favorite websites or to aggregate data from many sites.

You can add an external RSS feed in a group announcement. The RSS feed will display the 15 most recent posts within Announcements. Please note that the feed will only display content created after you added the RSS feed. Moreover, the RSS feed only displays active announcements. Delayed announcements do not display until they are posted.

Note: Adding an RSS feed will create an announcement for every new item added to that feed. Users that have chosen to be notified of new announcements in their Canvas notification preferences may see a substantial increase in the amount of notifications they receive.

Open Announcements

In Group Navigation, click the Announcements link.
Open External Feeds

Click the **External Feeds** link.

Add External Feed

Click the **Add External Feed** link.
Enter Feed URL

In the Feed URL field, paste the feed URL. All new entries from that RSS feed will be added to Announcements.
Select Content to Post

You can select the content that users can view in Announcements.

To view the entire article, click the **Full article** option [1].

To view a shortened version of the article, click the **Truncated** option [2].

To view a link to the selected article, click the **Link** option [3].

You can also choose to add only posts with a specific phrase in the title. Click the **Only add posts with a specific phrase in the title** checkbox [4], and type key words or phrases in the text box.
Add Feed

Click the Add Feed button.

View External Feeds

View the external feed in the feed list. If you want to delete the external feed, click the Remove icon.

Note: You will have to wait until a new post is published in the external RSS feed before you can see it in the Announcement feed.
How do I subscribe to the Announcements RSS feed as a student?

You can subscribe to the Announcement RSS feed in your course or group and receive announcements via any RSS feed reader. This lesson shows how to subscribe in a course, but the steps are the same as in a group.

Open Announcements

In Course Navigation, click the Announcements link.

Open External Feeds

[Image of Open External Feeds interface]
Click the **External Feeds** link.

**Open RSS Feed**

Click the **RSS Feed** button.

**Notes:**

- If you use a Firefox browser to access Canvas, you can add a Live Bookmark from this screen.
- If you use a Safari browser to access Canvas, Safari will automatically create a RSS feed for you from this screen.

**Copy URL**

Copy the URL in your browser's address bar. Then open your preferred RSS feed reader and paste the copied URL in the text box.
How do I reply to an announcement as a student?

If you have a question or comment about an announcement, you can reply directly to that announcement.

You can reply in both course and group announcements. This lesson shows how to reply in a course, but the steps are the same.

**Note:** If the reply field is not available, the announcement has been closed for comments and you cannot post a reply.

Open Announcements

In Course Navigation, click the **Announcements** link.
Open Announcement

- **Group Project Proposals Due Monday**
  - All Sections
  - This is just a reminder that all group project proposals, including an abstract and list of refer... [Reply]
  - Mar 5, 2018 at 12:37pm

- **Classroom Change**
  - All Sections
  - Due to a scheduling conflict, your Thursday lecture will take place in room 224 of the Orso... [Reply]
  - Feb 21, 2018 at 2:07pm

- **Midterm Review Collaboration**
  - All Sections
  - Please see the new Midterm Review collaboration. Each student has been assigned a sectio... [Reply]
  - Feb 15, 2018 at 12:39pm

Click the Reply link.
Reply to Announcement

Click the Reply field.
Format your response and add media, links, photos, and/or equations using the Rich Content Editor [1]. Click the Post Reply button [2].
View Reply

Group Project Proposals Due Monday
Doug Roberts
All Sections

This is just a reminder that all group project proposals, including an abstract and list of references, must be submitted by Monday. Please see the course calendar for office hours and group meeting times if you would like to schedule a meeting with me before the deadline.

View your reply to the announcement.
How do I like a reply in a course announcement as a student?

If you can make a reply in an announcement, you may be able to like announcement replies in your course.

**Note:** The liking feature may be restricted to users with grading permissions (e.g. instructors and TAs). If you cannot like an announcement reply, this feature is not available to you.

Open Announcements

In Course Navigation, click the **Announcements** link.
Open Announcement

- **Group Project Proposals Due Monday**
  All Sections
  This is just a reminder that all group project proposals, including an abstract and list o...
  Reply
  Posted on: Mar 5, 2018 at 12:37pm

- **Classroom Change**
  All Sections
  Due to a scheduling conflict, your Thursday lecture will take place in room 224 of the ...
  Posted on: Feb 21, 2018 at 2:07pm

- **Midterm Review Collaboration**
  All Sections
  Please see the new Midterm Review collaboration. Each student has been assigned a ...
  Reply
  Posted on: Feb 15, 2018 at 12:39pm

Click the name of the announcement.
Like Announcement Reply

Locate the reply and click the Like icon.
View Liked Reply

The Like icon will be highlighted, indicating you have liked the reply.

When a reply is liked, the Like icon will also display the total number of likes for all users in the announcement.
View Liking Restriction

If your instructor has restricted the liking option to only users with grading permissions, you will not be able to see the Like icon or like your favorite replies. However, you can still see the total number of likes given to each reply.
How do I view Assignments as a student?

You can view all your course assignments on the Assignments page.

Note: Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access Assignments through other areas of Canvas.

Open Assignments

In Course Navigation, click the Assignments link.
In Assignments, you can view all the assignments in your course.

By default, assignments are grouped by overdue assignments, upcoming assignments, undated assignments, and past assignments.

- **Overdue Assignments**: assignments and discussions that are past the due date, are still available, have not been submitted, and have not been graded.
- **Upcoming Assignments**: assignments, discussions, and quizzes that have an upcoming due date.
- **Undated Assignments**: assignments, discussions, and quizzes that do not have a due date.
- **Past Assignments**: assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Each assignment also includes an icon with the assignment type: assignment [1], discussion [2], or quiz [3].
Each assignment displays the assignment name [1], any availability dates for the assignment [2], due date (if any) [3], and the number of points the assignment is worth.

View Availability Dates

The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit an assignment during a specified date range, so the available dates are the range of time that the assignment is accessible to you.
1. If the assignment does not have a date listed, the assignment is open; you can submit the assignment at any time during your course.
2. If the assignment says Available until [date], you can submit the assignment until the specified date.
3. If the assignment says Not Available Until [date], the assignment is locked until the specified date.
4. If the assignment says Closed, the assignment cannot accept submissions.

**Note:** If a date does not include a time, the listed date defaults to 12 am. Therefore, the last day for the assignment is the full day before the listed date. For instance, if an assignment is Available until December 15, you can access the assignment until December 14 at 11:59 pm.

**View Due Dates**

The second set of dates are the Due dates [1] for each respective assignment. Any assignments submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all assignments may include a Due date.

You can still submit late assignments before the Available until date.

*Please be aware that the Due date may be before or on the Available date.*

Due dates also include a time [2]. If your instructor does not set a specific time, the assignment defaults to 11:59 pm. Canvas does not account for seconds in the due date, so for instance, a due time of 11:59 pm means the assignment is marked late at 11:59:01 pm.
Filter Assignments

If your course includes Multiple Grading Periods, you can view assignments by grading period [1]. You can search for an assignment by typing an assignment title or a keyword in the Search for assignment field [2]. You can also group assignments by type [3].

Open Assignment

To view the details of an assignment, click the name of the assignment.
When an assignment is open to you to submit at any time, you can view the due date, points, and the type(s) of submission(s) you can use for the assignment [1]. Not all assignments may have a due date.

You can also view additional details:

- **Instructions** [2]: any instructions that your instructor has about the assignment. Please note that you cannot download assignment instructions unless your instructor has included a link to download them. You can also print the screen or copy and paste the directions into a word processing program, or you can also view the assignment in the Canvas mobile app.
- **Rubric** [3]: any grading criteria that your instructor has provided for the assignment. An assignment may or may not include a rubric. Before submitting your assignment, you may want to review the assignment rubric.

For example, an assignment may have a due date but may not list any other dates. If you were to miss the due date, you could still submit the assignment for late credit before the last day of the course. If the assignment does not have a due date, you can submit the assignment at any time before the last day of the course.

To submit your assignment, click the Submit Assignment link [4].

**Note:** You can always re-submit an assignment unless your instructor has set availability dates for the assignment.
View Assignment with Availability Dates

When an assignment is open to you during availability dates, you can view all available assignment information in addition to the specific dates the assignment is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be before or on the last available date (if one is set).

If you were to miss the assignment submission due date [1], you could still submit the assignment until the last available date [2]. Once the last date passes, you can no longer submit the assignment.
An assignment can be locked before an instructor wants it open, or after a specific date has passed after the due date. When an assignment is locked, you can view the rubric (if any) and the assignment details. You can also view the date when the assignment will be open for submissions if it has not been opened yet.
When an assignment is closed, you can still view the rubric, if any, and any existing submission details in the sidebar, but you can no longer view the assignment details or submit/re-submit the assignment. You can also view the date the assignment was locked to submissions.

Assignments close when they are only available until a specific date.

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**Biomes**

- Due: Jun 29 at 11:59pm
- Points: 8
- Questions: 8
- Available until: Jun 30 at 11:59pm
- Time Limit: None
- Allowed Attempts: Unlimited

**Instructions**

Using the To Plant or Not to Plant page available [here on the NASA website](https://www.nasa.gov), provide your answer to the question: Where would you plant this?

There is no time limit on this quiz and you have 3 attempts.

This quiz was locked Jun 30 at 11:59pm.
How do I filter assignments by type as a student?

As a student, if your instructor puts assignments into groups, you can view the assignments grouped by type.

Open Assignments

In Course Navigation, click the Assignments link.

Group Assignments by Type

Click the Show By Type button.
### View Assignments by Type

- **Assignments**
  - Reading Assignment
    - Due Jun 15 at 11:59pm
    - 20 pts
  - Plant Genetics Paper
    - Due Jul 3 at 6pm
    - 60 pts

- **Weekly Quizzes**
  - What is a Laboratory Notebook
    - Due May 25 at 11:59pm
    - 4 pts
  - Tools and Measurements
    - Due Aug 15 at 11:59pm
    - 7 pts

- **Discussions**
  - Current Events
    - Due Jul 20 at 11:59pm
    - 10 pts

Now you can view all the Assignments for the course in the groupings rather than just all at once. You can also see how much each grouping will be worth in the final grade.
How do I view the rubric for my assignment?

Your instructor may include a rubric as part of your assignment. The Rubric is a set of criteria that your instructor will use to grade your assignment. Before submitting your assignment, you can use the Rubric to evaluate your own work and make sure your assignment fulfills your instructor's requirements.

Notes:

- Not all assignments may include a rubric.
- Rubrics for external tool assignments can be viewed in the submissions detail page, before or after the assignment is submitted.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of an assignment.
Assignment rubrics are shown below the assignment instructions.

The rubric includes criteria [1], ratings [2], and full point values [3]. A rubric criterion may include up to five different ratings and individual point values.
If a criterion includes a longer description with more details, click the **view longer description** link [1].

The rubric may also include an outcome associated with the course [2]. Outcomes are identified by a small flag and are used to assess learning mastery in a course. The outcome also shows the threshold for the outcome, or the number of points you must achieve to meet expectations. Your instructor may allow you to view outcomes results in your course grades.
How do I submit an online assignment?

You can submit online Assignments in Canvas using several submission types. Instructors can choose what kind of online submissions they want you to use. You may also have the option to resubmit assignments if your instructor allows.

Any attachments added as part of a graded assignment submission are also copied to your user files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Files are stored in the Submissions folder.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any.

This lesson shows how to turn in a standard online assignment. Learn how to submit a Turnitin assignment or a peer review assignment.

Third-Party File Application Submissions

You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

1. Download the file to your computer and submit as a File Upload
2. Share the file, copy the file URL, and submit as a Website URL

Mobile Submissions

You can also submit assignments using your Android or iOS device.

Notes:

- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
Open Assignments

In Course Navigation, click the Assignments link.

**Note:** You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

View Course Assignments
Click the name of an assignment.

**Submit Assignment**

**Biome travel guide (brochure or video)**

**Due**  Tuesday by 11:59pm  **Points**  100

**Submitting**  a text entry box, a website url, a media recording, or a file upload

**Available**  Oct 12 at 12am - Dec 20 at 11:59pm  2 months

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

To submit an assignment, click the **Submit Assignment** button to submit your work.

**Note:** If you cannot see the Submit Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
View Final Grade Notice

This assignment does not count toward the final grade.

Biome travel guide
(brochure or video)

Due Tuesday by 11:59pm Points 100
Submitting a text entry box, a website url, a media recording, or a file upload
Available Oct 12 at 12am - Dec 20 at 11:59pm 2 months

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.
Select Submission Type

Your instructor will decide what kinds of submissions are appropriate for each Assignment. There are four submission types: upload a file, submit a text entry, enter a website URL, or submit media.

Note: Not all file types may be available for your Assignment, depending on the assignment submission type set by your instructor.
Submit a File Upload

To upload a file from your computer and submit it as your assignment, select the File Upload tab.
Submit a Text Entry

To submit a text entry assignment, select the Text Entry tab.
Submit Website URL

To submit a website URL, select the Website URL tab.

Submit Media Recording

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.
To submit a media recording, select the Media tab.

Submit Assignment

When you are ready to submit your assignment, click the Submit Assignment button.

View Submission

Biome travel guide (brochure or video)

Due  Tuesday by 11:59pm   Points  100
Submitting  a text entry box, a website url, a media recording, or a file upload
Available  Oct 12 at 12am - Dec 20 at 11:59pm 2 months

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

After you have submitted your work, you will see information in the Sidebar about your submission [1]. For file uploads, the sidebar provides a link to your submission to download if necessary.
If you choose, you may resubmit another version of your assignment using the **Re-submit Assignment** button. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator.

You can also see details about your assignment and links to additional feedback in your [Grades](#) page.

**Notes:**

- Your assignment will still appear in Assignments and the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.
How do I view the rubric for my external tool assignment?

If you instructor creates an assignment with an external tool, such as a Google Drive or Microsoft Office 365 assignment, they may include a rubric as part of your assignment. Before submitting your assignment you can review the rubric's definitions.

Open Grades

In Course Navigation, click the Grades link.
Open Assignment

Grades for Emily Boone

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: The United States Constitution Written Response 2</td>
<td>Dec 15 by 11:59pm</td>
<td>-</td>
<td>15</td>
</tr>
<tr>
<td>A Closer Look: The United States Constitution Written Response 1</td>
<td>Dec 13 by 11:59pm</td>
<td>-</td>
<td>15</td>
</tr>
<tr>
<td>The Declaration of Independence: A Revisionist History</td>
<td>Sep 22 by 11:59pm</td>
<td>39.5 (2.5)</td>
<td>50</td>
</tr>
</tbody>
</table>

Click the name of an assignment.
Show Rubric

In the submission details page, click the Show Rubric link.
### View Rubric

#### Written Response 1

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length</strong></td>
<td>5.0 pts 3-5 paragraphs</td>
<td>5.0 pts</td>
</tr>
<tr>
<td><strong>Completeness</strong></td>
<td>5.0 pts Answers fully consider all the questions</td>
<td>5.0 pts</td>
</tr>
<tr>
<td><strong>Assignment Outcome</strong></td>
<td>5.0 pts Exceeds Expectations</td>
<td>5.0 pts</td>
</tr>
</tbody>
</table>

**Total Points: 15.0**

View the rubric for your external tool assignment.
How do I upload a file from Google Drive as an assignment submission in Canvas?

If your institution has enabled Google Docs or Google Drive as a submission type, you can upload a file from Google Drive for an assignment. Unlike other assignment submissions, files from Google Drive are not uploaded into your Canvas user files.

Canvas accepts Google Doc, Google Sheet, and Google Slide files. You can also upload any uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

Notes:

- If the Google Docs or Google Drive tab is not available in your submission, your institution has not enabled this feature.
- If your course displays a link to your Google Drive in the Course Navigation Menu, your course has enabled Google Drive directly. Otherwise, you must enable Google Drive a web service in your user profile to upload Google Drive files.
- In Google Drive assignments, you can only submit one file for your submission.
- When Google Drive files (docs, sheets, and slides) are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.
Open Assignments

In Course Navigation, click the Assignments link.

Select Assignment

<table>
<thead>
<tr>
<th>Upcoming Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration of Independence Topic Discussion</td>
</tr>
<tr>
<td>Due Jul 13 at 3pm</td>
</tr>
<tr>
<td>Patriotism or Treason?</td>
</tr>
<tr>
<td>Due Jul 14 at 7:29pm</td>
</tr>
<tr>
<td>To Sign or Not to Sign Discussion</td>
</tr>
<tr>
<td>Due Jul 14 at 11:59pm</td>
</tr>
</tbody>
</table>
Click the title of the assignment.

Submit Assignment

Patriotism or Treason?

Due Nov 3 by 11:59pm Points 35
Submitting a text entry box, a website url, a media recording, or a file upload

Expand on your thoughts from the Road to Revolution: Patriotism or Treason discussion. Think about how a colonist & a British citizen would view the events in America. Write 2-3 paragraphs from each citizen's point of view. Think about the following questions:

- What would they agree on and what would they disagree on?
- How would a British Citizen learn about events in America and would their perception of events be colored by media coverage?

Click the Submit Assignment button.
Open Google Doc

Click the Google Doc or Google Drive tab.

**Note:** If the Google Doc or Google Drive tab is not available, your institution has not enabled this feature.
Submit Assignment

Google Drive will display a list of all allowed file types. Click the name of the file [1], then click the **Submit Assignment** button [2].
Patriotism or Treason?

Due  Friday by 7:29pm  Points  30
Submitting  a text entry box, a website url, a media recording, or a file upload

Expand on your thoughts from the Road to Revolution: Patriotism or Treason discussion. Think about how a colonist & a British citizen would view the events in America. Write 2-3 paragraphs from each citizen's point of view. Think about the following questions:

- What would they agree on and what would they disagree on?
- How would a British Citizen learn about events in America and would their perception of events be colored by media coverage?

Submit Assignment

Submission

✓ Turned In!
Jul 13 at 9:12am
Submission Details
Download assignment.docx
Assigned Peer Reviews
None Assigned

View the confirmation of your assignment submission.
How do I submit a text entry assignment?

You can submit an assignment in Canvas using text entry. Text entry assignments are created in the Rich Content Editor. You may also have the option to resubmit assignments if your instructor allows.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any.

Notes:
- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- You can also submit assignments using your Android or iOS device.

Open Assignments

In Course Navigation, click the Assignments link.
View Course Assignments

Click the name of an assignment.

Submit Assignment

Revolution Review

Due: Feb 8 by 2:29pm  Points: 10

Submitting: a text entry box, a website url, a media recording, or a file upload

To submit an assignment, click the Submit Assignment button.

Note: If you cannot see the Submit Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
View Final Grade Notice

A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

Select Text Entry

To submit a text entry assignment, select the Text Entry tab.
Submit Text Entry

Type or copy and paste text into the Rich Content Editor [1]. Click the **Submit Assignment** button [2].
Add Media

As part of your text entry assignment submission, you can record a video or upload a video file [1]. You can also record audio or upload an audio file.

You can also embed images from Canvas or from the web in your text entry assignment submission [2]. Canvas also allows you to embed images from Flickr in your text entry assignment submissions.

Any files added as part of a graded assignment submission are also copied to your user files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Files are stored in the Submissions folder.
View Submission

The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the Re-Submit Assignment button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.
How do I enter a URL as an assignment submission?

In Canvas, you can enter a website URL as an assignment submission. When a URL is submitted as an assignment, Canvas takes a screenshot of the web page at the time it was submitted.

Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any. You may also have the option to resubmit assignments if your instructor allows.

Third-Party File Application Submissions

You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

- Download the file to your computer and submit as a File Upload
- Share the file, copy the file URL, and submit as a Website URL

Notes:

- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- You can also submit assignments using your Android or iOS device.
In Course Navigation, click the Assignments link.

View Course Assignments

Click the name of an assignment.

Submit Assignment

To submit an assignment, click the Submit Assignment button.

Note: If you cannot see the Submit Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
View Final Grade Notice

A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

Select Website URL

To submit a URL, select the Website URL tab.
Submit a Website URL

Type or copy and paste the URL into the Website URL field [1]. Click the Submit Assignment button [2].

You can submit assignments from Google Drive, Dropbox, or another third-party service by sharing the file, copying the URL, and submitting as a website URL. Alternatively, you can download the file to your computer and submit as a file upload if the assignment allows.

View Submission

The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the Re-Submit Assignment button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.
Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.
How do I submit a media file as an assignment submission?

You can upload a video or audio file to submit as an assignment in Canvas. You can also use Canvas to record an audio or video file to submit as an assignment. Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any. You can also submit assignments using your Android or iOS device.

Any attachments added as part of a graded assignment submission are also copied to your user files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Files are stored in the Submissions folder.

To learn more about available options for using media files in Canvas, view the Canvas Media Comparison PDF.

Notes:

- Canvas will not accept media uploads larger than 500 MB.
- Your instructor will decide what type of submissions are allowed. One or both of these options may not be available. You may also have the option to resubmit assignments if your instructor allows.
- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
In Course Navigation, click the **Assignments** link.

**Open Assignment**

Click the name of the assignment.

**Submit Assignment**

Click the **Submit Assignment** button.

**Note:** If you cannot see the Submit Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
View Final Grade Notice

A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

Select Media

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.
To open the media upload tool, select the **Media** tab [1] and click the **Record/Upload Media** button [2].

**Record Media**

You have the option to **record video** [1] or **audio** [2] to upload to the assignment.

**Note:** If you receive an error that says, "Media comment uploading has not been set up properly," please contact your instructor.
Upload Media

You can upload an audio file [1] or a video file [2] to your assignment. The process is the same for both.
Select Media File

A pop-up window will appear in your browser. Select the file you would like to upload and click Open to begin uploading the file.
Monitor File Upload

Monitor the file upload. The uploading process will finish automatically.
Submit Assignment

View your media recording upload in the assignment submission box [1]. You can add text comments to your recording [2]. To replace the recorded or uploaded media before submitting your assignment, select and delete the media comment, and record or upload new media.

To submit your recording, click the Submit Assignment button [3].
View Submitted Assignment

Biome travel guide (brochure or video)

Due Apr 5 by 11:59pm  Points 100
Submitting a text entry box, a website url, a media recording, or a file upload
Available Jan 8 at 12am - Apr 5 at 11:59pm 3 months

The Sidebar displays information about your submission [1].

If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the Re-Submit Assignment button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.
How do I use DocViewer in Canvas assignments as a student?

Canvas DocViewer is a tool that allows annotations on online assignment submissions in Canvas. You can use DocViewer to view annotated feedback in the assignment details section of the sidebar from your instructor or from other students in peer review assignments.

DocViewer has a 10-hour session limit that begins when you open a submission. If you start to make an annotation but do not submit it before the session expires, the annotation will not be saved. Submitted annotations are saved and are not affected by the session limit. Canvas will display a session expiration warning at 9 hours 50 minutes, followed by a 5-minute and 1-minute warning until the 10-hour limit has been reached. You can restart a DocViewer session at any time by refreshing the submission page.

If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer.

Compatible DocViewer Files

If a submission includes a file that can be rendered in DocViewer, but the submission preview is not yet complete, Canvas will generate a message stating the document is still processing.

Notes:

- Files over 100 MB and password-protected files will not be converted by DocViewer.
- DocViewer annotations can be viewed in the Canvas by Instructure app.
View DocViewer Toolbar

The DocViewer Toolbar helps you manage the assignment submission.

To zoom in and out on the submission, use the Zoom buttons [1].

To view the submission in full screen, click the Full Screen button [2].

To annotate the submission, use the annotation tools [3].

If there are multiple pages, the Page number field [4] will let you advance through the submission to find the page you want to annotate. To go to another page, enter the page number in the Page field. You can also use the arrow icons [5] to advance through the submission.

To download a PDF of the annotated submission, click the Download button [6].
Add Point Annotation

To leave a point annotation, select the **Point** annotation type [1].

Select the color for the point annotation in the color panel [2].

Click the desired area of the submission [3]. The point annotation icon will appear indicating the location of the annotation. To add a comment to the point annotation, type the comment in the Comment field [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the point annotation icon in the document. Click and drag the annotation to the new area.

To delete a point annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the annotation. Deleting an annotation will also delete any associated comments.
Add Highlight Annotation

To highlight text within the document, select the Highlight annotation type [1].

Select the color for the highlight annotation in the color panel [2].

Click and drag to highlight text within the submission [3].

To add a comment to the highlight annotation, click the Comment button [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

To delete a highlight annotation, click the highlighted area and then click the Delete icon [5]. DocViewer will confirm you want to delete the highlight. Deleting an annotation will also delete any associated comments.
Add Text Annotation

To add text directly in the submission, select the **Free text** annotation type [1].

Select the color for the text annotation in the color panel [2].

Select a white or transparent background for the text annotation [3] as well as the font size for the annotation [4].

Click in the desired area of the submission, then type your entry [5]. To start a new line in your comment, click the Shift+Enter key.

To move the annotation, hover over the text box in the document. Click and drag the annotation to the new area.

To delete the text annotation, click the text box and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the text box.
Add Strikeout Text Annotation

To indicate that text should be deleted, select the Strikeout annotation type [1].

Select the color for the strikeout line in the color panel [2].

Click and drag to strike out within the submission. A line will appear indicating the text has been struck out [3].

To add a comment to the strikeout annotation, click the Comment button [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

To delete a strikeout annotation, click the strikeout area and then click the Delete icon [5]. DocViewer will confirm you want to delete the strikeout line. Deleting an annotation will also delete any associated comments.
Add Draw Annotation

To make freehand drawings and annotations, select the **Free Draw** annotation type [1].

Select the color for the drawn annotation in the color panel [2].

Select your annotation line width from the line width panel [3].

Click and drag to start a drawing. Free-form lines will appear indicating the drawing area [4]. You can add multiple strokes to a drawn annotation.

To add a comment to your drawn annotation, click the **Comment** button [5]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

To accept the drawn annotation, click the **Check** icon [6].

To move a drawing, hover over the outline of the drawing, then drag and drop the drawing to the new area of the document.

To delete a drawing at any time, click the drawing and then click the **Delete** icon [7]. DocViewer will confirm you want to delete the drawing. Deleting an annotation will also delete any associated comments.

**Note:** Draw annotations can only have one line width per annotation. Individual annotations must be saved before creating a new line with a different width.
Add Area Annotation

To leave an area annotation, select the **Area** annotation type [1].

Select the color for the area annotation in the color panel [2].

Click and drag the rectangle around an area of the submission [3]. A box will appear indicating the area for the annotation.

To add a comment to the area annotation, type the comment in the Comment field [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the border. Click and drag the annotation to the new area of the document.

To delete an area annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the comment. Deleting an annotation will also delete any associated comments.
Individual comments include an icon that displays the type and color of the annotation [1]. The annotation icon displays next to the commenter's name and only displays in the primary comment for an annotation. Replies to a comment do not include the icon.

Instructors may leave additional comments or reply to your comments. When an annotated comment includes multiple content lines, the content box displays an ellipses link [2]. To expand a comment, click the ellipses link. If a comment includes multiple replies, all replies will be expanded [3].
View Other User Annotations

Whenever you’re writing a document and want portions to stand out, there are many formatting options available. However, we want to keep our documents and correspondence professional, so here are a few tips about how to format your writing.

Writing is easiest to decipher when it is clean and organized. Although you might have so much to say that you fill up an entire page with text, you should spice it up a bit—if not, your document will appear boring, overwhelming, and no one will want to read it.

When another user adds an annotation within a document, you can view the author of the annotation by clicking the annotation.
How do I submit an assignment on behalf of a group?

A group assignment is a way to for instructors to allow students to work together on an assignment and submit it as a group. Only one group member needs to submit the assignment on behalf of the group.

Any attachments added as part of a graded assignment submission are also copied to your group files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. If you upload a file from your computer, the file is stored in the group Submissions folder. However, please note that if you submit a file that was previously uploaded to your group files, the file is stored in your Submissions folder.

Note: If you want to submit a file that was previously uploaded, the file must already be in your user files. Any files that have been uploaded to the group's files cannot be access through assignment submissions. Learn how to move group files to user files.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.
View Group Assignment

![Group Assignment]

Due Dec 29 by 11:59pm Points 100

Submitting a text entry box, a website url, a media recording, or a file upload

Write a 10 page paper about cells based on the chapters we've studied in class.

Click the Submit Assignment button.
View Final Grade Notice

A banner may appear above your assignment to indicate that your instructor has removed the group assignment from total grade calculations. However, this setting does not affect assignment submissions.
Upload File

To upload a file from your computer, click the Choose File button [1]. When the file window appears, locate and click the name of the file. At the bottom of the window, click the Choose or Browse button (depending on your browser).

To upload a file you already uploaded to Canvas, click the Click here to find a file... link [2]. The file list will expand. Click the name of the file.

You can add a comment to your group assignment submission [3]. Comments on group assignments that are not graded individually are sent to the whole group.

If you have access to upload a file from Google Drive, you can submit a Google file by clicking the Google Drive or Google Doc tab [4].

Note: If you want to submit a file that was previously uploaded, the file must already be in your user files. Group files cannot be accessed through assignment submissions.
Select Comment Option

<table>
<thead>
<tr>
<th>File Upload</th>
<th>Text Entry</th>
<th>Website URL</th>
<th>Google Doc</th>
</tr>
</thead>
</table>

Upload a file, or choose a file you’ve already uploaded.

File: [Choose File] No file chosen

[1] Add Another File
Click here to find a file you’ve already uploaded

[2] Comments...

[3] Send comment to instructor only
[4] Send comment to the whole group

Submit Assignment

If your assignment submission includes commenting options, each member of your group is being graded individually. If you want to add a comment, type your comment in the comment box [1].

To send your comment to your instructor, select **Send comment to instructor only** [2].

To send your comment to your instructor and all members of your group, select **Send comment to the whole group** [3].

Submit Assignment

Click the **Submit Assignment** button.
View Submission

Once you submit the assignment, you can see that you turned it in. You can re-submit the assignment until the due date and time.
How do I know if I have a peer review assignment to complete?

Your instructor can assign you to review another student’s assignment. You can view peer review notifications in Canvas in the Recent Activity Stream, the To Do list, and from the individual assignment page. Once peer reviews are assigned, you will also be notified via email.

View Dashboard

Once a peer review is assigned to you, a notification will appear in several dashboard areas.

View Recent Activity

Recent Activity

- **6 Assignment Notifications**
  Hist 101, HIST-310, and Bio 101

- **8 Discussions**
  Hist 101, Bio Group 1, and Bio 101

- **1 Peer Review**
  Hist 101

On your Dashboard, you can view recent activity in your Global Activity stream. Recent activity will display a peer review and the name of the course. Click the Show More link to access the assignment and view the name of the peer review student.

If a peer review is anonymous, the name will show as Anonymous User.
View To Do List

On both the Dashboard and the Course Home Page sidebar, the To Do list shows the peer review assignment. Peer reviews are identified with the Peer Review icon. To view the assignment for review, click the Peer Review for [Assignment Name] link.

Note: Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. If details about your peer review are not already included in the details of your assignment, please contact your instructor.
Open Assignments

You can also view peer reviews when viewing assignments. In Course Navigation, click the Assignments link.

**Note:** You can also access your Assignments through your Dashboard, Course Activity Stream, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment

The assignments page does not display an icon if you have a peer review. If you know the name of the peer review assignment, click the title to open the assignment.
In the sidebar under Assigned Peer Reviews, you will see any peer reviews assigned to you. The caution sign icon [1] indicates the peer review has not been completed. A check mark icon [2] indicates that you have completed the peer review.

If your peer review is anonymous, you cannot see the name of the student. The peer review will be shown as Anonymous User.

Notes:

- If a rubric has been added to a peer review assignment, your peer review is considered complete after you comment on the submission and fill out the rubric. If a rubric has not been added to a peer review assignment, your peer review is considered complete after you comment on the submission.
- If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review will not be displayed on this page. However, it can still be viewed from the Dashboard.
How do I view annotation feedback comments from my instructor directly in my assignment submission?

Your instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a View Feedback button, you can view these annotated comments through a preview tool called Canvas DocViewer. You can also use Canvas DocViewer to reply to any comments or make your own annotations.

Some browsers may not initially render comments correctly when viewing feedback. If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer. You can also download PDF files with comments to view on your computer. The settings required to view or print the annotations in the PDF vary based on the software installed on your computer.

Note: If the assignment attachment displays a Preview button instead of the View Feedback button, your file is not DocViewer compatible and will not include any annotated comments.

Open Grades

In Course Navigation, click the Grades link.
View Assignment Details

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logical Fallacy Project</td>
<td>Mar 22 by 11:59pm</td>
<td>-</td>
<td>100</td>
</tr>
<tr>
<td>Research Paper</td>
<td>Mar 24 by 11:59pm</td>
<td>23</td>
<td>35</td>
</tr>
<tr>
<td>Tools and Measurements</td>
<td>Apr 3 by 11:59pm</td>
<td>-</td>
<td>7</td>
</tr>
</tbody>
</table>

Click the title of an assignment.

View Feedback

Submission Details

Research Paper
Emily Boone submitted Jan 16 at 2:38pm

Click the View Feedback button.

Note: If the assignment attachment displays a Preview button, your file is not DocViewer compatible.
View Annotated Comments

View the annotated comments from your instructor [1]. To reply to a comment, hover over the comment and click the Reply button [2]. When an annotated comment includes multiple content lines, the content box displays an ellipses link [3]. To expand a comment, click the ellipses link. You can also use DocViewer to make your own annotations on your assignment.
To download a PDF of the submission and annotations, click the Download icon.
How do I submit a peer review to an assignment?

Your instructor may require you to submit a peer review of another student's assignment. To complete the assignment, you must review the student's assignment and add a comment in the comment sidebar.

If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must also assign a grade using the rubric.

Some peer reviews may also be anonymous, which means you cannot view the name of the student whose assignment you are reviewing. Additionally, the student cannot see your name as the reviewer when you leave a comment to complete the review.

Open Assignments

In Course Navigation, click the Assignments link.

Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
Open Assignment

Click the title to open the assignment.

Open Assigned Peer Review

Submission

✓ Turned In!
Jul 5 at 1:53pm
Submission Details
Download Assignment.pdf

Assigned Peer Reviews

1 Max Johnson
2 Jessica Doe

Comments:
No Comments
Under Assigned Peer Reviews, you will see any peer reviews assigned to you. Click the name of the assigned peer whose work you will be reviewing. The caution sign icon [1] indicates the peer review has not been completed. A checkmark icon [2] indicates that you have completed the peer review.

Open Anonymous Peer Reviews

If your peer review is anonymous, you cannot see the name of the student. The name of the student will also not be shown anywhere in the assignment.
View Peer Review

Peer Review

Safety in Science - Symbols (Peer Reviews)
Anonymous User submitted Jan 23 at 8:42am

This peer review is not finished yet. For it to be considered finished, you need to leave at least one comment and fill out the rubric form to the right.

1. Essay 1.docx 141 KB
2. View Feedback

As a peer reviewing student, you will only see comments written by you.

To download the assignment, click the name of the assignment [1]. To preview the submission, click the View Feedback button [2].
Create Annotated Feedback

If the assignment supports annotated feedback, the Preview button will display as View Feedback.

To open the document with Canvas DocViewer, click the View Feedback button [1]. You can add comments directly to the submission through DocViewer [2].

You can leave direct feedback on the assignment using DocViewer, but you cannot view any existing feedback submitted by another student or the instructor.

Note: In anonymous peer reviews, you cannot leave comments in DocViewer.
Add Assignment Comment

In order to complete the Peer Review, you will need to leave at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

Type a comment in the comment field [1], leave a media comment [2], or attach a file [3]. Click the Save button [4].
Complete Peer Review with Rubric

If the assignment has a rubric attached, you will also need to fill out the attached rubric for the peer review to be considered finished. To view the rubric, click the Show Rubric link [1] and enter a score for each criterion in the Points column [2]. Each rubric score will create the total points for the assignment [3].

When you're finished, click the Save Comment button [4]. You may need to refresh your browser to see that you've completed the required steps for the peer review.
Where can I find my peers' feedback for peer reviewed assignments?

You can find your peers' feedback for peer reviewed assignments in several places.

Note: If the peer review is anonymous, the name of the reviewer will not be included in any feedback.

View Recent Feedback

Under Recent Feedback in the sidebar of your Canvas course, you can view recent comments from peer reviewed assignments. Click the title of the assignment to view all submission details and comments.
View Submission Details Page

You can view the comment directly in the submission details page [1].

If your assignment is compatible with the Canvas annotations tool, Canvas DocViewer, your peers may also have left feedback directly in the assignment. To view their comments, click the View Feedback link [2]. This is the same link where you may be able to view feedback from your instructor.
View Assignment Page

Safety in Science - Symbols

Due Dec 18 by 11:59pm Points 25
Submitting a text entry box or a file upload

No Content

Submission

✔ Turned In!
Dec 19 at 3:06pm (late)
Submission Details
Download Research Paper.docx

Grade: 25 (25 pts possible)
Graded Anonymously: no
Assigned Peer Reviews
None Assigned

Comments:
This is really interesting! Don't forget to include your citations at the end of your paper.
Emily Boone, Dec 19 at 3:07pm

You can also view your peers' feedback on the individual assignment page. All comments from your peers will appear in the Submission box.

View Grades

Safety in Science - Symbols
Dec 18 by 11:59pm LATE 25 25

Comments
This is really interesting! Don't forget to include your citations at the end of your paper.
Emily Boone, Dec 19 at 3:07pm

The comment can also be viewed on your Grades page.
How do I upload a file as an assignment submission in Canvas?

If your instructor allows file uploads as a submission type, you can upload a file from your computer as an assignment submission.

Any attachments added as part of a graded assignment submission are also copied to your user files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Files are stored in the Submissions folder.

If your institution has enabled Google Docs as a submission type, you can also upload a file from Google Drive.

Open Assignments

In Course Navigation, click the Assignments link.
Select Assignment

Click the title of the assignment.
Submit Assignment

Research Paper

Due Nov 25 by 11:59pm Points 35

Submitting a text entry box, a website url, a media recording, or a file upload

Write a 3-5 page paper on a biological concept of your choice. Be sure to thoroughly research your chosen topic, present a strong hypothesis, and provide supporting evidence.

Click the Submit Assignment button.
Add File

To upload a file from your computer, click the Choose File button [1]. When the file window appears, locate and click the name of the file. At the bottom of the window, click the Choose or Browse button (depending on your browser).

To upload a file you already uploaded to Canvas, click the Click here to find a file... link [2]. The file list will expand. Click the name of the file.

If you have access to upload a file from Google Drive, you can submit a Google file by clicking the Google Doc tab [3].
Add Another File

If you need to upload another file, click the Add Another File link.

Note: You can only upload additional files from your computer.

Submit Assignment

Click the Submit Assignment button.
View Submission

Research Paper

Due: Thursday by 11:59pm  Points: 35

Submitting: a text entry box, a website url, a media recording, or a file upload

Write a 3-5 page paper on a biological concept of your choice. Be sure to thoroughly research your chosen topic, present a strong hypothesis, and provide supporting evidence.

Submission

✔ Turned In!
Jul 10 at 2:14pm

Submission Details
Download assignment 2.docx

You may not see all comments right now because the assignment is currently being graded.

View the confirmation of your assignment submission.
How do I upload a file from Google Drive as an assignment submission in Canvas?

If your institution has enabled Google Docs or Google Drive as a submission type, you can upload a file from Google Drive for an assignment. Unlike other assignment submissions, files from Google Drive are not uploaded into your Canvas user files.

Canvas accepts Google Doc, Google Sheet, and Google Slide files. You can also upload any uploaded Word (.doc/.docx), Excel (.xls/xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

Notes:

- If the Google Docs or Google Drive tab is not available in your submission, your institution has not enabled this feature.
- If your course displays a link to your Google Drive in the Course Navigation Menu, your course has enabled Google Drive directly. Otherwise, you must enable Google Drive a web service in your user profile to upload Google Drive files.
- In Google Drive assignments, you can only submit one file for your submission.
- When Google Drive files (docs, sheets, and slides) are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.
Open Assignments

In Course Navigation, click the Assignments link.

Select Assignment

<table>
<thead>
<tr>
<th>Upcoming Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Declaration of Independence Topic Discussion" /></td>
</tr>
<tr>
<td>Due Jul 13 at 3pm</td>
</tr>
<tr>
<td><img src="image" alt="Patriotism or Treason?" /></td>
</tr>
<tr>
<td>Due Jul 14 at 7:29pm</td>
</tr>
<tr>
<td><img src="image" alt="To Sign or Not to Sign Discussion" /></td>
</tr>
<tr>
<td>Due Jul 14 at 11:59pm</td>
</tr>
</tbody>
</table>
Click the title of the assignment.

Submit Assignment

Patriotism or Treason?

Due Nov 3 by 11:59pm  Points 35
Submitting a text entry box, a website url, a media recording, or a file upload

Expand on your thoughts from the Road to Revolution: Patriotism or Treason discussion. Think about how a colonist & a British citizen would view the events in America. Write 2-3 paragraphs from each citizen's point of view. Think about the following questions:

- What would they agree on and what would they disagree on?
- How would a British Citizen learn about events in America and would their perception of events be colored by media coverage?

Click the Submit Assignment button.
Open Google Doc

Click the Google Doc or Google Drive tab.

**Note:** If the Google Doc or Google Drive tab is not available, your institution has not enabled this feature.
Google Drive will display a list of all allowed file types. Click the name of the file [1], then click the Submit Assignment button [2].
**Patriotism or Treason?**

**Due**  Friday by 7:29pm  **Points**  30

**Submitting**  a text entry box, a website url, a media recording, or a file upload

Expand on your thoughts from the *Road to Revolution: Patriotism or Treason* discussion. Think about how a colonist & a British citizen would view the events in America. Write 2-3 paragraphs from each citizen's point of view. Think about the following questions:

- What would they agree on and what would they disagree on?
- How would a British Citizen learn about events in America and would their perception of events be colored by media coverage?

View the confirmation of your assignment submission.
How do I submit a cloud assignment with Google Drive?

If your instructor creates a cloud assignment with a Google Drive file, you can edit the document directly and submit your changes as your assignment submission.

When you open the assignment, Google Drive will create a copy of the file as your submission. You can make changes per the assignment instructions, and submit the assignment directly from the assignment page. The copied document is also added to your Google Drive folder for the course.

Cloud assignments are treated the same way as any other type of assignment submission. When you submit your assignment, your instructor will view the assignment exactly as it is when you click the Submit button. Even though cloud assignments can still be modified in the assignment page, any changes you make to the assignment after the submission cannot be viewed by your instructor unless you submit the assignment again as a resubmission.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.

View Assignment

Pre-Colonial Worksheet

Please do this worksheet by tomorrow.

The embedded document below is a document that your teacher has created for you called a Cloud Assignment. You'll be able to edit the document in Canvas or in Google Documents. Once you have completed the assignment, you'll be able to submit it by using the submit button located on this page.

Unit 1 Assignment.docx

Unit 1 Assignment

Overview of Pre-Colonial to 1789

Objective

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse adipiscing
purus purus, id coincidunt leo venenatis eget. Pellentesque in urna quis dolor
vestibulum aliquam sit amet ut ante. Vivamus interdum magna erat, ut

View the assignment in the assignment page.
Edit Assignment

Make edits directly to the document as necessary to complete the assignment [1]. Google will periodically save your changes [2].

Submit Assignment

When you are ready to submit the assignment, click the Submit button.

Confirm Submission

Confirm your assignment was submitted.
If you need to make changes, you can edit the assignment again and submit the assignment as a re-submission.
How do I upload a file from Microsoft Office 365 as an assignment submission?

If your course has enabled Microsoft Office 365, you can upload a file from your Microsoft OneDrive for an assignment. Like other file upload submissions, files uploaded from Office 365 are uploaded into your Canvas user files submissions folder.

Canvas accepts Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and PDF types.

Notes:
• If the Office 365 tab is not available in your submission, your institution has not enabled this feature.
• Canvas will require you to authorize access to your OneDrive account.
• In Office 365 assignments, you can only submit one file for your submission.
• When Office 365 files are uploaded as a submission, later changes made to the file in OneDrive will not be updated in the submission.

Open Assignments

In Course Navigation, click the Assignments link.
Select Assignment

![Assignment List](image)

Click the title of the assignment.

Submit Assignment

![Assignment Details](image)

Click the Submit Assignment button.
Open Office 365

Click the **Office 365** tab.

**Note:** If the **Office 365** tab is not available, your institution has not enabled this feature.
Microsoft Office 365 will display a list of all allowed file types. Click the name of the file [1], then click the Attach File button [2].
Submit Assignment

In the File field [1], confirm your selected file. To select a new file, click the Change button [2].

Click the Submit Assignment button [3].
View Submission

A Closer Look: The United States Constitution Written Response 2

Due: Wednesday by 11:59pm  Points: 25
Submitting: a text entry box, a website url, a media recording, or a file upload

Submission
✓ Turned In!
Dec 19 at 4:35pm (late)
Submission Details
Download Research Paper.docx

Comments:
No Comments

View the confirmation of your assignment submission.
How do I submit a Turnitin assignment?

You can submit Turnitin assignments directly in Canvas. Turnitin measures assignment originality and indicates what percent of your assignment matches internet sources.

Submitting a Turnitin assignment is similar to submitting a regular online assignment. However, the Turnitin LTI for Canvas only supports file uploads and text entry submissions; in file uploads, you can only upload one file per assignment.

Additionally, you may not be able to resubmit your assignment or submit the assignment past the due date. Be sure to view the assignment summary before submitting your assignment. If you are allowed to resubmit an assignment, all marks and comments associated with the original submission will be deleted. Turnitin resubmissions may take up to 24 hours to process.

You can submit your assignment as a text entry or upload any supported file type: Text (.txt), Microsoft Word (.doc/.docx), Microsoft PowerPoint (.ppt/.pptx), Postscript (.ps), Portable Document Format (.pdf), Rich Text Format (.rtf), HyperText Markup Language (.html), WordPerfect (.wp), Hangul (.hwp), or Open Office (.odt/ods/odp). You can also upload an assignment from Google Drive or Dropbox. Turnitin submissions require a minimum of 20 words, a maximum of 400 pages, and a file size maximum of 40 MB.

After submitting your assignment, your instructor may allow you to view your Turnitin results. If your instructor has added a Canvas rubric to your Turnitin assignment, it can only be viewed on the Submission Details page for that assignment (at any time) or your Grades page (after the rubric has been scored). You can access the Submission Details page by clicking on the name of the assignment in your Grades page.

Note: The Turnitin LTI is responsive to the size of your browser window. Your view of the Turnitin LTI may vary from the images shown in this lesson.
Open Assignments

In Course Navigation, click the Assignments link.
**Open Assignment**

<table>
<thead>
<tr>
<th>Upcoming Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnitin Assignment 1</td>
</tr>
<tr>
<td>Due Jul 31 at 11:59pm</td>
</tr>
<tr>
<td>Turnitin Assignment 2</td>
</tr>
<tr>
<td>Due Aug 2 at 11:59pm</td>
</tr>
<tr>
<td>Turnitin Assignment 3</td>
</tr>
<tr>
<td>Due Aug 4 at 11:59pm</td>
</tr>
<tr>
<td>Turnitin Assignment 7</td>
</tr>
<tr>
<td>Due Aug 11 at 11:59pm</td>
</tr>
</tbody>
</table>

Click the name of the assignment.
View Assignment

For this paper, you will be graded on your research and originality. This paper will be moderated through Turnitin to check for plagiarism; you will be able to view the report of your paper on the due date of the assignment; resubmissions are not allowed.

1. Assignment Dashboard
2. Summary

Assignment Settings

- Title: Turnitin Assignment 7
- Instructions: No special instructions.
- Max Grade: 10
- Start Date: 11 Oct 2017 20:46
- Due Date: 19 Oct 2017 20:46
- Feedback Release Date: 18 Oct 2017 20:46

Additional Settings

- × Resubmissions are not allowed
- × Late submissions are not allowed
- × Viewing your Originality Report is not allowed

The Turnitin LTI is responsive to the size of your browser window.

The assignment description appears at the top of the assignment page [1].

To view additional details for the assignment, including all assignment settings, click the Summary tab [2].
To access your Turnitin assignment summary in smaller window sizes, click the Menu button [1] and select the Summary option [2].

**View Assignment Summary**

For this paper, you will be graded on your research and originality. This paper will be moderated through Turnitin to check for plagiarism; you will be able to view the report of your paper on the due date of the assignment; resubmissions are not allowed.

### Assignment Settings

<table>
<thead>
<tr>
<th>Title</th>
<th>Turnitin Assignment 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions</td>
<td>No special instructions.</td>
</tr>
<tr>
<td>Max Grade</td>
<td>10</td>
</tr>
<tr>
<td>Start Date</td>
<td>11 Oct 2017 20:46</td>
</tr>
<tr>
<td>Due Date</td>
<td>19 Oct 2017 20:46</td>
</tr>
<tr>
<td>Feedback Release Date</td>
<td>19 Oct 2017 20:46</td>
</tr>
</tbody>
</table>

### Additional Settings

- Resubmissions are not allowed
- Late submissions are not allowed
- Viewing your Originality Report is not allowed

The Assignment summary includes the assignment settings [1], including the title, maximum grade, any special instructions, start date, due date, and feedback release date.

You can also view additional settings [2]. You can see if resubmissions are allowed, if late submissions are accepted, and if you are allowed to view the Turnitin originality report.
Submit Assignment

To submit your assignment, click the **Upload Submission** button.
Select Submission Type

Select the submission type you want to use for your assignment. You can submit a file upload [1], input text [2], or select a file from Google Drive or Dropbox [3].
Review Information

Review the information about your uploaded file, then click the Continue button to preview and accept your file.
Accept Submission

Turnitin validates your entry and prepares it for submission. You can see a preview image of your submission [1] and preview the text [2].

To cancel the submission and use a different file, click the Cancel Submission button [3]. To accept the submission and save the file for your assignment, click the Accept Submission & Save button [4].
View Submission

**Turnitin Assignment 7**

<table>
<thead>
<tr>
<th>Paper Title</th>
<th>Uploaded</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Untitled</td>
<td>12 Oct 2017 13:58</td>
<td>--</td>
</tr>
</tbody>
</table>

View your assignment submission.

If you are allowed to resubmit your assignment, you can resubmit your assignment by clicking the **Upload** icon [1]. If you are not allowed to resubmit your assignment, the icon will be grayed out.

To download a copy of your submission, click the **Download** icon [2].

To download a digital receipt with details about your submission, click the **Document** icon [3].

If your instructor allows you to view your originality report, your score may not be available immediately.
How do I know when my assignment has been submitted?

View the assignment submission details to know that you have turned in the assignment. All file submissions also appear in your personal unfiled folder.

Open Assignments

In Course Navigation, click the Assignments link.
Select Assignment

Click the assignment title.
After you have submitted your assignment, you should view a confirmation that you submitted your assignment.
How do I know when my instructor has graded my assignment?

When a change is made to your course grades, the Grades link in Course Navigation adds an indicator representing the number of changes in a course since your last visit. The Grades page shows the details of your graded assignments.

Note: You can also set up notifications to know when your instructor grades an assignment.

Open Grades

In Course Navigation, click the Grades link.
**View Assignment Grade**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Overview</td>
<td>Jun 8 by 11:59pm</td>
<td>![blue dot]</td>
<td>![red dot]</td>
</tr>
<tr>
<td>Articles of Confederation vs. Constitution Topic Discussion</td>
<td>Jul 3 by 11am</td>
<td>✔️</td>
<td>10</td>
</tr>
<tr>
<td>Bill of Rights Topic Discussion</td>
<td>Jul 7 by 6:59pm</td>
<td>✗</td>
<td>10</td>
</tr>
</tbody>
</table>

A blue dot next to the assignment indicates the assignment that has been graded [1]. The indicator disappears when you navigate away or refresh the page.

The score column displays the score given to the assignment [2].

In the [Grades page](#), you can also see if the assignment includes scoring details, comments, or rubrics.
How do I submit a cloud assignment with Microsoft Office 365?

If your instructor creates a cloud assignment with a Microsoft OneDrive file, you can open the assignment, edit the document directly, and submit your changes as your assignment submission.

When you open the assignment, Office 365 will create a copy of the file as your submission. You can open the document and make changes per the assignment instructions. When you are ready to submit the assignment, return to the Canvas assignment page and submit the assignment. The copied document is also added to your OneDrive folder for the course.

Cloud assignments are treated the same way as any other type of assignment submission. When you submit your assignment, your instructor will view the assignment exactly as it is when you click the Submit button. Even though cloud assignments can still be modified in the assignment page, any changes you make to the assignment after the submission cannot be viewed by your instructor unless you submit the assignment again as a resubmission.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.

Open Assignment in OneDrive

View the assignment in the assignment page [1].

To complete the assignment, click the Open button [2].
Edit in Word

In a new window, view the assignment in Microsoft Word online [1]. Make edits directly to the document as necessary to complete the assignment. Word will periodically save your changes [2].

Submit Assignment

When you are ready to submit the assignment, close the Word Online window. In the assignment page, click the Submit button.
Confirm Submission

Please complete the worksheet.

Assignment Submitted
Science Worksheet
Submitted: December 10, 2016 18:36

Confirm your assignment was submitted. Click the Finished button.

If you need to make changes, you can edit the assignment again and submit the assignment as a re-submission.
How do I communicate with my instructor about assignments?

There are various ways to communicate with your instructor about assignments. The instructor will specify what communication option is the best in the syllabus.

Open Inbox

In Global Navigation, click the Inbox link.
Communicate through Assignment Comments

Add a Comment:
Teachers and submitter will be notified of all comments.

Media Comment Attach File
Send Comment to the Whole Group

Save

After you have submitted an assignment, you can communicate with your instructor through the comment section on the submitted assignment.
How do I view assignment comments from my instructor?

You can see comments from your instructor in the Grades page. Most comments are located in the assignment sidebar. However, your instructor may also leave comments in your assignment submission as annotations.

Open Grades

In Course Navigation, click the Grades link.

View Assignment Comments

<table>
<thead>
<tr>
<th>Road to Revolution: Patriotism or Treason</th>
<th>Nov 8 by 11:59pm</th>
<th>10 (A)</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td>Close</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Good job on the assignment!</td>
<td>Doug Roberts, Oct 16 at 4pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Locate the assignment and click the comment icon [1]. View the comments in the assignment [2]. You can also view the author, date, and time of the comment.

Open Assignment

Road to Revolution: Patriotism or Treason

Comments

- Good job on the assignment!
  
  Doug Roberts, Oct 16 at 4pm

Your assignment submission also displays comments. Click the title of the assignment.

View Comments

Grade: 22 / 25

Re-submit Assignment

Well done completing this assignment!
  
  Doug Roberts, Jan 16 at 2:33pm

Add a Comment:
Teachers and submitter will be notified of all comments.
Any instructor comments added to your submission, as well as any comments added by you, appear in the Comments portion of the sidebar [1].

If your assignment includes a rubric [2], your instructor may also leave comments in the rubric.

Add Comments

You can add comments to your assignment submission [1]. All comments left on a group assignment submission are sent to the instructor and the whole group.

If your group assignment submission includes commenting options, each member of your group is being graded individually. To send your comment to your instructor, select Send comment to instructor only [2]. To send your comment to your instructor and the whole group, select Send comment to the whole group [3].

To submit your comment, click the Save button [4].
If you submitted the assignment with a file upload, your instructor may have included annotated feedback in your assignment. Files that support annotations display a View Feedback button next to the submission. Learn how to view annotated comments.
How do I view Turnitin results for my assignment submission?

Turnitin provides an originality report and similarity index letting the instructor know how much of your assignment is original.

Depending on the Turnitin settings, after you have submitted your assignment, you may be able to view Turnitin results immediately or after the due date.

Your instructor also has the option to restrict the originality report from being shown in your assignment. If the originality report does not appear in the assignment submission details, your instructor has restricted this feature.

Note: The originality report for an initial assignment submission may take a minimum of ten minutes to generate.

Open Grades

In Course Navigation, click the Grades link.
Open Assignment

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnitin Assignment 2</td>
<td>Mar 14 by 11:59pm</td>
<td>23</td>
<td>25</td>
</tr>
<tr>
<td>History Assignment #4</td>
<td>Mar 23 by 11:59pm</td>
<td>-</td>
<td>25</td>
</tr>
<tr>
<td><strong>Turnitin Assignment 3</strong></td>
<td>Mar 30 by 11:59pm</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

Click the name of the assignment.

View Originality Report

Submission Details

Turnitin Assignment 3
Emily Boone submitted Nov 20, 2015 at 9:15pm

Add a Comment:
Teachers and submitter will be notified of all comments.

Save
When the submission has generated an originality report, the Turnitin feedback icon indicates what percent of the assignment matches internet sources.

To view the detailed originality report, click the feedback icon.

View Originality Sources

In the originality report, the sidebar shows any matching sources associated with the assignment text and where the match is located in the submission.
How do I use DocViewer in Canvas assignments as a student?

Canvas DocViewer is a tool that allows annotations on online assignment submissions in Canvas. You can use DocViewer to view annotated feedback in the assignment details section of the sidebar from your instructor or from other students in peer review assignments.

DocViewer has a 10-hour session limit that begins when you open a submission. If you start to make an annotation but do not submit it before the session expires, the annotation will not be saved. Submitted annotations are saved and are not affected by the session limit. Canvas will display a session expiration warning at 9 hours 50 minutes, followed by a 5-minute and 1-minute warning until the 10-hour limit has been reached. You can restart a DocViewer session at any time by refreshing the submission page.

If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer.

Compatible DocViewer Files

If a submission includes a file that can be rendered in DocViewer, but the submission preview is not yet complete, Canvas will generate a message stating the document is still processing.

Notes:

- Files over 100 MB and password-protected files will not be converted by DocViewer.
- DocViewer annotations can be viewed in the Canvas by Instructure app.
View DocViewer Toolbar

The DocViewer Toolbar helps you manage the assignment submission.

To zoom in and out on the submission, use the Zoom buttons [1].

To view the submission in full screen, click the Full Screen button [2].

To annotate the submission, use the annotation tools [3].

If there are multiple pages, the Page number field [4] will let you advance through the submission to find the page you want to annotate. To go to another page, enter the page number in the Page field. You can also use the arrow icons [5] to advance through the submission.

To download a PDF of the annotated submission, click the Download button [6].
Add Point Annotation

To leave a point annotation, select the **Point** annotation type [1].

Select the color for the point annotation in the color panel [2].

Click the desired area of the submission [3]. The point annotation icon will appear indicating the location of the annotation. To add a comment to the point annotation, type the comment in the Comment field [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the point annotation icon in the document. Click and drag the annotation to the new area.

To delete a point annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the annotation. Deleting an annotation will also delete any associated comments.
Add Highlight Annotation

To highlight text within the document, select the Highlight annotation type [1].

Select the color for the highlight annotation in the color panel [2].

Click and drag to highlight text within the submission [3].

To add a comment to the highlight annotation, click the Comment button [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

To delete a highlight annotation, click the highlighted area and then click the Delete icon [5]. DocViewer will confirm you want to delete the highlight. Deleting an annotation will also delete any associated comments.
Add Text Annotation

To add text directly in the submission, select the Free text annotation type [1].

Select the color for the text annotation in the color panel [2].

Select a white or transparent background for the text annotation [3] as well as the font size for the annotation [4].

Click in the desired area of the submission, then type your entry [5]. To start a new line in your comment, click the Shift+Enter key.

To move the annotation, hover over the text box in the document. Click and drag the annotation to the new area.

To delete the text annotation, click the text box and then click the Delete icon [6]. DocViewer will confirm you want to delete the text box.
Add Strikeout Text Annotation

To indicate that text should be deleted, select the **Strikeout** annotation type [1].

Select the color for the strikeout line in the color panel [2].

Click and drag to strike out within the submission. A line will appear indicating the text has been struck out [3].

To add a comment to the strikeout annotation, click the **Comment** button [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

To delete a strikeout annotation, click the strikeout area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the strikeout line. Deleting an annotation will also delete any associated comments.
Add Draw Annotation

To make freehand drawings and annotations, select the **Free Draw** annotation type [1].

Select the color for the drawn annotation in the color panel [2].

Select your annotation line width from the line width panel [3].

Click and drag to start a drawing. Free-form lines will appear indicating the drawing area [4]. You can add multiple strokes to a drawn annotation.

To add a comment to your drawn annotation, click the **Comment** button [5]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

To accept the drawn annotation, click the **Check** icon [6].

To move a drawing, hover over the outline of the drawing, then drag and drop the drawing to the new area of the document.

To delete a drawing at any time, click the drawing and then click the **Delete** icon [7]. DocViewer will confirm you want to delete the drawing. Deleting an annotation will also delete any associated comments.

**Note:** Draw annotations can only have one line width per annotation. Individual annotations must be saved before creating a new line with a different width.
Add Area Annotation

To leave an area annotation, select the **Area** annotation type [1].

Select the color for the area annotation in the color panel [2].

Click and drag the rectangle around an area of the submission [3]. A box will appear indicating the area for the annotation.

To add a comment to the area annotation, type the comment in the Comment field [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the border. Click and drag the annotation to the new area of the document.

To delete an area annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the comment. Deleting an annotation will also delete any associated comments.
Individual comments include an icon that displays the type and color of the annotation [1]. The annotation icon displays next to the commenter’s name and only displays in the primary comment for an annotation. Replies to a comment do not include the icon.

Instructors may leave additional comments or reply to your comments. When an annotated comment includes multiple content lines, the content box displays an ellipses link [2]. To expand a comment, click the ellipses link. If a comment includes multiple replies, all replies will be expanded [3].
View Other User Annotations

Whenever you’re writing a document and want portions to stand out, there are many formatting options available. However, we want to keep our documents and correspondence professional, so here are a few tips about how to format your writing.

Writing is easiest to decipher when it is clean and organized. Although you might have so much to say that you fill up an entire page with text, you should spice it up a bit—if not, your document will appear boring, overwhelming, and no one will want to read it.

When another user adds an annotation within a document, you can view the author of the annotation by clicking the annotation.
How do I view annotation feedback comments from my instructor directly in my assignment submission?

Your instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a View Feedback button, you can view these annotated comments through a preview tool called Canvas DocViewer. You can also use Canvas DocViewer to reply to any comments or make your own annotations.

Some browsers may not initially render comments correctly when viewing feedback. If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer. You can also download PDF files with comments to view on your computer. The settings required to view or print the annotations in the PDF vary based on the software installed on your computer.

Note: If the assignment attachment displays a Preview button instead of the View Feedback button, your file is not DocViewer compatible and will not include any annotated comments.

Open Grades

In Course Navigation, click the Grades link.
View Assignment Details

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logical Fallacy Project</td>
<td>Mar 22 by 11:59pm</td>
<td>-</td>
<td>100</td>
</tr>
<tr>
<td>Research Paper</td>
<td>Mar 24 by 11:59pm</td>
<td>23</td>
<td>35</td>
</tr>
<tr>
<td>Tools and Measurements</td>
<td>Apr 3 by 11:59pm</td>
<td>-</td>
<td>7</td>
</tr>
</tbody>
</table>

Click the title of an assignment.

View Feedback

Submission Details

Research Paper
Emily Boone submitted Jan 16 at 2:38pm

Add a Comment:
Teachers and submitter will be notified of all comments.

Click the View Feedback button.

Note: If the assignment attachment displays a Preview button, your file is not DocViewer compatible.
View Annotated Comments

View the annotated comments from your instructor [1]. To reply to a comment, hover over the comment and click the Reply button [2]. When an annotated comment includes multiple content lines, the content box displays an ellipses link [3]. To expand a comment, click the ellipses link. You can also use DocViewer to make your own annotations on your assignment.
Download File

To download a PDF of the submission and annotations, click the Download icon.
How do I view rubric results for my assignment?

You can view your rubric results for your assignment in the Grades page. You can also view comments left by your instructor on the rubric.

Open Grades

In Course Navigation, click the Grades link.
If an assignment has a rubric, the assignment will display the rubric icon. To open the rubric, click the Rubric icon.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patriotism or Treason? Colonist vs. British Citizen Point of View Essay</td>
<td>Nov 3 by 11:59pm</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Road to Revolution: Patriotism or Treason</td>
<td>Nov 8 by 11:59pm</td>
<td>10 (A)</td>
<td>10</td>
</tr>
<tr>
<td>Bill of Rights Review</td>
<td>Nov 14 by 11:59pm</td>
<td>87%</td>
<td>20</td>
</tr>
<tr>
<td>Revolution Topic Discussion</td>
<td>Nov 15 by 3pm</td>
<td>EX</td>
<td>10</td>
</tr>
</tbody>
</table>
View Rubric Results

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>4.0 pts Full Marks</td>
<td>4 / 4.0 pts</td>
</tr>
<tr>
<td>Instructor Comments</td>
<td>0.0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td>First Post</td>
<td>2.0 pts Full Marks</td>
<td>3 / 3.0 pts</td>
</tr>
<tr>
<td>Instructor Comments</td>
<td>0.0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td>Second Post</td>
<td>2.0 pts Full Marks</td>
<td>3 / 3.0 pts</td>
</tr>
<tr>
<td>Instructor Comments</td>
<td>0.0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td>Discussion Outcome</td>
<td>5.0 pts Exceeds Expectations</td>
<td>5 / 5.0 pts</td>
</tr>
<tr>
<td>view longer description threshold: 3.0 pts</td>
<td>3.0 pts Meets Expectations</td>
<td></td>
</tr>
<tr>
<td>Instructor Comments</td>
<td>0.0 pts Does Not Meet Expectations</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 15.0

View the rubric results for your assignment.
View Rubric Comments

If your instructor has left comments in your rubric, you can view them under the rubric criteria.

**Note:** This text will only appear if your instructor has left comments in the rubric.
How do I view my Roll Call Attendance report as a student?

If your Assignments page includes a Roll Call Attendance assignment, your instructor is taking attendance in your course. As part of the assignment, you can view your attendance record in your course. Like any other Canvas assignment, you can also view or leave comments in the submission details page.

If the Roll Call Attendance assignment is available to you, this lesson shows you how to view your attendance report through the Grades page. However, if your instructor allows you to view the Assignments link in Course Navigation, you can also access the submission details through the Assignments page by opening the Attendance assignment.

**Note:** If the Roll Call Attendance assignment does not appear in the Grades page, your instructor has chosen to not use Attendance for grading.

Open Grades

In Course Navigation, click the Grades link.
## Open Assignment

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Call Attendance</td>
<td>84%</td>
<td>100</td>
</tr>
<tr>
<td>Assignments</td>
<td>84%</td>
<td>84.00 / 100.00</td>
</tr>
<tr>
<td>Discussions</td>
<td>N/A</td>
<td>0.00 / 0.00</td>
</tr>
<tr>
<td>Quizzes</td>
<td>N/A</td>
<td>0.00 / 0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0%</strong></td>
<td></td>
</tr>
</tbody>
</table>

Click the name of the Roll Call Attendance assignment.
Authorize Account

The first time you view the Roll Call Attendance assignment, you must authorize your account. Click the Authorize button.
The submission details shows the first date that your instructor took attendance in your course [1]. You can also view an overview of your attendance record through a graph [2], with the graph key displayed to the right [3]. Attendance is identified by color, where green shows the days you were on time and present, yellow shows the days you were late, and red shows the days you were absent.

You can also view the total percentage of days you have been marked as on time in your class [3].
View Late and Absent Dates

Below the overview information, you can also view the specific days that you were marked late or absent. For each attendance record, you can view the date [1], day of the week [2], status [3], and percentage points earned [4].
How do I download assignment submissions from all my courses?

As a student, you can download all your assignment submissions in Canvas. Submissions are for both current and concluded courses and only includes any files that were submitted to fulfill an assignment; they do not include any submissions modified by instructors, such as annotated submissions.

The download also includes submissions for group assignments, even if the submission was made by another student in your group.

When the export has finished generating, submissions are downloaded as a ZIP file.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Download Submissions

In the sidebar, click the **Download Submissions** button.

Create Export

**Download Submissions**

Creating a Submission Export will allow you to download a zip file of all your assignment submissions in all of your present and past courses. This could be a big file, so it may take a while. You can navigate away from the page and come back later.

*Content exports cannot be downloaded after 30 days.*

Click the **Create Export** button.
Download Export

Download Submissions

Creating a Submission Export will allow you to download a zip file of all your assignment submissions in all of your present and past courses. This could be a big file, so it may take a while. You can navigate away from the page and come back later.

New Export: **Click here to download**

*Content exports cannot be downloaded after 30 days.*

When the export has completed, click the **Click here to download** link.

**Note:** Content exports expire after 30 days and can no longer be downloaded.
If your computer asks you what to do with the file, you can open the file directly, or save the file to your computer. In most cases, the file will automatically download to your computer.

The filename of the ZIP file includes the date of your export.

View Submissions

Open the exported file and view your assignment submissions by course.
Calendar
How do I sign up for a Scheduler appointment in the Scheduler page?

If your institution has enabled the Scheduler tool, you can sign up for any appointments that are created for your course using the Scheduler page. Appointments can include office hours, group presentation time slots, and lunch with an alumnus.

Scheduler is an optional feature that may not be available to you in the Calendar.

Note: Currently, Scheduler has two options for viewing appointments. This lesson is for users with the Scheduler button as a calendar view. If your calendar does not display the Scheduler button, you can only sign up for appointments in the calendar sidebar.

Open Calendar

In Global Navigation, click the Calendar link.
Select Calendar

In the sidebar, select the calendar for the course you want to view. Viewable calendars include a color in the checkbox.

If you are enrolled in more than 10 courses and groups, you may have to toggle the calendar checkboxes to view a specific course. If you cannot view a course calendar, you also cannot view scheduler events for the course.

Open Scheduler

Click the Scheduler button.
View Appointments

1. **My Appointment Groups**

2. **History 101 Office Hours**
   - **History 101**
   - **Location**: History Building, Office 101

3. This is an opportunity for you to ask any questions you have about the course.

4. You can [sign up](#) for this.

The Scheduler page displays any appointments available in the calendars you selected to view.

For available appointments, you can view the name of the appointment [1] the course calendar showing the appointment [2], and details about the appointment [3].

To sign up for an appointment, click the [sign up](#) link [4].
Reserve Appointment

Fri, Jul 14

- 1:00pm: Available
- 1:30pm: Available
- 2:00pm: Available
- 2:00pm: Available

The sign-up times are displayed in an agenda format. Click the appointment time where you want to sign up.
To leave a comment with the appointment, enter the comment in the Comments field [1]. Click the Reserve link [2].

View Appointment

You're signed up for Jul 14, 1pm - 1:30pm
Scheduler verifies the time slot where you signed up.

**View Calendar**

![Calendar Image]

View the appointment added to your calendar.
Unreserve Appointment

To cancel your appointment reservation, click the appointment time [1] and click the Un-reserve link [2].

You can also return to the Scheduler page and sign up for another time in the agenda view.
How do I subscribe to the Calendar feed using Google Calendar as a student?

You can import your Canvas calendar to Google Calendar. The calendar feed will contain events and assignments from all of your Canvas calendars.

The steps in this lesson are also relevant for those using Gmail via Google Apps for Education. Google Apps for Education provides an Institution Email Account to those institutions participating in the program. To learn more, visit the Google Edu website.

Once you have subscribed to the calendar feed, you can remove or unsubscribe from the calendar feed at any time.

Note:

- All future events, and past events within 30 days, are included when exporting a Canvas calendar to Google Calendar.
- Google Calendar periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Google Calendar.
In Global Navigation, click the Calendar link.

**Open Calendar Feed**

Click the Calendar Feed link.
Copy Calendar Feed

Copy the link below and paste it into any calendar app that takes iCal feeds (Google Calendar, iCal, Outlook, etc.)

https://documentation.beta.instructure.com/feeds/calendar

click here to view the feed

Copy the calendar feed link.
Log in to Google Account

In a new browser, log in to your Google Account.

**Note:** If you are participating in Google Apps for Education, log in to your Institution Email Account to subscribe to the Calendar Feed.
Locate Calendar

Click the Calendar link.
View Calendar

Once you click the Calendar link, you will view your Calendar.

Add Other Calendars

Locate the Other Calendars drop-down menu to find the Add by URL option.
Add Calendar by URL

Take the copied URL from Canvas and paste it into the box [1]. Click the Add Calendar button [2].

View Subscribed Calendar

View your Google Calendar with the events and assignments from your Canvas calendar.
Note: The calendar may take up to 24 hours to sync with Canvas.
How do I subscribe to the Calendar feed using Outlook as a student?

You can subscribe to the Calendar Feed using Outlook 2013 on your desktop. The calendar feed will contain events and assignments from all of your Canvas calendars. Once you have subscribed to the calendar feed, you can remove the calendar feed at any time in Outlook by opening the Tools menu, clicking Account Settings, and selecting the Internet Calendars tab.

If you are using an earlier version of Outlook, these steps may differ.

Notes:

- All future events, and past events within 30 days, are included when exporting a Canvas calendar to Outlook.
- Outlook periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Outlook.
- If your institution/organization uses a Microsoft Exchange Server account, you can also subscribe to the calendar feed using the Outlook Web App in Exchange Server. This allows you to access your Outlook calendar online if you are away from your desktop. Please contact your IT administrator at your organization/institution for more information.
In Global Navigation, click the Calendar link.
Open Calendar Feed

Click the Calendar Feed link.
Copy Calendar Feed

Copy the link below and paste it into any calendar app that takes iCal feeds (Google Calendar, iCal, Outlook, etc.)

https://documentation.beta.instructure.com/feeds/calendar

Click here to view the feed

Copy the calendar feed link.
Open Outlook Calendar

Open Outlook. In the sidebar, click the Calendar icon.

Open Other Calendars

Right-click the Other Calendars link.
Add Calendar from Internet

Hover your mouse over Add Calendar [1] and click From Internet... [2].
Paste Calendar Feed Link

Paste the calendar feed link from Canvas in the calendar subscription field [1] then click the OK button [2].

Confirm Calendar Subscription

To confirm you want to add the internet calendar to Outlook and subscribe to updates, click the Yes button [1]. To configure the calendar options, click the Advanced button [2].
View your Outlook calendar with the events, assignments, and appointments from your Canvas calendar.

Notes:

- The calendar may take up to 24 hours to sync with Canvas.
- For scheduler items, appointments must be viewed in the Canvas calendar for full appointment details.
How do I filter the Calendar view by course as a student?

You can filter your Calendar by courses.

Open Calendar

In Global Navigation, click the Calendar link.
After clicking the Calendar link, you will see the Calendar for everything you are enrolled in.
Choose Courses to View

In order to filter your Calendar by courses or groups, click the color box next to the Calendar [1]. The calendar can show up to 10 courses and/or groups at a time. In this example, not all of the calendars are being shown.

Note: Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can create any color of your choice by selecting the More icon [2] and inserting a Hex code [3].
How do I use the Calendar as a student?

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

Open Calendar

In Global Navigation, click the Calendar link.
The Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in Month view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

**Add Calendar Items**

Each calendar view shows any assignments or events that have been added to the calendar. You can add personal events at any time in the navigation bar by clicking the Add button.
Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar [1].

By default, the first 10 course and group calendars will be selected and appear in the calendar view. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view display as faded text [3].

**Note:** Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can insert a Hex code to create any color of your choice. Colors set in Dashboard course cards also update in the calendar.
View Undated Events List

Expanding the Undated items link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.

View Calendar by Month

In the Month view, click the arrow buttons [1] to move from month to month. To view events for the current date, click the Today button [2].
Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4].

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

To view full details for an assignment or event, hover over the item [5].

Calendar assignments can also be crossed out [6], which is a simple way to keep track of assignments. Assignments are crossed out once the assignment has been submitted. However, assignments that have been awarded a grade but do not contain an actual submission will not be crossed out.
All-day events display the Events icon and do not include a specific event time.

If you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates in the current month.
View Wrapped Assignments and Events

Your calendar view may show entire assignment and event titles as part of the calendar entry. This calendar view is only available in the Month view and can only be enabled by your institution. The wrapped assignment and event title view allows you to view the entire calendar item without having to hover over the title.
View Calendar by Week

To view the calendar by week, click the **Week** button. The Week view shows all calendar items by date and time. Note that some assignments may be due at 11:59 pm, which appear at the bottom of the calendar view.

View All-Day Events

All-day events appear at the top of the calendar week. These events do not include a specific event time.
Like in the Month view, if you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates. In Week view, you can only drag your event to the end of the week that you are viewing.

### View Calendar Agenda

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue, Jul 11</td>
<td></td>
</tr>
<tr>
<td>Due 5:59pm</td>
<td>Safety in Science—Symbols</td>
</tr>
<tr>
<td>Wed, Jul 12</td>
<td></td>
</tr>
<tr>
<td>12:00am</td>
<td>Group Project</td>
</tr>
<tr>
<td>Thu, Jul 13</td>
<td></td>
</tr>
<tr>
<td>Due 3:00pm</td>
<td>Declaration of Independence Topic Discussion</td>
</tr>
<tr>
<td>Due 9:29pm</td>
<td>Research Paper</td>
</tr>
<tr>
<td>Fri, Jul 14</td>
<td></td>
</tr>
<tr>
<td>12:00am</td>
<td>Field Trip</td>
</tr>
<tr>
<td>2:00pm</td>
<td>Study Group</td>
</tr>
<tr>
<td>Due 4:39pm</td>
<td>Group Assignment</td>
</tr>
<tr>
<td>Due 7:29pm</td>
<td>Patriotism or Treason?</td>
</tr>
<tr>
<td>Due 11:59pm</td>
<td>To Sign or Not to Sign Discussion</td>
</tr>
</tbody>
</table>

To view all your calendar items in an agenda format, click the **Agenda** button.
View Scheduler

If your institution has enabled Scheduler, you can access Scheduler in one of two ways.

If your calendar includes a Scheduler button [1], you can sign up for an appointment in the Scheduler page.

If your calendar does not include the Scheduler button, you can sign up for an appointment in the Calendar sidebar [2].
How do I use the Calendar as a student?

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

Open Calendar

In Global Navigation, click the Calendar link.
View Calendar

The Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in Month view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

Add Calendar Items

Each calendar view shows any assignments or events that have been added to the calendar. You can add personal events at any time in the navigation bar by clicking the Add button.
Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar [1].

By default, the first 10 course and group calendars will be selected and appear in the calendar view. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view display as faded text [3].

**Note:** Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can insert a Hex code to create any color of your choice. Colors set in Dashboard course cards also update in the calendar.
View Undated Events List

Expanding the **Undated items** link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.

View Calendar by Month

In the Month view, click the arrow buttons [1] to move from month to month. To view events for the current date, click the **Today** button [2].
Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4].

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

To view full details for an assignment or event, hover over the item [5].

Calendar assignments can also be crossed out [6], which is a simple way to keep track of assignments. Assignments are crossed out once the assignment has been submitted. However, assignments that have been awarded a grade but do not contain an actual submission will not be crossed out.
View All-Day Events

All-day events display the Events icon and do not include a specific event time.

If you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates in the current month.
View Wrapped Assignments and Events

<table>
<thead>
<tr>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>11a Articles of Confederation vs. Constitution Topic Discussion</td>
<td>Holiday - No Class</td>
<td>11a Biology 101 Study Group</td>
<td>Laboratory Field Trip</td>
<td>12p History Study Group</td>
</tr>
<tr>
<td>6p Plant Genetics Paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Sign-up</td>
<td>5:59p Safety in Science—Symbols</td>
<td>5:59p The Bill of Rights Quiz (2 students)</td>
<td>Declaration of Independence Topic Discussion</td>
<td>Field Trip</td>
</tr>
<tr>
<td>5:29p Course Introductions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:59p Revisionist History</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your calendar view may show entire assignment and event titles as part of the calendar entry. This calendar view is only available in the Month view and can only be enabled by your institution. The wrapped assignment and event title view allows you to view the entire calendar item without having to hover over the title.
To view the calendar by week, click the Week button. The Week view shows all calendar items by date and time. Note that some assignments may be due at 11:59 pm, which appear at the bottom of the calendar view.

View All-Day Events

All-day events appear at the top of the calendar week. These events do not include a specific event time.
Like in the Month view, if you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates. In Week view, you can only drag your event to the end of the week that you are viewing.

**View Calendar Agenda**

To view all your calendar items in an agenda format, click the Agenda button.
If your institution has enabled Scheduler, you can access Scheduler in one of two ways.

If your calendar includes a Scheduler button [1], you can sign up for an appointment in the Scheduler page.

If your calendar does not include the Scheduler button, you can sign up for an appointment in the Calendar sidebar [2].
How do I view the Calendar iCal feed to subscribe to an external calendar as a student?

The Calendar iCal feed is located in the sidebar of your Calendar. You can import the iCal feed into any calendar app that accepts the iCal format, such as Google Calendar, Apple Calendar, Outlook, and Yahoo Calendar. You can also download the calendar feed as an ICS file. The calendar feed will contain events and assignments from all of your Canvas calendars.

Note: All future events, and past events within 30 days, are included when exporting a Canvas calendar to another calendar program.

Open Calendar

In Global Navigation, click the Calendar link.
Open Calendar Feed

Click the Calendar Feed link.
Copy Calendar Feed

To copy the link, copy the link in the text field [1].

To download the feed as an ICS file, click the click here to view the feed link [2].
How do I add a personal reminder to the Calendar as a student?

You can add a personal reminder to your own Calendar for an upcoming event.

Open Calendar

In Global Navigation, click the Calendar link.
Add Event

Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you don't want to manually locate the date, you can click the Add icon [3].
Add Event Details

Enter a title for the event [1].

Depending on how you added your event, the date may be populated for you. If not, enter a date in the date field [2].

The calendar times may also be populated for you in the From fields [3]. Edit or enter the start and end time for your event. To create an all-day event, leave the From fields blank so there is no start and end time for your event.

If a location is required, enter a location for the event [4].

Submit Event

Canvas Student Guide Updated 2018-04-02
To add a description or link to resources for your event, click the More Options button [1]. Otherwise, click the Submit button [2].
How do I view a group calendar?

If you have been added to a group, you can view the group calendar.

Open Groups

In Global Navigation, click the Groups link [1], then click the name of the group [2].
View Calendar

In the Group sidebar, click the View Calendar link.

Only your group calendar will be visible in the list of Canvas calendars. Feel free to add any events or reminders to your group calendar.
How do I subscribe to the Calendar feed using Outlook as a student?

You can subscribe to the Calendar Feed using Outlook 2013 on your desktop. The calendar feed will contain events and assignments from all of your Canvas calendars. Once you have subscribed to the calendar feed, you can remove the calendar feed at any time in Outlook by opening the Tools menu, clicking Account Settings, and selecting the Internet Calendars tab.

If you are using an earlier version of Outlook, these steps may differ.

Notes:

- All future events, and past events within 30 days, are included when exporting a Canvas calendar to Outlook.
- Outlook periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Outlook.
- If your institution/organization uses a Microsoft Exchange Server account, you can also subscribe to the calendar feed using the Outlook Web App in Exchange Server. This allows you to access your Outlook calendar online if you are away from your desktop. Please contact your IT administrator at your organization/institution for more information.
Open Calendar

In Global Navigation, click the Calendar link.
Open Calendar Feed

Click the Calendar Feed link.
Copy Calendar Feed

Copy the link below and paste it into any calendar app that takes iCal feeds (Google Calendar, iCal, Outlook, etc.)

https://documentation.beta.instructure.com/feeds/calendar

click here to view the feed

Copy the calendar feed link.
Open Outlook Calendar

Open Outlook. In the sidebar, click the Calendar icon.

Open Other Calendars

Right-click the Other Calendars link.
Add Calendar from Internet

Hover your mouse over Add Calendar [1] and click From Internet... [2].
Paste Calendar Feed Link

Paste the calendar feed link from Canvas in the calendar subscription field [1] then click the OK button [2].

Confirm Calendar Subscription

To confirm you want to add the internet calendar to Outlook and subscribe to updates, click the Yes button [1]. To configure the calendar options, click the Advanced button [2].
View your Outlook calendar with the events, assignments, and appointments from your Canvas calendar.

Notes:

- The calendar may take up to 24 hours to sync with Canvas.
- For scheduler items, appointments must be viewed in the Canvas calendar for full appointment details.
How do I subscribe to the Calendar feed using Google Calendar as a student?

You can import your Canvas calendar to Google Calendar. The calendar feed will contain events and assignments from all of your Canvas calendars.

The steps in this lesson are also relevant for those using Gmail via Google Apps for Education. Google Apps for Education provides an Institution Email Account to those institutions participating in the program. To learn more, visit the Google Edu website.

Once you have subscribed to the calendar feed, you can remove or unsubscribe from the calendar feed at any time.

Note:
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In Global Navigation, click the Calendar link.

**Open Calendar Feed**

Click the Calendar Feed link.
Copy Calendar Feed

Copy the link below and paste it into any calendar app that takes iCal feeds (Google Calendar, iCal, Outlook, etc.)

https://documentation.beta.instructure.com/feeds/calendar

click here to view the feed

Copy the calendar feed link.
Log in to Google Account

In a new browser, log in to your Google Account.

**Note:** If you are participating in Google Apps for Education, log in to your Institution Email Account to subscribe to the Calendar Feed.
Locate Calendar

Click the Calendar link.
View Calendar

Once you click the Calendar link, you will view your Calendar.

Add Other Calendars

Locate the Other Calendars drop-down menu to find the Add by URL option.
Add Calendar by URL

Take the copied URL from Canvas and paste it into the box [1]. Click the Add Calendar button [2].

View Subscribed Calendar

View your Google Calendar with the events and assignments from your Canvas calendar.
Note: The calendar may take up to 24 hours to sync with Canvas.
How do I sign up for a Scheduler appointment in the Scheduler page?

If your institution has enabled the Scheduler tool, you can sign up for any appointments that are created for your course using the Scheduler page. Appointments can include office hours, group presentation time slots, and lunch with an alumnus.

Scheduler is an optional feature that may not be available to you in the Calendar.

Note: Currently, Scheduler has two options for viewing appointments. This lesson is for users with the Scheduler button as a calendar view. If your calendar does not display the Scheduler button, you can only sign up for appointments in the calendar sidebar.

Open Calendar

In Global Navigation, click the Calendar link.
Select Calendar

In the sidebar, select the calendar for the course you want to view. Viewable calendars include a color in the checkbox.

If you are enrolled in more than 10 courses and groups, you may have to toggle the calendar checkboxes to view a specific course. If you cannot view a course calendar, you also cannot view scheduler events for the course.

Open Scheduler

Click the Scheduler button.
View Appointments

1. My Appointment Groups

2. History 101 Office Hours
   History 101
   Location: History Building, Office 101

3. This is an opportunity for you to ask any questions you have about the course.

You can sign up for this.

The Scheduler page displays any appointments available in the calendars you selected to view.

For available appointments, you can view the name of the appointment [1] the course calendar showing the appointment [2], and details about the appointment [3].

To sign up for an appointment, click the sign up link [4].
Reserve Appointment

The sign-up times are displayed in an agenda format. Click the appointment time where you want to sign up.
History 101 Office Hours

Jul 14, 1pm - 1:30pm

Calendar: History 101
Location: History Building, Office 101
Details: This is an opportunity for you to ask any questions you have about the course.

Attendees

Comments

Reserve

To leave a comment with the appointment, enter the comment in the Comments field [1]. Click the Reserve link [2].

View Appointment

History 101 Office Hours

History 101

Location: History Building, Office 101

This is an opportunity for you to ask any questions you have about the course.

You're signed up for Jul 14, 1pm - 1:30pm
Scheduler verifies the time slot where you signed up.

View Calendar

View the appointment added to your calendar.
Unreserve Appointment

To cancel your appointment reservation, click the appointment time [1] and click the Un-reserve link [2].

You can also return to the Scheduler page and sign up for another time in the agenda view.
How do I sign up for a Scheduler appointment in the Calendar?

If your institution has enabled the Scheduler tool, you can sign up for any appointments that are created for your course using the Calendar sidebar. Appointments can include office hours, group presentation time slots, and lunch with an alumnus.

Scheduler is an optional feature that may not be available to you in the Calendar.

Note: Currently, Scheduler has two options for viewing appointments. This lesson is for users with the Find Appointments button in the Calendar sidebar. If your calendar does not display the Find Appointment button as shown in this lesson, you can only sign up for Scheduler appointments in the Scheduler page.

Open Calendar

In Global Navigation, click the Calendar link.
Find Appointment

In the Calendar sidebar, click the Find Appointment button.

Select Course

If a course includes an appointment, the name of the course displays in the Course drop-down menu. Select the course where you want to look for an appointment [1], then click the Submit button [2].
View Appointments

View the appointments available for the course. Faded time slots indicate the time slot has been reserved.

View Next Available Appointment

The next available appointment in this course is on

July 14, 2017

If your calendar is set to either the Week or Month view, and there are no available appointments in the visible date range, the Calendar will let you know the date of the next available appointment. You can click the date in the window to view available appointments.
Reserve Appointment

In the calendar, click the time slot you want to reserve [1]. In the appointment window, you can view the appointment time, calendar, and details. If you want to leave any comments for your instructor, you can type them in the Comments field [2].

To sign up for the time slot, click the Reserve link [3].
View Updated Appointments

<table>
<thead>
<tr>
<th></th>
<th>14</th>
<th>15</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><img src="image1" alt="1p History 101" /></td>
<td><img src="image2" alt="1:30p History 1" /></td>
</tr>
<tr>
<td></td>
<td><img src="image3" alt="2p Study Group" /></td>
<td><img src="image4" alt="2p History 101" /></td>
</tr>
<tr>
<td></td>
<td><img src="image5" alt="2:30p History 1" /></td>
<td><img src="image6" alt="3p History 101" /></td>
</tr>
<tr>
<td></td>
<td><img src="image7" alt="3:30p History 1" /></td>
<td><img src="image8" alt="4:59p Group-A" /></td>
</tr>
<tr>
<td></td>
<td><img src="image9" alt="7:29p Patriot" /></td>
<td><img src="image10" alt="To Sign or Not" /></td>
</tr>
</tbody>
</table>

Once you have reserved a time slot, the time slot fades in the calendar.

If you want to choose another time slot instead, click the new time slot and repeat the reservation process.
Confirm New Appointment

If you choose another time slot, the Calendar will confirm you already have a reserved appointment. If you want to reschedule with the new appointment time, click the Reschedule button [1]. However, if you want to keep your original appointment, click the Do Nothing button [2].
Close Appointments

When you are finished with course reservations, click the Close button.
View the appointment added to your course calendar.
Change Appointment

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
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<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>1</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biomes</td>
<td>Mr. Bill's Event</td>
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</tr>
</tbody>
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2

3 | Holiday - No Class | 4 | 5 | 6 | 7 | 8 |
<table>
<thead>
<tr>
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<td>11a Articles of Con</td>
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<td>11a Biology 101 St</td>
<td>Laboratory Field Trip</td>
<td>12p History Study</td>
<td>5:59p Bill of Rights</td>
</tr>
<tr>
<td>9</td>
<td>Project Sign-up</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>2:05p The Bill of</td>
<td></td>
<td>Class Readings</td>
<td>10a Class Readings</td>
<td>10a Class Readings</td>
<td>2p Study Group</td>
</tr>
<tr>
<td></td>
<td>Rights</td>
<td></td>
<td>Field Trip</td>
<td>1p History Conference</td>
<td>3p Declaration of</td>
<td>2p History 101 Off</td>
</tr>
<tr>
<td></td>
<td>7:59p Revisionist H</td>
<td></td>
<td></td>
<td>7:29p Patriotism</td>
<td></td>
<td>To Sign or Not to S</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View the appointment added to your course calendar.
Unreserve Appointment

History 101 Office Hours

Jul 14, 2pm - 2:30pm

Calendar  History 101
Location  History Building, Office 101
Details  This is an opportunity for you to ask any questions you have about the course.
Comments  I would like to discuss the final project.

To completely cancel your appointment, click the appointment time [1] and click the Un-reserve link [2].
Delete Reservation

In the comment field [1], let your instructor know why you need to delete your reservation. Click the Delete button [2].
Chat
How do I use Chat as a student?

The Chat tool can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation. All content in a course chat can be viewed by anyone in the course. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

A user must be actively viewing the chat tool to appear in the chat list. You can open Chat in a new browser window while viewing other areas in Canvas.

Note:

- If you cannot view the Chat tool, Chat has not been enabled for your institution.
- You cannot delete chat messages.

Open Chat

In Course Navigation, click the Chat link.
When you open the Chat page, you immediately join the chat. Chat discussion appears in the content window [1].

To receive alerts for new chat messages, click the **New message alerts** button [2]. If this option is turned on, you will receive alerts if Chat is open in Canvas but your browser window is minimized or you are viewing another browser tab. Alerts will not send if you leave Chat to view another area in Canvas.
View Online Users

Chat displays the number of users who are in the chat [1]. To view a list of these users [2], hover your cursor over the number.

View Time Stamp

When a user sends multiple chat messages without another user sending a message, all messages will appear under the first message’s time stamp. To view additional time stamps, hover your cursor over the message.

Send Message

What should we study for the test next week?
To send a chat message, enter your message in the chat window [1]. To add an emoji to your message, click the Emoji icon [2]. Then click the Send button [3].

View Chat History

**Course Chat**

1 person online ▼  ▼ New message alerts  ▼

Load more results

Message history each course is included in the chat. Chat history can be accessed indefinitely by loading more results and scrolling through previous course chats.

You can also access Chat history with the Load more results button. This button is hidden by default and can be viewed by simultaneously pressing the Shift and Tab keys (Option and Tab in Safari) on your keyboard until the button appears and is selected.
How do I use inline chat as a student?

If configured for your institution, inline chat allows you to communicate with other users in a course from areas other than the Chat page.

When inline chat is enabled, any user viewing the course will appear as online on the Chat page. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

You can also chat with course users from the Chat page.

Notes:

- If you cannot view inline chat, it has not been enabled for your institution.
- Chat alerts are not available for inline chat.

Open Course

In Global Navigation, click the Courses link [1] and click the name of your course [2].
Open Chat

View inline chat in your course [1]. To open your chat, click the Expand icon [2]. Chat must be reopened whenever you navigate to a new page within your course.
## View Chat

Chat messages appear in the content window.

<table>
<thead>
<tr>
<th>Course Chat</th>
</tr>
</thead>
</table>
| **Doug Roberts** 1/25/18 11:13 AM  
*INSTRUCTOR*  
Good morning class!  
Any questions about next week’s test? |
| **Jane Smith** 1/25/18 11:13 AM  
Will the Declaration of Independence be included on this test? |
| **Doug Roberts** 1/25/18 12:08 PM  
*INSTRUCTOR*  
Yes. It will be. |
Send Message

To send a chat message, enter your message in the chat window [1]. Then click the Send button [2].
Hide Chat

Course Chat

Good morning class!

Any questions about next week's test?

Jane Smith 1/25/18 11:13 AM
Will the Declaration of Independence be included on this test?

Doug Roberts 1/25/18 12:06 PM
INSTRUCTOR
Yes. It will be.

Jane Smith 1/25/18 12:11 PM
Thank you!

Send

To hide the chat window, click the Collapse icon.
Collaborations
How do I view Collaborations as a student?

If you've been invited to join a collaboration, you can access the collaboration from Canvas. Collaboration files can also be viewed from your online account for the collaboration type (OneDrive or Google Drive, respectively).

If your institution grants permission, you can create collaborations in the course. Your instructor can always view any collaboration you create, though other students can only view collaborations that have been shared with them. If your instructor has added you to a course group, you can always create collaborations within a group.

You can choose to receive notifications about collaborations in your Canvas notification preferences.

Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations

In Course Navigation, click the Collaborations link.
View Collaborations

The Collaborations page displays all collaborations where you have been invited to participate. For each collaboration, you can view the name of the collaboration [1], the description [2], the person who created the collaboration [3], and the date and time the collaboration was created [4].

Add Collaboration

If you have permission, your institution may allow you to create collaborations in your course.

To create a new collaboration, click the Start a new collaboration button.
Depending on your institution's preference, you may be able to create a Google Drive collaboration or create a Microsoft Office 365 collaboration.

If your collaborations page does not match the image shown in this lesson, you can still create a Google Docs collaboration.

Open Collaboration

Current Collaborations

<table>
<thead>
<tr>
<th>Collaboration Name</th>
<th>Collaborators</th>
<th>Started by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Essay Collaboration - Hist. 310</td>
<td></td>
<td>Doug Roberts</td>
<td>Dec 4 at 1:55pm</td>
</tr>
<tr>
<td>Final Test Review</td>
<td></td>
<td>Emily Boone</td>
<td>Dec 4 at 1:35pm</td>
</tr>
</tbody>
</table>

To open a collaboration, click the name of the collaboration.

**Note:** The collaboration will open in a new tab. You may be asked to sign in to view the file.
View File

Hi everyone! Here are the tasks. Be sure to list your resources when you have them.

Jessica: Introduction
Ben: Summary
Emily: Visual Aids

View the file in Google Drive or OneDrive, respectively.
How do I view Collaborations as a student?

If you've been invited to join a collaboration, you can access the collaboration from Canvas. Collaboration files can also be viewed from your account for the collaboration type (OneDrive or Google Drive, respectively).

If your institution grants permission, you can create collaborations in the course. Your instructor can always view any collaboration you create, though other students can only view collaborations that have been shared with them. If your instructor has added you to a course group, you can always create collaborations within a group.

You can choose to receive notifications about collaborations in your Canvas notification preferences.

Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations

In Course Navigation, click the Collaborations link.
View Collaborations

The Collaborations page displays all collaborations where you have been invited to participate. For each collaboration, you can view the name of the collaboration [1], the description [2], the person who created the collaboration [3], and the date and time the collaboration was created [4].

Add Collaboration

If you have permission, your institution may allow you to create collaborations in your course.

To create a new collaboration, click the Start a new collaboration button.
Depending on your institution's preference, you may be able to create a Google Drive collaboration or create a Microsoft Office 365 collaboration.

If your collaborations page does not match the image shown in this lesson, you can still create a Google Docs collaboration.

Open Collaboration

To open a collaboration, click the name of the collaboration.

Note: The collaboration will open in a new tab. You may be asked to sign in to view the file.
View File

Hi everyone! Here are the tasks. Be sure to list your resources when you have them.

Jessica: Introduction
Ben: Summary
Emily: Visual Aids

View the file in Google Drive or OneDrive, respectively.
How do I create a Google Docs collaboration as a student?

You can start a new collaboration using Google Docs in Canvas. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Google Docs collaborations are separate from Google Drive collaborations. If your collaboration options include Google Spreadsheets and Presentations in addition to Documents, your course has enabled Google Drive collaborations.

Notes:

- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- When creating a collaboration you cannot link to a previously created collaboration.
- Each collaborator will need a Google account and will need to connect Google Drive as a registered service in Canvas.
- Google Apps for Education (integration with your school) works with Google Docs in Canvas. Please note, if your school email does not allow access to Google Docs, you will need to use a regular Google account (i.e. example@gmail.com).
- Email notifications for collaborations relate directly to the account used to connect to Google Drive.
Open Collaborations

In Course Navigation, click the Collaborations link.

Start a New Collaboration

Click the Start a new collaboration button.
Authorize Google

Start a New Collaboration

Collaborate using: Google Docs

Google Docs is a great place to collaborate on a group project. It's like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around.

Warning: you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

Before you can collaborate on documents, you need to authorize Canvas to access your Google Drive account:

Authorize Google Drive Access  Cancel

If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the Authorize Google Drive Access button to log in to Google.
Collaborate Using Google Docs

Start a New Collaboration

Collaborate using: Google Docs

Google Docs is a great place to collaborate on a group project. It’s like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around.

**Warning:** you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

Click the **Collaborate using** drop-down menu and select Google Docs.
Create Collaboration Document

To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select collaborators [3]. By default, you can view the list of people in the course and can collaborate with individual or multiple users in the course. You can also click the Groups tab and collaborate with a group.

Click the Start Collaborating button [4].

Notes:

- Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration from groups.
Edit Document

Please add your thoughts about what we should study for the exam.

View the newly created document in a new browser window.

**Note:** By default, any collaborator can share the document. The document owner can manage the document’s share settings from within the Google Doc.
How do I create a Google Drive collaboration as a student?

You can use Google Drive to create a collaboration with a Google Document, Spreadsheet, or Presentation. You can select individual users, groups, or both as part of a collaboration.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Notes:

- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- When creating a collaboration you cannot link to a previously created collaboration.
- Google Drive collaborations are separate from Google Docs collaborations.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Google Drive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- Once a you have created a Google Drive collaboration, only users invited to participate in the collaboration may access and edit the document. The document's share settings cannot be modified from within the Drive document. The only way to add a collaborator is by adding them to the collaboration in Canvas.
Open Collaborations

In Course Navigation, click the Collaborations link.

Start a New Collaboration

Click the Start a new collaboration button.
Authorize Google

If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the Authorize button.

Select Type

In the Kind drop-down menu, select the type of collaboration you want to create. You can create a Document, Spreadsheet, or Presentation.
Add Details

To create a name for the collaboration, click the **Name** header [1]. The page will create a text field for you to enter the name [2].

To create a description for the collaboration, click the **Description** header [3]. The page will create a text field for you to enter the description [4].
Add People

The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

Notes:

- Your instructor can view and access all collaborations added in the course, even if you do not add your instructor to the collaboration directly.
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration from groups.
Remove Collaborators

To remove a collaborator, click the Remove icon [1]. To remove all users, click the Remove All link [2].

Add Groups

To remove a collaborator, click the Remove icon [1]. To remove all users, click the Remove All link [2].
You can also create collaborations with groups. To select an entire group, click the Groups tab [1]. Select the group(s) you want to add to the collaboration [2].

Notes:

- You can select individual users as well as a group in a collaboration.
- Collaborators must have Google account and will need to authorize Canvas before they can view the collaboration.

Submit Collaboration

Click the Submit button.

View Collaboration

**History Project Tasks**

Tracking tasks, time, and assignments for our project.

Started by Doug Roberts, Jan 29 at 11:29am

View your collaboration. To edit the collaboration, click the Edit icon [1]. To delete the collaboration, click the Delete icon [2].
How do I create a Microsoft Office 365 collaboration as a student?

You can use Microsoft Office 365 to create a collaboration with a Microsoft Word, Excel, or PowerPoint file. You can select individual users, groups, or both as part of a collaboration.

Notes:

- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Microsoft OneDrive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.

Open Collaborations

In Course Navigation, click the Collaborations link.
Add Collaboration

Click the Add Collaboration button.

Select Type

In the Type drop-down menu, select the type of collaboration you want to create.

Add Details

In the Document Name field [1], enter the name of your document.

In the Description field [2], enter a description for the collaboration.
Add People

The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user’s name will move to the right side of the window [2].

Add as many users as necessary.

Note: Your instructor can view and access all collaborations added in the course, even if you do not add your instructor to the collaboration directly.
Remove Collaborators

To remove a collaborator, click the **Remove** icon [1]. To remove all users, click the **Remove All** link [2].

Add Groups

<table>
<thead>
<tr>
<th>People</th>
<th>Groups</th>
<th>Remove All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project Group 1</td>
<td>Doe, Jessica</td>
</tr>
<tr>
<td></td>
<td>Project Group 2</td>
<td>Blend, Bill</td>
</tr>
<tr>
<td></td>
<td>Project Group 3</td>
<td></td>
</tr>
</tbody>
</table>
You can also create collaborations with groups. To select an entire group, click the **Groups** tab [1]. Select the group(s) you want to add to the collaboration [2].

**Note:**

- You can select individual users as well as a group in a collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration from groups.

### Save Collaboration

Click the **Save** button.

### View Collaboration

View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].
How do I delete a collaboration as a student?

If you are the creator of a collaboration, you can delete the collaboration from Canvas. Deleting the collaboration only removes access to the collaboration in Canvas. Users can still view the collaboration in their online account for the collaboration type (OneDrive or Google Drive, respectively).

Once a term ends or a course is concluded, the collaboration document will still be available from Canvas and the collaboration's source drive. If the document settings remain unchanged, users can still access the collaboration file, but any updates are not reflected in course notifications.

If you want to retain the collaboration document as part of the course or for your records, you may consider changing the sharing settings so the document is only available for viewing (and possibly disabling options to download, print, and copy). You can also change the sharing settings so that the document is no longer available to any users.

**Google Drive and OneDrive**

When deleting a Google Drive or OneDrive collaboration, the collaboration is immediately removed from the course. However, users can still access the file in their online account for the collaboration type.

**Google Doc**

If you are deleting a Google Doc, you can choose to delete the collaboration only from the course, or you can delete it from the course as well as Google Docs. However, deleting the document from Google Docs immediately deletes the collaboration and cannot be recovered.

**Note:** Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.
Open Collaborations

In Course Navigation, click the Collaborations link.

Delete Collaboration

Locate the collaboration and click the Delete icon.
Delete Google Doc

If you are deleting a Google Doc, Canvas will ask you if you want to delete the collaboration from Canvas or also delete from Google Docs.

If you only want to delete the Google Doc link from Canvas, click the **Just Delete from Canvas** button [1]. This option removes the Google Doc link from Canvas, but users can still access the document in their Google account.

If you want to remove the document from Google Docs as well, click the **Also Delete From Google Docs** button [2].

**Note:** The Also Delete From Google Docs option immediately deletes the document from Google Docs, and the document cannot be recovered. If you want to retain the document for your records, open the Google Doc and change the sharing and owner settings, or create a copy of the document before deleting.
Conferences
How do I use Conferences in a course as a student?

The Conferences page allows you to view all the conferences within a course. As a student, you can join conferences where you have been invited to participate.

In student groups, you can create new conferences, start conferences, and manage concluded conferences.

**Note:** Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Open Conferences

In Course Navigation, click the **Conferences** link.
You can view conferences where you have been invited to participate.

View New Conferences

New conferences will be listed in the index, but they cannot be accessed until the host has started the conference. When the conference is available, click the Join button.

You can join the conference for as long as the Join button is available. Some conferences only allow you to join the conference for a specific amount of time.

View Concluded Conferences

Once a conference has ended, it will be displayed in Concluded conferences. Concluded conferences show the title, date, and description of the conference.
View Recorded Conference

When your conference has concluded, click the name of the recorded conference [1]. When the conference expands, click the View button [2] to replay your conference.

The View button will not appear until the conference has been rendered for playback. Depending on the length of your conference, this process may take several hours. The length of the conference is indicated in hours:minutes (e.g. 0:18 is 18 minutes).

If your conference included closed captioning, the playback bar for the video displays a CC button to view the available captions.

Note: Recordings are automatically deleted 14 days after the conference ends.
How do I create a conference in a student group?

You can create a conference in your student group. Conferences can be created with as many users as needed, though the recommended guideline is a limit of 100 users.

You can create multiple conferences, which are listed in chronological order by the date they were created. The most recently created conference will appear at the top of the list.

Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.

Open Conferences

In Group Navigation, click the Conferences link.
Create New Conference

Click the Add Conference button.

Add Conference Details

To create a new conference, type a name for the conference in the name field [1].

If you want to set a time limit on how long invited members are able to join the conference, enter the number of minutes in the duration field [2]. The time limit will begin when the presenter starts the conference. Once the duration has expired, new participants will be unable to join and the conference will continue until the last person leaves the conference room or the conference organizer concludes the conference.
If you want to enable recording options for this conference, select the Enable recording for this conference checkbox [3].

If you don't want to set a time limit for the conference, you can create a long-running conference by selecting the No time limit (for long-running conferences) checkbox [4].

To create a description of your conference, type a description in the description field [5].

**Invite Course Members**

You can add any user in your group to your conference. However, once a user has been invited, the user cannot be removed from the conference.

By default, all members in the group will be invited to the conference.

**Note:** Conferences can accommodate as many users as needed, though the recommended guideline is a limit of 100 users. If your group contains more than 50 people, you will have to invite group members individually.

**Select Individual Members**

[Diagram showing members: Invite All Group Members, Boone, Emily, Sanderson, Nora]
If you want to select specific members of your group, deselect the Invite All Group Members checkbox [1]. Select the checkbox(es) for the individual member(s) you would like to invite [2].

View Conference

- New Conferences
  - Group Project Conference

View your created conference.
How do I delete a conference in a student group?

You can delete new and concluded conferences.

**Note:** Deleting a concluded conference also immediately removes the conference from the server, in addition to all associated recordings.

Open Conferences

In Group Navigation, click the **Conferences** link.
Delete Conference

Click the settings icon [1] and click the Delete link [2].

Confirm Deletion

Click the OK button.
How do I edit a conference in a student group?

You can edit conferences within your student groups. Conferences can be edited by any group member. You can add new users to the conference, but you cannot remove any users who have already been invited.

Note: When a conference has been recorded and the conference is concluded, you cannot edit the conference recording.

Open Conferences

In Group Navigation, click the Conferences link.
Edit Conference

Click the settings icon [1] and select the Edit link [2].

Edit Conference Details

Edit "Group Project Conference"  

Name: Group Project Conference
Type: BigBlueButton
Duration: 60 minutes
Options: Enable recording for this conference
No time limit (for long-running conferences)

Description

Members

Invite All Group Members

Edit the fields you'd like to change.
Update Conference

Click the Update button.

View Conference

View the updated Conference.
How do I record a conference in a student group?

As part of creating or editing a conference, you can choose to set up your conference to be recorded. Once this setting is enabled, you can start and stop the recording as necessary in the Conferences interface.

After the conference has concluded, the recorded segments will be published as one recording. You can view recorded conferences in the group Conferences page.

Recording Restrictions

- When creating your conference, you must select the record option to record the conference.
- Canvas' standard recording feature will store your recordings in Conferences for 14 days and then remove them automatically.
- Recorded conferences cannot be downloaded.
- Recorded conferences can only be viewed inside the group where the conference was recorded; URLs cannot be shared outside Canvas.

Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
Open Conferences

In Group Navigation, click the Conferences link.

Create New Conference

Click the Add Conference button.
Enable Recording

While completing the details for the conference, click the **Enable recording for this conference** checkbox.

Update Conference

Click the **Update** button.

Once you [start your conference](#), you can start and stop the recording as necessary in the Conferences interface.
How do I start a conference in a student group?

You can start conferences that you have created for your group.

Open Conferences

In Group Navigation, click the Conferences link.
Start Conference

Next to the conference you want to start, click the Start button.

Canvas will direct you to the conference room for your conference.
How do I join a conference in a course as a student?

You can join a conference that has already been started by the conference host.

To use Conferences, you must give Adobe Flash Player access to your camera and microphone settings. As part of joining the conference, you must verify these settings in your browser.

Open Conferences

In Course Navigation, click the Conferences link.

Join Conference

Next to the conference you want to join, click the Join button.
Note: You cannot join a conference until the conference host has started the conference.

Join Audio

Before joining a conference, you will be asked how you want to join the conference audio: via microphone or listen only. Listen Only allows users to quickly join the conference as a listener only (no microphone check). You will be able to change your audio preference once you've joined the conference.

Learn more about how to set up your audio.

Note: To use Conferences, you must give Adobe Flash Player access to your camera and microphone settings. The conference may prompt you if you want to try and view the conference using Flash.

Users of Internet Explorer and Safari will continue to participate with existing Flash-based audio.
If you are using Chrome, you will have to accept a Chrome-specific permission for access to your microphone. This prompt is just below the address bar. Click the Allow button.
View Firefox Microphone Permissions

If you are using Firefox, you will have to accept a Firefox-specific permission to access your microphone. This prompt is below the microphone icon. In the Microphone to share menu [1], select your microphone. If you don't see the list of microphones, click the microphone icon [2].

Click the Allow button [3].
Audio Test

Use a headset with a microphone for best audio experience.

If you are using a headset (or earbuds), you should hear the audio from your headset -- not from your computer speakers.

This is a private echo test. Speak a few words. Did you hear audio?

Yes
No

It is recommended that you use a headset with a microphone for best audio experience. To ensure your audio is working correctly, complete the private audio echo test. Speak a few words and if you hear audio, click the Yes button [1]. To choose a different microphone and repeat the audio test, click the No button [2]. If you need help with your hardware, click the Question Mark icon [3].
View Conference

Welcome to BigBlueButton

BigBlueButton is an open source web conferencing system for online learning.

Click the image on the right to view tutorial videos for instructors and students.

If you need help with your audio, watch setting up audio.

To view more tutorial videos, along with information on the open source project, visit bigbluebutton.org

View the conference.
How do I use the Conferences interface as a participant?

Once you have joined a conference as a participant, the Conference interface contains multiple tools to help you have a successful conference. Conferences uses web real-time communications (WebRTC) audio for users of Firefox and Chrome.

You may be asked to participate in a conference as a presenter or moderator. For additional information about using the Conferences interface as a presenter or moderator, please view the Conferences chapter in the Canvas Instructor Guide.

Use Conferences Interface

The conference interface contains a variety of tools to help you moderate your presentation. Each area of the interface is created within its own window.

When you enter a conference, the conference interface displays the default layout.
Resize Conference Windows

Each window within the interface is independent of the others. You can resize the windows to personalize your viewing experience. To change the size of a window, hover over the edge of a window until the cursor becomes a double arrow, then click and drag to your desired size.

View Conference Tools

In the menu bar, you can view the name of the conference [1]. To easily manage the conference, you can mute or unmute yourself [2], disable audio (if enabled) [3], and share your video [4]. You can also view conference shortcut keys [5] and get help with conference options in the BigBlueButton website [6].

To leave the conference, click the Logout button [7] or close your browser tab or window.
View Users

The Users panel displays the users in the conference. The name of the presenter displays the presentation icon [1]. The name of the moderator, if any, displays the moderator icon [2].

Your name is highlighted in blue. The icon next to your name shows how you are participating in the conference: microphone or listen only [3].
Set Status

To set a status for yourself, click the Status icon [1], then select your status [2]. You can set your status as raising your hand (such as if you have a question), happy, neutral, sad, confused, or away.
The Presentation window displays the presentation from the presenter [1]. If the presentation is available for download, you can download the presentation by clicking the Download button [2].

The presenter may invite you to use the multi-user whiteboard to interact directly in the presentation [3]. If the toolbar is not available in the window, the multi-user whiteboard has not been enabled.
View Chat Window

The Chat window contains the welcome message for the conference and contains all the chat messages throughout the conference.

You can chat with all of the participants in the conference by typing text in the Chat window [1]. To start a private chat with another participant, click the Options tab [2].
View Chat Options

To open a private chat, click the name of a user in the conference [1]. The chat window will create a new tab with the user’s name.

In the options tab, you can select the chat message font size [2] and set an audible chat notification [3]. You can also download the chat transcript as a text (.txt) file [4] and copy the chat contents [5].

Note: Chat contents must be downloaded or copied before the conference has ended.

Select Viewing Options

[Diagram of viewing options]
You can customize your conference experience at the bottom of the window. You can change the language displayed for the conference [1], select a layout [2], and set the conference to a full-screen window [3].

Select Layout

To choose from a number of preset layouts, click the Default Layout drop-down menu:

- **Default Layout**: displays the Users, Webcams, Presentation, and Chat windows
- **Closed Caption**: displays the Users, Webcams, Presentation, **Closed Caption**, and Chat windows
- **Video Chat**: Displays the Webcams window
- **Webcam Meeting**: Displays the Webcams, Chat, and Presentation windows
- **Presentation Meeting**: Displays the Presentation, Chat, and Webcams windows
- **Lecture Assistant**: Displays the Users, Chat, Presentation, and Webcams windows
- **Lecture**: Displays the Presentation windows
- **Shared Notes**: Displays the Users, **Shared Notes**, Presentation, Chat, and Webcams windows
How do I take a poll in a conference as a participant?

If you are not a conference presenter, you can join a conference and participate in conference polls.

View Poll

- Which is the most northern state in the USA?
  A. Hawaii
  B. Alaska
  C. Maine
  D. Washington

When a poll begins, the answer choices appear under the current slide. Polls can be part of a presentation or can be created as part of an informal discussion.
Answer Poll

- Which is the most northern state in the USA?
  A. Hawaii
  B. Alaska
  C. Maine
  D. Washington

Click your answer to the poll. Once you respond, the answer choices will disappear.
View Poll Results

- Which is the most northern state in the USA?
  A. Hawaii
  B. Alaska
  C. Maine
  D. Washington

If the presenter publishes the poll results, you can view them as part of the current slide.
How do I view closed captions in a conference as a participant?

Your conference moderator may enable closed captioning for the conference. The closed caption feature allows you to follow along with a conference and view what the presenter is saying during the conference. Closed captions are accessed via the Closed Captions layout.

Please note that closed captions require a moderator and may not be available for all conferences. If you require closed captions for a conference, please contact your instructor or conference presenter.

Open Closed Caption Layout

In the Layout menu, select the Closed Caption option.

View Closed Caption

In the Language list [1], select the language you want to use for live captioning.

In the font options [2], you can set how you want to view the captions in the caption window. You can change the font family, font size, background color, and text color.
Open Captions

The Closed Caption window displays the language you selected for captioning. The tab name also displays the name of the moderator who has claimed that language [1].

If the language you selected does not include a moderator name, a moderator for that language may not be available. Please contact your presenter or moderator.

To return to the caption options at any time, click the Options tab [2].

View Captions
View the captions created for the conference.
How do I use shared notes in a conference as a participant?

You can contribute to shared notes as part of a conference. The shared notes feature allows you to collaborate with other users during the presentation. Shared notes are accessed via the Shared Notes layout.

Your conference presenter may also create additional shared notes for the conference. Each shared notes window is treated as a separate document.

Notes:
- Notes are not recorded as part of a presentation.
- Shared notes must be downloaded before the conference has ended.

Open Shared Notes Layout

In the Layout menu, select the Shared Notes option.
View Shared Notes

Shared notes can be added in the Shared Notes window at any time. Your presenter does not need to do anything to allow you to enter shared notes with others in the conference.
To create a shared note, type your notes in the text field [1].

To undo or redo your notes, click the **Undo** or **Redo** buttons [2]. Note that when others are participating, these buttons affect the last user who contributed to the notes as if the same person were typing all the content.

To open a text formatting toolbar, click the **Toolbar** button [3]. You can select the font type, font size, font style, and text alignment. To close the toolbar, click the button again.

Before the session ends, you can download the notes with the **Download** button [4]. Notes can be downloaded as formatted text (.html) or plain text (.txt).

You can also view when another user is typing in the notes window [5].
View Additional Shared Notes

Your presenter may create up to two additional Shared Notes windows for the presentation. These additional windows display as a popout window regardless of your conference layout [1].

Each shared notes window is a separate document. If you want to save content from any of the notes windows, you will have to download each notes document separately.

Like all conference windows, you can reposition the additional note windows anywhere in your browser. The notes window can also be minimized or maximized in the browser [2].
How do I use the multi-user whiteboard in a conference as a participant?

The multi-user whiteboard feature helps you engage in a presentation. You may be able to use the multi-user whiteboard as part of your conference. When enabled, you can view the toolbar options in the Presentation window and contribute to the whiteboard.

View Presentation Toolbar

In the Presentation window, hover over the presentation to view the toolbar. In the whiteboard, you can create annotations using the pencil [1], rectangle [2], rectangle [3], circle [4], triangle [5], line [6], or text tools [7].

You can also change the color of your annotations [7] and change the thickness of your annotations [8].
Clear or Undo Annotations

You can also use the toolbar to clear all your annotations [1] or undo the last annotation [2]. The last annotation icon will undo each annotation one at a time.
View Multi-User WhiteBoard

You can use any of the options in the toolbar and add them directly to the whiteboard. Your name displays next to any annotations you create in the whiteboard [1]. You can also view the names of other contributors in the whiteboard [2].

When using the multi-user whiteboard, you are contributing annotations in the same space as others, but no one is able to modify, change, or delete another person's annotations. Clearing all annotations or undoing an annotation only affects your annotations.

**Note:** The presenter is able to clear all annotations for all users.
How do I send a message to a user in a course in Conversations as a student?

In Conversations, you can send a message to one user or multiple users in a course.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Notes:
- Currently you cannot message users in multiple courses.
- You can also send a message to yourself, but messages can only be viewed in the Sent messages folder.
- Once a course has concluded, you will only be able to message instructors or TAs in that course.

Open Inbox

In Global Navigation, click the Inbox link.
Compose Message

Click the Compose icon.

Select Course

In the Courses drop-down menu, select the course where you want to send your message. You can filter your courses by current favorite courses [1] or more courses [2].

Note: When filtering by Concluded Courses [3], you can only send a message to instructors (teachers).
Add User

To add a user, you can search for the user in the To field [1] or you can use the Course Roster [2].

Search for User

To search for a user, type the user's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the Enter key. The user's name will appear in the To field, highlighted in light blue.

If you accidentally select the wrong user, press the Delete key (on a MAC keyboard) or the Backspace key (on a PC keyboard) to remove the user.
You can also hover over a user's name and click the white x to remove the user from the list.

Add Multiple Users

![Compose Message]

To send a message to multiple users, type the names of the users in the To field.

**Note:** If you have a long list of recipients, the To field will only show 5 lines before scrolling is enabled. If you select the Send individual messages checkbox, individual messages for all recipients will be created.
Use Course Roster

To select a user from the course roster, click the Address Book icon next to the To field [1]. From the address book, locate the user's role [2] and then select the user's name [3]. Names are arranged by last name.

To navigate back to the course roster, use the arrow icon [4].
Add Multiple Users

To send a message to multiple users in the course roster, press the command key (Mac) or the control key (Windows) and click the name of each user you’d like to add to your message. Pressing the keyboard key will keep the roster window open.
Send Message

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

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the Send an individual message to each recipient checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the Send button [5].
How do I use Conversations as a student?

Conversations is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. Conversations itself does not have any file size limits; however, attachments added to a conversation are included in the sender's personal files.

Notes:

- If you right-click or option-click on the Inbox link, you can open your Conversation Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.
- Users display in Conversations once they have an active enrollment in the course, and users cannot join a course unless it is published.
- Once a course has concluded, you will only be able to message instructors or TAs in that course.

Open Inbox

In Global Navigation, click the Inbox link.
If the inbox link includes a numbered indicator, the indicator shows how many unread Conversations messages you have in your Inbox. Once you read the new messages, the indicator will disappear.

View Toolbar

The toolbar includes global message options. To load conversations, filter your conversations messages by course or group [1] and type [2]. Filtering by type lets you filter messages by Inbox conversations, Unread, Starred, Sent, Archived, and Submission Comments. You can compose a message at any time using the compose icon [3].

You can also search for conversations by user in the Search by user field [4].

Once you have selected a conversation, you can use the other options in the toolbar to:

1. **Reply** to a conversation
2. **Reply-all** to a conversation
3. **Archive** a conversation
4. **Delete** a conversation
5. **Forward**, mark a conversation as read or unread, and **star** conversations
View Conversation Panels

Conversations for your selected course and Inbox filter appear in the left Conversations panel.
View Conversations

The Conversation Inbox is organized chronologically from newest to oldest with the newest Conversations appearing on top [1] and the older Conversations at the bottom.

You can manually mark a conversation as read or unread by hovering over the conversation and clicking the circle to the left of the conversation [2]. To star a conversation, hover over the conversation and click the star to the right of the conversation [3].
View Conversation Thread

When you select a conversation [1], all messages in the conversations thread appear in the right Conversations panel [2].

Manage Conversation Thread

Within each conversation, you can reply, reply-all, forward, or delete the entire conversation thread [1]. You can also hover over an individual message and use the same commands within the individual message [2].
Select Multiple Conversations

To select multiple messages to archive, delete, mark as read, mark as unread, or star, click the check box for each message [1]. You can also press the command key (Mac) or the control key (Windows) while clicking each message you want to select. In the Conversations toolbar [2], click the desired option.

To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Note: You can also click the message check box or use the same keyboard command to deselect a message.
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Open Inbox

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If the inbox link includes a numbered indicator, the indicator shows how many unread Conversations messages you have in your Inbox. Once you read the new messages, the indicator will disappear.

**View Toolbar**

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To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Note: You can also click the message check box or use the same keyboard command to deselect a message.
How do I find my unread messages in Conversations as a student?

You can view all unread messages in your Conversations Inbox. You can also filter messages to show only unread messages.

Open Inbox

In Global Navigation, click the Inbox link.
View Unread Message

All unread messages have an indicator next to the message. Once a Conversation has been read, the blue dot changes to a gray circle.
Mark as Unread

If you want to mark a Conversation as unread, click the read indicator [1]. The message will now show the unread indicator [2].
Mark Multiple Messages

You can mark multiple Conversations as unread or read by pressing the command key (Mac) or the control key (Windows) while clicking multiple messages, or by selecting the message checkbox [1].

Locate and click the settings icon and choose the **Mark as unread** link [2].

If you select multiple unread messages, you will see **Mark as read** link [3].
Select Unread Conversations

To view only unread messages, open the Inbox drop-down menu [1]. Select the Unread link [2].
How do I filter conversations as a student?

You can filter the conversations in your Inbox for easier organization, especially if you are enrolled in multiple courses. Filtering conversations allows you to selectively view conversation messages by course, inbox, or user.

Open Inbox

In Global Navigation, click the Inbox link.
Filter by Course

You can filter your inbox by types of courses. Your Inbox may contain one or more of the following options:

- Current courses in your Favorites menu [1]
- More courses that are not in your Favorites [2]
- Concluded courses [3]
- Current or concluded groups [4]

Filter by Inbox

You can also filter by Inbox type. By default, Conversations displays everything in your inbox.
View Unread Messages

The **Unread** filter displays all unread conversations in your inbox. Learn how to view and manage unread messages.

View Starred Messages

The **Starred** filter displays all starred conversations in your inbox.
The Starred filter displays all starred messages in your inbox. Starred messages are marked as important so you can locate them later. Learn how to [star a message](#).

**View Sent Messages**

The Sent filter displays all your sent messages, both to individual users or multiple users.

**Note:** The Sent filter only includes sent messages from the first user to send a message in a Conversation thread. Replies from recipients of the original message will appear in their Inboxes, but not in their Sent filters.
View Archived Conversations

The Archived filter displays all archived conversations. Learn how to archive a conversation.

**Note:** Sent messages cannot be archived. Additionally, archived messages do not include deleted messages, which are completely removed from Conversations.
View Submission Comments

The Submission Comments filter displays all comments associated with course assignments and feedback. Learn how to reply to submission comments.

Filter by User

To filter by user, type the name of a user in the filter field [1], or browse for the course, group, or user by selecting the Address Book icon [2].
How do I star a conversation as a student?

Starring conversations allows you to see important messages at a glance.

Open Inbox

In Global Navigation, click the Inbox link.
Star and Unstar Conversations

To create a starred message, click the star icon. If you want to remove the star, click the star icon again.
View Starred Conversations

To view only Starred Conversations, click the Inbox drop-down menu [1]. In the drop-down menu, select the Starred link [2].
View Starred Conversations Only

<table>
<thead>
<tr>
<th>Date</th>
<th>Conversations</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:32am</td>
<td>Doug Roberts, Emily Boone&lt;br&gt;Assignment&lt;br&gt;Please review this assignment.</td>
</tr>
<tr>
<td>Jan 18, 2017</td>
<td>Emily Boone, Doug Roberts&lt;br&gt;(No subject)&lt;br&gt;Thank you! I'll take a look.</td>
</tr>
<tr>
<td>Aug 12, 2016</td>
<td>Doug Roberts, Andy Admin...&lt;br&gt;No class next Wednesday&lt;br&gt;Class is cancelled for next Wednesday</td>
</tr>
</tbody>
</table>

View all the Conversations you have starred.
How do I send a message to a user in a course in Conversations as a student?

In Conversations, you can send a message to one user or multiple users in a course.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Notes:
- Currently you cannot message users in multiple courses.
- You can also send a message to yourself, but messages can only be viewed in the Sent messages folder.
- Once a course has concluded, you will only be able to message instructors or TAs in that course.

Open Inbox

In Global Navigation, click the Inbox link.
Compose Message

Click the Compose icon.

Select Course

In the Courses drop-down menu, select the course where you want to send your message. You can filter your courses by current favorite courses [1] or more courses [2].

Note: When filtering by Concluded Courses [3], you can only send a message to instructors (teachers).
Add User

To add a user, you can search for the user in the To field [1] or you can use the Course Roster [2].

Search for User

To search for a user, type the user's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the Enter key. The user's name will appear in the To field, highlighted in light blue.

If you accidentally select the wrong user, press the Delete key (on a MAC keyboard) or the Backspace key (on a PC keyboard) to remove the user.
You can also hover over a user's name and click the white x to remove the user from the list.

Add Multiple Users

To send a message to multiple users, type the names of the users in the To field.

**Note:** If you have a long list of recipients, the To field will only show 5 lines before scrolling is enabled. If you select the Send individual messages checkbox, individual messages for all recipients will be created.
Use Course Roster

To select a user from the course roster, click the Address Book icon next to the To field [1]. From the address book, locate the user's role [2] and then select the user's name [3]. Names are arranged by last name.

To navigate back to the course roster, use the arrow icon [4].
Add Multiple Users

To send a message to multiple users in the course roster, press the command key (Mac) or the control key (Windows) and click the name of each user you’d like to add to your message. Pressing the keyboard key will keep the roster window open.
Send Message

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

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the Send an individual message to each recipient checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the Send button [5].
How do I reply to a message in Conversations as a student?

Canvas makes it easy to reply to messages from other users in your Conversations Inbox.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

If you want to reply to a submission comment, you can reply using submission comments in your Inbox or directly from your assignment or quiz.

Open Inbox

In Global Navigation, click the Inbox link.
Select Conversation

Click the Conversation you want to respond to [1]. Click the Reply icon in the message header, or hover over the timestamp and click the Reply icon within the message [2]. You can also click the Reply icon in the toolbar [3].

Note: If there is more than one recipient, you can reply-all to the conversation and everyone included will see your reply.
Reply to Message

Type your reply in the message field [1]. You can attach a file or media [2]. When you are ready, click the Send button [3].
View Sent Message

Your message appears in the preview text of the conversation [1] and at the top of the individual thread [2].
How do I send a message to a user in a group in Conversations as a student?

In Conversations, you can send a message to one user or multiple users in a group.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Note:
- Currently you cannot message users in multiple groups.
- Once a course has concluded, you cannot message groups in that course.

Open Inbox

In Global Navigation, click the Inbox link.
Compose Message

Click the Compose icon.

Select Group

In the Courses drop-down menu, select the Groups option [1] and select the name of the group [2]. You can also search for a group by typing the group name in the Groups search field [3].

Note: Groups are organized in alphabetical order and display after courses in the drop-down menu.
Add Users

To add a user, you can search for the user in the To field [1] or you can use the Group Roster [2].

Search for Users

To search for a user, type the user's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the Enter key. The user’s name will appear in the To field, highlighted in light blue. To send a message to multiple users, type the names of additional users in the To field.

If you accidentally select the wrong user, press the Delete key (on a Mac keyboard) or the Backspace key (on a PC keyboard) to remove the user.
You can also hover over a user's name and click the white x to remove the user from the list.

**Use Group Roster**

![Compose Message](image)

To select a user from the group roster, click the **Address Book** icon next to the To field [1]. From the address book, locate and select the user's name [2]. Names are arranged by last name.

**Note:** To send a message to multiple users in the course roster, press the command key (Mac) or the control key (Windows) and click the name of each user you'd like to add to your message. Pressing the keyboard key will keep the roster window open.
Send Message

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

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the Send an individual message to each recipient checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the Send button [5].
How do I send a message to all course users in Conversations as a student?

You may be able to use Conversations to send a message to all users in a course, all users in a specific role, or all users in a group.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Notes:
- Messaging all users is a course permission. If you cannot send a message to all users, your institution has restricted this feature.
- Once your course has concluded, you cannot send a message to all users.
- Users display in Conversations once they have an active enrollment in the course, and users cannot join a course unless it is published.

Open Inbox

In Global Navigation, click the Inbox link.
Compose Message

Click the Compose icon.

Select Course

In the course drop-down menu [1], select the course where you want to send a message [2].
Open Address Book

Click the Address Book icon.
Select All Users in Course

Select the option for all users in the course.
Select User Role

To send a message to all members with a specific user role, click the name of that role [1] and then click the link for all users with that role [2].
To send a message to all members with a specific group, click the Student Groups option [1], click the name of the group [2], and then click the link for all users in the group [3].
In the subject line field [1], enter a subject line for your message.

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the Send an individual message to each recipient checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the Send button [5].
View Message

Your message will appear at the top of your Sent folder. When someone replies to your message, the message will be shown in the Inbox.

**Note:** You can reply to the recipient or reply-all to everyone in the class.
How do I attach a file to a message as a student?

You can upload supplemental files as part of your Conversations messages.

*Note: Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.*

Open Inbox

In Global Navigation, click the **Inbox** link.

Compose Message

To start a new message, click the **Compose** icon.
Browse for Attachment

To attach a file, click the Paperclip icon.
Select the file and click the Open button.
Select Multiple Files

You can upload additional files by clicking the paperclip icon [1] again. If you accidentally select the wrong file, press the Delete icon [2] to remove it, or click the paperclip icon or double click the file to select a different file. When you are finished, click the Send button [3].
View Attachment(s)

**Home sick**

Max Johnson, Doug Roberts  
Biology 101  
February 7, 2018 at 4:52pm

Here is my assignment that was due today. I am home sick!

- Revolution Review.docx
- Assignment.pdf

The attachments will appear below the message. To view the file, click the link.
How do I attach a media comment to a message as a student?

You can record or upload video and audio files as part of your Conversations messages.

For more information about supported uploaded media types, please see the Canvas Media Files lesson.

Note: Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.

Open Inbox

In Global Navigation, click the Inbox link.

Compose Message
To start a new message, click the **Compose** icon.

**Open Media**

To attach a media comment or file, click the **Media** icon.
Record Media Comment

A pop-up window will appear in your browser. Note: If you see a message from Adobe Flash Player and instructure.com requesting access, click the Allow button.

Click the Record Media tab [1]. Select your preferred media method: record with webcam [2] or record with microphone only [3]. In the title field, name your media comment [4]. When you’re ready to record, click anywhere within the media comment to start recording [5].
Create Recording

The timer with the red dot [1] will indicate you are recording your media comment, as well as the length of the comment. Once you are finished recording, click anywhere within the media comment to stop the recording [2].
Save Recording

Before you attach the media comment, you have the chance to review it. If you are happy with the result, click the Save button [1]. If you want to re-record the recording, click the Record button [2] to start over.
Upload Media Comment

If you have a previously recorded media file, you can upload it as part of your message. Click the **Upload Media** tab [1]. Click either the **Select Audio File** button [2] or **Select Video File** button [3].
Upload Media File

Locate the media file on your computer. Click the Open button.
Send Message

Your media comment will appear in your message [1]. If you want to remove the comment, click the delete icon [2] to remove it from the message. When you are finished, click the Send button [3].

View Media Comment

Homework Assignment

Emily Boone, Doug Roberts  
History 101  
November 21, 2017 at 2:58pm

Here's my assignment.

undefined
The media comment will appear below the message. Click the link to view the file.
How do I privately respond to one individual in a group message as a student?

Even when you are part of a group conversation, you can privately respond to another individual.

Open Inbox

In Global Navigation, click the Inbox link.
Select Conversation

Select the conversation.

- 3:05pm
  - Doug Roberts, Bruce Jones...
    - Due Date Change
    - That's perfect. Thanks you Mr. Roberts!

- 12:35pm
  - Emily Boone, Doug Roberts...
    - Office Hours
      - My office hours are listed in the course Calendar

- 11:32am
  - Doug Roberts, Emily Boone
    - Assignment
      - Thank you! I will review this before next class.
Locate Message

Locate the individual you want to send a private message to. Hover your mouse under the timestamp until you see the Reply icon.
Compose a Message

Type a message in the message field [1]. When you are finished, click the Send button [2].

The message will send to the person in the To field and not to everyone else. If you want to reply to everyone, click the settings icon and select reply-all. Or use the reply-all button in the toolbar.
How do I reply to submission comments in Conversations as a student?

Submission Comments allows users to view all comments sent and received from assignment submissions. You can reply to submission comments directly from Conversations.

You can also reply to comments directly from assignment submissions. Learn how to [view assignment comments](view-assignment-comments) from your instructor.

**Note:** For muted assignments, submission comments are not displayed until the assignment is unmuted.

Open Inbox

In Global Navigation, click the **Inbox** link.
Open Submission Comments

Click the **Inbox** filter [1] and select the **Submission Comments** option [2].

Select Submission Comment

Each message contains the name of the course and the name of the submission. Click the submission comment where you want to reply.
Reply to Comments

In the toolbar, click the Reply icon [1]. You can also click the reply icon in the conversation thread [2].

Note: In Submission Comments, the name of the course assignment links to the assignment [3]. This link allows you to access the assignment submission and view any associated attachments that may be part of the submission comment.

Write Comment

In the text window, type your comment for the submission [1]. Click the Send button [2].
View Comment

History 101 - Patriotism or Treason?

Emily Boone  
November 21, 2017 at 3:13pm

Thank you for your comments! I’ve revised my paper and resubmitted for grading.

Doug Roberts  
October 16, 2017 at 4:00pm

Please see my annotated comments

View your reply in the conversation thread.

Replies are also posted back to the assignment and can be viewed in the Grades page and the assignment submissions page.
How do I forward a message from a conversation as a student?

You can forward conversations to other individuals in your courses.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user.

Open Inbox

In Global Navigation, click the Inbox link.
Select Conversation

Select the conversation.

Select Message

Hover over the the timestamp to view more options. Select the Forward option.
Note: You can only forward one message at a time.

View Compose Window

In the compose message window, you can:

1. Add recipients
2. Type a message
3. Attach files or media
4. Click the Send button

Note: You cannot change the course or the subject line if you are forwarding a message.
How do I add new people to an existing conversation as a student?

You can add people to an existing thread in the Conversations Inbox. If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user.

Note: When adding users to an existing conversation, you cannot change the course or the subject line.

Open Inbox

In Global Navigation, click the Inbox link.
Select Conversation

In the Inbox filter, select an existing Conversation.

Reply to Conversation

Locate the message thread and click the Reply icon.
Add Recipients

Start to type a name in the text field [1], or click the **Address Book** icon [2] to filter by users or course groups.

**Use Address Book**
Locate the individual and select his or her name [1]. Names are sorted by last name.

To navigate back to the course roster, use the arrow icon [2].

To exit the course roster menu, press Return (on a MAC keyboard) or Enter (on a PC keyboard).

### Verify Recipient

Verify you added the correct person.
Send Message

Compose Message

Course: History 101
To: Doug Roberts, Jessica Doe
Subject: Due Date Change

Enter a reply in the text field [1]. Then click the Send button [2].

View Message

Due Date Change

Emily Boone, Doug Roberts, Jessica Doe
History 101
November 21, 2017 at 3:24pm

This will be really helpful!

The link will update the total number of people involved in the conversation.
Newly added participants will be able to read and comment on the entire Conversation, even the messages that were posted before they were added.
How do I delete a conversation as a student?

You can delete conversations from your Inbox when you no longer need them.
You can also delete individual messages from a conversation instead of deleting the entire thread.

Open Inbox

In Global Navigation, click the Inbox link.
Select Conversation

- **3:24pm**
  - Doug Roberts, Bruce Jones...
  - Due Date Change
  - This will be really helpful!

- **12:35pm**
  - Emily Boone, Doug Roberts...
  - Office Hours
  - My office hours are listed in the course Calendar.

- **11:32am**
  - Doug Roberts, Emily Boone
  - Assignment
  - Thank you! I will review this before next class.

Select the conversation.
Delete Conversation

Click the Delete icon.

**Note:** You can only delete your copy of the conversation. You cannot delete the conversation for all recipients.

Delete Multiple Conversations
To delete multiple conversations, select the message checkbox or press the command key (Mac) or control key (Windows) while clicking each message you want to delete [1]. Then click the Delete icon [2].

Confirm Deletion

![Confirmation dialog box](image)

Select the OK button. All messages from that conversation will be deleted.

**Note:** New messages sent to you by any participant in a deleted conversation will still appear in your Inbox.
How do I delete a message from a conversation as a student?

You can delete individual messages within a conversation in Canvas.

Open Inbox

In Global Navigation, click the Inbox link.
Select Conversation

- 3:24pm
  - Doug Roberts, Bruce Jones...
    - Due Date Change
    - This will be really helpful!

- 12:35pm
  - Emily Boone, Doug Roberts...
    - Office Hours
    - My office hours are listed in the course Calendar

- 11:32am
  - Doug Roberts, Emily Boone
    - Assignment
    - Thank you! I will review this before next class.

Select the conversation.
Select Message

Hover over the timestamp of the message you want to delete to view more options. Select the Delete link.

**Note:** You can only select one message to delete at a time.

Confirm Deletion

Click the OK button to delete the message.

**Note:** You can only delete your copy of the message. You cannot delete the message for all recipients.
How do I archive a conversation as a student?

You can archive messages if you want to keep them but remove them from your Inbox.

Note: You cannot archive sent messages.

Open Inbox

In Global Navigation, click the Inbox link.
Select Conversation

☐ 3:24pm
☐ Doug Roberts, Bruce Jones...
   Due Date Change
   This will be really helpful!

☑ 12:35pm
☐ Emily Boone, Doug Roberts...
   Office Hours
   My office hours are listed in the course Calendar.

☐ 11:32am
☐ Doug Roberts, Emily Boone
   Assignment
   Thank you! I will review this before next class.

Select the conversation.
Select Multiple Messages

To select multiple messages to archive, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Archive Conversations
Click the Archive icon.

View Archived Conversations

To view archived messages, click the Inbox drop-down menu [1]. Select the Archived link [2].

Unarchive Conversations

To unarchive a message, click the message you want to unarchive [1]. Click the Unarchive icon [2].
Course Navigation
How do I use the Course Home Page as a student?

If you are enrolled in a course as a student, the Course Home Page helps you navigate your course and manage your coursework.

Open Course

In Global Navigation, click the Courses link [1], then click the name of the course [2].
View Course Home Page

The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].
View Course Navigation

The Course Home Page is viewed from the Course Navigation Home link [1].

Course Navigation includes links that help you and your students get to specific locations in the course. Instructors can customize what links are shown in a course, so if you don't see links that may display in other courses, your instructor has hidden those links from your view.

The active link of the page you are viewing is highlighted in blue. This highlight helps you quickly identify the feature area you are currently viewing in Canvas.

You may also see course indicators [2] that show updates to your course grades when your instructor grades your assignments.
To expand or collapse the Course Navigation Menu, click the Menu icon.
View Content Area

Home Page content (and all Canvas content) is displayed in the content area.

The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content [1]. The content can also show the Course Activity Stream, which is a list of all recent activity in the course. Your Home Page may also display recent announcements at the top of the page [2].

The Home Page content also defines what sections display in the sidebar.
View Breadcrumbs

Breadcrumbs appear above the course content area.

As you view course content, the breadcrumbs leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

View Sidebar

1. View Course Stream

To Do

- Peer Review for A Closer Look: The United States Constitution Written Response 1
  20 points • Feb 2 at 2pm

2. Course Groups

Group 1

Coming Up

- A Closer Look: The United States Constitution Written Response 1
  20 points • Jan 31 at 5:29pm

Recent Feedback

- A Closer Look: The United States Constitution Written Response 1
  “Good job on your essay!”
The sidebar functions the same as the Dashboard sidebar but only shows content for the specific course and includes additional options.

If your Course Home Page displays a page other than the Course Activity Stream, you can view the course activity stream by clicking the sidebar View Course Stream button [1]. When the Home Page is set as the Course Activity Stream, this button will not appear.

If you have been added to a group in your course, the Course Group section [2] includes links to your course groups.

View Sidebar Sections

The sidebar always shows the To Do section [1], which shows all assignments with a due date in the next seven days, including ungraded quizzes and assignments that do not require a submission. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. Once the due date has passed, items remain in this section for four weeks. However, assignments that are not graded or do not require an online submission only display until the due date.

The sidebar can also include a variety of other sections [2], depending on the layout your instructor sets for the Course Home Page. Additional sidebar options include Coming Up or the Assignment list, Calendar and Assignment Groups, and Recent Feedback.
Manage Sidebar Items

Each section item displays an icon [1] to differentiate between assignments and peer review assignments.

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items [2].

If there are more than 100 items in the To Do section, you must remove items before you can view any new items. To remove a To Do item, click the remove icon [3].

**Note:** Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually.
How do I use the Course Activity Stream as a student?

The Course Activity Stream shows you important recent activities from a single course including announcements, discussions, assignments, and conversations. This stream is similar to the Global Activity Stream in the Dashboard when you first log in to Canvas.

The following activities will cause notifications to appear in the Course Activity Stream:

- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

Notes:

- Notifications in the Course Activity Stream will not appear for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only appear in the Course Activity Stream when the Notify users that this content has changed button has been selected.
- If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.
Open Course

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

In the Home Page sidebar, click the View Course Stream button.

Note: If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.
View Course Activity

The Course Activity Stream contains recent notifications in the course, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your course and easily ask questions and post to discussion forums. Unlike course cards on the Dashboard, the activity stream does not mimic visibility of Course Navigation links.

You can manage recent activity in a course the same way you can on the Dashboard. Activities are indicated by activity type and display an icon [1] for the activity. New activity in your account is indicated by a blue dot [2]. Discussions and Announcements indicate new activity items published in a course, and Conversations indicate a new message received from a user in a course. Recent Activity items remain for four weeks.

Note: To receive notifications for Discussions, you must actively post in the discussions at least once every two weeks. If you stop participating in a discussion after two weeks, Canvas will no longer display discussion notifications.

Expand and Collapse Notifications

Recent Activity in Bio 101

1 Announcement

1 Assignment Notification

Assignment Created - Group Project, Biology 101
Dec 18 at 3:53pm
You can view the details of each activity by hovering in the notification area and clicking the Show More link [1]. To collapse recent activity, click the Show Less link [2].

**Manage Recent Activity**

### Recent Activity in Bio 101

- **1 Announcement**
  - Assignment Created - Group Project, Biology 101
    - Dec 18 at 3:53pm

You can directly access your recent activities by clicking the activity link [1]. To remove a notification, click the remove icon [2].
How do I drop a self-enrolled Canvas course?

If you decide you want to drop a course you self-enrolled in using Canvas, follow these steps.

**Note:** You can only drop a self-enrolled Canvas course while it is in progress (between the course start date and end date). Also, if you did not enroll in the course using the given URL or join code, meaning you were manually or automatically added to the course, you will have to ask your teacher or institution to be removed from the course.

Open Course

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

In the sidebar, click the **Drop this Course** button.

**Note:** You can only drop a self-enrolled Canvas course while it is in progress (between the course start date and end date). Also, if you did not enroll in the course using the given URL or join code, meaning you were manually or automatically added to the course, you will have to ask your teacher or institution to be removed from the course.
Confirm Un-enrollment

Click the **Drop this Course** button to un-enroll from the course. You will no longer be able to see the course roster, communicate with people in the course, and see course events or notifications.
How do I use the Syllabus as a student?

The Syllabus helps your instructor communicate course expectations and information. The Syllabus is automatically populated by assignments and events in the course.

Your instructor has the option to set the Syllabus to be the home page for your course as well.

Open Syllabus

In Course Navigation, click the Syllabus link.
The syllabus includes the syllabus description [1], the syllabus table [2], and the sidebar [3].
Course Syllabus

Welcome to HIS101, American History!

This course is a short 5 week review course that covers US History from 1775 to 1791, including the Declaration of Independence, Revolution, Articles of Confederation and the Constitution, and the Bill of Rights. My name is Aren Jurel and I will be your instructor for this course.

The table below contains all the due dates for the course. Throughout the course, you will be engaged in peer interactions on discussion boards and peer reviews, collaborative work in teams, groups, and circles, watching videos, writing, and completing quizzes. The variety of activities should provide you with a wide range of opportunities for learning.

Use the discussion on course questions if you need explanation of any of the course assignments or activities.

A note on working with others... In this course, you will see that you may sign up to work with a team, a group, and a circle to edit three different wiki pages. These working organizations will allow you opportunities to work with a variety of people, and will help differentiate between the wiki page assignments. You are expected to work collaboratively within these structures. You may choose your own team, group or circle as the class starts the module in which they are assigned. The wiki page edits are due at the same time as the quiz for the module.

Click the Modules button on the left menu of the Home button to get started. Good luck on the course!

Mr. Jurel

The syllabus description may contain the course description, a brief introduction, class guidelines, weekly reminders, and other important information from your instructor.
### View Syllabus Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri Jun 2, 2017</td>
<td>📊 Course Introductions due by 11:59pm</td>
<td>Sat Jun 3, 2017</td>
<td>📄 A Closer Look: The United States Constitution Written Response 1 due by 11:59pm</td>
</tr>
<tr>
<td>Mon Jun 5, 2017</td>
<td>📋 Study Group 2pm to 3pm</td>
<td></td>
<td>📄 Revolution Review due by 11:59pm</td>
</tr>
<tr>
<td>Tue Jun 6, 2017</td>
<td>📊 Position Paper due by 3pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>📊 Class Survey</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>📄 Constitution Assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>📄 Declaration Summary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Syllabus is automatically generated for the course and contains a list of assignments and events. Assignments are indicated by the Assignments icon [1], and events are indicated by the Calendar icon [2].

Click the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items [3] are listed in alphabetical order.
View Time Zones

If you have set a specific time zone in your User Settings, all course dates and times will display in your local time, but if you hover over the time, you can also see the course date and time.

View Sidebar

2 Assignments are weighted by group:

<table>
<thead>
<tr>
<th>Group</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Types</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Discussions</td>
<td>30%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
The sidebar section displays information about course events and grading. If your Syllabus is also set as your course home page, the sidebar may also include additional features.

The Syllabus sidebar includes a mini calendar [1]. Any date that includes an event or assignment due date are shown with a gray background. To view an associated assignment or event in the Syllabus table, click the calendar date.

If your course includes weighted assignment groups, the sidebar may also shows the percentages of each group [2].

**Note:** If you cannot view assignment group totals, your instructor has restricted this feature.
How do I view Discussions as a student?

The Discussion Index page allows you to view all the discussions within a course.

**Note:** Your instructor may choose to hide the Discussions link in Course Navigation. If the Discussions link is not available, you can still access Discussions through other areas of Canvas.

### Open Discussions

In Course Navigation, click the **Discussions** link.
Discussions are organized into three main areas.

**Discussions.** These are current discussions within the course. Discussions are ordered by most recent activity. You will only see this section heading if there are discussions within this section.

**Pinned Discussions.** These are discussions that your instructor wants you to pay specific attention to and will appear at the top of the Discussions page. You will only see this section heading if there are discussions within this section as designated by your instructor.

**Closed for Comments.** These discussions have been manually closed for comments, or the discussion is past the available from/ until date. These are discussions that are only available in a read-only state and are ordered by most recent activity. You will always see this section heading, even if there are no discussions within this section.
Each discussion displays whether or not it is a graded discussion [1], the name of the discussion [2], the date of the last discussion post [3], any availability dates for the discussion [4], the due date (if any) [5], whether or not you are subscribed to the discussion [6], and the number of unread/total posts in the discussion [7]. The number of unread/total posts will not appear for group discussions [8].

There will also be a peer review icon in the front of the discussion if a graded discussions has been assigned peer reviews.

View Availability Dates
The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit a discussion during a specified date range, so the available dates are the range of time that the discussion is accessible to you.

- If the discussion says **Available until** [date], you can reply to the discussion until the specified date [1].
- If the discussion says **Not Available Until** [date], the discussion is locked until the specified date [2].
- If the discussion does not have a date listed, the discussion is open; you can reply to the discussion at any time during your course [3].
- If the discussion is in the **Closed for Comments** section, the discussion cannot accept submissions [4].

**Note:** If a date does not include a time, the listed date defaults to 12 am. Therefore, the last day for the discussion is the full day before the listed date. For instance, if a discussion is Available until March 29, you can access the discussion until March 28 at 11:59 pm.

**View Due Dates**

![Due Date Example](image)

The second set of dates are the due dates [1] for each respective discussion. However, due dates only apply to graded discussions. Any replies to discussions after the due date are marked as late; some instructors may deduct points for late replies. You can still reply to late discussion before the **Available until** date.

*Please be aware that the Due date may be before or on the Available date.*

Due dates also include a time [2]. If your instructor does not set a specific time, the graded discussion defaults to 11:59 pm. Canvas does not account for seconds in the due date, so for instance, a due time of 11:59 pm means the graded discussion is marked late at 11:59:01 pm.

**Filter Discussions**

![Filter Discussion Options](image)

There are a few ways to filter Discussions:
1. Search for a discussion by typing a discussion title, a user name, or a keyword in the Search title, body, or author field.
2. View only unread discussions by clicking the Unread button.
3. View graded discussions by clicking the Assignments button.
4. Start a new discussion by clicking the Add Discussion button. (Note: Some instructors may choose to disable this option.)
5. Change the discussions settings to manually mark posts as read by clicking the Settings icon.

Open Discussion

To view the details of a discussion, click the name of the discussion.

View Open Discussion
When a discussion is available for participation, you can view the Reply field beneath the discussion topic [1]. To reply to the discussion, click the Reply button.

The discussion also shows the name of the person who created the discussion [2] and the discussion topic [3].

**View Graded Discussion**

If your discussion is a graded discussion, you can view the discussion the same way as regular discussions with additional information:

- **Graded Discussion details** [1]: points and due date for the graded discussion, if any. Not all graded discussions may have a due date.
- **Rubric** [2]: any grading criteria that your instructor has provided for the graded discussion. A graded discussion may or may not include a rubric. Before submitting your reply, you may want to review the discussion rubric.

If you were to miss the due date, you may be able to submit a reply to the discussion before the last day of the course. If the graded discussion does not have a due date, you can submit a reply any time before the last day of the course.
View Discussion with Required Replies

If you are unable view responses from other students, you may be required to make a reply before you can view them. Once you reply to the discussion, any other replies will be visible.
**View Group Discussion**

If a discussion is a group discussion, you will be directed to Discussions in your group.

**View Locked Discussion**

When a discussion is locked, you can't view any details in the discussion topic. However, you can view the date when the discussion will be open.
Both graded- and non-graded discussions can be closed at any time. Your instructor may note in the description topic or syllabus if a discussion is only scheduled to be available for a specific period of time.

When a discussion has been closed for comments, you can still view the details of the discussion topic and any replies, but you can no longer reply to the discussion.

The discussion was either available until a specific date, or your instructor manually closed the topic.
How do I view the rubric for my graded discussion?

Your instructor may include a rubric as part of a graded discussion. The rubric is a set of criteria that your instructor will use to grade your discussion. Before submitting your discussion, you can use the rubric to evaluate your own work and make sure your discussion fulfills your instructor’s requirements.

Note: Not all graded discussions may include a rubric.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the name of a graded discussion.

Show Rubric

Click the Options icon [1] and select the Show Rubric button [2].

Note: If the Show Rubric button does not display, there is no rubric for your discussion.
View the graded discussion rubric.

The rubric includes criteria [1], ratings [2], and full point values [3]. A rubric criterion may include up to five different ratings and individual point values.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>Full Marks 4.0 pts</td>
<td>4.0 pts</td>
</tr>
<tr>
<td>First Post</td>
<td>Full Marks 3.0 pts</td>
<td>3.0 pts</td>
</tr>
<tr>
<td>Second Post</td>
<td>Full Marks 3.0 pts</td>
<td>3.0 pts</td>
</tr>
<tr>
<td>Discussion Outcome</td>
<td>Exceeds Expectations 5.0 pts</td>
<td>5.0 pts</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations 3.0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations 0.0 pts</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 15.0
## Assignment Rubric Details

### Discussion Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>Full Marks 4.0 pts</td>
<td>4.0 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0.0 pts</td>
<td></td>
</tr>
<tr>
<td>First Post</td>
<td>Full Marks 3.0 pts</td>
<td>3.0 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0.0 pts</td>
<td></td>
</tr>
<tr>
<td>Second Post</td>
<td>Full Marks 3.0 pts</td>
<td>3.0 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0.0 pts</td>
<td></td>
</tr>
<tr>
<td>Discussio Outcome</td>
<td>Exceeds Expectations 5.0 pts</td>
<td>5.0 pts</td>
</tr>
<tr>
<td>view longer description</td>
<td>Meets Expectations 3.0 pts</td>
<td></td>
</tr>
<tr>
<td>threshold: 3.0 pts</td>
<td>Does Not Meet Expectations 0.0 pts</td>
<td></td>
</tr>
</tbody>
</table>

**Total Points: 15.0**

If a criterion includes a longer description with more details, click the **view longer description** link [1].

The rubric may also include an outcome associated with the course [2]. Outcomes are identified by a small flag and are used to assess learning mastery in a course. The outcome also shows the threshold for the outcome, or the number of points you must achieve to meet expectations. Your instructor may allow you to view outcomes results in your course grades.
How do I subscribe to a discussion podcast as a student?

If your instructor has enabled a podcast in a discussion, you can subscribe to receive the feed in a podcast capturing program. This lesson explains how to add a podcast to iTunes (minimum version 11.0).

Note: The Record/Upload Media Comment tool in the Rich Content Editor must be used for updates to be added to the podcast feed. Text-only discussion posts are not included in the feed.

Open Discussions

In Course Navigation, click the Discussion link.
Open Discussion

Click the title of the discussion.

Open RSS Feed

Right click (on a PC) or Control + Click (on a Mac) the **Topic Podcast Feed** button to copy the URL link that will enable you to create a podcast link in iTunes or other podcast capturing technology.
Copy URL Link

Click the Copy Link Address link.

Note: Depending on your browser, the option may read Copy Link Location.
Open iTunes

Open iTunes or podcast capturing program.
Subscribe to Podcast

Open the File options and click the Subscribe to Podcast link.
Paste URL

Paste the URL into the text box and click the OK button to subscribe to the podcast.

Select Podcasts

Click the Podcast link in the iTunes library.
Listen to Podcast

Listen to the podcast when episodes are available.
How do I reply to a discussion as a student?

You can easily reply to any discussion, threaded or focused. However, the reply process varies depending on the type of discussion. Discussion replies can be edited or deleted, as long as your instructor has not restricted this setting in your course.

Before submitting a reply for a graded discussion, you may want to review all discussion information, such as the graded discussion rubric, if any.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the title of the Discussion.

Reply to Discussion

This is a graded discussion: 10 points possible
due Apr 5

Course Questions

Use this discussion thread to ask for clarification or further explanation of any of the course assignments or activities.

To reply to the main discussion, type your reply in the Reply field.
Post a Message

Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2]. Once you finish, click the Post Reply button [3].

View Your Reply

Emily Boone
3:20pm

When is the final project due?

_reply
Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.

Reply to a Comment in a Focused Discussion

Emily Boone
3:20pm
When is the final project due?

reply

In a focused discussion, you can reply to a comment already posted by another student by clicking in the reply field below the post.
Post a Message

Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2]. Once you finish, click the Post Reply button [3].
View Your Reply

Emily Boone
3:20pm

When is the final project due?

Emily Boone
3:22pm

I missed class the day it was announced and need to know the due date! Thanks!

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.
Reply to a Comment in a Threaded Discussion

In a threaded discussion, you can reply to a comment already posted by another student. Locate the post you want to reply to and click the reply icon.
Post a Message

Joe Rogers
Jan 5, 2018

1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.
3. My hobbies are video games, philosophy, and writing.

Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2]. Once you finish, click the Post Reply button [3].
View Your Reply

Joe Rogers  
Jan 5, 2018

1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.
3. My hobbies are video games, philosophy, and writing.

Doug Roberts  
Tuesday

Sushi is the best! What's your favorite sushi place in town?

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.
How do I submit a peer review to a discussion?

Your instructor may require you to submit a peer review of another student's discussion reply. To complete the peer review, you must review the student’s discussion reply and add a comment in the comment sidebar.

If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must also assign a grade using the rubric.

Discussion peer reviews cannot be anonymous.

Learn how to see if have been assigned a peer review discussion.

Open Discussions

In Course Navigation, click the Discussions link.

Note: You can also access your Discussions through your user or course dashboard, Assignments, the Syllabus, Gradebook, Calendar, or Modules.
View Discussions

Click the title of the discussion.

Open Assigned Peer Review

Based on the materials in this module, describe the key similarities and differences between the Articles of Confederation and the Constitution. In your description, be sure to include the weaknesses of the Articles of Confederation and discuss the need for the Constitution.

Your response should be at least 5 paragraphs and use correct spelling and grammar. You will not be able to see the responses of your classmates until you have submitted your post. Once you have submitted, read and respond to at least two peer posts. After the due date, you will be assigned to review two of your peers' posts.

Click the Review Now link.
Add Discussion Comment

In order to complete the Peer Review, you will need to leave at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

Type a comment in the comment field [1], leave a media comment [2], or attach a file [3]. Click the Save button [4].
Complete Peer Review with Rubric

If the assignment has a rubric attached, you will also need to fill out the attached rubric for the peer review to be considered finished. To view the rubric, click the **Show Rubric** link [1] and enter a score for each criterion in the **Points** column [2]. Each rubric score will create the total points for the assignment [3].

When you're finished, click the **Save Comment** button [4].
Confirm Completed Peer Review

A message will appear on your discussion to confirm you have completed the peer review.

**Note:** You may need to refresh your browser to see that you've completed the required steps for the peer review.
How do I know if I have a peer review discussion to complete?

Your instructor can assign you to review another student's discussion post. You can view peer review notifications in Canvas in the Recent Activity Stream, the To Do list, and from the individual discussion page. Once peer reviews are assigned, you can also be notified according to your Canvas notification preferences.

Learn how to submit a peer review discussion.

View Dashboard

Once a peer review is assigned to you, a notification will appear in several dashboard areas.

View Recent Activity

On your Dashboard, you can view recent activity in your Global Activity Stream. Recent activity will display a peer review and the name of the course. Click the Show More link to access the assignment and view the name of the peer review student.

If a peer review is anonymous, the name will show as Anonymous User.
On both the Dashboard and the Course Home Page sidebar, the To Do list shows the peer review discussion. Peer reviews are identified with the Peer Review icon. To review the discussion, click the Peer Review for [Discussion Name] link.

**Note:** Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. If details about your peer review are not already included in the details of your graded discussion, please contact your instructor.
Open Discussions

You can also view peer reviews when viewing discussions. In Course Navigation, click the Discussions link.

Note: You can also access your Assignments through your Dashboard, Course Activity Stream, Assignments, the Syllabus, Gradebook, Calendar, or Modules.

Open Discussion

Peer review discussions display the peer review icon [1]. Click the title of the discussion [2].
**View Assigned Peer Review**

![Peer Review Assignment in Canvas]

The peer review assignment is highlighted at the top and includes a direct link to the peer review [1].

If a specific due date is assigned to the peer review, the date also appears as part of the message [2]. Otherwise, it displays the due date for the graded discussion, if any.
How do I view the rubric for my graded discussion?

Your instructor may include a rubric as part of a graded discussion. The rubric is a set of criteria that your instructor will use to grade your discussion. Before submitting your discussion, you can use the rubric to evaluate your own work and make sure your discussion fulfills your instructor’s requirements.

Note: Not all graded discussions may include a rubric.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the name of a graded discussion.

Show Rubric

Click the Options icon [1] and select the Show Rubric button [2].

Note: If the Show Rubric button does not display, there is no rubric for your discussion.
View the graded discussion rubric.

The rubric includes criteria [1], ratings [2], and full point values [3]. A rubric criterion may include up to five different ratings and individual point values.
If a criterion includes a longer description with more details, click the **view longer description** link [1].

The rubric may also include an outcome associated with the course [2]. Outcomes are identified by a small flag and are used to assess learning mastery in a course. The outcome also shows the threshold for the outcome, or the number of points you must achieve to meet expectations. Your instructor may allow you to view outcomes results in your course grades.
How do I create a course discussion as a student?

You may be able to create new discussions in your course. These discussions are part of the course and are separate from creating a discussion in a group.

Note: If the Add Discussion button does not display, your instructor has restricted this setting in your course. However, this setting does not affect discussions in course groups.

Open Discussions

In Course Navigation, click the Discussions link.
Add Discussion

Click the Add Discussion button.

Create Discussion

Create your discussion by utilizing the following options:

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Attach a file to your discussion. (If the attachment option does not display, your instructor has restricted this setting. Depending on your browser you may also see the Browse button instead of the Choose File button.)
4. Create a threaded reply by clicking the Allow threaded replies checkbox.
5. Require users to post to the discussion before viewing other replies by clicking the **Users must post before seeing replies** checkbox.

6. Allow users to like discussion posts by clicking the **Allow liking** checkbox.

7. Set specific dates the discussion can be viewed. Select the date you want the discussion to be shown in the **Available From** field and the date the discussion should be hidden in the **Until** field. If you do not enter any dates, the discussion will be shown during the entire duration of the course.

8. Use the Content Selector to add additional content to your discussion post.

**Save Discussion**

![Save and Cancel buttons]

Click the **Save** button.
Where can I find my peers' feedback for peer reviewed discussions?

You can find your peers' feedback for peer reviewed assignments in the sidebar of your Canvas course and on the submission details page.

View Recent Feedback

Under Recent Feedback in the sidebar of your Canvas course, you can view recent comments from peer reviewed discussions. Click the title of the discussion to view all submission details and comments.
View Submission Details Page

You can view the comment directly in the submission details page.

View Grades

The comment can also be viewed on your Grades page.
How do I subscribe to a discussion as a student?

You can subscribe to entire discussion threads in your courses and be notified when new comments are posted to the topic. If you reply to a discussion, you will automatically be subscribed to discussions and will be notified of updates unless you manually unsubscribed to that discussion. Please note that you cannot subscribe to individual threads within a threaded discussion.

You will automatically be subscribed to discussions you create in your student groups. You will also be subscribed to any new discussions you create in your course, if your instructor has set course permissions that allow you to do so.

**Note:** You must specify your notification preferences to receive updates for subscribed discussions.

In Notification Preferences, you can change the method and frequency of subscribed discussion posts.
Open Discussions

In Course Navigation, open the Discussions link.

Subscribe on Discussions Index Page

You can subscribe to an entire discussion from the Discussions page. Locate the discussion you want to subscribe to and click the Discussions icon.

The Discussions icon will turn green when you hover over the icon and then stay green when you are subscribed.
Unsubscribe on Discussions Index Page

To unsubscribe from a discussion, locate the discussion you want to unsubscribe from and click the Discussion icon.

The Discussions icon will turn red when you hover over the icon and then turn gray when you are unsubscribed.

Subscribe within Discussion

You can also subscribe within a discussion. Click the title of the discussion you want to subscribe to.
Subscribe to Discussion

Click the **Subscribe** button.

The Subscribe button will become green when you are subscribed to the discussion topic.
Unsubscribe from Discussion

To unsubscribe from a discussion, open the discussion and click the green *Subscribed* button.

The Subscribed button will become a gray Subscribe button when you are unsubscribed to a discussion topic.
How do I view and sort discussion replies as a student?

You can view all replies in a discussion by scrolling or searching content. Focused discussion replies are shown in hierarchal order; threaded discussions are hierarchal, collapsable, and expandable.

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion

Pinned Discussions

Course Questions Last post Jan 12, 2018 Due Apr 5 at 11:59pm 2
Click the title of the Discussion.

View Discussion

In a discussion, you have several options to view and sort discussions. Use the search field [1] to search for replies or specific authors. To filter by unread replies, click the *Unread* button [2]. You can also collapse and expand [3] all discussion replies.

To subscribe to a discussion, click the *Subscribe* button [4]. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification preferences. You are automatically subscribed to any discussions you reply to. When you create a discussion in a group—or in a course if you have permission—you are also automatically subscribed to the discussion. If you are subscribed, the button will have a green background. To unsubscribe, click the *Subscribe* button and the background will turn gray.

To open options for the discussion, click the *Options* button [5]. Options allows you to mark all existing posts (replies) as read. If your discussion is graded, you can view the rubric for the discussion, if any.

You can view how many unread and replies are in a thread [6]. The number with a blue background indicates unread replies, while the number with a gray background indicates the total number of replies.
If your discussion is a graded discussion, you can view the discussion the same way as regular discussions. However, you can view the number of points the discussion is worth [1], and if there is a due date [2]. The Options button [3] will show the rubric for the graded discussion, if any.
If a discussion is a group discussion, you'll be redirected to Discussions for the appropriate group.
View Replies

1. Max Johnson
   Jan 5, 2018

1. My name is Max. I don’t have a nickname.
2. My favorite food is tacos.
3. My hobbies are reading, writing, and arithmetic.

    Reply (1 like)

2. Doug Roberts
   Yesterday

   Reading and writing are fantastic hobbies to have, Max. Glad to have you in my class!

    Reply

Discussion replies are shown in order of post date. In discussion replies, a blue dot [1] indicates the reply is new and unread. A white dot [2] indicates a reply is read. When you navigate away from the Discussion or refresh the page, the blue dots will change to white dots indicating the replies are read. After Canvas has changed the reply status, you can manually mark discussion replies as read or unread at any time.

You can also tell Canvas not to automatically mark discussion replies as read in Discussion Settings.
Threaded Discussions are discussions with replies within replies. In addition to post date, replies are shown in hierarchal order, with replies naturally indented to indicate when a student replies to another student's reply.

When viewing threaded discussion replies, collapse and expand individual threaded discussions by hovering over the top of the white box containing the entire reply [1]. When a threaded discussion reply is collapsed, you can view the reply indicators showing the number of unread and total replies [2].
View Liked Discussions

If your instructor allows you to like replies in a discussion, a Like icon appears next to each reply in the discussion. Blue icons indicate replies that you’ve liked. The number of total likes also appears next to the icon.

The discussion may also be set up to sort automatically according to the number of likes. In threaded discussions, likes are retained with the original discussion reply. Original replies will always sort first, and any associated replies will be reordered beginning with the highest-liked reply.
Each discussion reply has its own options menu.

In original discussion replies, you can return to the main discussion topic by clicking the **Go to Topic** link [1].

In threaded discussions, if you are viewing a reply within a reply, return to the original reply by clicking the **Go to Parent** link [2].

If you are allowed to edit and delete your own discussion posts, you will also view **Edit** and **Delete** options [3].
Reply to Discussion

To reply to a discussion, reply to the main discussion topic by clicking the Reply field [1]. If your discussion is threaded, you can reply to any other post in the discussion by clicking the Reply link [2].
How do I change discussion settings to manually mark discussion replies as read as a student?

In discussion replies, a blue dot indicates the reply is new and unread. A white dot indicates a reply is read. When you navigate away from the discussion or refresh the page, the blue dots will change to white dots indicating the replies are read.

You can tell Canvas not to automatically mark your discussion replies as read so that you can manually control which replies you haven't viewed. Your selection for this option will apply to the Discussions settings for all of your courses. By default, manually marking posts as read is turned off.

You can manually mark discussion replies as read or unread at any time.

Open Discussions

In Course Navigation, click the Discussions link.
Open Settings

Click the Settings icon.

Manually Mark Posts as Read

Click the Manually Mark Posts as Read checkbox.

Note: Selecting this option will require you to manually mark posts as read for all of your courses.

Save Settings
Click the **Save Settings** button.
How do I mark discussion replies as read or unread as a student?

By default, as you read new Discussion posts, Canvas will mark them as read (changing the indicators from blue to white) as you scroll down the page. However, you can manually mark each post back to a read or unread state.

You can tell Canvas not to automatically mark all your posts as read in your Discussion settings.

**Note:** Once a post’s state is manually changed, the post will not change states (become read or unread) until you manually change it again.

Open Discussions

In Course Navigation, click the **Discussions** link.
Open Discussion

Click the discussion you want to view.

View Posts

1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.
3. My hobbies are video games, philosophy, and writing.

A white dot [1] indicates the reply has been read. A blue dot [2] indicates a reply is new or unread.
Mark Post as Unread

To change a read post to unread, click the dot next to the post you wish to change.

Verify Post as Unread

View the post now marked as unread.
Mark Post as Read

To change an unread post to read, click the dot next to the post you wish to change.

Verify Post as Read

View the post now marked as read.

**Note:** Once a post’s state is manually changed, the post will not change states (become read or unread) until you manually change it again.
How do I reply to a discussion as a student?

You can easily reply to any discussion, threaded or focused. However, the reply process varies depending on the type of discussion. Discussion replies can be edited or deleted, as long as your instructor has not restricted this setting in your course.

Before submitting a reply for a graded discussion, you may want to review all discussion information, such as the graded discussion rubric, if any.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the title of the Discussion.

Reply to Discussion

To reply to the main discussion, type your reply in the Reply field.
Post a Message

Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2]. Once you finish, click the Post Reply button [3].

View Your Reply

Emily Boone
3:20pm

When is the final project due?
In a focused discussion, you can reply to a comment already posted by another student by clicking in the reply field below the post.
Post a Message

Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2]. Once you finish, click the Post Reply button [3].
Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.
In a threaded discussion, you can reply to a comment already posted by another student. Locate the post you want to reply to and click the reply icon.
Post a Message

1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.
3. My hobbies are video games, philosophy, and writing.

Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2]. Once you finish, click the Post Reply button [3].
View Your Reply

Joe Rogers  
Jan 5, 2018

1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.
3. My hobbies are video games, philosophy, and writing.

Doug Roberts  
Tuesday

Sushi is the best! What’s your favorite sushi place in town?

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.
How do I attach a file to a discussion reply as a student?

If your instructor allows file attachments, you can attach a file to a discussion reply using the attachment icon. Attachments can be added to both graded and non-graded discussions.

Any attachments added as part of discussions are copied to your user files. Attachments for graded discussions are not counted against your user quota and cannot be deleted.

Notes:
- If the attachment icon does not display, this option is not available in your course.
- If your attachment causes you to exceed your user file quota, the file may fail to attach to an ungraded discussion.
- If you have permission to edit or delete discussion replies, editing a reply also allows you to remove an attachment.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the title of the discussion you want to participate in.

Create Reply

This is a graded discussion: 10 points possible  
due Apr 5

Course Questions

Use this discussion thread to ask for clarification or further explanation of any of the course assignments or activities.

Click the reply field.
Attached File

After adding content using the Rich Content Editor to the discussion reply [1], click the **Attach** link [2].

**Note:** If you do not have a file attachment icon in your Discussion reply, your instructor has disabled this feature.
Browse for File

Depending on your browser, click the Choose File or Browser button to locate personal files on your computer.

**Note:** Once an attachment is posted to a discussion post, the attachment cannot be deleted.
Select File Upload

Browse personal files on computer and select the file or files you wish to attach [1]. Double click the selected files or click the Open or Choose button [2] to upload the files to the discussion reply.

Note: You can only upload one attachment in your reply.
Post Reply

Click the Post Reply button.
View Discussion Reply

Emily Boone
3:34pm

Will we discuss the American Revolution this year?

[Revolution Review-1.docx]

View your discussion reply. Your attached file will appear under the text.
How do I embed an image in a discussion reply as a student?

You can embed an image file directly into discussion replies using the image icon. Images can be embedded from the web, your Canvas user files, or Flickr. If a change is made to the source of your image after you have embedded it in a discussion reply, the image added to your discussion reply will not be changed.

Note: Before you can embed an image from Canvas, the image must first be uploaded to your user files.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the discussion title.

Write Reply

This is a graded discussion: 10 points possible
due Apr 5

Course Questions

Use this discussion thread to ask for clarification or further explanation of any of the course assignments or activities.

Search entries or author Unread Subscribe

Create a new discussion entry by clicking the Reply text field.
Open Image

Click the **Image** icon.
Select Image

Locate the image you want to embed. To embed an image from the web, click the URL button [1]. To embed an image from your Canvas files, click the Canvas button [2]. To embed an image from Flickr, click the Flickr button [3].
Update Post

When you have located the image, click the **Update** button.
Post Response

Click the Post Reply button.

President Lincoln did many great thing for our country.
View Post

Emily Boone
3:40 pm

President Lincoln did many great things for our country.

View your post.
How do I link to a YouTube video in a discussion reply as a student?

You can add a YouTube video in a discussion reply by adding the URL of the video as a link to the response.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the discussion title.
Write Reply

This is a graded discussion: 10 points possible
due Apr 5

Course Questions

Use this discussion thread to ask for clarification or further explanation of any of the course assignments or activities.

Create a new discussion entry by clicking the Reply text field.
Embed URL

Embed a URL link in the discussion reply by clicking the Link to URL link.
Paste URL

Paste the URL in the text box and click the Insert Link button.

Note: You can also automatically insert a YouTube video by copying and pasting the link directly into the Rich Content Editor. However, it is better to create an accessible hyperlink by typing the YouTube video title in the Rich Content Editor, highlighting the title, and then inserting the YouTube link.
Click the Post Reply button to post your discussion reply.
The embedded media can be viewed inside the discussion post [1] or by clicking Link [2] to view the media in a new window.
How do I edit or delete discussion replies as a student?

If your instructor allows, you can edit and delete your own discussion posts. If the edit or delete option does not appear, your instructor has restricted this setting in your course.

Note: This setting does not affect discussions in course groups.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click a discussion title.

Open Options Icon

Emily Boone
3:34pm

Will we discuss the American Revolution this year?

[Revolution Review-1.docx]

Each of your posts have a settings icon with edit and delete options. Click the **Options** icon on the post you want to modify.
Edit Post

To edit a post, click the **Edit** link.

**Note:** If the edit or delete option does not appear, your instructor has restricted this setting in your course.
Save Edit

Make your edits in the Rich Content Editor [1]. When you are finished, click the Done button [2].

**Note:** If you have permission to attach files to discussion replies, editing a reply also allows you to remove an attachment.
Verify Edit

Emily Boone
3:34pm

Will we discuss the American Revolution this year?

It's my favorite topic!

Edited by Emily Boone on Jun 19 at 4:00pm

Revolution Review-1.docx

Reply

Canvas will indicate the post has been edited. The text will include your name, and the date and time the post was edited. This entry cannot be removed.
Delete Post

To delete a post, click the Delete link.

Confirm Delete

To delete the entry, click the OK button.

Verify Delete

Deleted by Emily Boone on Jan 19 at 4:11pm
If you delete a discussion reply with other course user replies attached, Canvas shows a Deleted by notification. The notification includes your name and the date and time the post was deleted. This entry cannot be removed.

However, if you delete a reply that does not have any course user replies attached, Canvas will not display a Deleted by notification.

Please note that your instructor can see that you deleted your replies in the discussion.
How do I like a reply in a course discussion as a student?

You may be able to like discussion replies in your course.

Note: The liking feature may be restricted to users with grading permissions (e.g. instructors and TAs). If you cannot like a discussion reply, this feature is not available to you.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the title of the discussion.

Like Discussion Reply

Locate the reply and click the Like icon.

View Liked Discussion
The Like icon will change from gray to blue, indicating you have liked the reply [1].

When a reply is liked, the Like icon will also display the total number of likes for all users in the discussion [2].

**View Liking Restriction**

If your instructor has restricted the liking option to only users with grading permissions, you will not be able to see the Like icon or like your favorite replies. However, you can still see the total number of likes given to each reply.
ePortfolios
How do I create a new ePortfolio as a student?

You can create a new ePortfolio in your user settings.

Note: If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Create an ePortfolio

Click the Create an ePortfolio button.

Create ePortfolio

Name your ePortfolio by typing in the ePortfolio Name field [1]. Decide if your ePortfolio will be public [2] (you can change this setting later) and then click on the Make ePortfolio button [3].
Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Getting Started Wizard

→ Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

Once the ePortfolio is created, there are several options for creating content for your portfolio, including a wizard that will walk you through your creation, step by step.
Edit ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

- 📅 Getting Started Wizard
  → Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

To edit your ePortfolio settings, click the ePortfolio Settings link.
Update ePortfolio

Edit the ePortfolio name or visibility option in ePortfolio Settings [1]. Click the Update ePortfolio button [2].
How do I use the ePortfolio Getting Started Wizard as a student?

The ePortfolio Getting Started Wizard will guide you during the process of creating your ePortfolio.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the name of an ePortfolio.

Open Getting Started Wizard

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Click the Getting Started Wizard link.
View Getting Started Wizard

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

→ Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:
https://documentation.bbc.instructure.com/eportfolios/517
verifier-lWGIQeQwq4F9lnUx2Siqo20579ExwED515ekowGC

The Getting Started Wizard will pop up to show you the basics of your ePortfolio. You can read about the Introduction, Portfolio Sections, Section Pages, Adding Submissions, ePortfolio Settings, and Let's Do It. To close the Getting Started Wizard, click the close icon.

View Introduction
Your ePortfolio is a way to show off your work to your peers, instructors, and possible employers. They are made of sections and pages that are customizable and you are able to add and remove different types of information.

**View Portfolio Sections**

The portfolio sections are your navigation links for your portfolio. Each section can have multiple pages inside of it. You can organize the sections by clicking the Organize Sections link. You can also rename a section by clicking the pencil icon, rearrange sections by clicking and dragging, or delete sections by clicking the x icon.

**View Section Pages**

The section pages are part of the section links. To organize or add pages, click on the Organize/Manage Pages link. You can also rename a page by clicking the pencil icon, rearrange sections by clicking and dragging, or delete sections by clicking the x icon.
View Adding Submissions

You can add assignments to your portfolio from classes you are taking and classes you have taken. You may have noticed at the bottom of this page is a list of recent submissions from your classes. You can quickly add submissions to new pages in your portfolio from this page. Just click the submission you want to add and a simple dialog will pop up.

View ePortfolio Settings

To change the settings for your ePortfolio, click the ePortfolio Settings link. You can rename the portfolio and also change whether it is public or private. Private portfolios are only visible to those to whom you grant access.
Ready to get started? You can always get back to this wizard from any page by clicking the "Help How Do I...?" link you'll see there.
How do I create a new ePortfolio as a student?

You can create a new ePortfolio in your user settings.

Note: If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Create an ePortfolio

Click the Create an ePortfolio button.

Create ePortfolio

Name your ePortfolio by typing in the ePortfolio Name field [1]. Decide if your ePortfolio will be public [2] (you can change this setting later) and then click on the Make ePortfolio button [3].
View ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Getting Started Wizard

→ Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can’t find it or even view it without permission. You can see it since it’s your portfolio, but if you want to let anybody else see it, you’ll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

Once the ePortfolio is created, there are several options for creating content for your portfolio, including a wizard that will walk you through your creation, step by step.
Edit ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

- Getting Started Wizard
- Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

To edit your ePortfolio settings, click the ePortfolio Settings link.
Update ePortfolio

Edit the ePortfolio name or visibility option in ePortfolio Settings [1]. Click the Update ePortfolio button [2].
How do I organize my ePortfolio as a student?

You can organize your ePortfolio by renaming, reordering, or moving sections.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Organize Sections

Click the Organize Sections link.
Manage Sections

You can organize your ePortfolio sections in the menu.

To rename a section, click the name of the section and type the new name in the field [1].

To reorder a section, hover over the section name and wait for the cross arrows to appear [2]. Click and drag the page to the new location in your ePortfolio organization.
View Section Settings

You can also use the Settings icon to organize ePortfolio sections.

To view your options, click the Settings icon [1]. To rename a section, click the Rename link [2]. To delete a section, click the Delete link [3].

To move a section, click the Move To... link [4].
Move Section

In the section drop-down menu [1], select the section that should come after the section you are moving. Click the Move button [2].

Save Changes

Click the Done Editing button.
How do I create a new ePortfolio section as a student?

You can organize your ePortfolio by creating multiple sections.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Open Sections

Click the Organize Sections link.
Add Section

To create a new ePortfolio section, click the Add Section link.
Add Section Name

Type your new section name in the section name field. Press Return (on a Mac keyboard) or Enter (on a PC keyboard).
Manage Sections

To edit any section, click the Settings menu. To rename a section, click the Rename link [1]. To delete a section, click the Delete link [2]. To move a section, click the Move to... link [3]. You can also rearrange sections by clicking and dragging them.

Save Section

When you are finished adding and/or editing your new ePortfolio sections, click the Done Editing button.
How do I organize my ePortfolio pages as a student?

You can organize your ePortfolio pages within your sections. You can also rename, reorder, and move pages.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Organize/Manage Pages

Click the Organize/Manage Pages link.
Manage Pages

You can organize your ePortfolio pages in the menu.

To rename a page, click the name of the page and type the new name in the field [1].

To reorder a page, hover over the page name and wait for the cross arrows to appear [2]. Click and drag the page to the new location in your section organization.
You can also use the Settings icon to organize ePortfolio pages.

To view your options, click the **Settings** icon [1]. To rename a page, click the **Rename** link [2]. To delete a page, click the **Delete** link [3].

To move a page, click the **Move To...** link [4].
Move Page

In the page drop-down menu [1], select the page that should come after the page you are moving. Click the Move button [2].

Save Changes

Click the Done Editing button.
How do I edit the default page in my ePortfolio section as a student?

The default page in an ePortfolio can be a page that explains what it is included in the ePortfolio.

Open ePortfolios

In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].
Open ePortfolio

Click the title of the ePortfolio.

Go to ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Getting Started Wizard

→ Go to the Actual ePortfolio

Click the Go to the Actual ePortfolio link to open your ePortfolio. The ePortfolio will open to the default page.
Edit Page

Click the **Edit This Page** button to add or change content on the default page.
Add Content

Content can be edited by using the Add Content links. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submissions [3], or Image/File Uploads [4].

Save Page

Click the Save Page button.
Welcome

Welcome to my 2017 Coursework Portfolio! I'm glad you decided to stop by to view my work. I've been involved in completing individual assignments and group projects this year so far, so I'd love to show you what I've been doing!

Feel free to explore my ePortfolio pages to get a better idea about my current learning path.

Enjoy!

View your changes to the default page.
How do I create a new page in my ePortfolio section as a student?

Within an ePortfolio section, you can create pages to add to the section. You can also add content to each page in the section. Please note that any content added to an ePortfolio can only be viewed by users who have permission in Canvas to view it, even if your ePortfolio is made public. For instance, if you add a quiz submission to your ePortfolio, your instructor can view the submission, but you do not have permission to view other student submissions.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Organize/Manage Pages

Click the Organize/Manage Pages link.
Add Another Page

Click the Add Another Page link.
Add Page

Rename or reorder a page via the settings menu next to the page name. Alternatively, click a page’s name to rename it or drag a page’s name to reorder it.

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
Writing

Add Another Page

Done Editing

Type the name of the new page in the page name field and press Return (on a Mac keyboard) or Enter (on a PC keyboard).
You can edit your ePortfolio pages in the menu.

To rename a page, click the name of the page and type the new name in the field [1].

To reorder a page, hover over the page name and wait for the cross arrows to appear [2]. Click and drag the page to the new location.
You can also edit your ePortfolio pages through the Settings menu [1].

To rename a page, click the Rename link [2]. To delete a page, click the Delete link [3]. To move a page, click the Move to... link [4].
Save Page

 Rename or reorder a page via the settings menu next to the page name. Alternatively, click a page's name to rename it or drag a page's name to reorder it.

 Welcome
 Background
 Unit 1 Assignment
 Unit 2 Assignment
 Unit 3 Assignment
 Writing

 Add Another Page

 Click the Done Editing button.
Add Page Content

To add content to your page, click the name of the page.
Edit Page

Click the Edit This Page button.
Add Content

You can add content to your ePortfolio in several different ways. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submission [3], or Image/File Uploads [4].

Save Page

Click the Save Page button.
How do I preview a page in my ePortfolio as a student?

You can preview a page before saving and publishing it.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Select Page

Click the page you want to edit.
Edit This Page

Click the **Edit This Page** button.

Preview Page

Click the **Preview** button.
Welcome to my 2017 Coursework Portfolio! I'm glad you decided to stop by to view my work.

I've been involved in completing individual assignments and group projects this year so far, so I'd love to show you what I've been doing!

Feel free to explore my ePortfolio pages to get a better idea about my current learning path.

Enjoy!

You can save the changes you made by clicking the Save Page button [1]. If you would like to continue making changes, click the Keep Editing button [2].
How do I add rich text content to my ePortfolio page as a student?

You can use the Rich Content Editor to add content to pages in your ePortfolio.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Select Page

Click the title of the page you wish to edit.
Edit Page

Click the Edit This Page button.
Add Content

Canvas already creates a rich text content box for each page. Type your content in the text box and use the toolbar to format your text.

Save Changes

Click the Save Page button.
Welcome

Welcome to my 2017 Coursework Portfolio! I'm glad you decided to stop by to view my work.

I've been involved in completing individual assignments and group projects this year so far, so I'd love to show you what I've been doing!

Feel free to explore my ePortfolio pages to get a better idea about my current learning path.

Enjoy!
How do I add HTML/embedded content to my ePortfolio page as a student?

You can add HTML or embed content to your ePortfolio page.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Open Page

Click the page you want to edit.
Edit Page

Click the **Edit This Page** button.

Add HTML/Embedded Content Box

Click the **HTML/Embedded Content** link.
Edit Content Box

HTML/Embedded Content

Copy and paste your HTML code into the box below:

<iframe src="https://embed.ted.com/talks/teenaged_boy_wonders_play_bluegrass" width="854px" height="480px" frameborder="0" scrolling="no" webkitAllowFullScreen mozallowfullscreen allowFullScreen"></iframe>

Edit the HTML content box by typing in the text box.

Save Changes

Click the **Save Page** button.
Just for Fun

Check out this video!

SLEEPY MAN BANJO BOYS
TEEN WONDERS PLAY BLUEGRASS

View the changes you made to the page.
How do I retrieve assignments from previous courses in my ePortfolio as a student?

You can add assignments you have submitted in Canvas to your courses to your ePortfolio.

Note: Users without access to a concluded course may not be able to access Assignments in your ePortfolio from that course. Links to deleted courses will not remain active.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Open Page

Click the title of the page.
Edit Page

Click the **Edit This Page** button.

Open Course Submission

Click the **Course Submission** link to retrieve assignments from previous courses.
Select Assignment

Click the assignment [1] to add it to the page. You can only select one assignment submission at a time, but you can choose to add more than one submission to the page.

All assignments you have ever submitted will be listed in chronological order with the newer assignments appearing at the top and the older assignments appearing near the bottom. Click the Select Submission button [2].

Save Page

Click the Save Page button.
Welcome

I completed this paper as part of a research project.

![What is Energy?.docx 21.9 KB](image)

View Feedback

The assignment submissions can now be viewed on your page. Assignments that were submitted as a file can be downloaded by clicking the file name.
How do I upload a file or image to my ePortfolio page as a student?

You can upload files or images and use previously uploaded files or images from your personal files in your ePortfolio.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Select Page

Click the title of the page you wish to edit.
Edit Page

Click the **Edit This Page** button.

Add Image or File

Click on the **Image/File Upload** link.
Choose File

Click the Choose File button.
Select File

Locate the file [1] and click the Open button [2].
Upload File

Click the Select/Upload File button [1] to upload the file.

Notes:
- You can also use the files you have previously uploaded to your personal files by clicking on the my files icon [2].
- Multiple files and different file types can be uploaded to the same ePortfolio page.

Delete File

You can delete a file or image by selecting the Delete icon.
Save Changes

Click the **Save Page** button to save the changes you made.

View Page

Welcome
Welcome to my 2017 Coursework Portfolio! I’m glad you decided to stop by to view my work.
I’ve been involved in completing individual assignments and group projects this year so far, so I’d love to show you what I’ve been doing!
Feel free to explore my ePortfolio pages to get a better idea about my current learning path.
Enjoy!

View the changes you made to the page.
How do I enable comments in my ePortfolio as a student?

Enable comments to allow others to add comments to your ePortfolio pages. Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.

Note: Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Select Page

Click the title of the page you want to enable comments on.
Edit Page

Click the **Edit This Page** button.

Enable Comments

Click the **Allow Comments on this Page** checkbox. You can also make comments public by clicking the **Make Comments Public** checkbox.

Save Page

Click the **Save Page** button.
Add Comment

Below the content of the page, there is a place for comments. You can add a comment by typing in the text box [1] and clicking the Add Comment button [2].

Note: Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

View Comment

Page Comments

Right now only you can see the comments for this page. You can make the comments public if you like by changing the settings for this page.

Doug Roberts

Jul 13 at 12:04pm

1. Thanks for sharing this!
You can view the comment at the bottom of the page [1]. Delete a comment by clicking the Delete icon [2].

**Note:** Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.
How do I download the contents of my ePortfolio as a student?

You can download the contents of your ePortfolio as a zip file.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Download ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

- Getting Started Wizard
- Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can’t find it or even view it without permission. You can see it since it’s your portfolio, but if you want to let anybody else see it, you’ll need to copy and share the the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:
https://documentation.beta.instructure.com/eportfolios/51?
verify=L$Vj7Qc+M0o2Sb91s5378wE2IPLk7k0GG

Recent Submissions

Click any submission to add it to a new page in your ePortfolio.

- Biology Notebook Essay  Biology 102
- Environment  Biology 101 Winter 2017
- Environment-3  Biology 101 Winter 2017
- Theory  Bio 101 Fall 2014
- Photosynthesis  Bio 101 Fall 2014
- Basic Principles of Biology  Bio 101 Fall 2014

To download your ePortfolio, click the Download the contents of this ePortfolio as a zip file link.

Download the contents of this ePortfolio as a zip file

Delete this ePortfolio
View Download Process

Collecting ePortfolio resources. this may take a while if you have a lot of files in your ePortfolio.

You can monitor the download through the progress bar. It will download as a .zip file to your browser's set download location.
How can I share a private ePortfolio as a student?

Sharing a private ePortfolio link will give others access to viewing your ePortfolio without having to log into Canvas.

Open ePortfolios

In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].
Open ePortfolio

Click the title of the ePortfolio.

Share ePortfolio

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

https://documentation.beta.instructure.com/eportfolios/51?verifier=LFWjIqecOacHZ9riU625io2G578EwEDFSekexGG

All ePortfolios are, by default, private. This means that only you can see the contents of the portfolio. To share your ePortfolio, you will need to copy and paste the link into an email or other sharing utility.
Copy ePortfolio Link

Your ePortfolio is Private

That means people can’t find it or even view it without permission. You can see it since it’s your portfolio, but if you want to let anybody else see it, you’ll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

https://documentation.beta.instructure.com/eportfolios/5107

Recent Submissions

Click any submission to add it to a new ePortfolio.

To copy the ePortfolio link, right click the share link and select the Copy link.

You can also click the share link and the URL will appear in your address bar. Highlight the link, right click, and select the Copy link.
How do I make my ePortfolio public as a student?

Public ePortfolios allow anyone with the URL to view your ePortfolio. Learn more about [sharing a private ePortfolio](#).

Open ePortfolios

In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].
Open ePortfolio

Click the title of the ePortfolio.

Open ePortfolio Settings

Click the ePortfolio Settings link to change the privacy settings on your ePortfolio.
Set Privacy

Click the Make it Public checkbox [1] and click the Update ePortfolio button [2] to save changes to your ePortfolio settings.

View Privacy

Your ePortfolio is Public

That means anyone who knows the address of your portfolio can view it. You can make your portfolio private by changing your portfolio settings.

By making your ePortfolio public, anybody who has the URL address to your ePortfolio can view its contents.
How do I delete my ePortfolio as a student?

You can delete your ePortfolios in Canvas if you need to remove them.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

Click the title of the ePortfolio.

Delete ePortfolio

Welcome to Your ePortfolio
If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

- Getting Started Wizard
  → Go to the Actual ePortfolio

Your ePortfolio is Private
That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:
https://documentation.bela.instructure.com/eportfolios/877
verifier=E6OnbpfOF2uQ/QmgKU/8wpeopFFtnWHc5HNgXx6

Recent Submissions
Click any submission to add it to a new page in your ePortfolio.

- New Submission History 310
  - Test Biology 102
  - Overview Quiz Biology 102
  - Best Assignment Ever History 310
  - Taxonomy Assignment 2 Biology 101 Fall 2015

- Download the contents of this ePortfolio as a zip file

- Click the Delete this ePortfolio link.
Confirm Deletion

![Delete ePortfolio](image)

You currently have 8 pages in this ePortfolio. Are you sure you want to delete the entire ePortfolio?

[Delete ePortfolio] [Cancel]

Click the Delete ePortfolio button.
Files
How do I use Files as a student?

As a student, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, and preview files. Files is built with responsive design to adjust for browser scaling. The folder navigation window, file displays, and even file names adjust to the width of the browser window.

View a video about files.

You may have access to files (documents, images, media, etc.) in three different feature areas:

- **User files**, located in your user account
- **Course files**, located in each course where you are enrolled (if your instructor allows you to view Course Files)
- **Group files**, located in each group where you are a member

View Files

The basic functionality within Files is the same within each files location, but some features may differ according to feature area. The left panel [1] shows all folders for quick navigation. Some folders may be housed within other folders. To expand all folders, click the arrows next to the folder name.

When you click the name of a folder, all contents within the folder you are viewing display in the right panel [2]. You can also click folder names in the right panel to view folder content.
For each file, you can view the name of the file [1], the date the file was created [2], the date the file was modified [3] the name of the person who modified the file (if modified by another user) [4], and the size of the file [5].

You can also view the published status [6] for your user files.

Files are sorted alphabetically. To sort files, click the name of any column heading.

**Manage Files**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive.zip</td>
<td>Mar 21, 2016</td>
<td>Mar 21, 2016</td>
<td>Emily Boone</td>
<td>132 KB</td>
</tr>
<tr>
<td>assignments</td>
<td>Dec 6, 2016</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>conversation attachments</td>
<td>Jan 5, 2017</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

Depending on the file area, files may contain several options to manage files:

- **Search for files** [1]. Files is fully searchable by file name.
- **Add a folder** [2]. Add a new folder to Files to store files. Folders can also house other folders.
- **Upload a file** [3]. Upload a file to Files.

Change the state of the file [4]. Files can be published, unpublished, or include a restricted status.
Manage Selected Files

To select a file, click the name of the file. You can also select multiple files at the same time by holding the command (Mac) or control (PC) key.

When a file is selected, Files displays the file toolbar at the top of the window. Depending on the files area, the toolbar may contain several options to manage the selected file(s):

- **Preview the file** [1]
- Restrict access to the file [2]
- **Download the file** [3] (when selecting more than one file, option appears to download as a zip file)
- **Move the file** [4]
- **Delete the file** [5]

You can also manage some or all options for a selected file within the file's Settings menu [6].
Course Files and Group Files may display a column for usage rights. If enabled, the column displays the usage right (copyright) for the file [1]. Files that do not contain a usage right display as a warning icon [2].

To change the usage right for a file in Group Files, click on the usage right icon for that file [3].
How do I view my user files as a student?

User files include profile pictures, uploaded assignment submissions, and other files uploaded to your personal Canvas file storage area. By default, each user has 50 MB of storage space in Canvas. Administrators can change the quota for user files for the entire institution. No other users can view files in your user files.

Open Files

In Global Navigation, click the Account link [1], then click the Files link [2].
View User Files

All your user folders display in the left panel [1]. View files in the right panel by clicking the name of a folder.

You can view your user quota and what percentage of that quota has been used [2]. Files that have been submitted as assignments and graded discussions do not apply to the user quota.

Learn more about [how to use files as a student](#).
View My Files

The My Files folder creates folders based on default events in Canvas. Once you upload a file related to one of these areas, the folder and accompanying file will be created for you.

- **The Conversation attachments** folder [1] stores files that you attach to Conversations messages.
- **The Data Exports** folder [2] contains ZIP files created when you [download assignment submissions from all your courses](#).
- If your institution enables you to upload a profile picture, the **Profile pictures** folder [3] stores photos that you upload as a profile picture.
- **The Submissions** folder [4] contains copies of your assignment submissions; assignment are organized by course folder and displayed alphabetically. However, assignments submitted through an external tool are not copied to the Submissions folder.
- **The Unfiled** folder [5] stores files that you attach to discussion topics or discussion replies (if attachments are allowed by your instructor).

My Files also includes any additional folders you create to organize your files, as well as any files not uploaded to a specific folder. Any files in the My Files folder that are not related to assignment submissions count toward your user quota.

**Note:** For online assignment submissions, if you submit a file that you’ve previously uploaded, you can delete the previously uploaded file after it has been submitted and free up extra storage in your user files.
View Course and Group Files

If your instructors allow you to view the Files link in Course Navigation, course folders display below your user files [1]. Any course groups also display below the course folders [2].

You can easily move and organize files from your group files and user files. Unless you have permission to manage course files, course files can only be viewed and downloaded.

You can also view course files and group files directly from the course or group.
How do I view course files as a student?

Course files include any content uploaded to a course. If your instructor allows you to view the Files link in Course Navigation, you can view the files in your course.

Open Files

In Course Navigation, click the Files link.
View Course Files

All published course files can be viewed by all course users [1]. However, some files may restrict access to specific users.

You can preview and download all published files in Course Files.

If you want to see the files for all your courses, click the All My Files link [2].

View Files for All Courses

Canvas displays your User Files page with all available course folders displayed below your user files.
How do I view group files as a student?

As a student, you may be added to a group within your course. Groups files include any content uploaded to your group workspace.

Group files include uploaded assignment submissions and other group-related files uploaded to your group storage area. By default, each group has 50 MB of storage space in Canvas. All published files can be viewed by all group members.

Group files are automatically published when they are uploaded to the group.

As groups are essentially mini courses, all group members have the same permissions to moderate files, including uploading files, publishing files, restricting access and unpublishing files, and deleting files.

Open Group

Click the Groups link [1], then click the name of the group [2].
Open Files

In Group Navigation, click the Files link.
View Group Files

All your group folders display in the left panel [1]. View files in the right panel by clicking the name of a folder.

You can view your group quota and what percentage of that quota has been used [2]. Files that have been submitted as group assignments and group graded discussions do not apply to the user quota.

If you want to see the Files for all your courses and/or groups, click the All My Files link [3]. Canvas will refresh the page to show your user files page with all courses and group folders.

The Groups folder creates folders based on default events in Canvas. Once you upload a file related to one of these areas, the folder and accompanying file will be created for you.
The **Submissions** folder [1] contains copies of your assignment submissions; assignments are organized by course folder and displayed alphabetically.

The **Unfiled** folder [2] stores files that you attach to discussion topics or discussion replies (if attachments are allowed by your instructor).

Group files also include any additional folders you create to organize your files, as well as any files not uploaded to a specific folder. Any files in the group folder that are not related to assignment submissions count toward your user quota.

All published files can be viewed by all group members. Please note that all group members hold the same permissions, so one group member can delete or move files uploaded by another group member. Additionally, unpublished files are not retained in groups. Files must be published to display in group files.

**Note:** For group assignment submissions, if you submit a file that has previously been uploaded to the group, you can delete the previously uploaded file after it has been submitted and free up extra storage in your group files. However, to submit a previously uploaded file in group files, the file must be moved to the user files folder for the student submitting the assignment on behalf of the group, as the assignment submissions page can only access user files and not group files.
How do I move and organize files as a student?

You can move and organize your personal and group files. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.

Learn how to locate your user files and group files.

Note: Files that have been submitted as part of an assignment cannot be moved.

Move File via Move Button or Settings Icon

In user or group files, locate the file you want to move. Click the line item for the file [1].

To move the file via the toolbar, click the Move button [2].

To move the file via file settings, click the Settings icon [3], then click the Move link [4].
Select the folder where you want to move the file [1] and click the **Move** button [2].
Move File via Drag and Drop

You can also manage your files using a basic click-and-drag method. Click the file name and drag the file to the desired folder. Once you see the folder highlighted, release your mouse. The file has been moved.

You can also move a file from the right pane to the left pane.

**Note:** You can only move a file within the right pane or from the right pane to the left pane. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.
Move Multiple Files

To select multiple files, press the command key (Mac) or the control key (Windows) while clicking the line for each file you want to select.

To select all files, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of files click the first file you want to select, hold down the Shift key, and then click the last file you want to select. All files between the first and the last file will be selected.

Note: You can also use the same key command to deselect a file.
How do I rename a file as a student?

You can rename your files at any time using the Rename option in the file's settings menu. You can rename files in both user and group files.

Learn how to locate your user files and group files.

Notes:

- If you add a file to another area of Canvas (e.g. Groups or Assignments) and then rename the file in your user files, the file rename will not update in any other Canvas location and must be changed manually. Please ensure that your file names are correct in your user files before using them in other content areas.
- Files that have been submitted as part of an assignment cannot be renamed.
- Files with a lock icon cannot be renamed.

Rename File

In user or group files, to rename a file, click the line item for the file [1].

Click the Settings icon [2], then click the Rename link [3].
In the text field, change the name of the file [1]. To save the name of the file, press the Return (Mac) or Enter (PC) key or click the Check button [2]. To return to the previous title, click the Cancel button [3].

**Note:** Renaming or removing the extension in the file name may strip the extension from the file when it is downloaded.

**View File**

View the new name of your file.
How do I create a folder in Files as a student?

You can add folders in both user and group files. Folders can be used to organize your files. Learn how to locate your user files and group files.

Add Folder

Click the Add Folder button.

Name Folder

Type the name of the folder in Name field [1]. To save the name of the folder, press the Return (Mac) or Enter (PC) key or click the Check button [2]. To return to the previous title, click the Cancel button [3].
View Folder

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive.zip</td>
<td>Mar 21, 2016</td>
<td>Mar 21, 2016</td>
<td>Emily Boone</td>
<td>132 KB</td>
</tr>
<tr>
<td>assignments</td>
<td>Dec 6, 2016</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Assignments - Term 1</td>
<td>1:43pm</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>conversation attachments</td>
<td>Jan 5, 2017</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

Your folder will appear in both panes of the Files view. You can organize your files on Canvas by moving them to folders.

Delete Folder

To delete a folder, click the line item for the folder [1] and then click the Delete icon [2]. Or click the Settings icon [3] and then click the Delete link [4].

Note: Deleting a folder will also delete all files in that folder.
How do I upload a file to my user or group files?

You can upload files to both user and group files. Files can be used for assignments, discussion replies, and conversation attachments. Additionally, files in your user or group files can always be embedded in Canvas using the Rich Content Editor.

Learn how to locate your user files and group files.

Notes:

• For assignment submissions, you can upload a file from your computer or select a file that has been previously uploaded to your user files. If you select a previously uploaded file, you can delete the file after it has been submitted and free up extra storage in your user files.
• Group files are automatically published when they are uploaded to the group.

Upload File

In user or group files, click the Upload button.
Open File

Click the title of the file(s) you want to upload [1] and click the Open button [2].
Upload Files via Drag and Drop

Some web browsers contain a unique feature which allows the user to add to files by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add [1] and drag the file to your open browser [2]. Your file will automatically upload.
Replace Duplicate File

If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it.

To rename the file, click **Change Name** button [1]. This option will create a duplicate copy of the file with a different name.

To replace the file, click the **Replace** button [2].

View Upload Progress

A progress bar will appear at the top of screen tracking the progress of your file upload.
View Files

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>assignment 2.docx</td>
<td>12:41pm</td>
<td>12:41pm</td>
<td></td>
<td>31 KB</td>
</tr>
<tr>
<td>Term 1</td>
<td>12:34pm</td>
<td></td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Data Exports</td>
<td>11:54am</td>
<td></td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td>Jan 23, 2017</td>
<td></td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

View your new file.
How do I preview a file as a student?

You can preview a file in a course, group, or user file storage area.
Learn how to locate your user files, course files, and group files.

Open File

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Assignments.zip</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>1 MB</td>
</tr>
<tr>
<td>commentstostudent.doc</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>24 KB</td>
</tr>
<tr>
<td>emily_boone_assignment.pdf</td>
<td>10:40am</td>
<td>10:40am</td>
<td>Emily Boone</td>
<td>37 KB</td>
</tr>
</tbody>
</table>

In user, group, or course files, click the name of the file you want to preview.

Note: Some instructors will lock files or folders so students can't access them. Also, some file types may not render a preview.
Open File via Toolbar

You can also click the line item for the file and click the View icon.

Preview File

The preview toolbar displays the file and file information details, as well as a link to download the file [1].
For documents [2], you can scroll through the document, zoom in and out, and view the document in full screen.
How do I upload ZIP files as a student?

You can import .zip files to your personal or group file storage area.

If you do not know how to create a ZIP file, please consult your computer operating system's user guide.

Learn how to locate your user files and group files.

Upload Files

Click the Upload button.
Open File

Click the title of the file you want to import [1] and click the Open button [2].
Choose ZIP Option

If you want to expand all the contents of the ZIP file, click the **Expand It** button [1]. If you want to upload the ZIP file intact, click the **Upload It** button [2].

**View Progression**

You can track the progression of the upload by monitoring the progress bar.
View Files

<table>
<thead>
<tr>
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<th>Size</th>
</tr>
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<tbody>
<tr>
<td>All Assignments.zip</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>1 MB</td>
</tr>
<tr>
<td>comments to student.doc</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>24 KB</td>
</tr>
<tr>
<td>emiy_boone_assignment.pdf</td>
<td>10:40am</td>
<td>10:40am</td>
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<td>37 KB</td>
</tr>
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<td>Jan 23, 2017</td>
<td>Emily Boone</td>
<td>33 KB</td>
</tr>
<tr>
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<td>Mar 21, 2016</td>
<td>Emily Boone</td>
<td>24 KB</td>
</tr>
<tr>
<td>Midterm Assignment.docx</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>171 KB</td>
</tr>
</tbody>
</table>

Your files will be uploaded to your personal or groups file storage area.
How do I delete a file or folder as a student?

You can delete a file or folder within your personal or group file storage area. Once a file or folder is deleted, it cannot be recovered.

Learn how to locate your user files and group files.

Note: Files that have been submitted as part of an assignment cannot be deleted.

Delete File

In user or group files, click the line item for the file [1]. Click the Delete icon [2]. Or click the Settings icon [3] and then click the Delete link [4].
Delete Folder

In user or group files, click the line item for the folder [1]. Click the **Delete** icon [2]. Or click the **Settings** icon [3] and then click the **Delete** link [4].

Confirm Deletion

**documentation.beta.instructure.com says:**

Are you sure you want to delete emily_boone_assignment.docx?

Click the **OK** button.
Files that have been submitted as part of an assignment cannot be deleted.
How do I download a single file as a student?

You can download a single file from your user, group, and course file storage area. Learn how to locate your user files, course files, and group files.

Download File

Click the line item for the file [1]. Click the Download icon [2]. Or click the Settings icon [3] and then click the Download link [4].
Open File

Your file will download to your desktop. Open the appropriate folder to view the file.

Note: The file may be saved to the Downloads folder on your computer.
How do I download a folder in ZIP format as a student?

You can download a folder in a ZIP format in your personal, group, or course files. Learn how to locate your user files, course files, and group files.

Download Folder

Click the line item for the folder [1]. Click the Download icon [2]. Or click the Settings icon [3] and then click the Download link [4].

View Download Progress

Preparing download: 0% complete

Monitor the progress of your download.
Open ZIP File

Your ZIP file will download to your desktop. Open the appropriate folder to view the file.
What types of media files can I upload in Canvas as a student?

Canvas can upload specific image, video, and audio files as user content.

Canvas converts video and audio files up to 500 MB through the media tool. If a file exceeds the 500 MB limit, you can host the file through an external source such as YouTube and embed it using the Rich Content Editor. To learn more about available options for using media files in Canvas, view the Canvas Media Comparison PDF.

Canvas files have quota limits set for user (personal) files and group files. Files uploaded directly to your user files or group files count against each specific quota, except for uploading a profile picture. Any attachments added as part of a graded assignment submission are uploaded into user files but are not counted against the user quota.

When you upload a file, Canvas will convert the file into a format supported by your browser. Media playback is determined according to browser, so if you cannot view the file, you may need to try to view the file in another browser. You may also need to enable or update the Adobe Flash plugin.

Supported Image Formats

Canvas will accept the following image files:

- JPEG - Joint Photographic Experts Group
- GIF - Graphics Interchange Format
- BMP - Windows Bitmap
- TIFF - Adobe Systems
- PNG - Portable Network Graphics

Note: While TIFF files can be uploaded to file storage, they will not display within any area of Canvas.

Supported Video Formats

The Canvas media player supports H.264 video playback; for platforms that do not support H.264 directly, the Canvas media player uses a Flash plugin.

Canvas will accept the following video files for playback:

- FLV – Flash Video
- ASF – Windows Media
- QT – Apple QuickTime
- MOV – Apple QuickTime
- MPG – Digital Video Format
- MPEG – Digital Video Format
- AVI – Digital Video Format
- M4V – Digital Video Format
- WMV – Windows Media
- MP4 – Digital Video Format
- 3GP – Multimedia Mobile Format

For tips about media compressions and playback quality, view Vimeo’s [Video Compression Guidelines](#).

**Supported Audio Formats**

Canvas will accept the following audio files for playback:

- MP3 – Digital Audio Format
- WMA – Windows media audio
- MWV – Windows Media
How do I view my Google Drive files in Canvas as a student?

If your course has enabled Google Apps, you can view all files in your Google Drive account in Canvas. The Google Drive folder is accessed from the Course Navigation Menu.

Notes:

- You can only view one Google Drive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary you can log out of your account and authenticate with a different account.

- If you are already logged into a Google account in Chrome, Canvas will use that Google account to authorize Google Drive access. If you want to authenticate using a different Google Drive account, you must log out of the Google account in Chrome and sign in to the account you want to use with Canvas.

- If your Canvas authorization has failed, try logging in to Google Drive in Canvas using an incognito browser, which removes all browser cookies and extensions. If you are able to log in with the incogito browser, you are most likely logged in to Google Drive and/or Canvas with different Google accounts. Confirm the account you are using for each location and try again. You may also need to confirm any Google extensions installed in your browser’s settings.

- The location where you access your Google account may affect your access to Canvas. If you successfully authenticate with your account at your institution, you may have to reauthenticate when you log in to Canvas at home.

- Currently, Google Drive files cannot be accessed from course or personal files in Canvas. They can only be accessed from the Google Drive link in Course Navigation.
Open Google Drive

In Course Navigation, click the Google Drive link.
Log in to Google Drive

You may be asked to authenticate your account. Click the **Authorize** button.

In an external window, enter your Google App email and password.

**Note:** If you are unable to authenticate, please see the troubleshooting information in the description of this lesson.
View Google Drive

<table>
<thead>
<tr>
<th>Folders</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 200 (Documentation:HIST-200)</td>
</tr>
<tr>
<td>History 310 (Documentation:HIST-310)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Notes</td>
</tr>
<tr>
<td>Group Field Trip</td>
</tr>
<tr>
<td>History Resources</td>
</tr>
</tbody>
</table>

View the files and folders in your Google Drive folder.

Google Drive displays the name of each folder [1]. You can view the contents of each folder by clicking the folder name.

For individual files, you can view the file name [2] and the date it was modified [3].

**Search for Files**

To search for a file, enter the name of the file and click the Enter (Return) key.
View Search Results

Google Drive returns file results related to your search.
Open File

To open a file, click the name of the file [1]. At the bottom of the window, click the **Open** button [2].

Praesent ac sem eget est egestas volutpat. Curabitur a feils in nunc fringilla tristique. Cras dapibus.
How do I view my Microsoft Office 365 files in Canvas as a student?

If your course has enabled Microsoft Office 365, you can view all files in your Microsoft Office 365 (OneDrive) folder in Canvas. The OneDrive folder is accessed from the Course Navigation Menu.

Notes:
- You can only view one OneDrive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary you can log out of your account and authenticate with a different account.
- Currently, OneDrive files cannot be accessed from course or personal files in Canvas.

Open Office 365

In Course Navigation, click the Office 365 link.
Log in to Office 365

You may be asked to authenticate your account. Click the **Log In** button.

In an external window, enter your Office 365 email (or phone number) and password.
View OneDrive

OneDrive displays file name [1] and the date it was modified [2]. Files display the file size [3].

Search for Files

To search for a file, enter the name of the file and click the Enter (Return) key.
View Search Results

Showing results for "assignment"

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>File Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Assignment.docx</td>
<td>29 Jul 08:40</td>
<td>74.3KB</td>
</tr>
<tr>
<td>Document-ForCloud-Assignments.docx</td>
<td>27 Oct 13:01</td>
<td>1.5MB</td>
</tr>
<tr>
<td>Canvas Office365.docx</td>
<td>26 Oct 15:29</td>
<td>2.5MB</td>
</tr>
<tr>
<td>Document-ForCloud-Assignments.docx</td>
<td>27 Oct 13:43</td>
<td>1.5MB</td>
</tr>
<tr>
<td>Document-ForCloud-Assignments.docx</td>
<td>27 Oct 13:01</td>
<td>1.5MB</td>
</tr>
<tr>
<td>IMSCC1.1CanvasResults9.14.16.doc</td>
<td>14 Sep 13:11</td>
<td>104.5KB</td>
</tr>
</tbody>
</table>

OneDrive returns file results related to your search.

Open File

Showing results for "assignment"

<table>
<thead>
<tr>
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<td>14 Sep 13:11</td>
<td>104.5KB</td>
</tr>
</tbody>
</table>

To open a file, click the name of the file.
View the file in Microsoft Word online. You can edit the document directly in your browser if necessary.

Log Out

If you have multiple OneDrive accounts and need to log out, click the **Logout** link. You can log in again using a different OneDrive account and view those files in Canvas.
Global Navigation
How do I log in to Canvas as a student?

This lesson will show you how to log in to Canvas from an internet browser. If you are using Canvas with an institution, you will log in either from your institution's webpage or by using their direct Canvas URL. Canvas Network accounts also log in with a Canvas URL. You can also log in to Canvas on the Canvas Mobile apps.

You must have an account to log in to Canvas:

- If you are associated with an institution using Canvas and do not know your username and password, please contact your site administrator.
- If you do not yet have an account, learn how to [create a Canvas account](#).

Note: If you are having trouble signing into Canvas, please see the troubleshooting section in this lesson.

Login Troubleshooting

If you are having trouble logging in to your account, here are some tips:

- Verify you are using the correct Canvas URL for your account.
- If you use more than one Canvas URL (such as one for your institution and one for Canvas Network), make sure you are using the correct login and password for each Canvas URL.
- If your login and password were given to you from your institution and you are having trouble logging in, please contact your institution. (Your institution may have changed your login credentials.)
- If you do not have a login and password, you may need to create an account.
- If you have forgotten your password, you may be able to [reset your password](#).
Access Canvas via Institution

Some institutions host Canvas within their website, so you may only need to sign into your institution's internal system to access Canvas.
Access Canvas via Canvas URL

Some institutions have you log in to Canvas using the direct link to their Canvas URL. In a browser window, enter your Canvas URL. Your Canvas login page will appear in the window.

**Note:** The URL for Canvas Network is learn.canvas.net. The URL for Free-For-Teachers (FFT) is canvas.instructure.com.
View Course Invitation

You've been invited to participate in the course, Canvas Course.
Course role: Student

Name: Emily Boone
Email: emily.boone.canvas@gmail.com

Get Started

If you do not know your institution's Canvas URL, you can find a link to the page in your course invitation email by clicking the Get Started button.
Log in to Canvas

The Canvas login screen requires your login [1] and password [2]. Depending on your institution, login information may vary.

Click the Log In button [3].

Each screenshot is acknowledged by its respective university for use in this lesson.
How do I log in to Canvas as a student?

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Login Troubleshooting

If you are having trouble logging in to your account, here are some tips:

- Verify you are using the correct Canvas URL for your account.
- If you use more than one Canvas URL (such as one for your institution and one for Canvas Network), make sure you are using the correct login and password for each Canvas URL.
- If your login and password were given to you from your institution and you are having trouble logging in, please contact your institution. (Your institution may have changed your login credentials.)
- If you do not have a login and password, you may need to create an account.
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The Canvas login screen requires your login [1] and password [2]. Depending on your institution, login information may vary.

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*Each screenshot is acknowledged by its respective university for use in this lesson.*
How do I use the Global Navigation Menu as a student?

The Global Navigation Menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively. Default links include the Dashboard, Courses, Groups, Calendar, Inbox, User Account, and the Help menu.

Depending on your institution account settings, other links may appear in the Global Navigation Menu.

View Account

To view your user information, click the Account link. A menu will expand and display links to access your user settings, notification preferences, personal files, and ePortfolios (if enabled). If your institution has enabled Profiles, you can access your profile.

You can also use the Account link to log out of Canvas.
View Dashboard

The Dashboard is the landing page after you log in to Canvas. The Dashboard can be toggled to a course view or recent activity view and shows notifications for all current Canvas courses. Learn more about the Dashboard.
To view your courses, click the Courses link [1]. A menu will expand and display any current courses where you are enrolled [2]. This menu also displays any courses marked as favorites. If no courses are selected as favorites, the course list will display all current courses. If a course includes term dates, the name of the term will appear as part of the course listing.

To view a course, click the name of the course [3]. To customize your courses list or view all your Canvas courses, click the All Courses link [4].
View Groups

If you are enrolled in Groups, view your groups in the Groups link [1]. A menu will expand and display all groups in current courses where you are enrolled.

To view a group, click the name of the group [2]. To view all your groups, click the All Groups link [3].

Note: Groups cannot be customized in the drop-down menu.
View Calendar

To view your Calendar, click the Calendar link.

Learn more about the calendar.
To view your Conversations Inbox, click the Inbox link. Conversations is the Canvas messaging system where you can communicate with other users in your courses. The number of new messages are shown as part of the Inbox icon.

Learn more about Conversations.
To get help with Canvas, click the Help link [1]. The Help menu will appear [2]. Select the help option that is relevant to your needs. Learn more about the Help menu.

Note: Depending on your institution settings, the Help menu may display different options.
Collapse Global Navigation Menu

To expand or collapse the Global Navigation menu, click the arrow icon.

The Global Navigation Menu will be automatically collapsed for tablet screens.
How do I use the Dashboard as a student?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

Open Dashboard

In Global Navigation, click the Dashboard link.
View Dashboard

The Dashboard [1] is your landing page in Canvas and displays information about your current courses. The Dashboard also contains global announcements from your institution and a global activity stream that shows recent activity in all your current courses.

The Dashboard also includes a sidebar [2], which contains the To Do list, upcoming events, and access to grades.
View Global Announcement

The Dashboard may also include global announcements, which are announcements created by your institution. To remove the announcement from your dashboard, click the Remove icon.

Change Dashboard View

The Dashboard offers several views depending on your preference. The Dashboard defaults to the course card view, which displays course cards for all your favorite courses. To help manage Canvas activity, the Dashboard also supports the Global Activity Stream, which shows recent activity for all your Canvas courses.

To change your Dashboard view, click the Options menu and select your preferred viewing option.
View Sidebar

The Sidebar helps you see what you need to do next across all your courses, including items in your To Do list. The sidebar also includes a link to the global Grades page. Learn more about the Dashboard sidebar.
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You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

Open Dashboard

In Global Navigation, click the Dashboard link.
View Dashboard

The Dashboard [1] is your landing page in Canvas and displays information about your current courses. The Dashboard also contains global announcements from your institution and a global activity stream that shows recent activity in all your current courses.

The Dashboard also includes a sidebar [2], which contains the To Do list, upcoming events, and access to grades.
View Global Announcement

The Dashboard may also include global announcements, which are announcements created by your institution. To remove the announcement from your dashboard, click the Remove icon.

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The Dashboard offers several views depending on your preference. The Dashboard defaults to the course card view, which displays course cards for all your favorite courses. To help manage Canvas activity, the Dashboard also supports the Global Activity Stream, which shows recent activity for all your Canvas courses.

To change your Dashboard view, click the Options menu and select your preferred viewing option.
The Sidebar helps you see what you need to do next across all your courses, including items in your To Do list. The sidebar also includes a link to the global Grades page. Learn more about the Dashboard sidebar.
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The Global Navigation Menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively. Default links include the Dashboard, Courses, Groups, Calendar, Inbox, User Account, and the Help menu.

Depending on your institution account settings, other links may appear in the Global Navigation Menu.

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To view your user information, click the Account link. A menu will expand and display links to access your user settings, notification preferences, personal files, and ePortfolios (if enabled). If your institution has enabled Profiles, you can access your profile.

You can also use the Account link to log out of Canvas.
View Dashboard

The Dashboard is the landing page after you log in to Canvas. The Dashboard can be toggled to a course view or recent activity view and shows notifications for all current Canvas courses. Learn more about the Dashboard.
View Courses

To view your courses, click the Courses link [1]. A menu will expand and display any current courses where you are enrolled [2]. This menu also displays any courses marked as favorites. If no courses are selected as favorites, the course list will display all current courses. If a course includes term dates, the name of the term will appear as part of the course listing.

To view a course, click the name of the course [3]. To customize your courses list or view all your Canvas courses, click the All Courses link [4].
View Groups

If you are enrolled in Groups, view your groups in the Groups link [1]. A menu will expand and display all groups in current courses where you are enrolled.

To view a group, click the name of the group [2]. To view all your groups, click the All Groups link [3].

Note: Groups cannot be customized in the drop-down menu.
View Calendar

To view your Calendar, click the Calendar link.

Learn more about the calendar.
To view your Conversations Inbox, click the Inbox link. Conversations is the Canvas messaging system where you can communicate with other users in your courses. The number of new messages are shown as part of the Inbox icon.

Learn more about Conversations.
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To get help with Canvas, click the Help link [1]. The Help menu will appear [2]. Select the help option that is relevant to your needs. Learn more about the Help menu.

Note: Depending on your institution settings, the Help menu may display different options.
Collapse Global Navigation Menu

To expand or collapse the Global Navigation menu, click the arrow icon.

The Global Navigation Menu will be automatically collapsed for tablet screens.
How do I view course cards in the Dashboard as a student?

The Dashboard defaults to the course card view, which displays course cards for all your favorite courses. Course Cards can help you organize your courses by adding a nickname or customizing the color, which is synced with the color shown for the course in the Calendar.

View Course Cards

By default, course cards are automatically added by Canvas and display up to 20 courses.

Dashboard courses are ordered alphabetically by course name and your role in the course; nicknames and course codes do not apply to course ordering. Courses with instructor roles are listed first, followed by TA roles and student roles.

**Note:** If you want to remove the default course card setting, you can customize the course list and manually select your favorite courses to display in the Dashboard. When you favorite at least one course, the Dashboard will only display favorited courses. Canvas will also continue to automatically favorite new published course enrollments.
Course cards show an overview of course information including the course name, course code, and the term [1].

Each card can include up to four tabs [2], which represent the four main Canvas features for student course activity: Announcements, Assignments, Discussions, and Files. These tabs mimic visibility and order in Course Navigation, so for instance, if an instructor hides the Announcements link, the Announcements tab will not display on the course card.

If the tabs are visible, Discussions and Announcements indicate the number of new activity items published in the course [3].
Create Nickname

If one of your courses includes a long or confusing name, you can create a nickname for your course. Most courses are created using Student Information Systems (SIS) that generate course names based on terms, departments, and section numbers, and courses with similar names may be hard to distinguish.

Course nicknames appear in the Dashboard, Course Navigation Menu, course breadcrumbs, and notification emails.

A course nickname does not affect the course name at the account or course level; it only changes the name of the course for the individual user who created the nickname.

If you need to know the original name of the course, you can hover over the nickname and the original name will appear. Additionally, the course code is not affected and always displays on the course card for course reference.

**Note:** This feature does not currently apply to the global Grades page and Dashboard sidebar elements such as the To Do list.
To add a nickname, click the More Options icon [1], then type the name in the nickname field [2]. Click the Apply button [3].

To remove a nickname, open the card settings and remove the nickname. The Nickname field will display the original name of the course.
Change Course Color

Course cards can help you organize your courses by customizing the color, which is synced with the color shown for the course in the Calendar. To change the color, click the card’s More Options icon [1], then select a new color. The check mark indicates the selected color [2], and the hex color code displays in the text field [3]. If you want to use a color not shown in the window, you can enter the color’s hex code directly in the text field. The hex field will display a warning icon if the hex code is not valid. Additionally, any variation of white is not accepted as a course color.

Click the Apply button [4].

Note: If you change the color for a course in the Calendar, the Dashboard will also update with the new calendar color.
Some courses may include an image for the course behind the course color [1]. By default, course cards with an image include a color overlay. To remove the color overlay from all course cards that contain an image, click the Options icon [2] and then deselect the Color Overlay link [3].
Remove Color Overlay

When the Color Overlay is removed, the course color will display as a circle behind the card's More Options icon.
How do I view my Canvas courses as a student?

After logging into Canvas, you can view your current courses. You may also be able to view past and future enrollment courses in Canvas.

Note: Some institutions may restrict the option to view or access future enrollment courses before the start date and/or access concluded courses after the course has ended.

Open Courses

In Global Navigation, click the Courses link [1], then click the All Courses link [2].
Courses are organized into All Courses [1], Past Enrollments [2], Future Enrollments [3], and Groups [4].
**View All Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td></td>
<td></td>
<td>Student</td>
<td>No</td>
</tr>
<tr>
<td>Biology 102</td>
<td>Advanced Biology</td>
<td></td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Biology 101</td>
<td>1</td>
<td>Summer 2017</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Biology 103</td>
<td>2</td>
<td>Spring 2017</td>
<td>Student</td>
<td>No</td>
</tr>
</tbody>
</table>

All Courses are courses that are part of the current semester or term. However, depending on access settings for a course, My Courses can also display courses that have not yet started or are unpublished.

Courses that are available to you are listed in blue text [1]. These courses have been published and include a link to the course. To open a course, click the name of the course. Courses that are within the current term dates but are not yet available are listed in black text [2]. These courses have not been published.

You can also view any nicknames you have created for courses [3].

If a course includes a term date [4], the term date displays next to the course name.

Each course includes your enrollment status [5]. Statuses can be student, teacher, TA, observer, designer, or a custom role as created by your institution.
View Past Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History</td>
<td>American History Spring</td>
<td>2016 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bio 101</td>
<td>Bio 101 Fall 2014</td>
<td>2014 Fall</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bio 101 Summer</td>
<td>Bio 101 Summer 2015</td>
<td>2015 Summer</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Courses under the **Past Enrollments** heading are courses that have concluded but are still available as a read-only archived course. You can view course material and grades but cannot submit any assignments.

**Note:** Some institutions may not allow past enrollments to display in the Courses page.

View Future Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Written Communications</td>
<td>Basic Written Communications (K-12)</td>
<td>2014 Spring</td>
<td>Student</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using Technology in Education (K-12)</td>
<td>Using Technology in Education (K-12)</td>
<td>2014 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Future Enrollments** are courses that will be made available as part of an upcoming term or specific course start date.

Future courses may be published or unpublished. However, some institutions may restrict you from viewing published courses before the start date. If a future published course does not include a link [1], the course cannot be viewed until the start date.

If a future course does include a link [2], you can view course content but cannot fully participate in the course until the start date. Full participation includes submitting assignments and replying to discussions.

**Note:** Some institutions may not allow future enrollments to display in the Courses page.
View Groups

<table>
<thead>
<tr>
<th>My Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Group 1</td>
</tr>
<tr>
<td>Fall Festival Group</td>
</tr>
</tbody>
</table>

If you are enrolled in groups, the Groups section displays any groups within your current courses. You can view all your groups in your [groups list](#).
How do I customize my Courses list as a student?

When you are enrolled in more than one Canvas course, you can customize the active courses you want to show in your Course list. Courses you want to show in the Courses drop-down menu are called favorite courses. You can favorite any published course that appears in the My Courses section on the course list page. Course favorites also display in the Dashboard.

When no courses are favorited, the courses list automatically displays up to 20 courses alphabetically in the drop-down menu. However, once you have selected at least one course as a favorite, only your favorite courses will appear in the Courses list.

**Note:** Courses are always listed alphabetically; you cannot reorder your courses manually.

Open Courses

In Global Navigation, click the Courses link [1], then click the All Courses link [2].
Manage Courses

All Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
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</tr>
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<tbody>
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<td>Advanced Biology</td>
<td></td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Biology 101</td>
<td></td>
<td>Summer 2017</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

To favorite a course, click the star next to a course [1]. Courses with filled stars show the course is a favorite [2].

**Note:** After you have manually favorited at least one course, Canvas automatically favorites any new published course enrollments for you.
View Unpublished Courses

If a course is unpublished and you are allowed to view unpublished courses before the course start date, you cannot favorite the course. If you hover over a star icon for an unpublished or concluded course, you can view a message indicating that the course cannot be added as a favorite.

View Past Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History Spring 2016</td>
<td></td>
<td>2016 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Fall 2014</td>
<td></td>
<td>2014 Fall-2</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Summer 2015</td>
<td></td>
<td>2015 Summer</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Depending on course configuration, you may still be able to view your past enrollments after courses have concluded. However, favored courses are *not* automatically removed as a favorite. If a past enrollment course still shows as a favorite, you can unfavorite the course by toggling the star icon.
How do I view course cards in the Dashboard as a student?

The Dashboard defaults to the course card view, which displays course cards for all your favorite courses. Course Cards can help you organize your courses by adding a nickname or customizing the color, which is synced with the color shown for the course in the Calendar.

View Course Cards

By default, course cards are automatically added by Canvas and display up to 20 courses.

Dashboard courses are ordered alphabetically by course name and your role in the course; nicknames and course codes do not apply to course ordering. Courses with instructor roles are listed first, followed by TA roles and student roles.

Note: If you want to remove the default course card setting, you can customize the course list and manually select your favorite courses to display in the Dashboard. When you favorite at least one course, the Dashboard will only display favorited courses. Canvas will also continue to automatically favorite new published course enrollments.
Course cards show an overview of course information including the course name, course code, and the term [1].

Each card can include up to four tabs [2], which represent the four main Canvas features for student course activity: Announcements, Assignments, Discussions, and Files. These tabs mimic visibility and order in Course Navigation, so for instance, if an instructor hides the Announcements link, the Announcements tab will not display on the course card.

If the tabs are visible, Discussions and Announcements indicate the number of new activity items published in the course [3].
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Note: This feature does not currently apply to the global Grades page and Dashboard sidebar elements such as the To Do list.
Manage Nickname

To add a nickname, click the **More Options** icon [1], then type the name in the nickname field [2]. Click the **Apply** button [3].

To remove a nickname, open the card settings and remove the nickname. The Nickname field will display the original name of the course.
Course cards can help you organize your courses by customizing the color, which is synced with the color shown for the course in the Calendar. To change the color, click the card’s More Options icon [1], then select a new color. The check mark indicates the selected color [2], and the hex color code displays in the text field [3]. If you want to use a color not shown in the window, you can enter the color’s hex code directly in the text field. The hex field will display a warning icon if the hex code is not valid. Additionally, any variation of white is not accepted as a course color.

Click the Apply button [4].

Note: If you change the color for a course in the Calendar, the Dashboard will also update with the new calendar color.
View Color Overlay

Some courses may include an image for the course behind the course color [1]. By default, course cards with an image include a color overlay. To remove the color overlay from all course cards that contain an image, click the Options icon [2] and then deselect the Color Overlay link [3].
Remove Color Overlay

When the Color Overlay is removed, the course color will display as a circle behind the card's More Options icon.
How do I get help with Canvas as a student?

You can get help with Canvas by using the Help menu. The Help menu generates a list of resources to help you with Canvas. Canvas displays links according to roles in all enrollments; for instance, if you are a student who had one courses with an instructor-based role, the Help menu will show you links available to students and instructors.

This lesson outlines the five default help links that may be included in the Help menu for your institution. However, your institution may customize the Canvas Help menu to hide default links and create custom links as resources.

Note: Depending on your institution, the Help menu may not be available.

Open Help

At the bottom of Global Navigation, click the Help link.

Note: Depending on your institution, the Help link name and icon may vary.
Depending on your user role, there are five default links for help or feedback:

- **Ask your Instructor a Question** [1]: Ask your instructor questions about course material or send them a message
- **Search the Canvas Guides** [2]: Search the Canvas Guides for information about features inside of Canvas
- **Report a Problem** [3]: Submit problems with Canvas to our support team
- **Ask the Community** [4]: Exchange ideas and solutions regarding Canvas functionality with Canvas experts and your Canvas peers
- **Submit a Feature Idea** [5]: Submit ideas about how to make Canvas better
Your institution may reorder or remove the default links. Your institution may also include custom links in the Help menu.

Custom links may include pages to phone numbers, support information, and other resources.
Ask Your Instructor a Question

The Ask Your Instructor a Question link allows you to contact an instructor or TA in any of your active courses directly from the help page.
In the course drop-down menu [1], select the course that relates to your question. In the Message field [2], enter the message for your instructor(s).

When you're done, click the Send Message button [3]. Replies will be sent to your Conversations inbox. If your course includes more than one instructor or TA, your message will be sent as a group message to all instructors/TAs in the course.
Search Canvas Guides

The Search the Canvas Guides link helps you search Canvas documentation for information about features in Canvas.
Report a Problem

The **Report a Problem** link helps you report problems in Canvas.

You may find a faster response to your question by searching the Canvas Guides. But if you can't find an answer, you can submit a ticket and get support help.
Submit Ticket

In the subject field [1], create a subject for your ticket.

In the description field [2], describe the problem you are experiencing in Canvas. Please be as detailed as possible to help troubleshoot the problem. If you submit tickets frequently, you may prefer to use a screencasting program to create an online link to an image or create a video walkthrough. However, if you're not comfortable using online links, you can submit attachments later if necessary; once you submit the ticket, you’ll receive an email from the support team. You can reply to the email with any attachment as needed.

In the drop-down menu [3], select the statement that best describes how the problem is affecting you:

- Just a casual question, comment, idea, suggestion
- I need some help but it’s not urgent
- Something’s broken but I can work around it for now
- I can't get things done until I hear back from you
- EXTREMELY CRITICAL EMERGENCY

When you're done, click the Submit Ticket button [4].
Depending on your institution’s support schedule, you’ll receive a reply as soon as possible.

Ask the Community

The Ask the Community link allows you to collaborate with other members of the Canvas community for answers to Canvas questions. This link directs to the Find Answers space in the Canvas Community.
Request a Feature

The Submit a Feature Idea link allows you to submit feature ideas to Canvas. This link directs to the Feature Ideas space in the Canvas Community.
How do I use the Global Activity Stream as a student?

The Global Activity Stream shows you important recent activities from all of your courses including announcements, discussions, assignments, and conversations. This stream is similar to the Course Activity Stream for an individual course.

The following activities will cause notifications for each course to appear in the Global Activity Stream:

- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

Notes:

- Notifications in the Global Activity Stream will not appear for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only appear in the Global Activity Stream when the Notify users that this content has changed button has been selected in a course.
- To receive notifications for Discussions, you must actively post in the discussions at least once every two weeks. If you stop participating in a discussion after two weeks, Canvas will no longer display discussion notifications.
Open Dashboard

In Global Navigation, click the Dashboard link.
Open Global Activity Stream

View Global Activity

The Global Activity Stream contains recent notifications from all of your courses, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your courses and easily ask questions and post to discussion forums. Unlike course cards, the activity stream does not mimic the visibility of Course Navigation links.

Activities are indicated by activity type and display an icon [1] for the activity. Each activity also includes the name of its associated course [2].
New activity in your account is indicated by a blue dot [3]. Discussions and Announcements indicate new activity items published in a course, and Conversations indicate a new message received from a user in a course. Recent Activity items remain for four weeks.

Expand and Collapse Notifications

You can view the details of each activity by hovering in the notification area and clicking the Show More link [1]. To collapse recent activity, click the Show Less link [2].

Manage Recent Activity

You can directly access your recent activities by clicking the course link [1]. To remove a notification, click the remove icon [2].
How do I use the To Do list and sidebar in the Dashboard as a student?

The sidebar contains the To Do list and other sections that help you know what assignments and events are coming up in all of your courses. The sidebar includes specific items for instructor and student roles. If you are enrolled in Canvas courses with more than one user role, your sidebar may show items for both roles.

The Dashboard sidebar is similar to the sidebar that displays in your Course Home Page, but the course sidebar only includes items for the specific course. Depending on the setup of your Course Home Page, the sidebar in a course may contain additional sections than shown in the Dashboard sidebar.

Open Dashboard

In Global Navigation, click the Dashboard link.
View Sidebar Course Items

The sidebar shows various action items in all your courses. Each item is associated with a specific course. All items from all your active courses display in the sidebar—not just favorited courses in the Dashboard.

For course identification, each sidebar item displays the course code, or short name, for the course [1]. The course code is located directly below the full course name.

Course nicknames can be set in place of sidebar course codes that are long or otherwise confusing to remember which courses they represent. If you have created a nickname for a course, the nickname displays in the sidebar instead of the course code [2]. However, the original course code always displays in the course card.
The sidebar helps you see what you need to do next, what is coming up, and what feedback you’ve received across all your courses. However, assignments that are not graded or do not require an online submission only display until the due date.

The **To Do** section [1] shows all assignments with a due date in the next seven days, including ungraded quizzes and assignments that do not require a Canvas submission. Each item in the To Do list displays the assignment name, the course name, the number of points, and the due date for the assignment. Once the due date has passed, items remain in this section for four weeks.

The **Coming Up** section [2] shows assignments and events coming up in the next seven days. If a graded assignment in the Coming Up list has already been graded, the assignment includes the assignment score. The Coming Up section displays up to 20 items ordered according to date. You can also click the Calendar link for quick access to your calendar.

The **Recent Feedback** section [3] shows assignments with feedback from your instructor during the last four weeks.

The **View Grades** button [4] links to the [Dashboard Grades](#) page and displays grades for all active courses.
Manage Sidebar Items

Each section item displays an icon [1] to differentiate between assignments and peer review assignments.

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items [2].

If there are more than 100 items in the To Do section, you must remove items before you can view any new items. To remove a To Do item, click the remove icon [3].

**Note:** Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually.
How do I view grades in the Dashboard as a student?

You can view overall course grades in the Dashboard. This button is available to all user roles and displays grades for both courses being taken and courses being taught, if any.

Note: You may not be able to view grade totals.

Open Grades

In the Dashboard sidebar, click the View Grades button.
View Courses

The **Courses I’m Taking** heading displays the name of each course and a current overall grade, if available [1]. If no grades have been assigned, the grade appears as *no grade* [2].

To view grading details, click the name of the course [3].

**Note:** Your instructor may restrict you from viewing grade totals.

View Grading Periods

If your course is using multiple grading periods, the course displays the name and grade of the current grading period [1]. To view grades for another grading period, click the grading period drop-down menu [2].

**Note:** Your instructor may restrict you from viewing grade totals.
How do I view my Canvas courses as a student?

After logging into Canvas, you can view your current courses. You may also be able to view past and future enrollment courses in Canvas.

Note: Some institutions may restrict the option to view or access future enrollment courses before the start date and/or access concluded courses after the course has ended.

Open Courses

In Global Navigation, click the Courses link [1], then click the All Courses link [2].
Courses are organized into All Courses [1], Past Enrollments [2], Future Enrollments [3], and Groups [4].
View All Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td></td>
<td></td>
<td>Student</td>
<td>No</td>
</tr>
<tr>
<td>Biology 102</td>
<td>Advanced Biology</td>
<td></td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Biology 101 1</td>
<td></td>
<td>Summer 2017</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Biology 103 2</td>
<td></td>
<td>Spring 2017</td>
<td>Student</td>
<td>No</td>
</tr>
</tbody>
</table>

All Courses are courses that are part of the current semester or term. However, depending on access settings for a course, My Courses can also display courses that have not yet started or are unpublished.

Courses that are available to you are listed in blue text [1]. These courses have been published and include a link to the course. To open a course, click the name of the course. Courses that are within the current term dates but are not yet available are listed in black text [2]. These courses have not been published.

You can also view any nicknames you have created for courses [3].

If a course includes a term date [4], the term date displays next to the course name.

Each course includes your enrollment status [5]. Statuses can be student, teacher, TA, observer, designer, or a custom role as created by your institution.
View Past Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>† American History Spring 2016</td>
<td></td>
<td>2016 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>† Bio 101 Fall 2014</td>
<td></td>
<td>2014 Fall 2</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>† Bio 101 Summer 2015</td>
<td></td>
<td>2015 Summer</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Courses under the Past Enrollments heading are courses that have concluded but are still available as a read-only archived course. You can view course material and grades but cannot submit any assignments.

Note: Some institutions may not allow past enrollments to display in the Courses page.

View Future Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>† Basic Written Communications</td>
<td>2</td>
<td></td>
<td>Student</td>
<td>No</td>
</tr>
<tr>
<td>† Using Technology in Education (K-12)</td>
<td>1</td>
<td>2014 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Future Enrollments are courses that will be made available as part of an upcoming term or specific course start date.

Future courses may be published or unpublished. However, some institutions may restrict you from viewing published courses before the start date. If a future published course does not include a link [1], the course cannot be viewed until the start date. If a future course does include a link [2], you can view course content but cannot fully participate in the course until the start date. Full participation includes submitting assignments and replying to discussions.

Note: Some institutions may not allow future enrollments to display in the Courses page.
View Groups

### My Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>Intro to Marketing</td>
<td></td>
</tr>
<tr>
<td>Fall Festival Group</td>
<td>Documentation Canvas</td>
<td></td>
</tr>
</tbody>
</table>

If you are enrolled in groups, the Groups section displays any groups within your current courses. You can view all your groups in your [groups list](#).
How do I customize my Courses list as a student?

When you are enrolled in more than one Canvas course, you can customize the active courses you want to show in your Course list. Courses you want to show in the Courses drop-down menu are called favorite courses. You can favorite any published course that appears in the My Courses section on the course list page. Course favorites also display in the Dashboard.

When no courses are favorited, the courses list automatically displays up to 20 courses alphabetically in the drop-down menu. However, once you have selected at least one course as a favorite, only your favorite courses will appear in the Courses list.

Note: Courses are always listed alphabetically; you cannot reorder your courses manually.

Open Courses

In Global Navigation, click the Courses link [1], then click the All Courses link [2].
Manage Courses

All Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
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<td>Advanced Biology</td>
<td></td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Biology 101</td>
<td></td>
<td>Summer 2017</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

To favorite a course, click the star next to a course [1]. Courses with filled stars show the course is a favorite [2].

Note: After you have manually favorited at least one course, Canvas automatically favorites any new published course enrollments for you.
View Unpublished Courses

If a course is unpublished and you are allowed to view unpublished courses before the course start date, you cannot favorite the course. If you hover over a star icon for an unpublished or concluded course, you can view a message indicating that the course cannot be added as a favorite.

View Past Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History Spring 2016</td>
<td></td>
<td>2016 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Fall 2014</td>
<td></td>
<td>2014 Fall-2</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Summer 2015</td>
<td></td>
<td>2015 Summer</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Depending on course configuration, you may still be able to view your past enrollments after courses have concluded. However, favorited courses are not automatically removed as a favorite. If a past enrollment course still shows as a favorite, you can unfavorite the course by toggling the star icon.
How do I view my institution's Public Course Index as a student?

The Public Course Index allows all users within an institution to publicly view the institution's course index in a catalog format. You can view a link to the Public Course Index on the My Courses page.

**Note:** The Public Course Index is currently an account opt-in feature. If you cannot see the courses link, your institution has not enabled this feature.

Open Courses

In Global Navigation, click the Courses link [1], then click the All Courses link [2].
Browse More Courses

In the My Courses page sidebar, click the Browse More Courses link.

View All Courses

You can view all courses that have been included in the public course index, with the most recently created courses shown first. You can view the name of the course [1] and a description, if any [2].
You can search for courses in several different ways. In the Name field [1], you can type the name of a course.

You can also search for courses by status. If you want to view only public courses, click the **Public courses only** checkbox [2]. If you want to view only open enrollment courses, click the **Open enrollment courses only** checkbox [3]. Open enrollment courses are courses that you can join at any time.

When you are finished selecting your search options, click the **Search** button [4].
To view a course, click the name of the course [1]. If a course lets students self-enroll, you can join the course at any time by clicking the **Join this Course** button [2]. However, you can view the course first and enroll in the course home page.
How do I get help with Canvas as a student?

You can get help with Canvas by using the Help menu. The Help menu generates a list of resources to help you with Canvas. Canvas displays links according to roles in all enrollments; for instance, if you are a student who had one course with an instructor-based role, the Help menu will show you links available to students and instructors.

This lesson outlines the five default help links that may be included in the Help menu for your institution. However, your institution may customize the Canvas Help menu to hide default links and create custom links as resources.

Note: Depending on your institution, the Help menu may not be available.

Open Help

At the bottom of Global Navigation, click the Help link.

Note: Depending on your institution, the Help link name and icon may vary.
View Default Links

Depending on your user role, there are five default links for help or feedback:

- **Ask your Instructor a Question** [1]: Ask your instructor questions about course material or send them a message
- **Search the Canvas Guides** [2]: Search the Canvas Guides for information about features inside of Canvas
- **Report a Problem** [3]: Submit problems with Canvas to our support team
- **Ask the Community** [4]: Exchange ideas and solutions regarding Canvas functionality with Canvas experts and your Canvas peers
- **Submit a Feature Idea** [5]: Submit ideas about how to make Canvas better
Your institution may reorder or remove the default links. Your institution may also include custom links in the Help menu. Custom links may include pages to phone numbers, support information, and other resources.
Ask Your Instructor a Question

The Ask Your Instructor a Question link allows you to contact an instructor or TA in any of your active courses directly from the help page.
Send Message

In the course drop-down menu [1], select the course that relates to your question. In the Message field [2], enter the message for your instructor(s).

When you're done, click the Send Message button [3]. Replies will be sent to your Conversations inbox. If your course includes more than one instructor or TA, your message will be sent as a group message to all instructors/TAs in the course.
The **Search the Canvas Guides** link helps you search Canvas documentation for information about features in Canvas.
Report a Problem

The Report a Problem link helps you report problems in Canvas.

You may find a faster response to your question by searching the Canvas Guides. But if you can't find an answer, you can submit a ticket and get support help.
Submit Ticket

In the subject field [1], create a subject for your ticket.

In the description field [2], describe the problem you are experiencing in Canvas. Please be as detailed as possible to help troubleshoot the problem. If you submit tickets frequently, you may prefer to use a screencasting program to create an online link to an image or create a video walkthrough. However, if you're not comfortable using online links, you can submit attachments later if necessary; once you submit the ticket, you'll receive an email from the support team. You can reply to the email with any attachment as needed.

In the drop-down menu [3], select the statement that best describes how the problem is affecting you:

- Just a casual question, comment, idea, suggestion
- I need some help but it's not urgent
- Something's broken but I can work around it for now
- I can't get things done until I hear back from you
- EXTREMELY CRITICAL EMERGENCY

When you're done, click the Submit Ticket button [4].
Depending on your institution's support schedule, you'll receive a reply as soon as possible.

**Ask the Community**

![Help](image)

The **Ask the Community** link allows you to collaborate with other members of the Canvas community for answers to Canvas questions. This link directs to the Find Answers space in the Canvas Community.
Request a Feature

The Submit a Feature Idea link allows you to submit feature ideas to Canvas. This link directs to the Feature Ideas space in the Canvas Community.
How do I log out of Canvas as a student?

When you are finished accessing Canvas, you can log out of your account.

Log Out

In Global Navigation, click the **Account** link [1], then click the **Logout** button [2].
Why can't I access my Course as a student?

Sometimes there are a few reasons why you cannot access your courses.

- If you are self-enrolling in a course using a join code or URL, you may not have completed the registration process. Check your email for information from your instructor as to how to enroll in your course.
- If your institution enrolled you in your course, your enrollment may not have been set up properly. Please contact your instructor(s) for assistance.
- Each course is associated with a specific access date. Depending on the date associated with the course, you may not yet be able to view your course.
- Courses must be published by your institution before you can access them. If a course is not accessible to you in your course list, it may not be published.
- Access to concluded courses may be restricted by your institution.
- Confirm your browser is up to date. Outdated browsers cannot support Canvas courses.
Grades
How do I view my grades in a current course?

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. If your instructor is using multiple grading periods, you can also filter grades by grading period.

If you have any courses that have concluded and are able to access their content, you can view those grades from any active course. You can also view concluded course grades from the Global Navigation Menu.

View a video about Grades.

Note: Some details in the Grades page, such as scoring details and the total grade, may be restricted in your course.

Open Course

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

In Course Navigation, click the Grades link.
View Grades

<table>
<thead>
<tr>
<th>Course</th>
<th>Arrange By</th>
<th>Assignments</th>
<th>Learning Mastery</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 101</td>
<td>Due Date</td>
<td>Assignments</td>
<td>Learning Mastery</td>
</tr>
</tbody>
</table>

From the grades page you can select the **Course** for which you want to view grades [1]. By default, grades are sorted chronologically by assignment due date. In the **Arrange by** menu [2], you can also sort by module, assignment title, or assignment group. To see the specified grades, click the **Apply** button [3]. Assignments that are not part of a module will be shown at the end of the assignments list in alphabetical order. However, if modules or assignment groups aren’t used in your course, they won’t be included as sorting options.

You can view the name of the assignment [4], the assignment due date [5], the score you earned [6], and the total point value of the assignment [7]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics [8].

You may see various **grade icons** in the score column [9] indicating the type of assignment you submitted. These assignments have not been graded by your instructor. Once the assignment is graded, the icon will be replaced by your score.

The grades page also lets you create hypothetical or **What-If grades**. You can click any score field and approximate your grade for both graded assignments (if you want to submit an assignment) and ungraded assignments.

To print your grades, click the **Print** button [10].
View Grading Periods

If grading periods are enabled in your course, you can view your grades according to grading period [1]. By default the Grades page displays the current grading period. If an assignment does not include a due date, it will display as a part of the last grading period. To view grades for another course, click the Course drop-down menu [2]. To see the specified grading period and course, click the Apply button [3].

If your course includes weighted assignment groups, assignment groups may vary in the sidebar depending on which grading period you are viewing. An assignment group displays if the group has at least one assignment due in the selected grading period.

When grading periods are weighted and you select the All Grading Periods option, the sidebar displays the weights of each grading period.

View Grade Info

Some assignments include a black warning icon [1], which alerts you that points earned from this assignment will not count toward your final grade [2]. You should still submit this assignment unless it has been excused by your instructor.
View Comments

Patriotism or Treason? Colonist vs. British Citizen Point of View Essay

Nov 3 by 11:59pm 26.7 (B+) 30

Comments

Please see my annotated comments  
Doug Roberts, Oct 16 at 3:35pm

If there are comments in your assignment, the assignment displays a comment icon [1]. To view comments, click the icon. Comments will be organized chronologically [2]. To close comments, click the close link [3].

View Scoring Details

Patriotism or Treason? Colonist vs. British Citizen Point of View Essay

Nov 3 by 11:59pm 26.7 (B+) 30

Score Details

Mean: 26.5  
High: 30  
Low: 22.8

If you can view scoring details, click the Check Mark icon [1]. You can view the grade distribution for the assignment and view the mean, high, and low scores [2].

The graph's horizontal line extends from 0 to the assignment's highest possible score [3]. The white box extends from the lowest to the highest student scores. Your score appears as a blue square on this plot.

You will only see scoring details if more than five other students have submitted that assignment in the course. If you do not see the scoring details, then fewer than five students have submitted the assignment.

To close scoring details, click the Close link [4].
An assignment may also include a Rubric icon [1], which means the assignment included a rubric for grading purposes. To view your results, click the icon. View your score based on the rubric [2]. To close the rubric, click the Close Rubric link [3].

Note: The total rubric score may be restricted by your instructor.
The Grades page will list the assignment groups included in your course [1]. Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score for each group [2] and the points you've earned versus the total points possible [3].

Note: Assignment group percentages may be restricted by your instructor.
The grade summary shows your total grade [1], allows you to view any saved what-if scores [2], and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [3].

Depending on the grade calculation for your course, your total grade may display as a point value or as a percentage.

**Note:** Your instructor may restrict you from viewing your total grade [4].
View Current and Total Grades

The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme. This grade is calculated with the Calculate based only on graded assignments checkbox [1] selected in the sidebar.

The total grade is calculated by adding all the assignments according to their weight in the course grading scheme (both graded and ungraded assignments). To view the total grade, deselect the sidebar checkbox [2]. The grade at the top of the sidebar will reflect your total grade.

Note: If your instructor has restricted you from viewing the current and/or total grades, selecting or deselecting the sidebar checkbox still affects individual assignments. You may be able to see small changes with assignment shading indicating that a grade may be dropped from the course.
View Percentage Grade Calculation

The sidebar shows the information about how your grades are calculated.

If your assignment groups are weighted, the sidebar will show the breakdown of weighted assignment groups [1].

Assignment groups will always display as a percentage. If your instructor allows you to view total grades, you can see a breakdown in the points you've earned versus the total points possible [2].

**Note:** Your instructor may restrict you from viewing your grade totals in assignment group percentages [3].
View Points Grade Calculation

<table>
<thead>
<tr>
<th>Assignments</th>
<th>89%</th>
<th>26.70 / 30.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions</td>
<td>66.67%</td>
<td>20.00 / 30.00</td>
</tr>
<tr>
<td>Quizzes</td>
<td>90%</td>
<td>9.00 / 10.00</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>N/A</td>
<td>0.00 / 0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>80.88%</td>
<td>80.88 / 100.00</td>
</tr>
</tbody>
</table>

If your course does not use assignment groups, your total grade can be displayed in points or percentage. If your total grade is displayed in points, you can view your overall grade percentage. Again, your instructor may restrict you from viewing your total grade.

**Note:** Your instructor may restrict you from viewing grade totals.

Change Gradebook

If you have more than one course, you can use the course drop-down menu [1] to view grades in other courses.

If your Grades page shows Assignments and Learning Mastery headings [2], you can also view your standards-based scores in the Learning Mastery link.
How do I view my Learning Mastery scores in the Grades page?

Learning Mastery scores are used by your instructor to measure performance based on classroom standards, or outcomes. Outcome scores may be tied to assignments and other items throughout Canvas.

If your Grades page shows Assignments and Learning Mastery tabs on the Grades page, you can view standards-based scores in the Learning Mastery tab.

Open Grades

In Course Navigation, click the Grades link.
Open Learning Mastery Link

On the Grades page, click the Learning Mastery link.

**View Outcomes Overview**

In the Learning Mastery tab, you can view overall details about the outcomes available in your course. Grades will show you the name of each outcome group [1], as well as the outcome summary [2]. The outcome summary displays the number of outcomes you have mastered on the left, while the total number of outcomes within the group are shown on the right.

Click the down arrow [3] or the name of the outcome group to expand the overall achievement for the entire outcome group.

Click the Print Grades button [4] to print your outcomes results.
Expand Outcome Group

You can expand each outcome to view all outcomes within the group. You can use the expand and collapse icons to expand and collapse all outcome groups at once. You can also expand outcome groups individually by clicking the name of an outcome group or the down arrow.

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Canvas Student Guide Updated 2018-04-02
View Outcomes

When an outcome group is expanded, each outcome is displayed with the outcome name [1] and description [2].

Each outcome also includes an icon indicating the mastery level [3].

To view details for an outcome, hover over the more icon [4].
The details window shows the assessment of the outcome.

You can view a graph that shows your progress over time [1]. The black dots represent the mastery level and date of each alignment's assessment. The green dotted line represents the mastery level for the outcome. A solid gray line represents your average trend for the outcome.

You can also view the last assessment used for the outcome and the date [2].

If a score has been awarded, the score [3] appears next to the outcome assessment name (if no score has been awarded, the submission displays as N/A). The first number indicates the score you earned. The second number indicates the minimum number of points you must earn to master the task for that outcome. For example, if you earned a score of 5/3, you have earned 2 points above the mastery level of 3 points. However, if you achieve a score of 1/3, you have not mastered the outcome. Gray outcomes that show a dash for the first number in the score mean that no points have been awarded for that outcome. The second number indicates the minimum number of points you must earn for mastery.

Each outcome also displays the individual outcome mastery icon [4]. In the example of a 1.8/3 score, the mastery icon is yellow, indicating you have achieved near mastery for that outcome. Mastery is indicated with a green icon.
View Alignments

Alignments are the assignments and other Canvas items that are linked to an outcome. These alignments show what course assignments you participated in to earn your score. Not all items may be aligned to an outcome.

View alignments for an outcome by clicking the Alignments link. A pop-up window will appear in your browser.
Each outcome has a color bar that aligns to the mastery level for that outcome. In the example of a 5/3 score, the bar and the mastery icon are both dark green, indicating you have exceeded mastery for that outcome.

**Change Gradebook**

To view the standard Assignments grades page for your course, click the Assignments link [1]. You can toggle between assignments and outcome scores at any time.

If you have more than one course, you can view grades by selecting another course name in the grades course drop-down menu [2].
How do I use the icons and colors in the Grades page?

There are different icons on the Grades page. Depending on the type of assignment submission, grading rules, and comments, you will see different icons.

Submission Type Icons

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: The United States Constitution Written Response 1</td>
<td>Oct 9 by 11:59pm</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Course Introductions</td>
<td>Oct 11 by 11:59pm</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Revolution Review</td>
<td>Oct 12 by 11:59pm</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>Position Paper</td>
<td>Oct 13 by 3pm</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>Historical Video Assignment</td>
<td>Oct 17 by 11:59pm</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>History Overview</td>
<td>Oct 19 by 11:59pm</td>
<td>6</td>
<td>11</td>
</tr>
<tr>
<td>The Declaration of Independence: A Revisionist History</td>
<td>Oct 20 by 11:59pm</td>
<td>7</td>
<td>50</td>
</tr>
</tbody>
</table>

The following icons represent different assignment submission types on your Grades page:

- **Document Icon [1]**: File upload submitted, not graded
- **Discussion Icon [2]**: Graded discussion submitted, but not graded
- **Link Icon [3]**: A URL has been submitted, not graded
- **Muted Icon [4]**: Score is hidden while instructor is grading; you will not be able to view your grade, submission comments, or quiz responses until your instructor unmutes the assignment
- **Filmstrip Icon [5]**: Media recording submitted, not graded
- **Quiz icon [6]**: Quiz submitted, not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve
When your instructor grades your assignment, the grades page displays a blue dot next to the assignment [1]. The indicator disappears when you navigate away or refresh the page.

Assignment updates may also include additional icons representing submission details:

- **Discussion Icon [2]:** Assignment comments
- **Check Plus Icon [3]:** Scoring details
- **Rubric Icon [4]:** Rubric details
Grading Types

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill of Rights Topic Discussion</td>
<td>Oct 27 6:59pm</td>
<td>✔</td>
<td>10</td>
</tr>
<tr>
<td>The Articles of Confederation and the Constitution Quiz</td>
<td>Nov 1 11:59pm</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Declaration of Independence Topic Discussion</td>
<td>Nov 2 3pm</td>
<td>✗</td>
<td>10</td>
</tr>
<tr>
<td>Patriotism or Treason? Colonist vs. British Citizen Point of View Essay</td>
<td>Nov 3 11:59pm</td>
<td>26.7 (B+)</td>
<td>30</td>
</tr>
<tr>
<td>Road to Revolution: Patriotism or Treason</td>
<td>Nov 8 11:59pm</td>
<td>10 (A)</td>
<td>10</td>
</tr>
<tr>
<td>Bill of Rights Review</td>
<td>Nov 14 11:59pm</td>
<td>87%</td>
<td>20</td>
</tr>
<tr>
<td>Revolution Topic Discussion</td>
<td>Nov 15 3pm</td>
<td>EX</td>
<td>10</td>
</tr>
<tr>
<td>Course Questions</td>
<td>Nov 17 11:59pm</td>
<td>8.9 (3.3)</td>
<td>10</td>
</tr>
<tr>
<td>Revolution Quiz</td>
<td>Nov 29 11:59pm</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

Each grading type shows up differently on the Grades page. Here you can see how each grading type is represented:

- **Check Icon [1]**: Complete grade
- **Number [2]**: Grade shown by number of points
- **X Icon [3]**: Incomplete grade
- **Letter [4]**: Letter grade
- **GPA [5]**: GPA scale
- **Percentage [6]**: Grade shown as a percentage
- **EX [7]**: Excused assignment; this assignment cannot be submitted but does not factor into your overall grade
- **Dash [8]**: No submission
- **Grade Info Icon [9]**: Points earned from this assignment do not count toward your final grade
Colors

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road to Revolution: Patriotism or Treason</td>
<td>Nov 8 by 11:59pm</td>
<td>10 (A)</td>
<td>10</td>
</tr>
<tr>
<td>Bill of Rights Review</td>
<td>Nov 14 by 11:59pm</td>
<td>87%</td>
<td>20</td>
</tr>
<tr>
<td>Revolution Topic Discussion</td>
<td>Nov 15 by 3pm</td>
<td>EX</td>
<td>10</td>
</tr>
<tr>
<td>Course Questions</td>
<td>Nov 17 by 11:59pm</td>
<td>8.9 (3.3)</td>
<td>10</td>
</tr>
</tbody>
</table>

When an assignment's details display in gray text, this assignment has been dropped as part of an assignment group calculation and does not factor into your total score.
How do I approximate my assignment scores using the What-If Grades feature?

As a student, you can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Notes:

• What-If scores simulate updates to your current and final grades. Depending on the grade calculation for your course, your grades may display as a point value or as a percentage.
• Your instructor may restrict you from viewing your current and/or final grades.

Open Grades

In Course Navigation, click the Grades link.
View Current or Total Grade

View your existing grades to see how approximating scores will affect your grade.

If available, your current grade is displayed in the sidebar [1]. The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme and applies when the **Calculate based only on graded assignments** checkbox [2] is selected in the sidebar. This checkbox is selected in the sidebar by default.

If you want to view your total grade, deselect the sidebar checkbox. Your grade will be calculated based on both graded and ungraded assignments.
If your instructor is using grading periods, the grades page defaults to the current grading period. To change grading periods, click the Grading Period drop-down menu [1]. Click the Apply button [2].
## Test Assignment Score

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: The United States Constitution Written</td>
<td>Oct 9 by 11:59pm</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Response 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revolution Review</td>
<td>Oct 12 by 11:59pm</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Road to Revolution: Patriotism or Treason</td>
<td>Oct 12 by 11:59pm</td>
<td>10 (A)</td>
<td>10</td>
</tr>
<tr>
<td>Position Paper</td>
<td>Oct 13 by 3pm</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Locate the assignment and click the score cell.

## Enter What-If Score

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: The United States Constitution Written</td>
<td>Oct 9 by 11:59pm</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Response 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revolution Review</td>
<td>Oct 12 by 11:59pm</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Road to Revolution: Patriotism or Treason</td>
<td>Oct 12 by 11:59pm</td>
<td>10 (A)</td>
<td>10</td>
</tr>
<tr>
<td>Position Paper</td>
<td>Oct 13 by 3pm</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

Enter a hypothetical score for the assignment.
**View What-If Grades**

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: The United States Constitution Written Response 1</td>
<td>Oct 9 by 11:59pm</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Revolution Review</td>
<td>Oct 12 by 11:59pm</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Road to Revolution: Patriotism or Treason</td>
<td>Oct 12 by 11:59pm</td>
<td>10 (A)</td>
<td>10</td>
</tr>
<tr>
<td>Position Paper</td>
<td>Oct 13 by 3pm</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

The Grades page updates the total score with the What-If grade.
Revert to Actual Score

To revert your What-If score to your actual score, click the arrow next to the What-If grade [1]. You can also revert scores in the sidebar by clicking the Revert to Actual Score button [2].

Show Saved What-If Scores
To view your grades using any What-If scores you’ve ever tested in your course, click the **Show Saved What-If Scores** button.
How do I view my grades in a concluded course?

You may be able to view your grades for courses that have ended. Depending on the grade calculation for your course, your total grade may display as a point value or as a percentage. If viewable, concluded course grades can also be viewed from any active course.

Notes:

• Your instructor may restrict you from viewing grade totals.
• Some institutions may restrict the option to view concluded courses.

Open Courses

In Global Navigation, click the Courses link [1], then click the All Courses link [2].

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.
Open Concluded Course

### Past Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History Spring 2016</td>
<td></td>
<td>2016 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Fall 2014</td>
<td></td>
<td>2014 Fall-2</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Summer 2015</td>
<td></td>
<td>2015 Summer</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Winter 2015</td>
<td></td>
<td>2015 Winter</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Biology 101 Winter 2017</strong></td>
<td>Biology 101</td>
<td>Winter 2017</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Under the **Past Enrollments** heading, click the name of your concluded course.
Open Grades

In Course Navigation, click the Grades link.
View grades in your concluded course.

### Grades for Emily Boone

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety in Science - Symbols (Peer Reviews)</td>
<td>Jan 12 by 11:59pm</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>Essay 2</td>
<td>Jan 18 by 11:59pm</td>
<td>46 (3.7)</td>
<td>50</td>
</tr>
<tr>
<td>What is a Laboratory Notebook</td>
<td>Jan 19 by 11:59pm</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>Label your Microscope</td>
<td>Jan 25 by 11:59pm</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Welcome to class!</td>
<td>Jan 26 by 11:59pm</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>
Modules
How do I view Modules as a student?

Some instructors will use modules to organize the course. Modules control the entire flow of the course, along with its content.

**Note:** Your instructor may choose to hide the Modules link in Course Navigation. If the Modules link is not available, you can still access Module items through other areas of Canvas, such as the Syllabus or Course Home Page. Alternatively, your instructor may choose to hide all Course Navigation links except for Modules. If other Course Navigation links are not available, your instructor wants you to navigate the course using Modules.

Open Modules

In Course Navigation, click the **Modules** link.
View Modules

In Modules, you can view all the modules in your course. Modules are organized by order of progression.

Modules house the content items within each module. By default, modules are expanded and show all items in the module [1]. To collapse the module, click the collapse arrow [2].
View Individual Module Item

Each module contains module items. Each item includes the module item name [1]. For assignments, the item includes the due date (if any) [2], and the number of points the assignment is worth [3].

**Note:** If your instructor has placed an unpublished quiz in the module, you will not be able to see the points possible or the quiz questions until the quiz has been published.
Modules can be filled with different types of content. Each module item also includes an icon with its type:

- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Quiz** [3]: a course quiz
- **Assignment** [4]: a course assignment
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view
### View Requirements

<table>
<thead>
<tr>
<th>Ecology</th>
<th>Complete All Items</th>
</tr>
</thead>
</table>

**Topics in this module include: Biomes - What are they and what lives in them?**

<table>
<thead>
<tr>
<th>Major Biomes</th>
<th>Aug 31</th>
<th>10 pts</th>
<th>Score at least 10.0</th>
</tr>
</thead>
</table>

If a module includes requirements, the header shows whether you are supposed to complete all requirements or select one requirement [1].

Next to the module item, you can view the type of requirement necessary to complete the module item [2]. You must complete all required module items before you can progress to the next module. Some modules may require you to complete the module items in order.

Depending on the module item type, requirements include up to five options:

- **View**: You must view the item.
- **Mark as done**: You must [mark the module item as done](#) before you can progress to the next item.
- **Contribute**: You must post a reply to the discussion topic or contribute content to a page.
- **Submit**: You must submit the assignment, graded discussion, or quiz.
- **Score at least X**: You must submit the assignment with a minimum of the shown score.
Module items can also be used to show progression through a module. Modules and/or module items that are not available to you are grayed out.

For any module icon, you can hover over the icon and view the message for the requirement.

Icon meanings may change depending on if your course is using requirements:

- **Orange dash icon [1]**: when next to a module item, the module item is overdue. When next to the module heading, the module requirements have not been met.
- **Green check mark [2]**: the module item has been completed. For requirements, this icon means the module requirement has been met.
- **Blue info icon [3]**: the module item has been submitted, but has not yet been graded.
- **Options label [4]**: the module item requires you to choose an assignment path before additional module items can be displayed.
- **White circle [5]**: the module item has not been started.
- **Lock icon [6]**: the module is locked until a future date. For prerequisites, this icon means the previous module has not been completed so it cannot be viewed.
- **Lock message** [7]: the module may contain additional information that cannot be accessed until the name of the assignment in the message is graded.

**Open Module Item**

![Module Item](image)

**Topics in this module include:** What are content and structural fallacies? and How do I identify fallacies in everyday life and in science?

**Structural and Content Fallacies**

*Current Events*

Jul 20 | 10 pts

**Debunking the Paranormal**

Jul 20 | 60 pts

To begin a module, click the first item in the module.
Navigate Module

You can advance through module items or return to previous modules using the progression bar at the bottom of the page. To advance to the next module item, click the Next button [1]. To return to a previous module item, click the Previous button [2].

You can view the name of the next or previous module item by hovering over the Next or Previous button, respectively.

**Note:** If your instructor has enabled MasteryPaths for your course and an assignment is processing, the Next button in the modules progression bar indicates that you should refresh the page. This change notifies you about progressing to the next module item.
How do I mark a content page as done for a module requirement?

If your Modules page in a course includes a requirement to mark the page as done, you must mark the page before you can progress to the next item in the module.

Marking a content page as done means that you understand the course material in the content page and are ready to progress to the next item.

Open Modules

In Course Navigation, click the Modules link.
Open Content Page

Topics in this module include: Biomes - What are they and what lives in them?

What is a Laboratory Notebook
May 25 | 4 pts

What are Biomes?
Mark done

Click the name of the content page with the requirement.

Mark Done

What are Biomes?

Click the Mark as Done button.
Confirm Done

When you mark the page as done, the button turns from gray to green.

Unmark Page

If you want to unmark the page as done, click the Done button. The button will turn back into the Mark as Done button.
How do I choose an assignment path in a module?

If your Modules page asks you to choose an assignment group, you need to choose which assignment(s) you want to select before you can progress to the next assignment.

Open Modules

In Course Navigation, click the Modules link.
Choose Assignment Group

Pretest: Science Safety Knowledge Worksheet
Jun 10 | 10 pts

Choose Assignment Group

Locate the current module and click the Choose Assignment Group link.

Select Assignment

Choose Assignment Path

Select one of the options:

Option 1
Safety in Science · Symbols
25 pts
Review the Lab Safety · Symbols reading assignment in CK-12 and complete the attached worksheet.
Reading Assignment: http://www.ck12.org/group-assignments/25892
Worksheet: CH12_MS Concepts Physical Science_Quiz_Safety in Science.docx
- This assignment is worth 25 points
- Your completed assignment should be submitted in either .docx or .pdf format.

Option 2
Biology Overview
8 pts

View the assignment options. Locate the assignment you want to select and click the Select button.

Note: Once you select an assignment, you cannot select a different assignment.
View Selected Assignment

Canvas will verify your selected assignment. To move to the next assignment, click the assignment link.

Note: If the link generates an error message, you can access the assignment by clicking the Modules link in Course Navigation.

View Modules

In the Modules page, you can also view your next assignment.
How do I view course content offline as an HTML file as a student?

If your institution has enabled offline content, you can view your course offline as an HTML file. You can download the HTML file from the Modules page and view any content available in each module. Currently HTML files can only be generated in the browser version of Canvas and are only supported on a computer.

HTML offline content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In the HTML file, you can view assignment details, availability dates, and point values. Discussions and quizzes only include the description. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the HTML file. If a link can only be accessed online, the link includes an external icon identifying the content as online only.

Content items within modules are available if you have permission to view them. However, content items locked by modules or by date are not included in offline content and show that the content is not available.

Offline downloads include all content from the course at the time of the download. You will need to download the course each time you want to view updated course content. After the initial download, the export page shows the history of each download, and the Modules page shows the last time the content was exported.

User Guidelines

When exporting course content, you may not reproduce or communicate any of the content in the course, including exported files, without your institution's prior written permission. Please be aware of your institution's online user agreement guidelines.

Notes:

- If your course does not allow access to the Modules page, or if your course Modules page does not display the Export Course Content button, offline content is not available in your course. However, your institution may allow you to export course content as an ePub file.
- If your Course Home Page is set to Modules, you can export course content from the Course Home Page.
- Offline content cannot be downloaded once a course is concluded.
Open Modules

In Course Navigation, click the Modules link.

Export Course Content

Click the Export Course Content button.
Export Course

Exported Package History

You may not reproduce or communicate any of the content on this course, including files exported from this course without the prior written permission of your institution. Check with your institution for specific online user agreement guidelines.

Processing
this may take a bit...

The download process has started. This can take awhile for large courses. You can leave the page and you'll get a notification when the download is complete.

The course will download to your computer as a ZIP file. If you remain in the page until the download is complete, the file will download directly to your computer.

If you leave the page, you'll receive an email notification when the course download is complete. You can use a link in the email to download the file.

View Export History

Exported Package History

Most recent export **Jul 3 at 11:44am**

You may not reproduce or communicate any of the content on this course, including files exported from this course without the prior written permission of your institution. Check with your institution for specific online user agreement guidelines.

When the export is complete, the Exported Package History page shows the most recent export. To download the export again, click the date of the export.

If you export the course again at a later date, the most recent export will always display in the page, along with previous exports.
Open ZIP File

Once the file has been downloaded, locate the ZIP file on your computer [1]. Double click the file to open the file.

When the file expands, open the course folder [2] and click the index.html file [3].
Open Course Content

The HTML file will open in your default browser. Offline downloads include all content from the course at the time of the download [1]. You will need to download the course each time you want to view updated course content.

If any content can only be accessed online, the content link includes an external icon identifying the content as online only [2].

To view course files, click the Files link [3].

To open course content, click the name of the content [4].
View Course Content

Biology Overview


View the content in the course file.

To view the next content item in the module, click the Next button [1].

To return to the main Modules page, click the name of the course in the page footer [2].
Pages
How do I view Pages as a student?

You can view Pages in your course through the Pages Index page or through Modules.

**Note**: If you cannot view the Pages Course Navigation link, your instructor has hidden the link in your course. Additionally, you will also not be able to view the View All Pages button if your course includes a Front Page.

View Pages

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

View All Pages
Pages is designed to open to the front page for the course, if there is a front page selected. To view the Pages index, click the View All Pages button.

View Pages Index

<table>
<thead>
<tr>
<th>PAGE TITLE</th>
<th>CREATION DATE</th>
<th>LAST EDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Declaration by Committee</td>
<td>May 10, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Articles of Confederation and Constitution Wrapup</td>
<td>May 10, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>May 10, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Bill of Rights Introduction</td>
<td>May 10, 2017</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Bill of Rights Wrapup</td>
<td>May 10, 2017</td>
<td>May 10, 2017</td>
</tr>
</tbody>
</table>

The Pages index will list all the pages in the course. Click the title of the page you want to view.
View Modules

You may also be able to view pages in Modules. In Course Navigation, click the **Modules** link.
Each module can contain files, discussions, assignments, quizzes, and other learning materials the instructor decides to add. Course Pages are indicated with a document icon. Depending on how your course is set up, you may not be able to view module items that have a pre-requisite requirement.
How do I create a new page in a group?

You can create new pages in your student groups.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
Create a New Page

Click the Add Page button.

Add Content

Type a name for your page [1]. Add content to your page using the Content Selector [2]. Edit the content and add links and media using the Rich Content Editor [3] or switch to the HTML Editor [4].
Edit Page Settings

You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [1]. You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [2].

Save Changes

Click the **Save** button.

**Note**: If you try to navigate away from a page without saving, a pop-up warning will be generated.
Group Introductions

Welcome to our Project Group! We'll be collaborating on a midterm project this semester. Take a moment to introduce yourself here!

View the page you created.
How do I change a page name in a group?

You can rename pages in your group.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for group, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
Select Page

<table>
<thead>
<tr>
<th>PAGE TITLE</th>
<th>CREATION DATE</th>
<th>LAST EDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Introductions</td>
<td>Jan 19, 2018</td>
<td>Jan 19, 2018 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the name of the page you wish to edit.

Edit Page

Click the Edit button.
Rename Page

Delete the previous title, and rename the page title.

Save Changes

To save changes, click the Save button.
Welcome

Welcome to our Project Group! We'll be collaborating on a midterm project this semester. Take a moment to introduce yourself here!

View the new page name at the top of the page.
How do I edit a course page as a student?

The default setting in Canvas is to restrict editing of pages to instructors only. However, your instructor may allow you to edit a page in your course and contribute content to the page.

If you can edit a page, you can also view the history of a course page.

Open Pages

In Course Navigation, click the Pages link.
View Pages

Click the title of the page.

Edit Page

Click the Edit button.

Note: You will only see the Edit button if you are allowed to edit the page.
Edit Content

Edit content on the page using the Content Selector [1]. You can also edit the content using the Rich Content Editor [2] or switch to HTML view to edit [3].

**Note:** Depending on your course setup, the Files tab may not display in the Content Selector.

Save Changes

You can notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].
A Declaration by Committee

The following are key elements leading up to the Declaration of Independence. You may sign up for a group. Your group will edit this page to add details for each heading. The first is completed as an example. Be sure that you adequately, succinctly, and correctly describe the concept as well as the people involved. Make sure to provide a reference for your information.

Developing the idea

In June 1776, the Second Continental Congress decided that they needed to declare independence in one fashion or another. They agreed to take a three week recess and appointed the “Committee of Five” which included John Adams, Roger Sherman, Benjamin Franklin, Robert R. Livingston, and Thomas Jefferson. After the committee discussed the general direction that the document would take, they asked Jefferson to write the first draft.


Writing

John Adams, Thomas Jefferson

Group A

View the changes you have made.
How do I edit a page in a group?

You can easily edit a page to collaborate on group projects or assignments.

Note: Your instructor may also allow you to edit course pages.

Open Pages

In Group Navigation, click the Pages link.
View Pages

Group Introductions

Welcome to our Project Group! We'll be collaborating on a midterm project this semester. Take a moment to introduce yourself here!

Pages is designed to open to the front page for a course, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.

Select Page

<table>
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<tr>
<td>Group Project</td>
<td>Jan 19, 2018</td>
<td>Jan 19, 2018 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the title of the page you wish to change.

Edit Page
Click the Edit button to make changes to the page.

**Edit Content**

Add content to your page using the Content Selector [1]. Edit the content and add links and media using the Rich Content Editor [2] or switch to the HTML Editor [3].

**Save Changes**

Click the Save button.
View Changes

View All Pages

Published

Edit

Group Project

View the changes you made to the page.
How do I delete a page in a group?

You can delete a page if you no longer need it or if it is not used as the Front Page for your group.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
Select Page

Click the title of the page you wish to delete.

Delete Page

Click the Options icon [1] and select the Delete link [2]. A pop-up window will appear in your browser.

Note: You will be unable to delete a page if it is used as the Front Page for your group.
Confirm Deletion

Delete Wiki Page

Are you sure you wish to delete this wiki page?

Cancel  Delete

Click the Delete button to confirm you want to delete the page.
How do I upload a PDF to a page in a group?

You can upload PDFs to a group page in Canvas.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
Select Page

<table>
<thead>
<tr>
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<tr>
<td><strong>Group Project</strong></td>
<td>Jan 19, 2018</td>
<td>Jan 19, 2018 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the title of the page you want to edit.

Edit Page

Click the Edit button.
Select PDF Location

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about it here:

In the Rich Content Editor, place your cursor where you wish to insert the PDF document.
In the Content Selector, click the Files tab.
Open File Uploader

Click any file to insert a download link for that file.

Click **Upload a new file**.
Browse for PDF File

Click the **Choose File** button to browse your local desktop computer for your PDF file.
Select PDF File

Click the document you want to upload [1] and click the **Open** button [2].
Choose a File Folder

Click any file to insert a download link for that file.

- Group Assignment

○ Cancel file upload

Choose File Assignment.pdf

Click the Files drop-down menu and choose where you would like to store the file.
Upload File

Click any file to insert a download link for that file.

- Check files
  - Group Assignment

⚠️ Cancel file upload

Choose File: Assignment.pdf

Folder
files

Upload

Click the Upload button to upload your file.
Verify PDF Upload

Look in the Rich Content Editor to be sure that the file was properly inserted where you left your cursor. If you look closely you will see the file name flash yellow the moment it is inserted in the page.

Save Changes

Click the Save button.
Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.
Read more about it here: Assignment.pdf

View the PDF file by clicking on the file name.
How do I link to other pages in a group?

You can link to other pages in your group.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
Select Page

<table>
<thead>
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<tr>
<td><strong>Group Project</strong></td>
<td>Jan 22, 2018</td>
<td>Jan 22, 2018 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the title of the page you want to edit.

Edit Page

Click the Edit button.
Select Link Location

In the Rich Content Editor, place your cursor where you wish to insert the link.

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about the project tasks here:
In the Content Selector, click the name of the page you want to insert into the Rich Content Editor [1]. The name of the page will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link [2].

Save Changes

Click the Save button.
Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about the project tasks here: Group Project Tasks
How do I embed a video in a page in a group?

Canvas lets you embed video content within a page.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
### Open Page

Click the title of the page you wish to open.

### Edit Page

Click the **Edit** button.
Launch the HTML Editor

Everyone is required to submit 3 proposals for our group project. Post/link them below.
Here is a helpful video:

Click the HTML Editor link to launch the HTML editor.
Copy the Embed Code

Locate the code from the external video source you wish to use. To do this, find the Share option [1] on the frame of the video and look for the Embed option [2]. For the best user experience, embedded videos should be no larger than 560 pixels wide [3].

Paste the Embed Code

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Here is a helpful video:

```html
<iframe width="560" height="315" src="https://www.youtube.com/embed/TdDS6gVdl10" frameborder="0" allowfullscreen></iframe>
```
Copy the displayed embed code for the video content and paste it into the HTML editor in Canvas.

**Save Changes**

Click the **Save** button.

**View Video**

---

**Group Project**

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Here is a helpful video:

[The Cool Things You Can Do With Canvas](#)

---

View the video embedded into your page.

[Click here to learn more about the accepted media (audio and video file types in Canvas).](#)
How do I create a file link in a page in a group?

In groups, you can add a file to a page.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
Select Page

<table>
<thead>
<tr>
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<td>Jan 22, 2018</td>
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</tr>
</tbody>
</table>

Click the title of the page you want to edit.

Edit Page

Click the Edit button.
Open Files

In the Content Selector, click the Files tab.

Open Files Folder

Click any file to insert a download link for that file.
Click the files folder. If there is a subfolder, the course files folder will expand.

**Select Link Location**

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about it here:

In the Rich Content Editor, place your cursor where you wish to insert your file.

**Insert File Link**

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about it here: Assignment.pdf
In the Content Selector, click the name of the file [1] you want to insert into the Rich Content Editor. The name of the file will appear in the Rich Content Editor [2] and flash yellow. Then the name will turn blue, indicating it is a link.

**Save Changes**

Click the **Save** button.

**View Page**

Everyone is required to submit 3 proposals for our group project. Post/link them below. Read more about it here: [Assignment.pdf](#)

View the page.
How do I view the history of a page in a group?

In your student groups, you can view the page history and see the date, time, and author of any changes made to the page. Page editors can also restore the page content to a previous version of the page.

**Note:** If your instructor allows students to edit course pages, students will be able to view the page history but will not be able to restore a prior version of the page.

Open Pages

- Home
- Announcements
- Pages
- People
- Discussions
- Files
- Conferences
- Collaborations

In Group Navigation, click the Pages link.
View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.

Open Page

Click the page you wish to view.
View Page History

Click the Options icon [1] and select the View Page History link [2].

View Past Revisions

View the revision history [1]. To return to the current page revision, click the Close icon [2].
Open Prior Page Revision

Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about the project tasks here: Group Project Tasks

Revision History

- Jul 6 at 2:27pm by Emily Boone
- Jul 6 at 2:19pm by Emily Boone
- Jul 6 at 2:14pm by Emily Boone
- Jul 6 at 2:07pm by Emily Boone
- Jul 6 at 2:03pm by Emily Boone
- Jul 6 at 12:23pm by Emily Boone
- Jul 6 at 9:26am by Emily Boone

To open a prior version of your page, click the date [1] you want to access and then click the Restore this revision link [2].
Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about the project tasks here: Group Project Tasks

Revision History

Latest Revision

Jul 6 at 2:33pm by Emily Boone
Jul 6 at 2:27pm by Emily Boone
Jul 6 at 2:19pm by Emily Boone
Jul 6 at 2:14pm by Emily Boone
Jul 6 at 2:07pm by Emily Boone
Jul 6 at 2:03pm by Emily Boone
Jul 6 at 12:23pm by Emily Boone
Jul 6 at 9:26am by Emily Boone

View the content from the latest revision. Canvas will remind you that this version of your page is the most recent revision [1]. If you want to replace your current page with different content, click a different date and page revision.

Click the Close icon [2] to return to the current page.
People and Groups
How do I use the People page in a course as a student?

People shows all the users enrolled in the course.

Open People

In Course Navigation, click the People link.
In People, students can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Use the Options drop-down menu to view user groups or registered services in the course.
Search Users

To search for a specific user, start to type the user's name in the search field [1]. Possible results will be listed below [2].

Filter Users by Role

Use the Roles drop-down menu to view the number of users for each role type.
View User

<table>
<thead>
<tr>
<th>Name</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>History 101</td>
</tr>
<tr>
<td></td>
<td>History 101 - MWF</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>History 101 - TTH</td>
</tr>
<tr>
<td></td>
<td>History 101</td>
</tr>
<tr>
<td>Conrad Johnson</td>
<td></td>
</tr>
</tbody>
</table>

To learn more about a specific user in the course, click the user's name.

Clicking your own name provides access to your grades. You may also be able to view your own course analytics.

View User Details

Jessica Doe

Report inappropriate picture

More About This User

Send Message

Registered Web Services

Jessica Doe hasn't linked any external services to their account yet.

You can view any details the user has included. You can also send a message directly to the user.

If your institution supports the Profiles feature, the page displays slightly differently. You can view the user’s profile information, if any.
Report Profile Picture

If your institution supports profile pictures and the user’s profile picture is inappropriate, you can report the image to your institution by clicking the Report inappropriate picture link [1].

If your institution supports the Profiles feature, you can report the image by hovering over the picture and clicking the Flag icon [2].

View User Groups

To view User Groups, click the Groups tab.
You can also access your User Groups in the Settings menu. Click the Options icon [1], and click the View User Groups link [2].

**View Registered Services**

To view the registered services for each person in the course, click the Options icon [1], and click the View Registered Services link [2]. If a person has registered a social media account in Canvas, you can see that service listed and communicate with that person through any social media site they have registered. Learn how to [connect to web services](#) in Canvas.
How do I view my course analytics as a student?

If you have permission from your institution, you can view your own analytics in an active course. Analytics show your activity and communication within the course.

Notes:

• Viewing Analytics is a course permission. If you cannot view Analytics, your institution has restricted this feature.
• Currently, analytics does not measure activity on mobile devices.
• Students cannot view analytics in concluded courses.

Open People

In Course Navigation, click the People link.
Open User Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Section</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emily Boone</strong></td>
<td>History 101</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>History 101 - MWF</td>
<td>Student</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>History 101 - TTH</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>History 101</td>
<td>Student</td>
</tr>
<tr>
<td>Conrad Johnson</td>
<td></td>
<td>Observing: Max Johnson</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>History 101 - MWF</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>History 101</td>
<td>Student</td>
</tr>
</tbody>
</table>

Locate and click your name in the course roster.
Open Analytics

In the sidebar, click the Analytics button.

View Grade Percentage

In the analytics page, you can view your total grade percentage in the course.
View Analytics Graphs

By default, analytics are shown in a graph format. These are four types of graphs: Activity by Date, Communication, Submissions, and Grades.

View Activity by Date

The Activity by Date graph shows all your course activity. The x-axis represents the course dates, while the y-axis represents the number of page views. Dark blue bars represent participation in the course. If a date only includes page views, the bar only displays as light blue.

The graph changes the bar display according to the length of time. Activity that is less than six months old displays bars as daily activity, at six months bars are displayed as weekly activity, and at approximately a year bars are displayed as monthly activity.

To view the details of the bar graph, hover over the specific bar you want to view. The weekly view shows the first and last date for the week; the monthly view shows the month and the year.

The following user actions will generate analytics course participation:

- Collaborations: loads a collaboration to view/edit the document
- Conferences: joins a web conference
- Discussions/Announcements: posts a new comment to a discussion or an announcement
- Quizzes: submits a quiz
- Quizzes: starts taking a quiz
- Assignments: submits an assignment
The Communication graph shows the conversations that have taken place with your instructor(s) through the Canvas Inbox. The x-axis represents the user type; orange message icons show when you sent a message to an instructor, and blue message icons show when an instructor sent a message to you. The y-axis represents the interaction date.

To view the details of the bar graph, hover over the specific bar you want to view. You can view the date of the communication and how many messages were sent. A message is an individual message passed from one user to the other; in message threads, each message is individually counted. In group conversations, interactions are counted as long as you were one of the recipients. Notifications are not included in analytics unless you acted on the notification and generated a new message that passes through the Canvas Inbox. Announcements are not included in communication analytics.
The Submissions graph shows the status of each of your assignment submissions. The x-axis represents each assignment, while the y-axis represents the submission date. A green circle indicates an assignment that was submitted on time. A yellow triangle indicates an assignment that was submitted late. A red square indicates an assignment that is missing (not submitted). The diamond indicates the due date and the bar extends to the submission date. A white circle with a black outline indicates an assignment with a future due date.

If a submission includes a due date, the submission may include horizontal line. The line indicates when the assignment was submitted, while the shape indicates the actual due date. If a submission was submitted before the due date, the horizontal line is green; if it was submitted after the due date, the horizontal line is yellow. Submissions without a horizontal line either have no due date, or the assignment was submitted on the due date.

To view the details of the bar graph, hover over the specific bar you want to view. Current and past assignments include the assignment title, the due date (if any), the submission date, and the score. Future assignments include the assignment title, due date (if any), and the score.

Note: The Submissions chart does not include information about assignments that do not require a submission (e.g., not graded, on paper assignments) or excused assignments.
The Grades graph shows the median, high, and low scores for each of your assignments. The x-axis represents each assignment, while the y-axis represents the number of points for an assignment. The vertical black line extends from the highest score to the lowest score [1]. The gray box extends from the 75th percentile to 25th percentile [2]. The horizontal black line shows the median score for the assignment [3].

Each assignment score is indicated by the same shapes found in the Submissions graph. A green circle indicates an assignment that was submitted on time. A yellow triangle indicates an assignment that was submitted late. A red square indicates an assignment that is missing (not submitted).

To view assignment names and details, hover your cursor over the graph [4].

View Analytics Tables
To view analytics without hovering over graph columns, you can view all data in a table format. To switch to the table format, click the Analytics icon. The icon will switch from the left side to the right, indicating the current analytics view.

**View Table Data**

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Views</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-06-30</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2017-06-29</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>2017-06-29</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>2017-06-29</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>2017-06-29</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>2017-06-28</td>
<td>18</td>
<td>1</td>
</tr>
<tr>
<td>2017-06-21</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>2017-06-18</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2017-06-02</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>2017-06-02</td>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>

Tables apply to every graph in its respective page, and each column defines the data within its respective graph. Graphical data is displayed by column.

Each table is paginated to 30 entries per page; additional pages can be viewed by advancing to the next page.
How do I view all groups in a course as a student?

You can view any groups where your instructor has added you as a member, as well as any available self sign-up groups in your course.

Learn how to easily see the groups you are enrolled in.

Open People

In Course Navigation, click the People link.
View Groups

Click the Groups tab.

You can also access your User Groups through the Settings menu. Click the Options icon [1] and click the View User Groups link [2].
View Course Groups

View the groups available in your course. Each group shows the name of the group and how many members are part of that group.

If there are any self sign-up groups available to join, you can join the group by clicking the join link [1] or you can change groups by clicking the switch to link [2].

If you are already part of a self sign-up group, you can leave the group by clicking the leave link [3].

Note: You cannot leave groups that are not self sign-up groups.
View Student Leader Groups

If you have been invited to be a student leader and manage a group, the Manage link will appear next to the name of the group.

View Group Members
To view which students are assigned to the group, click the name of the group [1]. The names of the students will appear in an expanded list [2].
How do I view my Canvas groups as a student?

You can see the current groups where you are enrolled using the Global Navigation Menu. If you do not see any groups listed, you have not joined a group or been enrolled in a group by your instructor. You can also view all previous groups in past courses.

Open Groups

In Global Navigation, click the Groups link [1], then view your current groups [2]. To view all your groups, click the All Groups link [3].
View Groups

### Current Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Festival Group</td>
<td>History 101</td>
<td>2016 Fall</td>
</tr>
<tr>
<td>Group 1</td>
<td>Intro to Marketing</td>
<td></td>
</tr>
<tr>
<td>Group 1</td>
<td>History 101</td>
<td>Summer 2017</td>
</tr>
<tr>
<td>Group A</td>
<td>Biology 102</td>
<td></td>
</tr>
<tr>
<td>Project Group 3</td>
<td>Biology 101</td>
<td>Summer 2017</td>
</tr>
</tbody>
</table>

### Previous Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Group 2</td>
<td>Biology 101 Winter 2017</td>
<td></td>
</tr>
<tr>
<td>Class Group 2</td>
<td>History 101 Winter 2017</td>
<td></td>
</tr>
<tr>
<td>Group 1</td>
<td>Biology 101 Fall 2016</td>
<td></td>
</tr>
</tbody>
</table>

Groups are organized into Current Groups [1] and Previous Groups [2].
View Current Groups

Current Groups are groups in courses that are part of the current semester or term. You can view the name of the group [1] and the course name for the group [2]. If a course includes a term date [3], the term date displays next to the course name.

Depending on access settings for a course, Current Groups can also display groups in courses that have been published but have not yet started.

Groups that are available to you are listed in blue text [4]. These groups are associated with current courses. To open a group, click the name of the group.

View Previous Groups

Previous Groups

Group  | Course                | Term       |
-------|-----------------------|------------|
Class Group 2 | Biology 101 Winter 2017 |            |
Class Group 2 | History 101 Winter 2017 |            |
Group 1    | Biology 101 Fall 2016  |            |
Groups under the **Previous Groups** heading are groups that are part of courses that have concluded. If the group includes a link, the group is still available as a read-only archived group. Prior users can view group material but cannot participate in the group.

**Note:** Some institutions may not allow previous groups to display in the Courses page.
How do I join a group as a student?

Your instructors may want to create groups within a course but still allow you to form your own group. Joining students groups are easy in Canvas.

Open People

In Course Navigation, click the People link.
View Groups

Click the **Groups** tab.

You can also access your User Groups through the Settings menu. Click the **Options** icon [1] and click the **View User Groups** link [2].
Join Group

Next to the name of an available group, click the Join link.

Verify Group Sign Up

A message appears at the top of your browser verifying you signed up for the group.
How do I leave a group as a student?

If you are able to join a group in your course, you can leave the group at any time. You cannot leave groups that are not self sign-up groups.

When a course is concluded, all associated groups will be shown as previous groups in your groups list.

Open People

In Course Navigation, click the People link.
View Groups

Click the Groups tab.

You can also access your User Groups through the Settings menu. Click the Options icon [1] and click the View User Groups link [2].
Leave Group

Next to the name of an available group, click the Leave link.

Verify Group Removal

A message appears at the top of your browser verifying you left the group.
How do I create a group as a student?

As a student, you can create your own Student Groups for study groups, discuss an assignment, etc. You can be part of more than one student group.

Note: If you cannot see the People tab in your course, or if you cannot see the Add Group button, your instructor has restricted this feature.

Open People

In Course Navigation, click the People link.
View Groups

Click the Groups tab.

You can also access your User Groups through the Settings menu. Click the Options icon [1] and click the View User Groups link [2].

Add Group

Click the Add Group button.
Choose Group Membership Option

Name the group by typing in the group name field [1].

Determine who can join the group by clicking the **Joining** drop-down menu [2].

**Course Members are Free to Join**

If you want anyone in the course to join your group, choose the **Course members are free to join** option.
Membership by Invitation Only

If you want to create a group with only specific people in your course, choose the Membership by invitation only option.

Invite Users

Invite users to join the group by clicking the checkbox next to each user’s name. Users are listed alphabetically by last name.

Notes about invitations and group membership:

- If you set the group membership option so that anyone can join, but you choose to select only a few of the students to invite to the group, the remaining students who were not invited can see the group in the student group list and can join the student group later.
- If you set the group membership option as invitation only, students who were not invited will not be able to see the group in the student group list. If you want to add a new user to an invitation-only group at a later time, contact your instructor for assistance.
Save Group

Click the Submit button to create a new group.

View Group

The new group you created will now appear in your course groups.
Edit Group Details

If you need to change the details of your group later, such as renaming the group you created, click the Edit Group [1] button.

To switch between groups you have created, click the Switch Groups [2] link.
How do I upload a file to a group?

You can share files with members of your group.

*Note:* All files added to the group will be accessible to all group members.

Open Files

In Group Navigation, click the **Files** link.
View Files

Once you click the Files navigation link, you will see where all the files are located for the group.

Add Files

Click the Upload button to add new files to the group.
Choose File to Upload

Find the file you want to upload to the group. Click the **Open** button once to upload the file.
View Group Files

Once you upload the file you selected, it will show up in the Files section of the group navigation. This way all the group members will be able to access the file.
How do I start a collaboration in a group?

You can create collaborations within your groups. Canvas defaults to using Google Docs. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.

Depending on your institution's preference, you may be able to create a Google Drive collaboration or create a Microsoft Office 365 collaboration in groups as well.

Open Collaborations

In Group Navigation, click the Collaborations link.
Create Collaboration

To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select who you will be collaborate with [3]. Click the Start Collaborating button [4].
How do I create a discussion in a group?

You can start discussions with a group in Canvas.

Open Discussions

In Group Navigation, click the Discussions link.

Add Discussion

Click the Add Discussion button.
Create Discussion

Edit discussion information:

1. Type a title for the discussion in the topic field.
2. Write a discussion prompt using the Rich Content Editor.
3. Use the Content Selector in the Sidebar to link to course Pages, Assignments, Discussions, etc.
4. Attach a file to your discussion. *(Note: If the attachment option does not appear, your instructor has restricted this setting. Depending on your browser you may also see "Browse" instead of "Choose File".)*
5. Create a threaded replies by clicking the Allow threaded replies checkbox.

Save Discussion
Click the **Save** button to start the discussion.

**View Discussion**

Term Project Discussion

Emily Boone

Search entries or author  Unread  

View the discussion you started in your group.
How do I close a discussion for comments in a group?

Students can close discussions for comments if they meet the following conditions:

1. They are the creator of the discussion.
2. There are no replies to the discussion.

Note: Once a discussion is closed for comments, only instructors can re-open it.

Open Discussions

In Group Navigation, click the Discussions link.
View Discussions

The group discussions index page is very similar to the course discussions index page. It will display an icon overview of each discussion and whether or not the user is subscribed. Green discussion icons indicate a subscription to the discussion.
Close for Comments

Locate the Options icon [1] and click the Close for comments link [2].

View Discussion

Let's discuss our term project here. What ideas do we have for a topic?

This topic is closed for comments.
Verify the discussion is closed for comments by locating the **This topic is currently locked** indicator.
How do I manage groups as a student group leader?

As a student group leader, you can help manage a group in a course. Group leaders are assigned automatically or manually by your instructor. You will not receive any notification that you have been added as a group leader.

Open People

In Course Navigation, click the People link.
View Groups

Click the **Groups** tab.

You can also access your User Groups through the Settings menu. Click the **Options** icon [1] and click the **View User Groups** link [2].
Click the **Manage** link [1] to edit the group name and add or remove members. Click the **Visit** link [2] to view the group dashboard.

**Note:** If you visit the group dashboard, you will see an **Edit Group** link for quick access to edit the name of the group.
Manage Group

You can edit the group name by [1]. You can also manage all the users in the group and add or remove members as necessary [2].

**Note:** You cannot change the number of members in the group.
Add or Remove Group Members

You can add or remove group members by clicking the checkbox next to the name. When you are finished, click the Submit button.
View Group Changes

Group 1  Project Groups  Visit Manage

- Bruce Jones
- Emily Boone
- Jessica Doe

3 students

LEAVE

View the updated group information.
Profile and User Settings
How do I add a profile picture in my user account as a student?

If your institution has enabled profile pictures, you can add and change profile pictures in your account. If you do not see a placeholder picture in your user settings, your institution has not enabled this feature.

There are three ways you can select a profile picture to use throughout Canvas:

- **Upload a Picture** from your computer
- **Take a Picture** using your computer’s camera (not supported when using Safari or Internet Explorer)
- **Import from an existing Gravatar account** (this feature may be restricted by your institution and only G-rated images are supported)

Tips for profile pictures:

- Please choose an appropriate picture to represent yourself. Your institution has the right to remove pictures that are not appropriate for a classroom setting.
- Images should be square in size to prevent your picture from being resized or distorted.
- Files can be any type (.jpg, .png, .gif) or size as long as you have room in your personal files to store the file. Canvas recommends that your profile picture be as small as possible.
- Your personal files quota is enforced when uploading a profile picture. If you do not have enough storage space in your personal files, you will not be able to upload your profile picture. Create more space by removing some files in your personal files.
Open User Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
Open Profile Picture

Click the profile picture icon.

**Note:** If you don't see a placeholder profile picture icon, your institution does not allow you to add or change your profile picture.
Upload a Picture

To upload a new profile picture, click the **Upload a Picture** tab [1], then click the **choose a picture** link [2]. You can also drag a picture from your desktop and drop it into the uploader.
Choose Profile Picture

Find the image you want to upload [1] and click the **Open** or **Browse** button [2].
Crop or Resize Picture

To crop, drag the selection and then click the "Save" button below.

Use the selection boxes to crop your image [1]. When you are finished, click the Save button [2].

**Note:** Canvas will automatically store a copy of the saved profile picture in your personal files. When a new picture is saved in your profile, the new picture will override the existing picture file in your personal files.
Take a Picture

To take a picture to use as your profile picture, click the Take a Picture tab [1], then click the Take Picture button [2].

**Note**: Depending on your browser, you may need to allow Canvas to access your camera. The Take a Picture option is not supported when using Safari or Internet Explorer.
Save Picture

To take another picture, click the Retry button [1]. When you are finished, click the Save button [2].
If your institution allows Gravatars and you have a Gravatar account, you can import an existing Gravatar to use as your profile picture.

Click the From Gravatar tab [1] and enter your Gravatar email address in the field provided [2]. Click the Preview button to view your Gravatar. When you are finished, click the Save button [3].

**Note:** Before adding a photo in your Gravatar account, you will have to rate the photo. Please note that only G-rated Gravatar photos can be displayed as a Canvas profile picture.
View Profile Picture

The Profile picture you selected will show up instead of the placeholder profile picture.

Delete Profile Picture

Profile pictures are linked to your personal files, so you can easily delete them to remove old profile pictures.

Note: Gravatar images cannot be deleted from your account through your personal files. However, Gravatar images may be replaced with an uploaded image or with a captured image using the Take a Picture option.
Open Files

To delete a profile picture, click the Files link.

Open Profile Pictures
Click the profile pictures folder.

Delete Profile Picture

Next to the file you want to delete [1], click the **Settings** icon [2] then click the **Delete** button [3].
How do I edit my profile in my user account as a student?

Some institutions may enable a feature in Canvas called Profiles. Profiles allows you to update your name, preferred contact methods, and any personal links for your account. Your profile information can be viewed by all users in your courses.

**Note:** If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your institution.

Open Profile

In Global Navigation, click the **Account** link [1], then click the **Profile** link [2].
Edit Profile

Emily Boone

Contact

Biography

Emily Boone hasn't added a bio

Links

Emily Boone hasn't added any links

Click the Edit Profile button.
Edit Profile Picture

To upload a profile picture, click the profile picture icon.

Note: Profile pictures are a separate permission from profiles. If you do not see a placeholder picture, your institution has not enabled this feature.
Edit Name and Title

If you are allowed to change your name, type your name in the name field [1]. Type your title in the title field [2].

Add Contact Methods

If you have connected to any web services, click the checkbox underneath the web service to indicate how you wish to be contacted via that service [1]. To add additional services, click the Manage Registered Services link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the Manage Registered Services page.

The Discussion icon [2] automatically appears as a contact method for Admins so users can contact them through Canvas Conversations. It cannot be selected by any other users.
Note: As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

Edit Bio

Type your biography in the bio field. You can add hobbies and interesting facts about yourself.

Edit Links
To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the remove icon to delete the link [3]. Click the Add another link button to add another link [4].

Save Profile

Click the Save Profile button.
How do I add a profile picture in my user account as a student?

If your institution has enabled profile pictures, you can add and change profile pictures in your account. If you do not see a placeholder picture in your user settings, your institution has not enabled this feature.

There are three ways you can select a profile picture to use throughout Canvas:

- **Upload a Picture** from your computer
- **Take a Picture** using your computer’s camera (not supported when using Safari or Internet Explorer)
- **Import from an existing Gravatar account** (this feature may be restricted by your institution and only G-rated images are supported)

Tips for profile pictures:

- Please choose an appropriate picture to represent yourself. Your institution has the right to remove pictures that are not appropriate for a classroom setting.
- Images should be square in size to prevent your picture from being resized or distorted.
- Files can be any type (.jpg, .png, .gif) or size as long as you have room in your personal files to store the file. Canvas recommends that your profile picture be as small as possible.
- Your personal files quota is enforced when uploading a profile picture. If you do not have enough storage space in your personal files, you will not be able to upload your profile picture. Create more space by removing some files in your personal files.
Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Open Profile Picture

Click the profile picture icon.

**Note:** If you don't see a placeholder profile picture icon, your institution does not allow you to add or change your profile picture.
Upload a Picture

To upload a new profile picture, click the **Upload a Picture** tab [1], then click the **choose a picture** link [2]. You can also drag a picture from your desktop and drop it into the uploader.
Choose Profile Picture

Find the image you want to upload [1] and click the **Open** or **Browse** button [2].
Crop or Resize Picture

Select Profile Picture

To crop image, drag the selection and then click the "Save" button below.

Use the selection boxes to crop your image [1]. When you are finished, click the Save button [2].

Note: Canvas will automatically store a copy of the saved profile picture in your personal files. When a new picture is saved in your profile, the new picture will override the existing picture file in your personal files.
Take a Picture

To take a picture to use as your profile picture, click the Take a Picture tab [1], then click the Take Picture button [2].

**Note:** Depending on your browser, you may need to allow Canvas to access your camera. The Take a Picture option is not supported when using Safari or Internet Explorer.
Save Picture

To take another picture, click the Retry button [1]. When you are finished, click the Save button [2].
Import from Gravatar

If your institution allows Gravatars and you have a Gravatar account, you can import an existing Gravatar to use as your profile picture.

Click the From Gravatar tab [1] and enter your Gravatar email address in the field provided [2]. Click the Preview button to view your Gravatar. When you are finished, click the Save button [3].

Note: Before adding a photo in your Gravatar account, you will have to rate the photo. Please note that only G-rated Gravatar photos can be displayed as a Canvas profile picture.
View Profile Picture

The Profile picture you selected will show up instead of the placeholder profile picture.

Delete Profile Picture

Profile pictures are linked to your personal files, so you can easily delete them to remove old profile pictures.

Note: Gravatar images cannot be deleted from your account through your personal files. However, Gravatar images may be replaced with an uploaded image or with a captured image using the Take a Picture option.
Open Files

To delete a profile picture, click the **Files** link.

Open Profile Pictures
Click the **profile pictures** folder.

**Delete Profile Picture**

Next to the file you want to delete [1], click the **Settings** icon [2] then click the **Delete** button [3].
How do I add a text (SMS) contact method in Canvas as a student?

You can add a text or SMS communication channel to receive Canvas notifications on your cell phone. Text or SMS channels appear under the Other Contacts sidebar heading.

Once you have enabled the contact method, learn how to set notification preferences.

SMS notifications are currently available for cellular numbers registered in Argentina, Australia, Austria, Belgium, Bolivia, Brazil, Canada, Chile, China, Colombia, Costa Rica, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Ireland, Israel, Italy, Japan, Kenya, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Oman, Pakistan, Panama, Paraguay, Peru, Philippines, Poland, Qatar, Russia, Saudi Arabia, Singapore, South Africa, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, Trinidad and Tobago, United Arab Emirates, United Kingdom, United States of America, Uruguay, Venezuela, and Vietnam.

Note:

- Standard text message rates may apply.
- If you have a mobile device and have enabled push notifications, your Canvas profile will include a For All Devices push contact type. If you delete this contact method, the method will reappear the next time you enable the Canvas app on your mobile device.
Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Add Contact Method

In the Other Contacts section, click the Add Contact Method link.
Register SMS: United States

If you are in the United States, enter your 10-digit cell phone number [1], and select your cell phone carrier [2]. The SMS Email field [3] will auto-populate your SMS email address.

Click the Register SMS button [4].
Register SMS: International

If you're located outside the United States, you may be able to select your country [1] and enter your cell number [2]. Click the Register SMS button [3].

Note: International SMS must be enabled by your institution. If you cannot select a country, this feature is not available to you.
Confirm SMS Number

Check your cell phone for a confirmation code from canvas. Enter the code into the text field [1]. To resend the confirmation again, click the Re-Send Confirmation link [2]. Click the Confirm button [3].

Delete SMS
To delete the contact method, click the **Delete** icon.

**Confirm Deletion**

Click the **OK** button.
How do I add contact methods to receive Canvas notifications as a student?

In Canvas you can add contact methods to receive notifications. Contact methods allow you to select how you want to be notified when various events occur within a course. Notifications are applied to all courses in Canvas. Canvas supports notification through email, SMS text message, and Twitter.

Once you add contact methods, you can set your own Notification Preferences to select how often you want to be notified of course events.

View a video about Notification Preferences.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Add Ways to Contact

In the Ways to Contact sidebar, your account displays the default email associated with your account, if any. However, if you want to add an additional email address, click the Add Email Address link [1].

If you have multiple Canvas accounts, you can view the Add icon [2], which allows you to merge the address with another Canvas account that uses the same email address.

If you want to add SMS text messages as a contact method, click the Add Contact Method link [3].
View Communication Warnings

Canvas does not send notifications to communication channels that have bounced, which means the channel can no longer attempt to generate or send a notification. Bounces can occur from invalid addresses (caused by address typos, changed addresses, etc.) or blocked servers.

In User Settings, Canvas may display the following icons to indicate a contact method's status:

- **Warning [1]**: indicates a bounced contact method. To correct the error, you can remove then re-add the contact method to your profile.
- **Check Mark [2]**: notifies you of an unconfirmed email address.

To delete a contact method, click the **Delete** icon [3].
The Web Services portion on your settings page is divided into two columns. Services you have already registered, such as through the Ways to Contact section of your settings, or through course Collaborations and assignments, appear in the left column under the **Registered Services** heading [1]. Other services that are available for registration appear in the right column under the **Other Services** heading [2].

Learn how to [add web services](https://www.canvas.com) in Canvas.

### View Approved Integrations

<table>
<thead>
<tr>
<th>App</th>
<th>Purpose</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas for iOS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canvas for Android</td>
<td>Google_Nexus_5_Phone_-_5.1.0</td>
<td>Expires: never</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Jun 29, 2016 at 3:08pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Aug 27, 2015 at 5:59pm</td>
<td></td>
</tr>
</tbody>
</table>
When you allow third-party integrations to access your account, the Approved Integrations section will appear and display the authorized integrations. Each integration will show you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link to view further details.
How do I change the settings in my user account as a student?

Depending on how your Canvas account was created, you may be able to make changes to your name, default email, language, time zone, and password.

- Setting a chosen language will override any default language settings across your institution; however, any language set in a course will override your user language.
- Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas.
- Users associated with a SIS ID cannot delete their own account.

Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Click the **Edit Settings** button.
Change Settings

### Emily Boone's Settings

- **Full Name:** Emily Boone
  - This name will be used for grading.

- **Display Name:** Emily Boone
  - People will see this name in discussions, messages and comments.

- **Sortable Name:** Boone, Emily
  - This name appears in sorted lists.

- **Default Email:** emily.boone.canvas@gmail.com

- **Language:** System Default (English (US))
  - This will override any browser or account settings.

- **Time Zone:** Mountain Time (US & Canada)

- **Password:** Change Password

If enabled, edit the appropriate settings:

1. **Full Name** is used for the Gradebook and Grades pages, Chat, People, and SIS imports.
2. **Display Name** is how other users will see your name in Discussions, Announcements, and Conversations.
3. **Sortable Name** defaults to your last name, first name and appears in sorted lists so admins can search for it.
4. **Default Email** can be set when you have multiple Notification email addresses associated with your account.
5. **Language** can be set to your native language and is the language you want to use in Canvas (does not apply if an instructor sets a specific language for a course).
6. **Time Zone** can be set to where you are located and displays assignments in your local time.

**Note:** Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.
Update Settings

Click the Update Settings button.
How do I change my default email address in my user account as a student?

Your default email address is used as your main contact method in Canvas and is added when creating your Canvas account. Email addresses are used to create Canvas notifications; they are not used as a contact method for other Canvas users.

If you add another email address as a contact method, you can change your default email address in Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
View Email Addresses

In the Ways to Contact sidebar, under Email Addresses, you can tell what email address is your default by the star icon next to the email address.
Choose Default Email Address

To choose a new default email address, hover over the email address and a faint star icon will appear. Click the star icon.
How do I change the language preference in my user account as a student?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

**Note:** Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.

Open User Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
Edit Settings

Click the Edit Settings button.

Select Language

In the Language drop-down menu, choose your preferred language.
Update Settings

Click the **Update Settings** button.

View Preferred Language

View Canvas in your preferred language.
How do I change my login password as a student?

You may be able to change your password in your profile settings.

If you do not have access to change your password, your password is controlled through your institution. Contact your institution to learn how to change your password.

If you can change your password, there are no password reset intervals, so you can change your password as little or as often as you want. However, you can keep strong passwords effective by changing them often. Here are some good password guidelines:

- Use at least eight characters (the more the better), but most people will find anything more than about 15 characters difficult to remember.
- Use a random mixture of characters, upper and lower case, numbers, punctuation, spaces and symbols.
- Don't use a word found in a dictionary, English or foreign.

Note: If you forget your password, you may be able to reset it. Learn how to [reset your password](#).

Open User Settings

![Open User Settings](#)
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

### Edit Settings

<table>
<thead>
<tr>
<th>Ways to Contact</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Addresses</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>✦</td>
</tr>
<tr>
<td><a href="mailto:emboone86@gmail.com">emboone86@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:email@email.com">email@email.com</a></td>
<td></td>
</tr>
<tr>
<td>+ Email Address</td>
<td></td>
</tr>
<tr>
<td>Other Contacts</td>
<td>Type</td>
</tr>
<tr>
<td>For All Devices</td>
<td>push</td>
</tr>
<tr>
<td><a href="mailto:1234567890@tmomail.net">1234567890@tmomail.net</a></td>
<td>sms</td>
</tr>
<tr>
<td>+ Contact Method</td>
<td></td>
</tr>
</tbody>
</table>

Click the **Edit Settings** button.
Change Password

Click the Change Password checkbox [1] to create a new password. Type your old password in the Old Password field [2]. Type your new password in the New Password field [3]. Type your new password again in the Confirm Password field [4].

Note: If you do not have access to change your password, please contact your institution. Your institution will tell you how to change your password.

Update Settings

Click the Update Settings button.
How do I set a time zone in my user account as a student?

All dates and times throughout your Canvas courses are displayed according to a course’s respective time zone. However, you can set your own time zone for your user account and have your local time zone display throughout Canvas. Displaying dates in your local time may help you stay up to date on assignments and due dates, especially if your course time zone differs significantly from where you reside.

Note: If you set a time zone in your user settings, you can always view the course time zone by hovering over any date and time in your course. The text will show both the local time and course time.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Edit Settings

Click the **Edit Settings** button.

**Set User Time Zone**

In the Time Zone drop-down menu, select a new time zone for your user account.
Update Settings

Click the Update Settings button.

View Time Zone

View the time zone for your user account.
How do I change my login password as a student?

You may be able to change your password in your profile settings.

If you do not have access to change your password, your password is controlled through your institution. Contact your institution to learn how to change your password.

If you can change your password, there are no password reset intervals, so you can change your password as little or as often as you want. However, you can keep strong passwords effective by changing them often. Here are some good password guidelines:

- Use at least eight characters (the more the better), but most people will find anything more than about 15 characters difficult to remember.
- Use a random mixture of characters, upper and lower case, numbers, punctuation, spaces and symbols.
- Don't use a word found in a dictionary, English or foreign.

Note: If you forget your password, you may be able to reset it. Learn how to reset your password.

Open User Settings

Canvas Student Guide Updated 2018-04-02
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

### Edit Settings

<table>
<thead>
<tr>
<th>Ways to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email Addresses</strong></td>
</tr>
<tr>
<td>emily.boone.canvas@g... ⭐</td>
</tr>
<tr>
<td><a href="mailto:emboone86@gmail.com">emboone86@gmail.com</a></td>
</tr>
<tr>
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</tbody>
</table>

**Add Email Address**

<table>
<thead>
<tr>
<th>Other Contacts</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
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<td>push</td>
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<tr>
<td><a href="mailto:1234567890@tmomail.net">1234567890@tmomail.net</a></td>
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**Add Contact Method**

Click the **Edit Settings** button.
Change Password

Click the Change Password checkbox [1] to create a new password. Type your old password in the Old Password field [2]. Type your new password in the New Password field [3]. Type your new password again in the Confirm Password field [4].

Note: If you do not have access to change your password, please contact your institution. Your institution will tell you how to change your password.

Update Settings

Click the Update Settings button.
How do I change the settings in my user account as a student?

Depending on how your Canvas account was created, you may be able to make changes to your name, default email, language, time zone, and password.

- Setting a chosen language will override any default language settings across your institution; however, any language set in a course will override your user language.
- Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas.
- Users associated with a SIS ID cannot delete their own account.

**Note:** Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

### Open User Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
Edit Settings

Ways to Contact

Email Addresses

emily.boone.canvas@gmail.com
emboone86@gmail.com
email@email.com

+ Email Address

Other Contacts Type

For All Devices push
1234567890@emomail.net sms

+ Contact Method

Edit Settings

Download Submissions

Download Course Content

Click the Edit Settings button.
Change Settings

If enabled, edit the appropriate settings:

1. **Full Name** is used for the Gradebook and Grades pages, Chat, People, and SIS imports.
2. **Display Name** is how other users will see your name in Discussions, Announcements, and Conversations.
3. **Sortable Name** defaults to your last name, first name and appears in sorted lists so admins can search for it.
4. **Default Email** can be set when you have multiple Notification email addresses associated with your account.
5. **Language** can be set to your native language and is the language you want to use in Canvas (does not apply if an instructor sets a specific language for a course).
6. **Time Zone** can be set to where you are located and displays assignments in your local time.

**Note:** Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.
Update Settings

Click the Update Settings button.
How do I add contact methods to receive Canvas notifications as a student?

In Canvas you can add contact methods to receive notifications. Contact methods allow you to select how you want to be notified when various events occur within a course. Notifications are applied to all courses in Canvas. Canvas supports notification through email, SMS text message, and Twitter.

Once you add contact methods, you can set your own Notification Preferences to select how often you want to be notified of course events.

View a video about Notification Preferences.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Add Ways to Contact

In the Ways to Contact sidebar, your account displays the default email associated with your account, if any. However, if you want to add an additional email address, click the Add Email Address link [1].

If you have multiple Canvas accounts, you can view the Add icon [2], which allows you to merge the address with another Canvas account that uses the same email address.

If you want to add SMS text messages as a contact method, click the Add Contact Method link [3].
View Communication Warnings

Canvas does not send notifications to communication channels that have bounced, which means the channel can no longer attempt to generate or send a notification. Bounces can occur from invalid addresses (caused by address typos, changed addresses, etc.) or blocked servers.

In User Settings, Canvas may display the following icons to indicate a contact method's status:

- **Warning [1]**: indicates a bounced contact method. To correct the error, you can remove then re-add the contact method to your profile.
- **Check Mark [2]**: notifies you of an unconfirmed email address.

To delete a contact method, click the **Delete** icon [3].

---

**Ways to Contact**

**Email Addresses**

- emily.boone.canvas@g... ★
- emboone86@gmail.com
- email@email.com

**Other Contacts**

- For All Devices push
- 1234567890@tmomail.net

**Email Address**

- Add

---

**Deleted**

- Add

---

**Contact Method**

- Add
The Web Services portion on your settings page is divided into two columns. Services you have already registered, such as through the Ways to Contact section of your settings, or through course Collaborations and assignments, appear in the left column under the **Registered Services** heading [1]. Other services that are available for registration appear in the right column under the **Other Services** heading [2].

Learn how to [add web services](https://example.com) in Canvas.

**View Approved Integrations**

**Approved Integrations:**

These are the third-party applications you have authorized to access the Canvas site on your behalf:

<table>
<thead>
<tr>
<th>App</th>
<th>Purpose</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas for iOS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canvas for Android</td>
<td>Google_Nexus_5_Phone_-_5.1.0</td>
<td>Expires: never</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Jun 29, 2016 at 3:08pm</td>
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<tr>
<td></td>
<td></td>
<td>Last Used: Aug 27, 2015 at 5:59pm</td>
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</tbody>
</table>
When you allow third-party integrations to access your account, the Approved Integrations section will appear and display the authorized integrations. Each integration will show you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link to view further details.
How do I change the language preference in my user account as a student?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

Note: Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.

Open User Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
Edit Settings

Click the Edit Settings button.

Select Language

In the Language drop-down menu, choose your preferred language.
Update Settings

Click the Update Settings button.

View Preferred Language

View Canvas in your preferred language.
How do I edit my profile in my user account as a student?

Some institutions may enable a feature in Canvas called Profiles. Profiles allows you to update your name, preferred contact methods, and any personal links for your account. Your profile information can be viewed by all users in your courses.

Note: If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your institution.

Open Profile

In Global Navigation, click the Account link [1], then click the Profile link [2].
Edit Profile

Emily Boone

Contact

Biography
Emily Boone hasn't added a bio

Links
Emily Boone hasn't added any links

Click the Edit Profile button.
Edit Profile Picture

To upload a profile picture, click the profile picture icon.

**Note:** Profile pictures are a separate permission from profiles. If you do not see a placeholder picture, your institution has not enabled this feature.
Edit Name and Title

If you are allowed to change your name, type your name in the name field [1]. Type your title in the title field [2].

Add Contact Methods

If you have connected to any web services, click the checkbox underneath the web service to indicate how you wish to be contacted via that service [1]. To add additional services, click the Manage Registered Services link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the Manage Registered Services page.

The Discussion icon [2] automatically appears as a contact method for Admins so users can contact them through Canvas Conversations. It cannot be selected by any other users.
Note: As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

Edit Bio

Type your biography in the bio field. You can add hobbies and interesting facts about yourself.

Edit Links
To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the remove icon to delete the link [3]. Click the Add another link button to add another link [4].

Save Profile

Click the Save Profile button.
How do I merge my user account with an account using the same email address as a student?

If you have an email address registered in two Canvas accounts, you can merge these accounts. Merging accounts combines the logins, contact methods, and enrollments for the two accounts.

The icon to complete this process will only appear in User Settings if there are two or more email addresses on the account and the email address that appears on both accounts has been registered.

In order to complete this process, you must have the Canvas username and password for both accounts.

Note: Merging user accounts cannot be undone.

Open Account Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Combine User Accounts

Ways to Contact

Email Addresses

emily.boone.canvas@g... ★
emboone86@gmail.com
email@email.com

+ Email Address

Other Contacts  Type

For All Devices  push
1234567890@tional.net  sms

+ Contact Method

To merge user accounts, click the Merge icon in the Ways to Contact sidebar.
Confirm Account Merger

To confirm that you would like to merge accounts, click the Combine button.
Enter Credentials

Enter the email address and password for the second account.

View Confirmation Message

Confirm the merge was successful.
How do I reset my password as a student?

If you created your own Canvas account, you can reset your password through a link in the password request email.

If your login credentials were provided to you by your institution, you may not be able to reset your Canvas password on your own. Additionally, if you log in to Canvas using your institution's authentication system, you may need to reset your password using your institution's website. If you request a password reset and the email does not have a password reset link, it will include your Canvas email address and the institution that provided you with your password. To change or verify your password, contact the system administrators at your institution.

Notes:

- Password reset emails expire after two hours.
- If you can log in to Canvas and want to change your password, please visit the How do I change my login password as a student? lesson.

Email Errors

If you enter your email address and never get a password reset email, review the following password tips.

- Have you typed your email address correctly? Sometimes email addresses can be misspelled.
- Are you accessing the correct Canvas URL? You will not get the reset email if you are trying to reset your password on a site where you are not enrolled (such as canvas.instructure.com instead of myinstitution.instructure.com).
- Is your Canvas email sponsored by your institution? If your mail email address is part of a campus firewall system that blocks emails from mass senders, you won't be able to receive the email. Contact your institution's IT department for assistance.
- Are you the owner of your email address? If your email address is owned by someone else and you can't receive email for that address, you won't be able to get the reset email. Contact the owner of the email address for assistance.
Reset Password

In a new browser window, open to your Canvas login page. Click the **Forgot Password?** link.

**Note:** If your login screen does not show the password reset link, contact your institution for assistance.
Request Password

Enter the login information associated with your Canvas account and click the Request Password button.

Note: The password reset field verifies password reset information by user login. Depending on your institution, login information may vary.

Check Email

Return to your email account and sign in. Open the Forgot Password email. (If the email is not in your Inbox, check your Spam folder.)

If your user login is associated with multiple email addresses, password reset instructions will be sent to each address.
Open Password Link

Click the **Click here to set a new password** link.

**Note:** Password reset emails expire after two hours.
Change Password

Type in a new password and then confirm that password by typing it again. Click the Update Password button.
Log in to Canvas

With your login credential and new password, log in to Canvas.
How do I set my Canvas notification preferences as a student?

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users. To learn more about each notification, default settings, and notification triggers, view the Canvas Notifications PDF.

Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all of your courses; you cannot change settings for individual courses.

You may be able to reply directly to email notifications outside of Canvas. Replies are updated in the Canvas Inbox. However, please be aware that attachments added as part of an external reply are not included with the message shown in Canvas.

Notes:

- Notifications are sent to Canvas contact methods as specified in your account. You cannot receive notifications if your contact methods are unconfirmed. If you are not receiving Canvas notifications, please confirm your Canvas contact methods.
- The Canvas Student app supports setting notification preferences. However, setting preferences inside the app will override preferences in the browser version of Canvas, and daily and weekly preferences are not supported.
Open Notifications

In Global Navigation, click the Account link [1], then click the Notifications link [2].
Set Notification Preferences

### Notification Preferences

- **Notify me right away**
- **Send daily summary**
- **Send weekly summary**
- **Do not send me anything**

<table>
<thead>
<tr>
<th>Course Activities</th>
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<th>Push Notification For All Devices</th>
<th>Email Address</th>
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<tr>
<td>Due Date</td>
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<td>Announcement Created By You</td>
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<td>✔️</td>
<td>✔️</td>
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</tr>
</tbody>
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Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the Checkmark icon [1]. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.

To receive a daily notification, click the Clock icon [2].

To receive a weekly notification, click the Calendar icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the Remove icon [4].

**Notes:**

- Each set notification preference will automatically apply to all of your courses. They cannot be set individually.
- Twitter and SMS notification preferences do not support daily summary or weekly summary options.
- Unregistered contact methods will appear in notification preferences but will not receive notifications until you confirm the registration.
If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the Ok button. Once the warning has been displayed, it will not display again.
Set Push Notifications

If you have enabled push notifications in the Canvas Student app, you can manage your preferences in the Push Notification column. Please be aware that push notifications can only be sent to your mobile device right away or not at all. Daily and weekly notification options are not supported.

Additionally, setting preferences inside the app will override preferences set in the notifications page.

Set Text Notifications

You can set up your mobile phone as a contact method to receive notifications as text (SMS) messages.
On Android devices, text messages appear from notifications@instructure.com. On iOS devices, text messages appear from area code ending in 10 (such as 210 or 410).

Notification headings identify the course and the type of message notification. All notifications contain at least one text message. You cannot reply to text message notifications.
How do I add an additional email address as a contact method in Canvas as a student?

When you create a contact method in Canvas, you can use that contact method as a way to receive Canvas notifications. By default, notifications are sent to the email address used to create your Canvas account. However, you can add an additional email address if you do not want to use your existing email address or want to use an additional email for notifications.

Learn how to set notification preferences.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Add Email Address

In the Email Addresses section, click the Add Email Address link.
Register Email

Type in the email address you want to add in the text field [1]. When you are finished, click Register Email [2].
Confirm Email Address

Open your email account you just added. Click the link that is in the email to finish registering the additional email address. You may have to check your junk mail folder.

If you need to resend the confirmation, click the Re-Send Confirmation link.
Delete Email Address

To delete the email address, click the **Delete** icon.

Confirm Delete

Click the **OK** button.
How do I set my Canvas notification preferences as a student?

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users. To learn more about each notification, default settings, and notification triggers, view the Canvas Notifications PDF.

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Open Notifications

In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].
Set Notification Preferences

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the **Checkmark** icon [1]. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.

To receive a daily notification, click the **Clock** icon [2].

To receive a weekly notification, click the **Calendar** icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the **Remove** icon [4].

**Notes:**

- Each set notification preference will automatically apply to all of your courses. They cannot be set individually.
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**Notification Preferences**

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<td><a href="mailto:1234567890@tmomail.net">1234567890@tmomail.net</a></td>
<td>✔️</td>
</tr>
</tbody>
</table>

If you have enabled push notifications in the Canvas Student app, you can manage your preferences in the Push Notification column. Please be aware that push notifications can only be sent to your mobile device right away or not at all. Daily and weekly notification options are not supported.

Additionally, setting preferences inside the app will override preferences set in the notifications page.

### Set Text Notifications

**Notification Preferences**

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Push Notification</th>
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<td><a href="mailto:1234567890@tmomail.net">1234567890@tmomail.net</a></td>
<td>✔️</td>
</tr>
</tbody>
</table>

You can set up your mobile phone as a contact method to receive notifications as text (SMS) messages.
On Android devices, text messages appear from notifications@instructure.com. On iOS devices, text messages appear from area code ending in 10 (such as 210 or 410).

Notification headings identify the course and the type of message notification. All notifications contain at least one text message. You cannot reply to text message notifications.
How do I change my default email address in my user account as a student?

Your default email address is used as your main contact method in Canvas and is added when creating your Canvas account. Email addresses are used to create Canvas notifications; they are not used as a contact method for other Canvas users.

If you add another email address as a contact method, you can change your default email address in Canvas.

Open User Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
View Email Addresses

In the Ways to Contact sidebar, under Email Addresses, you can tell what email address is your default by the star icon next to the email address.
Choose Default Email Address

To choose a new default email address, hover over the email address and a faint star icon will appear. Click the star icon.
How do I reset my password as a student?

If you created your own Canvas account, you can reset your password through a link in the password request email.

If your login credentials were provided to you by your institution, you may not be able to reset your Canvas password on your own. Additionally, if you log in to Canvas using your institution's authentication system, you may need to reset your password using your institution's website. If you request a password reset and the email does not have a password reset link, it will include your Canvas email address and the institution that provided you with your password. To change or verify your password, contact the system administrators at your institution.

Notes:
- Password reset emails expire after two hours.
- If you can log in to Canvas and want to change your password, please visit the How do I change my login password as a student? lesson.

Email Errors

If you enter your email address and never get a password reset email, review the following password tips.

- **Have you typed your email address correctly?** Sometimes email addresses can be misspelled.
- **Are you accessing the correct Canvas URL?** You will not get the reset email if you are trying to reset your password on a site where you are not enrolled (such as canvas.instructure.com instead of myinstitution.instructure.com).
- **Is your Canvas email sponsored by your institution?** If your mail email address is part of a campus firewall system that blocks emails from mass senders, you won't be able to receive the email. Contact your institution's IT department for assistance.
- **Are you the owner of your email address?** If your email address is owned by someone else and you can't receive email for that address, you won't be able to get the reset email. Contact the owner of the email address for assistance.
Reset Password

In a new browser window, open to your Canvas login page. Click the **Forgot Password?** link.

**Note:** If your login screen does not show the password reset link, contact your institution for assistance.
Request Password

Enter the login information associated with your Canvas account and click the **Request Password** button.

**Note:** The password reset field verifies password reset information by user login. Depending on your institution, login information may vary.

Check Email

Return to your email account and sign in. Open the *Forgot Password* email. (If the email is not in your Inbox, check your Spam folder.)

If your user login is associated with multiple email addresses, password reset instructions will be sent to each address.
Open Password Link

Click the **Click here to set a new password** link.

**Note:** Password reset emails expire after two hours.
Change Password

Change login password for Jessica Doe

jessica.doe.canvas@gmail.com

New Password: [Blank]

Confirm New Password: [Blank]

Update Password

Type in a new password and then confirm that password by typing it again. Click the Update Password button.
Log in to Canvas

With your login credential and new password, log in to Canvas.
How do I view course content offline as an ePub file as a student?

If one or more of your courses have enabled ePub exports, you can view your course offline as an ePub file. You can download the ePub file and upload it into any eReader software for viewing, such as iBooks or Azardi.

ePub content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In an ePub file, you can view assignment details, availability dates, and point values. Discussions include the discussion topic. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the ePub. Any files that aren't supported in the ePub format, such as file attachments or PDFs, can be downloaded to be viewed in the file's native environment.

Currently ePub files and any associated files can only be generated in the browser version of Canvas, but the files can be transferred for viewing on any supported device.

Depending on the course setup, the ePub may be organized by modules or content type (assignments, discussions, quizzes, etc.). When viewing by module, only items you have access to view in each module will be included in the ePub file. Locked modules list either their prerequisites or the unlock date, as well as the items that are contained within that module (though not the actual content of those items themselves).

Notes:

- You cannot download ePub files for concluded courses.
- If you can view the Download Course Content button but cannot download an ePub file for a specific course, the feature has not been enabled for that course.
- If your account does not display the Download Course Content button, your institution may only allow you to export content offline as an HTML file in Modules.
Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].

Download Course Content

- Edit Settings
- Download Submissions
- Download Course Content
Click the Download Course Content button.

**Generate ePub**

Download Course Content

Downloading course content allows access to content while offline. Content may include files, pages, assignments, discussion topics or quizzes. Click "Generate ePub" for each course and open with any eReader software to view.

<table>
<thead>
<tr>
<th>Current Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 101  Generate ePub</td>
</tr>
<tr>
<td>Biology 101 Generate ePub</td>
</tr>
</tbody>
</table>

View the courses available as ePub exports. To generate an ePub, locate the course and click the Generate ePub link.
Download ePub

Once the export has completed, download the ePub by clicking the **Download ePub** link [1]. You can upload the ePub file into any eReader for viewing.

If the course includes files that aren't supported in the ePub, click the **Download Associated Files** link [2]. Associated files download in a ZIP file and contain all unsupported files, such as media files and Microsoft Office documents.

To regenerate the ePub file, click the **Regenerate ePub** link [3].
How do I add a text (SMS) contact method in Canvas as a student?

You can add a text or SMS communication channel to receive Canvas notifications on your cell phone. Text or SMS channels appear under the **Other Contacts** sidebar heading.

Once you have enabled the contact method, learn how to [set notification preferences](#).

SMS notifications are currently available for cellular numbers registered in Argentina, Australia, Austria, Belgium, Bolivia, Brazil, Canada, Chile, China, Colombia, Costa Rica, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Ireland, Israel, Italy, Japan, Kenya, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Oman, Pakistan, Panama, Paraguay, Peru, Philippines, Poland, Qatar, Russia, Saudi Arabia, Singapore, South Africa, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, Trinidad and Tobago, United Arab Emirates, United Kingdom, United States of America, Uruguay, Venezuela, and Vietnam.

**Note:**
- Standard text message rates may apply.
- If you have a mobile device and have enabled push notifications, your Canvas profile will include a *For All Devices* push contact type. If you delete this contact method, the method will reappear the next time you enable the Canvas app on your mobile device.
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
Add Contact Method

In the Other Contacts section, click the Add Contact Method link.
Register SMS: United States

If you are in the United States, enter your 10-digit cell phone number [1], and select your cell phone carrier [2]. The SMS Email field [3] will auto-populate your SMS email address.

Click the Register SMS button [4].
Register SMS: International

If you're located outside the United States, you may be able to select your country [1] and enter your cell number [2]. Click the Register SMS button [3].

Note: International SMS must be enabled by your institution. If you cannot select a country, this feature is not available to you.
Confirm SMS Number

Check your cell phone for a confirmation code from canvas. Enter the code into the text field [1]. To resend the confirmation again, click the Re-Send Confirmation link [2]. Click the Confirm button [3].

Delete SMS
To delete the contact method, click the **Delete** icon.

**Confirm Deletion**

![Confirm Deletion dialog box]

Click the **OK** button.
How do I set up multi-factor authentication for my user account as a student?

Your institution may enable multi-factor authentication for your user account. Multi-factor authentication adds security to your account by verifying you are the user accessing your account. Multi-factor authentication may be optional or required.

You must have a mobile device to set up multi-factor authentication for your user account. Your device must be able to send text (SMS) messages, or if you have a smartphone, you can download the Google Authenticator app for iPhone or Android.

Note: This lesson shows how to set up multi-factor authentication if it is an optional setting in your user account. However, if multi-factor authentication is required by your institution, you will be shown the multi-factor authentication page directly after you log in to Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Set Up Multi-Factor Authentication

Click the **Set Up Multi-Factor Authentication** button.

**Verify via Google Authenticator**

To verify multi-factor authentication with Google Authenticator, download the app for your device (iPhone or Android). Use the app to scan the QR code and generate a code. Enter the code in the **Verification Code** field.
If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [4].

Click the **Verify** button [5].

**Verify via Text Message**

To verify multi-factor authentication via text message, any existing SMS notification type displays in the drop-down menu [1]. This is the number where your multi-factor verification code will be sent. To select a new text (SMS) number, select the drop-down menu and enter the option to add a new phone number. You will need to know the phone number and mobile carrier (provider).

Once you have set up your new phone number, or selected an existing phone number, click the **Send** button [2]. Your mobile device will receive a verification code. Enter the code in the **Verification Code** field [3].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [4].

Click the **Verify** button [5].
Manage Multi-Factor Authentication

Once multi-factor authentication is enabled, your User Settings page may display additional options to manage your authentication.

You can choose to create multi-factor authentication codes to use as backup in case your authentication device is not available [1]. This option is available to all users with multi-factor authentication.

If multi-factor authentication is optional for your account, you can also choose to reconfigure authentication [2] or disable authentication [3].
What feature options can I enable in my user account as a student?

Canvas is continually creating new features to improve your user experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas. Learn more about User Feature Options and how to enable them in the manage new features lesson.

High Contrast UI

By default this feature is set to Off.

High Contrast UI allows you to view Canvas using high contrast styles. This feature enhances the color contrast of the user interface (text, buttons, etc.) so they are more distinct and easier to identify in Canvas. However, institutional branding is not supported when this feature is enabled, so you will not be able to view the institution's logo or other elements.

Underline Links

By default this feature is set to Off.

Underline Links allows you to view Canvas interface links as underlined text. When enabled, this feature underlines hyperlinks in navigation menus, the Dashboard, and page sidebars. This feature option does not apply to user-generated content links in the Rich Content Editor, which always underlines links for all users.
How do I manage new features in my user account as a student?

Canvas is continually creating new features to improve your user experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas. This lesson gives an overview of how to manage user-level feature options for your user account. To view specific feature options available in Canvas, visit the user account features lesson.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
View Feature Options

Available features will appear in the Feature Options section.

View Types of Features

Each feature includes a feature description. To expand the feature box and display the description, click the arrow icon.
View Feature Tags

Feature tags help identify the state of each feature. A feature with no label [1] means the feature is stable and ready for use in your production environment. Features may also include a beta tag [2], which means the feature is available for use in your production environment but is still being tested for usability and accessibility behavior. Enabling a beta feature may create unintended behavior within your Canvas account.

View Feature Access

If a feature is displayed, you can choose to toggle the feature on or off.

**On** [1]: Click the toggle to turn on this feature in your user account. The toggle will turn green and show a checkmark.

**Off** [2]: By default, the feature will be off. Leave this button unselected if you do not want to enable this feature for your user account.
How do I view Quizzes as a student?

You can view Quizzes in your course by accessing the Quizzes page. Learn how to view each type of quiz that may appear in your course.

Note: Your instructor may choose to hide the Quizzes link in Course Navigation. If the Quizzes link is not available, you can still access Quizzes through other areas of Canvas.

Open Quizzes

In Course Navigation, click the Quizzes link.
View Quizzes

On the Quiz Index Page, you can view the name of each quiz [1], the availability dates for the quiz [2], the due date for the quiz [3], the number of points the quiz is worth [4], and the number of questions in the quiz [5].

Quizzes are ordered by due date. Some quizzes may not include a due date.
The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit a quiz during a specified date range, so the available dates are the range of time that the quiz is accessible to you.

1. If the quiz does not have a date listed, the quiz is open; you can complete the quiz at any time during your course.
2. If the quiz says Available until [date], you can complete the quiz until the specified date.
3. If the quiz says Not Available Until [date], the quiz is locked until until the specified date.
4. If the quiz says Closed, the quiz cannot accept quiz submissions.

If you start a quiz but do not submit it, Quizzes includes an autosubmit feature that will submit the quiz for you on the Available until quiz date. If a quiz does not include an Available until date, the quiz will autosubmit on the last day of the course.

**Note:** If a date does not include a time, the listed date defaults to 12 am. Therefore, the last day for the quiz is the full day before the listed date. For instance, if a quiz is Available until August 22, you can access the quiz until August 21 at 11:59 pm, which in this example is the same date as the Due date.
The second set of dates are the Due dates [1] for each respective quiz. Any quizzes submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all quizzes may include a Due date.

You can still submit late quizzes before the quiz Available until date (otherwise the quiz will be autosubmitted for you).

*Please be aware that the Due date may be before or on the Available date.*

Due dates also include a time [2]. If your instructor does not set a specific time, the assignment defaults to 11:59 pm. Canvas does not account for seconds in the due date, so for instance, a due time of 11:59 pm means the assignment is marked late at 11:59:01 pm.

**Filter Quizzes**

[Image of Canvas interface showing assignment quizzes and due dates]
You can search for a quiz by typing a quiz title or a keyword in the Search for Quiz field.

**View Quiz Details**

<table>
<thead>
<tr>
<th>Assignment Quizzes</th>
</tr>
</thead>
</table>
| **The Articles of Confederation and the Constitution Quiz**  
Not available until Jul 17 | Due Jul 24 at 11:59pm | 10 pts | 10 Questions |
| **Revolution Quiz**  
Closed | Due Aug 9 at 11:59pm | 30 pts | 18 Questions |
| **Declaration of Independence Quiz**  
Available until Aug 25 | Due Aug 25 at 1:59pm | 10 pts | 5 Questions |
| **The Bill of Rights Quiz**  
| 10 pts | 10 Questions |

To view the details of a quiz, click the name of the quiz.
When a quiz is open to you to take at any time, you can view the due date, points, and questions for the quiz.

You can also view additional details:

- **Time Limit [1]**: the length of time you have to complete the quiz. If your quiz has a time limit, you must complete the entire quiz within that time in one sitting. If you navigate away from the quiz, the timer will keep running. You will also be kicked out of the quiz when the time limit has been reached.

- **Instructions [2]**: any instructions that your instructor has about the quiz.

In the example above, the quiz is due by September 15. However, if you were to miss the due date, you could still take the quiz for late credit before the last day of the course.

To **take the quiz**, click the **Take the Quiz** button.

**Notes:**

- **If you start a quiz that has a due date, but do not finish** the quiz by the due date (as indicated in your local time zone), Canvas will automatically submit the quiz on the due date.
Quiz details do not show the due date in relation to the current time. For example, if a quiz has a due date of 11:59 pm and you begin the quiz at 11:30 pm, you will only have 30 minutes to complete the quiz before it is marked late. The same time restriction applies if you are taking a timed quiz. For example, if the Time Limit was set to 60 minutes but you begin the quiz at 11:30 pm, you still only have 30 minutes to complete the quiz before it is marked late. Canvas will notify you regarding any time restrictions when you begin the quiz.

View Quiz with Availability Dates

### Declaration of Independence Quiz

<table>
<thead>
<tr>
<th>Due</th>
<th>Aug 25 at 1:59pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>10</td>
</tr>
<tr>
<td>Questions</td>
<td>5</td>
</tr>
<tr>
<td>Available</td>
<td>May 19 at 12am - Aug 25 at 11:59pm 3 months</td>
</tr>
<tr>
<td>Time Limit</td>
<td>60 Minutes</td>
</tr>
</tbody>
</table>

### Instructions

This practice quiz is to determine your understanding of the Declaration of Independence. Write what you think each section or statement means. You have 1 attempt and 60 minutes to complete the quiz.

When a quiz is open to you during availability dates, you can view all available quiz information in addition to the specific dates the quiz is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be before or on the last available date (if one is set).

In the example above, the quiz is available to you starting September 8 at 12 am and is due by September 15 at 11:59 pm. However, if you were to miss the due date, you could still take the quiz until December 9 at 11:59 pm for late credit. If you do not submit the quiz by the last available date of December 9 at 11:59 pm (as indicated in your local time zone), Canvas will automatically submit the quiz on the last available date. On December 10 at 12 am, the quiz will not be available to you.

**Note:** Quiz details do not show due and availability dates in relation to the current time. For example, if a quiz has an Until date of 11:59 pm and you begin the quiz at 11:30 pm, you will only have 30 minutes to complete the quiz. The same time restriction applies if you are taking a timed quiz. For example, if the Time Limit was set to 60 minutes but you begin the quiz at 11:30 pm,
you still only have 30 minutes to complete the quiz. Canvas will notify you regarding any time restrictions when you begin the quiz.

**View Locked Quiz**

The Articles of Confederation and the Constitution Quiz

<table>
<thead>
<tr>
<th>Due</th>
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<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 24 at 11:59pm</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

**Available**

after Jul 17 at 12am

**Time Limit**

30 Minutes

**Allowed Attempts**

Unlimited

This quiz is locked until Jul 17 at 12am.

When a quiz is locked, you can view all details of the quiz. You can also view the date when you can take the quiz.
View Closed Quiz

**Revolution Quiz**

<table>
<thead>
<tr>
<th>Due</th>
<th>Points</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 9 at 11:59pm</td>
<td>30</td>
<td>18</td>
</tr>
</tbody>
</table>

**Available**
May 21 at 12am - Jun 23 at 11:59pm about 1 month

**Time Limit**
15 Minutes

**Allowed Attempts**
2

**Instructions**

Please take this quiz following module 2. This is not an open-book quiz.

This quiz was locked Jun 23 at 11:59pm.

When a quiz is closed, you can view all details of the quiz. You can also view the date the quiz was locked to submissions.
How do I take a quiz?

You can easily take a quiz by accessing the Quizzes page. Depending on how your instructor set up the quiz, questions may be shown all on one page or one at a time. If you are unable to finish a quiz you may be able to resume it at a later time.

Open Quizzes

In Course Navigation, click the Quizzes link.
Find an available quiz you'd like to take and click the title of the quiz.
Take Quiz

Declaration of Independence Quiz

Due Aug 25 at 1:59pm Points 10 Questions 5
Available May 19 at 12am - Aug 25 at 11:59pm 3 months
Time Limit 60 Minutes

Instructions

This practice quiz is to determine your understanding of the Declaration of Independence. Write what you think each section or statement means. You have 1 attempt and 60 minutes to complete the quiz.

Take the Quiz

To begin the quiz, click the Take the Quiz button.
Complete the quiz per your instructor’s instructions. Quizzes will either have all the questions on one page, or each question will be shown one at a time.

There are several different question types in Canvas that your professors may choose to employ, from True/False to Essay format. Questions can vary by question type. Each question will show in the top right corner the point value of the question. Each question will be divided from others by a box surrounding the question and answers.

You can use other areas in the quiz to help you navigate and complete quiz questions, including the sidebar and the flagging questions feature.
View Sidebar

At any point during the quiz, you can view a summary of your quiz. Questions you've answered will be faded out and identified by a checkmark icon [1], while unanswered questions will be bolded and identified by a question mark icon [2].

You can also view the due date for the quiz [3]. In the sidebar, the quiz due date refers to the autosubmit date, which can be a specified Until date or the last day of the course. *This is not the due date set for when the quiz will be marked late.*

You'll also see a timer showing your progress on the quiz. For untimed quizzes [4], the quiz shows as the elapsed time. If you are taking a timed quiz [5], the timer shows the running time and counts down until time expires.
Flag Questions

You can flag the questions you want to go back to by clicking the flag by the question [1]. The flag will change color to yellow to remind you to finish the question. The yellow flag will also appear in the question overview in the sidebar [2].

View Quiz Warning Notifications

If you are taking a timed quiz, or you are taking a quiz close to the due date or lock date and time, Canvas generates warning messages to help you manage your time in the quiz. Canvas will also warn you if you lose the connection to the internet during the quiz.

View Due Date Warning

If you are taking a quiz with a set due date, you will see a warning popup banner as to how many minutes remain before the quiz will be marked late. Warnings appear 30 minutes prior, five minutes prior, and one minute prior.
View Time Restriction Warning

If you start a quiz near the time when it will be due, you will see a warning popup banner. Use the sidebar to view the time the quiz is due and how many minutes are remaining. In this sense, the quiz due date refers to the autosubmit date, which is either a specified lock (Available until) date or the last day of the course. Warnings appear 30 minutes prior, five minutes prior, one minute prior, and 10 seconds prior.

View Quiz Logout Warning

If at any time you get logged out of Canvas while taking a quiz, you will see a warning pop-up banner. To resume your quiz, click the Login button.

Pause Quiz

If your browser allows you to leave the quiz, you can pause the quiz by leaving the quiz page. When you are ready to resume the quiz, the quiz will resume where you left off.
Note: if you leave a timed quiz, the timer will keep running and the quiz will be automatically submitted when time runs out.

Submit Quiz

Canvas will save your quiz as you go through it. When you are finished, submit your quiz and view the quiz results to find out your score.
How do I take a quiz where I can only view one question at a time?

Your instructor may choose to build quizzes that show one question at a time. This means you will receive only one quiz question on your screen at a time instead of all questions posted at once.

Next Questions

<table>
<thead>
<tr>
<th>Question 1</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>How much time should you spend on your online course each week in order to understand the concepts?</td>
<td></td>
</tr>
<tr>
<td>○ However long it takes</td>
<td></td>
</tr>
<tr>
<td>○ 30 minutes</td>
<td></td>
</tr>
<tr>
<td>○ 1-2 hours</td>
<td></td>
</tr>
<tr>
<td>○ At least 3 hours</td>
<td></td>
</tr>
</tbody>
</table>

Each question will appear on the screen by itself. Once you have answered the question, the Next button will turn blue. Click the Next button to advance through the quiz.
If your instructor allows you to return to prior questions, you can click the Previous button to check your answers or return to questions you left blank.
Navigate Questions in Sidebar

History Overview

Started: Jul 10 at 2:05pm

Quiz Instructions

Please complete the quiz by the indicated due date.

You can also use the sidebar links for quicker navigation between questions. The question mark icon shows the questions you still need to answer while the checkmark icon shows you the questions you have answered. If your instructor allows you to return to prior questions, you may return to a previously answered question by clicking the link to that question.
Lock Questions after Answering

If your instructor does not allow you to go back to questions after you answer them, a pop-up window will display a warning message when you begin your quiz.

Blank Responses

If you leave a question blank and try to advance to the next question, a pop-up window will display a warning message to explain that you won't be able to return to this question.
How do I answer each type of question in a quiz?

Instructors can choose from a variety of question types to add to a quiz.

Multiple Choice Question

<table>
<thead>
<tr>
<th>Question 1</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>How much time should you spend on your online course each week in order to understand the concepts?</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
</tr>
<tr>
<td>○ However long it takes</td>
<td></td>
</tr>
<tr>
<td>○ At least 3 hours</td>
<td></td>
</tr>
<tr>
<td>○ 30 minutes</td>
<td></td>
</tr>
<tr>
<td>○ 1-2 hours</td>
<td></td>
</tr>
</tbody>
</table>

To answer a multiple choice question, click the radio button next to the answer.
True/False Question

To answer a true/false question, click the radio button next to the answer.

Fill-in-the-Blank Question

To answer a fill-in-the-blank question, click the text box and type your answer.
Fill-in-Multiple-Blanks Question

To answer a fill-in-multiple-blanks question, click the first text box [1] and type your first answer. Click the second text box [2] and type your second answer. Continue this process until you have answered the question.

Roses are , violets are
Multiple Answers Question

Question 5

What year was The Star-Spangled Banner written and when was it adopted officially as the national anthem for the United States of America

- □ 1918
- □ 1931
- □ 1810
- □ 1814

To answer a multiple answer question, click the check boxes [1] next to all the applicable answers [2].

Multiple Dropdowns Question

Question 6

The opposite of [Select] is [Select]

Blue
To answer a multiple drop-down question, click the drop-down menu and select your answer. Continue until you have answered all parts of the question.

**Matching Question**

<table>
<thead>
<tr>
<th>Question 7</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Blue</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Yellow</strong></td>
<td></td>
</tr>
</tbody>
</table>

Match the colors with their complementary color.

- Red: Aqua
- Blue: Violet
- Yellow: Green
- Green: Orange
- Orange: Gold
- Gold: Purple

To answer a matching question, click the drop-down menu [1] and select your answer [2]. Continue until you have matched all the options.
Numerical Answer Question

<table>
<thead>
<tr>
<th>Question 8</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>A boulder weights 180x tons. Find the weight of 6 boulders.</td>
<td></td>
</tr>
</tbody>
</table>

To answer a numerical question, click the text box and type your answer.

Formula Question

<table>
<thead>
<tr>
<th>Question 9</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simplify</td>
<td></td>
</tr>
<tr>
<td>What is 5 + (2-(4*12))?</td>
<td></td>
</tr>
</tbody>
</table>

To answer a formula question, click the text box and type your answer.
Essay Question

What did you learn about American History in this course?

To answer an essay question, click the text box [1] and type your content. Content can be formatted through the Rich Content Editor [2].

**Note**: Essay questions can also be used for mathematical questions that require the LaTex equation editor. To insert a mathematical equation, click the equation icon [3] in the Rich Content Editor.
To answer a file upload question, click the **Choose a File** button. Canvas will open a file dialog box where you can locate the file on your computer. Select the file and it will be uploaded as your answer. Canvas will confirm that your file has been uploaded [2]. You can also remove your file by clicking the remove icon [3] and submit a new file.
How do I resume a quiz that I already started taking?

You can resume a quiz you previously started.

**Note:** If you navigate away from an unfinished timed quiz, the timer will continue running and the quiz will autosubmit when time runs out.

Open Quizzes

In Course Navigation, click the **Quizzes** link.
Open Quiz

Find the quiz you would like to resume and click the title of the quiz.

Resume Quiz

History Overview

Due: Jun 8 at 11:59pm  Points: 21  Questions: 12  Time Limit: None
Allowed Attempts: Unlimited

Instructions

Please complete the quiz by the indicated due date.

To resume the quiz, click the Resume Quiz button. The quiz will resume where you left off. When you are finished, you can submit the quiz.
How do I submit a quiz?

Learn how to submit a quiz in Canvas.

Open Quizzes

- Pages
- Files
- Syllabus
- Outcomes
- **Quizzes**
- Modules
- Conferences
- Collaborations

In Course Navigation, click the **Quizzes** link.
Open Quiz

Click the quiz title to open quiz.

Take Quiz

History Overview

Due Jun 8 at 11:59pm  Points 21  Questions 12  Time Limit None
Allowed Attempts Unlimited

Instructions

Please complete the quiz by the indicated due date.

Click the Take the Quiz button.
History Overview

Due: Jun 8 at 11:59pm  
Points: 21  
Questions: 12  
Time Limit: None  
Allowed Attempts: Unlimited

Instructions

Please complete the quiz by the indicated due date.

Resume Quiz

If you navigate away from the quiz, when you return to the quiz the button will show as Resume Quiz.

Submit Quiz

Quiz saved at 2:20pm  
Submit Quiz

Answer the questions in the quiz. Learn how to view the quiz page.

When you are finished, click the Submit Quiz button.
Unanswered Questions Warning

If you have forgotten to answer some of the quiz questions, Canvas will confirm your submission before submitting the quiz. To submit the quiz anyway, click the OK button [1]. To return to the quiz, click the Cancel button [2].

View Results

<table>
<thead>
<tr>
<th>History Overview</th>
<th>Last Attempt Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due: Jun 8 at 11:59pm</td>
<td>Time: 12 minutes</td>
</tr>
<tr>
<td>Points: 21</td>
<td>Current Score: 7 out of 21 *</td>
</tr>
<tr>
<td>Questions: 12</td>
<td>Kept Score: 20 out of 21</td>
</tr>
<tr>
<td>Time Limit: None</td>
<td>* Some questions not yet graded</td>
</tr>
<tr>
<td>Allowed Attempts: Unlimited</td>
<td></td>
</tr>
</tbody>
</table>

Instructions

Please complete the quiz by the indicated due date.

Attempt History

<table>
<thead>
<tr>
<th>Attempt</th>
<th>Time</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEPT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attempt 2</td>
<td>2 minutes</td>
<td>20 out of 21 *</td>
</tr>
<tr>
<td>LATEST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attempt 5</td>
<td>12 minutes</td>
<td>7 out of 21 *</td>
</tr>
<tr>
<td>Attempt 4</td>
<td>2 minutes</td>
<td>0 out of 21 *</td>
</tr>
<tr>
<td>Attempt 3</td>
<td>2 minutes</td>
<td>1 out of 21 *</td>
</tr>
<tr>
<td>Attempt 2</td>
<td>2 minutes</td>
<td>20 out of 21 *</td>
</tr>
<tr>
<td>Attempt 1</td>
<td>11 minutes</td>
<td>5.33 out of 21 *</td>
</tr>
</tbody>
</table>

* Some questions not yet graded

View the quiz results to find out your score.
How do I view quiz results as a student?

Quiz results are easy to read in Canvas. As a student, you can see different types of quiz results, depending on your instructor’s preference.

Open Quizzes

In Course Navigation, click the **Quizzes** link.
The quiz results screen consists of several areas:
1. Attempt History
2. Quiz Results
3. Submission Details

Unavailable Quiz Results

**History Overview**

<table>
<thead>
<tr>
<th>Due</th>
<th>Points</th>
<th>Questions</th>
<th>Time Limit</th>
<th>Allowed Attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 8</td>
<td>21</td>
<td>12</td>
<td>None</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

**Instructions**

Please complete the quiz by the indicated due date.

[Take the Quiz Again]

**Your quiz has been muted**

Your quiz score is unavailable because your instructor has not finished grading it. When your instructor finishes grading this quiz, your score will be available on this page.

If your instructor has muted your quiz, your results will be unavailable until it is unmuted.

**View Attempt History**

**Attempt History**

<table>
<thead>
<tr>
<th>Attempt</th>
<th>Time</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>LATEST</td>
<td>Attempt 1</td>
<td>40 minutes</td>
</tr>
</tbody>
</table>

* Some questions not yet graded
Attempt History shows your latest quiz attempt, the time it took to take the quiz, and your score.

Attempt History with Repeated Quiz Attempts

<table>
<thead>
<tr>
<th>Attempt</th>
<th>Time</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEPT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attempt 2</td>
<td>2 minutes</td>
<td>20 out of 21 *</td>
</tr>
<tr>
<td>LATEST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attempt 4</td>
<td>2 minutes</td>
<td>0 out of 21 *</td>
</tr>
<tr>
<td>Attempt 3</td>
<td>2 minutes</td>
<td>1 out of 21 *</td>
</tr>
<tr>
<td>Attempt 2</td>
<td>2 minutes</td>
<td>20 out of 21 *</td>
</tr>
<tr>
<td>Attempt 1</td>
<td>11 minutes</td>
<td>5.33 out of 21 *</td>
</tr>
</tbody>
</table>

* Some questions not yet graded

For repeated quiz attempts, the history will display the results of every attempt. Each attempt has a hyperlink that will display each quiz result, respectively.

View Quiz Results

Score for this attempt: 7 out of 21 *
Submitted Jul 10 at 2:21pm
This attempt took 12 minutes.

Incorrect
Question 1
0 / 1 pts

If your instructor allows, you can view the results of your quiz along with the correct answers. This view will also show your total score, the time and date it was submitted, and how long it took to complete the quiz.
View Correct Answers

If your instructor allows you to see correct answers, the quiz results will display your answer along with the correct answer.

A correct answer that you marked will be indicated by a green flag [1]. A wrong answer will be indicated by a red flag pointing to your answer [2]. The correct answer will be indicated by a gray flag [3].
View Quiz Responses Only

If your instructor does not allow you to view correct answers, the quiz results will only display your responses and note whether they were correct or incorrect.

View Protected Quiz Results

Some instructors will not allow you to view your quiz results at all. This setting is common for quizzes that are allowed multiple attempts.
Submission Details is another way to view your quiz results. Displayed in the sidebar, submission details will show the time it took to take the quiz [1], your current score [2], and your kept score [3], which is the score that Canvas records in the Gradebook.

**Note:** If your current score includes an asterisk, some questions have not been graded by your instructor, such as essay and file upload questions. You can also view the status of your quiz on your Grades page.
Submission Details with Repeated Quiz Attempts

Last Attempt Details:

<table>
<thead>
<tr>
<th>Time:</th>
<th>12 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Current Score:</td>
<td>7 out of 21 *</td>
</tr>
<tr>
<td><strong>2</strong> Kept Score:</td>
<td>20 out of 21</td>
</tr>
</tbody>
</table>

* Some questions not yet graded

5 Attempts so far
① View Previous Attempts
Unlimited Attempts

Take the Quiz Again
(Will keep the highest of all your scores)

For repeated quiz attempts, the submission details will continue to display the current score [1] and the kept score [2]. However, in this case, the kept score is assigned by your instructor and can either be your latest quiz attempt score, the highest quiz score, or the average of all your scores. The kept score is indicated at the bottom of the submission detail area [3].
View Previous Attempts

Last Attempt Details:

<table>
<thead>
<tr>
<th>Time:</th>
<th>12 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Score:</td>
<td>7 out of 21 *</td>
</tr>
<tr>
<td>Kept Score:</td>
<td>20 out of 21</td>
</tr>
</tbody>
</table>

* Some questions not yet graded

5 Attempts so far

① View Previous Attempts
Unlimited Attempts

Take the Quiz Again
(Will keep the highest of all your scores)

You can also view previous attempts through the sidebar submission details. Click the View Previous Attempts link.

View Quiz Results for Previous Attempts

History Overview Results for Emily Boone

Quiz results are protected for this quiz and are not visible to students.

① Correct answers are hidden.

Score for this attempt: 20 out of 21 *
Some questions not yet graded

Quiz Submissions

- Attempt 1: 5.33
- Attempt 2: 20
- Attempt 3: 1
- Attempt 4: 0
- Attempt 5: 7

This quiz has unlimited attempts

②
③ ← Back to Quiz

Each quiz attempt will be listed in the sidebar with a hyperlink to the quiz results. Click the attempt you wish to view [1]. The quiz results for that attempt will appear [2]. Keep in mind that the same settings will apply in the quiz results, meaning that you may only be able to view your responses or not view quiz results at all.
To return to the quiz, click the Back to Quiz link [3].
How do I know if I can retake a quiz?

Some instructors will allow you to retake a quiz. The quiz will show you if you are allowed more attempts.

Open Quizzes

In Course Navigation, click the **Quizzes** link.
Open Quiz

Click the quiz title to open the quiz you want to retake.

View Quiz

History Overview

Due  Jun 8 at 11:59pm  Points 21  Questions 12
Time Limit  None  Allowed Attempts Unlimited

Instructions

Please complete the quiz by the indicated due date.

Take the Quiz Again

If you can retake the quiz, you will see Take the Quiz Again button. Click the button to retake the quiz.

Contact your instructor if you have problems accessing the quiz.

Note: You can see past attempts in your quiz results.
How do I submit a survey?

Learn how to submit a survey in Canvas.

Open Quizzes

In Course Navigation, click the Quizzes link.

Open Survey

Class Survey

10 pts | 2 Questions
Click the Survey title to open the Survey.

**Take Survey**

### Class Survey

<table>
<thead>
<tr>
<th>Due</th>
<th>No due date</th>
<th>Points</th>
<th>10</th>
<th>Questions</th>
<th>2</th>
<th>Time Limit</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowed Attempts</td>
<td>Unlimited</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Instructions

Please take this survey about your experience in this online course.

[Take the Survey]

Click the **Take the Survey** button.
Complete Survey

Class Survey
Started: Jul 10 at 2:41pm

Quiz Instructions
Please take this survey about your experience in this online course.

<table>
<thead>
<tr>
<th>Question 1</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please rate your agreement with the following statements.</td>
<td></td>
</tr>
<tr>
<td>Course expectations were clearly defined</td>
<td>[ Select ]</td>
</tr>
<tr>
<td>My instructor provided helpful feedback on my course work</td>
<td>[ Select ]</td>
</tr>
<tr>
<td>My instructor answered my questions in a timely manner</td>
<td>[ Select ]</td>
</tr>
</tbody>
</table>

Answer the questions available.

Submit Survey

Quiz saved at 2:42pm

Click the Submit Quiz button.
How do I record a video using the Rich Content Editor as a student?

You can use the Rich Content Editor to record a video. You can record media for any length of time, but shorter video recordings are recommended. If your video is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media lengths require a longer rendering time and may be interrupted without a stable internet connection.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas videos also support caption files. Once you record and save your video, learn how to add captions to a video.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool
To open the Media Comment Tool, click the Video Clip icon.

Allow Adobe Flash Player Access

To give the Adobe Flash Player access to your computer's camera and microphone, click Allow.

Select Settings
You can open the Settings for the Flash Player to select specific options for your video recording.

To open the settings, Right-click (PC users) or Control-click (MAC users) anywhere on the media window.

**Modify Settings**

You can select among the Flash Player Setting tabs and select your privacy settings [1] and local storage limit [2] on your local computer. You can also select a specific microphone [3] or camera [4] using the drop-down menu, if your computer contains more than one option.
Select Video Recording Option

To begin recording video, click the Webcam icon.
Start Recording

Click to start recording a video file.
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. Click anywhere to stop recording.

Review Recording

Your recording will begin to playback automatically. To save your video, click the Save button [1]. To re-record your video message, click the Record button [2].
View Video

Your video will be automatically inserted into the Rich Content Editor.

Save Changes

To save any changes made in the Rich Content Editor, click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as “Post Reply”.
You can view the video file by clicking the preview icon.
How do I use the HTML view in the Rich Content Editor as a student?

You can use the Rich Content Editor to embed content using HTML. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

When attempting to do custom HTML coding in Canvas, you may discover that certain HTML codes do not work upon saving. This is because Canvas will only support certain HTML elements for security reasons. This also applies to content copied and pasted from an external source. Below is a link to a list of HTML tags that are permissible in Canvas. HTML tags that are not on this list may be stripped out of the Canvas Rich Content Editor when you save your work. View the Canvas HTML whitelist PDF for more information.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Open HTML Editor

Click the HTML Editor link.

Note: When in HTML view, you can toggle back by clicking the Rich Content Editor link.
Enter Content

Welcome

Welcome to the Rich Content Editor!
Editing HTML
HTML Editing

Edit your HTML content.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
How do I upload a video using the Rich Content Editor as a student?

You can use the Rich Content Editor to upload a video. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas allows you to upload supported media types.

Canvas videos also support caption files. Once you upload a video, learn how to add captions to a video.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool

Click the Video Clip icon to open the Media Comment Tool.
Upload Media

Click the **Upload Media** tab.
Select Video File

Choose the Select Video File button. A popup window will appear in your browser.
Open Video File

Select the video you want to upload [1]. Click the Open button [2].
Upload Video File

The status bar will show you the progress of your video upload. The speed of your upload will depend on your internet connection and the size of your video. Wait for your media to upload. Once the progress bar is full this window will automatically close.
View Uploaded Video

The uploaded video will be indicated by a link inside the Rich Content Editor.

Save Changes

Click the Save button to save any changes to the post made in the Rich Content Editor.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as “Post Reply.”
How do I embed images from Canvas into the Rich Content Editor as a student?

You can embed images from your personal files in Canvas into the Rich Content Editor. You can also add alt tags to your images for better accessibility.

You can only embed images that have been previously uploaded to your personal or course files. If a change is made to the image in your personal files after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Open Image

Click the Image icon.

Select Canvas Tab

Click the Canvas tab.
Open Course or Personal Files

You can choose to embed images located in your course files [1] or your personal files [2]. As a student, you can embed any image from your files into the Rich Content Editor, even images that are in folders only visible to you.

**Note:** When accessing course files for image uploads, you will only be able to see images that are public to the entire course.
Select Image

Click the image you wish to embed.
Insert Alt Text

The Attributes field will populate the **Alt text** field [1], which is the name of the image. For better accessibility, type a description of the image contents. To add the image as decorative, click the **Decorative image** checkbox [2]. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

**Note:** If you want to include an image title, which will appear when a user hovers over the image, embed the image and then switch to the HTML Editor. Title tags must be manually added to the HTML code.
The image's default dimensions will also populate automatically. Dimensions are referenced in pixels defined by width then height.

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then press the Tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

**Embed Image**

Click the **Update** button.
**Note:** As a future shortcut, if you do not need to change any of your image's attributes, locate your image and simply **double click** the name of your image. The image will be embedded directly to your post.

**View Embedded Image**

![Image]

Welcome to the Rich Content Editor

View your embedded image in the Rich Content Editor.
Edit Image Properties

To edit an existing image, click the image [1], then click the Image icon [2]. The insert/embed window will appear to make changes.

When you edit an existing image, the URL tab will display the location of the Canvas image; however, the Canvas tab will still display the file. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your Canvas image, click the Canvas tab [3] and locate another image.
Visually Resize Image

You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.

**Note:** The Rich Content Editor does not support image cropping.
How do I embed images from the web in the Rich Content Editor as a student?

You can use the Rich Content Editor to embed images from the web. You can also add alt tags to your images for better accessibility.

The Rich Content Editor is used in features that support the Editor (Announcements, Assignments, Discussions, Pages, and Quizzes). If a change is made to the source of your image after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Open Image

Click the Image icon.

Embed External Image

Paste or type in the URL of the image you want to embed.

http://sciencemadesimple.com/img_autumn/autumn_leaves_maple.jpg
The Attributes field will populate the Alt text field [1], which is the name of the image. For better accessibility, type a description of the image contents. To add the image as decorative, click the Decorative image checkbox [2]. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

**Note:** If you want to include an image title, which will appear when a user hovers over the image, embed the image and then switch to the HTML Editor. Title tags must be manually added to the HTML code.
Change Attributes Image Dimensions

The image's default dimensions will also populate automatically. Dimensions are referenced in pixels defined by width then height.

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then press the Tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

Embed Image

Click the Update button.
**Note:** As a future shortcut, if you do not need to change any of your image's attributes, locate your image and simply **double click** the name of your image. The image will be embedded directly to your post.

**View Embedded Image**

(image via [www.sciencemadesimple.com](http://www.sciencemadesimple.com))

View your embedded image in the Rich Content Editor.
Edit Image Properties

To edit an existing embedded image, click the image [1], then click the Image icon [2]. The insert/edit window will appear to make changes.

When you edit an existing image, the URL tab will display the location of the web image. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your web image, paste or type in the URL of the image you want to embed [3].
Visually Resize Image

You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.

**Note:** The Rich Content Editor does not support image cropping.
How do I embed images from Flickr Creative Commons in the Rich Content Editor as a student?

You can use the Rich Content Editor to embed images from Flickr Creative Commons. You can also add alt tags to your images for better accessibility.

When searching for images on Flickr, search results display images with a Creative Commons public domain license.

The Rich Content Editor is used in features that support the Editor (Announcements, Assignments, Discussions, Pages, and Quizzes). If a change is made to the source of your image after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

Note: Although an image may appear in the Flickr Creative Commons, not all images have the same license. Some Flickr images require an attribution to appear within the image. You may want to confirm the image copyright before using it in your course. Click the image to view it directly on Flickr.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Open Image

Click the Image icon.

Select Flickr Tab

Click the Flickr tab.
Search for Images

In the search bar [1], type in a word or phrase to search for images. Then click the Search icon [2] or press enter on the keyboard. Search results display all related images with a Creative Commons public domain license and may include more than one page.
Select Image

The images will automatically populate in the pop-up window. Select the image you want to embed.
Insert Alt Text

The Attributes field will populate the **Alt text** field [1], which is the name of the image. For better accessibility, type a description of the image contents. To add the image as decorative, click the **Decorative image** checkbox [2]. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

**Note:** If you want to include an image title, which will appear when a user hovers over the image, embed the image and then switch to the HTML Editor. Title tags must be manually added to the HTML code.
**Change Attributes Image Dimensions**

Change the image dimensions by entering the new width in pixels and pressing the Tab key on your computer keyboard. The aspect ratio of the image will be preserved automatically.

**Embed Image**

Click the **Update** button.
**Note:** As a future shortcut, if you do not need to change any of your image’s attributes, locate your image and simply **double click** the name of your image. The image will be embedded directly to your post.

**View Embedded Image**

Welcome to the Rich Content Editor

View your embedded image in the Rich Content Editor.
Edit Image Properties

If you need to edit your embedded image, click the image [1], then click the Image icon [2]. The insert/edit window will appear to make changes.

When you edit an existing image, the URL tab will display the location of the Flickr image—the Flickr tab will be blank. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your Flickr image, click the Flickr tab [3] and search for a new image.
Visually Resize Image

You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.

**Note:** The Rich Content Editor does not support image cropping.
How do I create a hyperlink in the Rich Content Editor as a student?

You can use the Rich Content Editor to create a hyperlink.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Highlight Text

Insert your content into the Rich Content Editor. Highlight the text where you want to create a hyperlink.

Create Hyperlink

Click the link icon.
**Insert Link**

Paste or type the URL you want to link to in the URL field [1]. Click the **Insert Link** button [2].

**Note:** The text will flash yellow before turning into the hyperlink.

**Save Changes**

Click the **Save** button.

**Note:** When using the Rich Content Editor in Discussions, the Save button may appear as “Post Reply”.
View Content

Rich Content Editor

Welcome to the Rich Content Editor!

Learn more about instructional design

View the link in your content.
How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as a student?

If your course has enabled Google Apps, you can create a document, slide presentation, or spreadsheet using Google Drive and then embed that document anywhere you can use the Rich Content Editor in Canvas. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). When embedded, Google slide presentations default to presentation mode.

In Google, you can link or embed files. When files are linked in the Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file. For embedded files, any time you edit the Google file, it will be automatically updated in Canvas.

Note: If you cannot view the Google Drive icon in the Rich Content Editor, you can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Google Drive

Click the Google Drive icon. If the icon does not display directly in the tool bar, the icon is included in the More External Tools drop-down menu.
Locate File

Locate and click the file(s) you want to link.

Embed or Link File

To embed the file, click the Embed button [1]. The Rich Content Editor will display a placeholder image for the file.

To link the file, click the Link button [2]. The Rich Content Editor will display a link with the name of the file.

Save Changes

Click the Save button.
**Note:** When using the Rich Content Editor in Discussions, the Save button may appear as Post Reply.
How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as a student?

If your course has enabled Microsoft Office 365, you can link documents from your OneDrive folder anywhere you can use the Rich Content Editor in Canvas. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

When files are linked in the Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file.

Note: If you cannot view the Microsoft Office 365 icon in the Rich Content Editor, you can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Highlight Text

Insert your content into the Rich Content Editor. Place your cursor where you want to create a hyperlink.
Create Hyperlink

Click the **Microsoft Office 365** icon. If the icon does not display directly in the tool bar, the icon is included in the More External Tools drop-down menu.

Attach File

Locate and click the file you want to link [1]. Click the **Attach File** button [2].
Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as “Post Reply”.
How do I upload a video using the Rich Content Editor as a student?

You can use the Rich Content Editor to upload a video. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas allows you to upload supported media types.

Canvas videos also support caption files. Once you upload a video, learn how to add captions to a video.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool

Click the Video Clip icon to open the Media Comment Tool.
Upload Media

Click the **Upload Media** tab.
Select Video File

Choose the Select Video File button. A popup window will appear in your browser.
Open Video File

Select the video you want to upload [1]. Click the Open button [2].
Upload Video File

The status bar will show you the progress of your video upload. The speed of your upload will depend on your internet connection and the size of your video. Wait for your media to upload. Once the progress bar is full this window will automatically close.
View Uploaded Video

The uploaded video will be indicated by a link inside the Rich Content Editor.

Save Changes

Click the Save button to save any changes to the post made in the Rich Content Editor.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as “Post Reply.”
View Media

Rich Content Editor

Welcome to the Rich Content Editor!

Click the video to view it in Canvas.
How do I record a video using the Rich Content Editor as a student?

You can use the Rich Content Editor to record a video. You can record media for any length of time, but shorter video recordings are recommended. If your video is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media lengths require a longer rendering time and may be interrupted without a stable internet connection.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Canvas videos also support caption files. Once you record and save your video, learn how to add captions to a video.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool
To open the Media Comment Tool, click the Video Clip icon.

**Allow Adobe Flash Player Access**

To give the Adobe Flash Player access to your computer's camera and microphone, click **Allow**.

**Select Settings**
You can open the Settings for the Flash Player to select specific options for your video recording.

To open the settings, Right-click (PC users) or Control-click (MAC users) anywhere on the media window.

**Modify Settings**

You can select among the Flash Player Setting tabs and select your privacy settings [1] and local storage limit [2] on your local computer. You can also select a specific microphone [3] or camera [4] using the drop-down menu, if your computer contains more than one option.
Select Video Recording Option

To begin recording video, click the Webcam icon.
Start Recording

Click to start recording a video file.
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. Click anywhere to stop recording.

Review Recording

Your recording will begin to playback automatically. To save your video, click the Save button [1]. To re-record your video message, click the Record button [2].
View Video

Your video will be automatically inserted into the Rich Content Editor.

Save Changes

To save any changes made in the Rich Content Editor, click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as "Post Reply".
View Media

Rich Content Editor

Welcome to the Rich Content Editor!

You can view the video file by clicking the preview icon.
How do I upload an audio file using the Rich Content Editor as a student?

You can use the Rich Content Editor to upload an audio file. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

For more information about supported uploaded media types, please see the Canvas Media Files lesson.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Uploader

Click the Video Clip icon to open the Media Comment Tool.
Upload Media

Click the **Upload Media** tab.
Select Audio File

Choose the **Select Audio File** button. A popup window will appear in your browser.
Open Audio File

Select the audio file you want to upload [1]. Click the Open button [2].
Upload Audio File

The status bar will show you the progress of your audio upload. The speed of your upload will depend on your internet connection and the size of your audio. Wait for your media to upload. Once the progress bar is full this window will automatically close.
View Audio File

The uploaded audio will be indicated by a link inside the Rich Content Editor.

Save Changes

Click the Save button to save any changes in the Rich Content Editor.

Note: When using the Rich Content Editor in Pages, you have the option to Save. When using the Rich Content Editor in Discussions, the Save button appears as “Post Reply”. In Assignments, the button appears as “Submit Assignment”. In Quizzes, the button appears as “Submit Quiz”.

View Media

Rich Content Editor

Click the audio preview to view it in Canvas.
How do I record audio using the Rich Content Editor as a student?

You can use the Rich Content Editor to record audio. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Open Rich Content Editor

Open Media Comment Tool

Click the Video Clip icon to open the Media Comment Tool.
Allow Adobe Flash Player Access

Click Allow to give the Adobe Flash Player access to your computer's camera and microphone.

Select Settings
You can open the Settings for the Flash Player to select specific options for your audio recording.

To open the settings, Right-click (PC users) or Control-click (MAC users) anywhere on the media window.

**Modify Settings**

You can select among the Flash Player Setting tabs and select your privacy settings [1] and local storage limit [2] on your local computer. You can also select a specific microphone [3] using the drop-down menu, if your computer contains more than one option.
Select Audio Recording Option

Click the **Microphone** icon to begin recording audio.
Start Recording

Click to start recording an audio file.
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. Click anywhere to stop recording.

Review Recording

Your recording will begin to playback automatically. Click Save to save your audio recording [1]. Click Record [2] to re-record your audio message.
View Recording

Your audio recording will be automatically inserted into the Rich Content Editor.

Save Changes

Click the *Save* button to save any changes in the Rich Content Editor.

*Note:* When using the Rich Content Editor in Pages, you have the option to Save. When using the Rich Content Editor in Discussions, the Save button appears as “Post Reply”. In Assignments, the button appears as “Submit Assignment”. In Quizzes, the button appears as “Submit Quiz”.

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You can listen to the audio file by clicking the preview icon.
How do I add captions to an external video as a student?

If you are the video owner for a video hosted on a supported third-party media site, or if you already have an online link to a supported video type, you can create caption files for external videos. Once you have uploaded your video and created captions, learn how to view video captions.

Notes:

• You cannot add a closed-captioning file to an online video if you are not the owner.
• If you view a video in the Canvas by Instructure app, iOS devices can display captions created with WebVTT files. If you cannot view video captions in an iOS device, the caption type is not supported.

Create Caption Files

Subtitle a Video

Enter a video URL to use the Amara editor & enable public subtitling. Learn more

for example: http://www.youtube.com/watch?v=h4ce747

Acceptable Formats include: Vimeo, Youtube, mp4, WebM, flv, ogg & mp3

Amara is the same service referenced in our lesson about creating captions using the subtitle creation tool. The difference is that with YouTube and other third-party sites, your video is already uploaded to the Internet, so to create captions, all you need is the URL to the video.

Amara subtitles videos created with supported video types. Additionally, the video must be publicly accessible and hosted on supported third-party sites. Amara exports to a variety of file types, including WebVTT and SRT.
Upload Caption Files

Captions and subtitles help viewers with hearing disabilities and people who speak other languages to enjoy your videos. To learn more about this feature, see the Help Center.

Upload a transcript (.txt), or a timed-coded caption file. See formats

Most online video sites that support closed captioning will have a link to upload caption files. Each site will have its own requirement for the type of file required.

YouTube

YouTube accepts a variety of file types. If you grant them permission, sites such as Amara and CaptionTube can link directly to your YouTube account and add the caption files directly to your video.

Embed Video in Canvas

When you're finished, embed your iFrame video or insert the YouTube link in Canvas. The closed-captioning option will appear with all available language caption files.
How do I add captions to new or uploaded videos in Canvas as a student?

You can easily create and upload caption files when you add video content in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

This lesson only applies to creating captions for videos created or uploaded into Canvas. If you've created a video outside of Canvas that you want to share in your course, learn how to create captions for external videos.

If you have not yet created or uploaded your video, learn how to record a new video or upload an existing video.

Note: Users can view video captions in the Canvas by Instructure mobile app. However, iOS devices can only display captions in WebVTT format. If you use another format besides WebVTT, users on iOS devices will not be able to display the video captions.

Open Video in Canvas Content

Open the Canvas content page or assignment submission where you created or uploaded your video. Click the video to enlarge the window and open the closed-caption options.
Upload Subtitles

Hover over the closed caption icon [1]. Click the Upload subtitles link [2].
Create Subtitles

If you need to create a caption file for your video, copy the video URL [1], then click the Go to subtitle creation tool button [2]. A new tab will open in your browser window. Learn how to create a caption file in the subtitle creation tool. When you are finished creating the caption file, you can return to this page.

Note: Canvas must render the video and create a URL link before you can create a caption file. If you try to add subtitles and steps 1 and 2 are not yet available, try accessing your video later.
If you already have a caption file, you can skip to step 3 and set the caption language and locate the file.

**Select Subtitle Language**
In the Language drop-down menu, select the language that matches the language of your subtitle file.

**Locate Subtitle File**

*Step 3:* Once you have a subtitle track in either the SRT or WebVTT format, you can upload it here.

Language: English

File: Choose File

To locate your caption file, click the Browse or Choose File button (depending on your browser).
Open Subtitle File

Locate your subtitle file on your computer. Select the file, then click the Open button.

Upload Subtitle File

Step 3: Once you have a subtitle track in either the SRT or WebVTT format, you can upload it here.
To submit your subtitle file, click the **Upload** button.

**Confirm Upload**

![Track uploaded successfully; please refresh your browser.]

Canvas will confirm your subtitle file has been successfully uploaded. Refresh your browser window to view your subtitles.
How do I create a caption file using the subtitle creation tool as a student?

When you record a new video or upload an existing video in Canvas, you can upload a caption file for your users. If you do not have a caption file, you can use the subtitle creation tool to create the file for your video.

Once you have created and downloaded your caption file, learn how to add captions to Canvas videos.

Note: Canvas must render the video and create a URL link before you can create a caption file. If you try to add subtitles and the subtitle creation tool is not yet available, try accessing your video later.

Open Video in Canvas Content

Open the Canvas content page or assignment where you created or uploaded your video. Click the video to enlarge the window and open the closed-caption options.
Upload Subtitles

Hover over the closed caption icon [1]. Click the Upload subtitles link [2].
Go to Subtitle Creation Tool

Copy the video URL [1], then click the Go to subtitle creation tool button [2]. A new tab will open in your browser window.

**Note:** Canvas must render the video and create a URL link before you can create a caption file. If you try to add subtitles and steps 1 and 2 are not yet available, try accessing your video later.

Enter Video URL
Paste your video URL in the **Subtitle a Video** field [1]. Click the **Begin** button [2].

**Add New Language**

![Add New Language](image)

Click the **Add a new language** link.

![Add a new language](image)
In the drop-down menu, select the primary spoken language of your video [1]. Then select the language for the subtitles [2]. Click the Continue button [3].

Log in to Amara

Choose a method to log in to Amara. You can use one of your existing social media services [1] or you can create a new account [2].

Creating an account lets you save your video with the subtitles in case you want to change them or translate them into another language later.
Create Subtitles

Create your subtitles for your video using the instructions in the video window [1].

You can use keyboard controls to help you navigate through your video. To get more keyboard controls, click the more commands link [2].

For general guidelines regarding subtitles, click the subtitling guidelines link [3].
Complete Subtitles

When you have made it through all three steps and are finished with your subtitles, click the **Complete** button. The caption file will save and redirect you back to the video dashboard.
Open Subtitles

Under the Language heading, click the name of the language subtitle file you created.
Download Subtitles

To edit your subtitles, click the **Edit Subtitles** link [1].

When you are ready to download your file, locate the **Download** drop-down menu [2] and select your preferred download format type [3].

**Note:** Users can view video captions in the Canvas by Instructure mobile app. However, iOS devices can only display captions in WebVTT (.vtt) format. If you use another format besides WebVTT, users on iOS devices will not be able to display the video captions.
Save Subtitle File

Click the **Save File** radio button [1]. Then click the **OK** button [2].

Learn how to [add captions to Canvas videos](#).
How do I view captions in a video as a student?

Some videos within Canvas may contain closed-captioned files. You can view the captions in the closed-captioning menu.

Note: If you view a video in the Canvas by Instructure app, iOS devices can display captions created with WebVTT files. If you cannot view video captions in an iOS device, the caption type is not supported.

Open Video

Click the video. The video will enlarge on your screen.
Select Subtitle Language

To view the captions in your video, hover over the closed caption icon [1]. By default, videos are closed captioned and will always be set to None. Click the radio button next to your subtitle language [2]. Click the Play button [3].
View Subtitles

View the subtitles in your video.
How do I connect to web services outside of Canvas as a student?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Link Services to Profile

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

- Let fellow course/group members see which services I've linked to my profile

When you register other web services with Canvas, you can integrate your account with services you already use. Each of these services also generates a contact method for other people in your course or group.

If Profiles is enabled for your account, and you want to show any of your registered web services on your profile page, click the Let fellow course/group members... checkbox. You can select specific services to display by editing your profile.

Note: If you do not have a profile page, your institution has not enabled this feature.
You may be able to integrate Canvas with the following web services:

- Google Drive
- Twitter
- Skype
- LinkedIn
- Delicious
- Yo
How do I connect to web services outside of Canvas as a student?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

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- Let fellow course/group members see which services I've linked to my profile

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If Profiles is enabled for your account, and you want to show any of your registered web services on your profile page, click the Let fellow course/group members... checkbox. You can select specific services to display by editing your profile.

Note: If you do not have a profile page, your institution has not enabled this feature.
Connect to Web Services

You may be able to integrate Canvas with the following web services:

- Google Drive
- Twitter
- Skype
- LinkedIn
- Delicious
- Yo
How do I connect to Google Drive as a web service in Canvas as a student?

The Google Drive web service allows you to integrate Canvas with your Google Drive account. All users can authorize their Google Drive accounts for access to Google collaborations and assignment uploads.

If you need to create a new Google Drive account, please note that you may experience a delay with the Google integration in Canvas until Google has fully completed the account process.

Note: For any of your courses, if the Course Navigation Menu includes a Google Drive link, your institution or instructor has enabled a global Google Drive integration. You do not need to enable Google Drive as a web service.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Register Google Drive

In Web Services, click the Google Drive button.
Authorize Google Drive

Click the **Authorize Google Drive Access** button. You will be re-directed to Google to verify the authorization.
Accept Authorization

Canvas will ask permission to view and manage the files in your Google Drive account. Click the Allow button.

**Note:** You may be asked to log in to your Google account before viewing this page.
View Registered Services

Registered Services

- Twitter
  - view your profile

- Google Drive
  - view your profile emily.boone.canvas@gmail.com

Other Services

- Click any service below to register:
  - Skype
  - LinkedIn
  - Yo

View Google Drive as a registered service in your Canvas account.
How do I connect to Delicious as a web service in Canvas as a student?

Here you will learn how to connect to the Delicious web service in Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Register Delicious

Click the Delicious button underneath the Other Services heading.
Authorize Delicious Access

Enter your user name [1] and password [2] in the appropriate fields. Click the Save Login button to connect your Delicious account to Canvas.

Delicious will now appear under the Registered Services heading.
How do I connect to Google Drive as a web service in Canvas as a student?

The Google Drive web service allows you to integrate Canvas with your Google Drive account. All users can authorize their Google Drive accounts for access to Google collaborations and assignment uploads.

If you need to create a new Google Drive account, please note that you may experience a delay with the Google integration in Canvas until Google has fully completed the account process.

Note: For any of your courses, if the Course Navigation Menu includes a Google Drive link, your institution or instructor has enabled a global Google Drive integration. You do not need to enable Google Drive as a web service.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Register Google Drive

In Web Services, click the Google Drive button.
Authorize Google Drive

Click the **Authorize Google Drive Access** button. You will be re-directed to Google to verify the authorization.
Accept Authorization

Canvas will ask permission to view and manage the files in your Google Drive account. Click the Accept button.

Note: You may be asked to log in to your Google account before viewing this page.
View Registered Services

Registered Services

Twitter
view your profile

Google Drive
view your profile emily.boone.canvas@gmail.com

Other Services

Click any service below to register:

- Skype
- LinkedIn
- Yo

View Google Drive as a registered service in your Canvas account.
How do I connect to Twitter as a web service in Canvas as a student?

Here you will learn how to connect to the Twitter web service in Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Register Twitter

Click the Twitter button underneath the Other Services heading.
Authorize Twitter Access

Authorization

Twitter Access

Twitter is a service for posting and subscribing to short messages. If you have a Twitter account, you can register it here. Then if you allow fellow course/group members to see your registered services, they can easily connect with your Twitter account.

You can also sign up to have notifications sent to your Twitter account. These notifications will be sent as direct messages to yourself from yourself, and won’t appear in your public stream.

Authorize Twitter Access

Click the Authorize Twitter Access button. You will be re-directed to Twitter to verify the authorization.
Log in to Twitter

Enter your username [1] and password [2] in the appropriate fields. Click the **Authorize app** button to connect your Twitter account to Canvas [3].

Twitter will now appear under the Registered Services heading in your Canvas settings.
How do I connect to Skype as a web service in Canvas as a student?

Here you will learn how to connect to the Skype web service in Canvas. This integration allows you to send friend requests to other users in your course who have also connected to Skype. It will not allow you to use Skype directly in Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Register Skype

In the Other Services section, click the Skype button.
Log in to Skype

Enter your Skype name in the Skype name field [1]. Click the **Save Skype Name** button [2].

Skype will now appear under the Registered Services heading in your Canvas settings.
How do I connect to LinkedIn as a web service in Canvas as a student?

Here you will learn how to connect to the LinkedIn web service in Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Register LinkedIn

Click the LinkedIn button underneath the Other Services heading.
Authorize LinkedIn Access

Click the **Register Your LinkedIn Account** button. You will be re-directed to LinkedIn to verify the authorization.
Log in to LinkedIn

Enter your email [1] and password [2] in the appropriate fields. Click the **Allow access** button to connect your LinkedIn account to Canvas [3].

LinkedIn will now appear under the Registered Services heading in your Canvas settings.
How do I connect to Yo as a web service in Canvas as a student?

Canvas notifications support integration with Yo, a single-tap zero-character communication tool that allows websites and services to deliver notifications on a user’s mobile device. Unlike Twitter or Facebook notifications, Yo notifications show the sender but do not indicate content. Learn how to connect to the Yo web service in Canvas.

**Note:** Yo is a Canvas plugin that must be enabled by your Canvas Customer Success Manager. If you are an admin interested in integrating Yo as a web service for your institution, create a Yo account for your institution and generate an API token. Then contact your Customer Success Manager with the API token.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Register Yo

Under Other Services, click the Yo button.
Log in to Yo

Yo Login

Yo Login
Yo is a single-tap zero character communication tool. If you have a Yo account, you can register it here. Then if you allow fellow course/group members to see your registered services, they can easily connect with your Yo account.

You can also sign up to have notifications sent to your Yo account.

Yo Name: [1]  

Save Yo Name [2]

Enter your Yo Name [1] then click the Save Yo Name button [2] to connect your Yo account to Canvas.
## Ways to Contact

Once you connect your Yo account to Canvas, it will automatically be added as a contact method.

**Note:** When you receive a notification from Canvas, the notification links back to the relevant activity within Canvas.