<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>28</td>
</tr>
<tr>
<td>How do I sign up for a Canvas account as an instructor?</td>
<td>30</td>
</tr>
<tr>
<td>How does Canvas work as a supplement to face-to-face courses?</td>
<td>39</td>
</tr>
<tr>
<td>How do I embed a Guides lesson inside a Canvas course?</td>
<td>41</td>
</tr>
<tr>
<td>How can I use Canvas on my mobile device as an instructor?</td>
<td>40</td>
</tr>
<tr>
<td>Analytics</td>
<td>50</td>
</tr>
<tr>
<td>How do I view Course Analytics?</td>
<td>52</td>
</tr>
<tr>
<td>How do I view analytics for a student in a course?</td>
<td>60</td>
</tr>
<tr>
<td>Announcements</td>
<td>67</td>
</tr>
<tr>
<td>How do I use the Announcements Index Page?</td>
<td>69</td>
</tr>
<tr>
<td>How do I view and sort announcement replies as an instructor?</td>
<td>73</td>
</tr>
<tr>
<td>How do I add an announcement in a course?</td>
<td>82</td>
</tr>
<tr>
<td>How do I edit an announcement in a course?</td>
<td>86</td>
</tr>
<tr>
<td>How do I attach a file to an announcement in a course?</td>
<td>90</td>
</tr>
<tr>
<td>How do I delete an announcement in a course?</td>
<td>95</td>
</tr>
<tr>
<td>How do I add an external RSS feed to an announcement as an instructor?</td>
<td>98</td>
</tr>
<tr>
<td>How do I subscribe to the Announcements RSS feed as an instructor?</td>
<td>103</td>
</tr>
<tr>
<td>How do I allow or disallow announcement replies in a course?</td>
<td>105</td>
</tr>
<tr>
<td>How do I delay posting an announcement until a specific date in a course?</td>
<td>112</td>
</tr>
<tr>
<td>How do I reply to an announcement as an instructor?</td>
<td>115</td>
</tr>
<tr>
<td>How do I allow students to like replies in a course announcement?</td>
<td>119</td>
</tr>
<tr>
<td>How do I like a reply in a course announcement as an instructor?</td>
<td>122</td>
</tr>
<tr>
<td>Assignments</td>
<td>125</td>
</tr>
<tr>
<td>How do I use the Assignments Index Page?</td>
<td>127</td>
</tr>
<tr>
<td>How do I use Draft State in Assignments?</td>
<td>135</td>
</tr>
<tr>
<td>What is the difference between a Canvas Assignment and a Canvas Activity?</td>
<td>140</td>
</tr>
<tr>
<td>Question</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>What assignment types can I create in a course?</td>
<td>151</td>
</tr>
<tr>
<td>What is the difference between assignment due dates and availability dates?</td>
<td>161</td>
</tr>
<tr>
<td>How do I create an assignment?</td>
<td>169</td>
</tr>
<tr>
<td>How do I create an assignment shell in an assignment group?</td>
<td>172</td>
</tr>
<tr>
<td>How do I move or reorder an assignment group?</td>
<td>176</td>
</tr>
<tr>
<td>How do I add an assignment group in a course?</td>
<td>181</td>
</tr>
<tr>
<td>How do I weight the final course grade based on assignment groups?</td>
<td>185</td>
</tr>
<tr>
<td>How do I create rules for an assignment group?</td>
<td>192</td>
</tr>
<tr>
<td>How do I create an online assignment?</td>
<td>200</td>
</tr>
<tr>
<td>How do I add an assignment using an external app?</td>
<td>206</td>
</tr>
<tr>
<td>How do I add or edit details in an assignment?</td>
<td>209</td>
</tr>
<tr>
<td>How do I add or edit points for an assignment?</td>
<td>218</td>
</tr>
<tr>
<td>How do I exclude an assignment from the course's final grades?</td>
<td>221</td>
</tr>
<tr>
<td>How do I add an assignment that includes anonymous grading?</td>
<td>224</td>
</tr>
<tr>
<td>How do I enable anonymous instructor annotations in student submissions?</td>
<td>228</td>
</tr>
<tr>
<td>How do I add a moderated assignment to be graded by multiple reviewers?</td>
<td>231</td>
</tr>
<tr>
<td>How do I give extra credit in a course?</td>
<td>143</td>
</tr>
<tr>
<td>How do I move or reorder an assignment?</td>
<td>245</td>
</tr>
<tr>
<td>How do I import SCORM files as an assignment?</td>
<td>254</td>
</tr>
<tr>
<td>How do I delete an assignment?</td>
<td>261</td>
</tr>
<tr>
<td>How do I duplicate an assignment?</td>
<td>263</td>
</tr>
<tr>
<td>How do I assign an assignment to everyone in a course?</td>
<td>265</td>
</tr>
<tr>
<td>How do I assign an assignment to an individual student?</td>
<td>272</td>
</tr>
<tr>
<td>How do I assign an assignment to a course section?</td>
<td>281</td>
</tr>
<tr>
<td>How do I assign an assignment to a course group?</td>
<td>290</td>
</tr>
<tr>
<td>How do I view differentiated assignments with different due dates in a course?</td>
<td>302</td>
</tr>
<tr>
<td>How do I add a grading scheme to an assignment?</td>
<td>310</td>
</tr>
</tbody>
</table>
Can a student resubmit Canvas assignments? ................................................................. 318
How do I download all student submissions for an assignment? ................................... 323
How do I upload all student submissions for an assignment? ........................................ 327
How do I use peer review assignments in a course? ...................................................... 189
How do I create a peer review assignment? ................................................................... 336
How do I manually assign peer reviews for an assignment? ......................................... 344
How do I automatically assign peer reviews for an assignment? ................................ 349
How do I view student peer review comments as an instructor? ................................. 355
How do I create a cloud assignment with a Google Drive file? ..................................... 359
How do I create a cloud assignment with a Microsoft Office 365 file? ......................... 367
How do I set up an assignment to be sent to my institution’s student information system (SIS)? .......................................................... 374
How do I import assignment groups from PowerSchool? ............................................. 378

Attendance (Roll Call) ........................................................................................................... 381
How do I use the Roll Call Attendance tool in a course? ............................................. 383
How do I create a roll call seating chart using the Attendance tool? .......................... 386
How do I edit the Roll Call Attendance assignment? .................................................. 388
How do I take roll call using the Attendance tool? ....................................................... 394
How do I use Roll Call Attendance badges in a course? ........................................... 400
How do I run Roll Call Attendance reports in a course? ........................................... 407

Calendar ................................................................................................................................. 410
How do I use the Calendar as an instructor? ................................................................. 412
How do I filter the Calendar view by course as an instructor? .................................... 423
How do I add an event to a course calendar? .............................................................. 426
How do I add and duplicate an event in the Calendar as an instructor? ..................... 436
How do I add an event to my calendar as an instructor? ............................................... 449
How do I add an assignment from the Calendar? ......................................................... 453
How do I edit an event or assignment in the Calendar? ............................................... 456
How do I set a different event date for each section in a course calendar? ........................................... 465
How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor? .......... 471
How do I subscribe to the Calendar feed using Google Calendar as an instructor? .............................. 430
How do I subscribe to the Calendar feed using Outlook as an instructor? ........................................... 443
How do I add a Scheduler appointment group in a course calendar? ................................................. 486
How do I view or edit a Scheduler appointment group in a course calendar? .................................... 493
How do I remove students from a Scheduler appointment in a course calendar? ............................... 499
Chat ...................................................................................................................................................... 505
How do I use Chat as an instructor? .................................................................................................... 507
How do I use inline Chat as an instructor? ............................................................................................ 511
Collaborations ........................................................................................................................................ 516
How do I use the Collaborations Index Page? ...................................................................................... 518
How do I create a Google Drive collaboration as an instructor? .......................................................... 527
How do I create a Google Docs collaboration as an instructor? ............................................................ 522
How do I create a Microsoft Office 365 collaboration as an instructor? ............................................ 538
How do I delete a collaboration as an instructor? .................................................................................. 543
Commons ............................................................................................................................................. 547
How do I use Commons? ..................................................................................................................... 549
How do I preview resources in Commons? ............................................................................................ 558
How do I import and view a Commons resource in Canvas? ............................................................... 569
How can I leave a review for a resource in Commons? ...................................................................... 578
How do I add and manage Favorites in Commons? ............................................................................. 583
How do I view my imported and shared resources in Commons? ....................................................... 589
How do I import Commons Favorites in the Rich Content Editor in Canvas? .................................. 594
How do I view updates to resources I previously imported from Commons? .................................... 600
What information do I need to share a resource to Commons? ......................................................... 608
How do I add a thumbnail image to my shared resource? .................................................................... 611
What types of content licenses are available in Commons? .......................................................... 618
What types of sharing options are available in Commons? .......................................................... 622
What types of document and media files can be shared to Commons? ...................................... 627
How do I share a course to Commons? .......................................................................................... 629
How do I share a resource to Commons? ....................................................................................... 636
How do I share a document, image, video, or audio file to Commons? ................................... 643
How do I update a resource I previously shared to Commons? .................................................. 650
How do I edit the details of a resource in Commons? ................................................................. 657
How do I manage Groups in Commons? ......................................................................................... 661

Conferences ..................................................................................................................................... 665
How do I use the Conferences Index Page? .................................................................................... 667
How do I create a conference in a course? ....................................................................................... 672
How do I delete a conference? ......................................................................................................... 676
How do I edit a conference? ............................................................................................................ 678
How do I record a conference? ......................................................................................................... 681
How do I start a conference? ........................................................................................................... 684
How do I join a conference? ............................................................................................................ 686
How do I conclude a conference? .................................................................................................... 690
How do I use the Conferences interface as a moderator or presenter? ....................................... 694

Conversations .................................................................................................................................. 703
How do I use Conversations as an instructor? ................................................................................. 705
How do I find my unread messages in Conversations as an instructor? ........................................ 719
How do I filter conversations as an instructor? ................................................................................. 738
How do I star a conversation as an instructor? ............................................................................... 743
How do I send a message to a user in a course in Conversations as an instructor? ...................... 712
How do I send a message to a user in a group in Conversations as an instructor? ....................... 754
How do I send a message to all course users in Conversations as an instructor? ......................... 724
How do I attach a file to a message as an instructor? ................................................................. 766
How do I attach a media comment to a message as an instructor? ............................................ 771
How do I reply to a message in Conversations as an instructor? ............................................... 779
How do I privately respond to one individual in a group message as an instructor? ............... 782
How do I reply to submission comments in Conversations as an instructor? .......................... 785
How do I forward a message from a conversation as an instructor? ........................................ 789
How do I add new people to an existing conversation as an instructor? ................................. 792
How do I delete a conversation as an instructor? .................................................................. 797
How do I delete a message from a conversation as an instructor? ......................................... 801
How do I archive a conversation as an instructor? ................................................................ 804

Course Import Tool .................................................................................................................... 808
How do I copy a Canvas course into a new course shell? ........................................................ 810
How do I copy content from another Canvas course using the Course Import tool? ................ 815
How do I import a Canvas course export package? .................................................................. 819
How do I import content from Bb Vista/CE, WebCT 6+ into Canvas? ...................................... 825
How do I import content from Moodle into Canvas? ................................................................. 830
How do I import content from Angel into Canvas? .................................................................. 835
How do I import content from Blackboard 6/7/8/9 into Canvas? ............................................ 840
How do I import content from Common Cartridge into Canvas? ............................................. 846
How do I import content from Desire 2 Learn (D2L) into Canvas? .......................................... 852
How do I export a Canvas course? ........................................................................................... 857
How do I select specific content as part of a course import? .................................................. 861
How do I import Thin Common Cartridge files as separate modules? ...................................... 868
How do I adjust events and due dates in a course import? ....................................................... 875
How do I view the status of current and prior course imports? ............................................... 880

Course Navigation ..................................................................................................................... 885
How do I use the Course Home Page as an instructor? .......................................................... 887
How do I use the Course Navigation Menu as an instructor? ..............................................................895
How do I manage Course Navigation links? ..........................................................................................899
What layout options are available in the Course Home Page as an instructor? ..................................908
How do I change the Course Home Page? ..............................................................................................928
How do I use the Course Activity Stream as an instructor? ....................................................................932
How do I use the Syllabus as an instructor? .............................................................................................936
How do I edit the Syllabus description in a course? ..................................................................................942

Courses and Sections ................................................................................................................................946

How do I use the Course Setup Checklist? ...............................................................................................948
How do I use the Canvas course setup tutorial as an instructor? .............................................................950
How do I start a new course from the Dashboard as an instructor? .........................................................953
How do I delete a course as an instructor? .................................................................................................956
How do I add a section to a course as an instructor? .................................................................................959
How do I change the start and end dates for a course section as an instructor? ......................................961
How do I change the name of a course section? .........................................................................................967
How do I delete a course section? ................................................................................................................970
How do I view enrollments in a course section? .........................................................................................973
How do I remove an enrollment from a course section? ............................................................................975
How do I cross-list a section in a course as an instructor? .......................................................................978
How do I de-cross-list a section in a course as an instructor? ....................................................................983
What are the different states of a Canvas course? .......................................................................................986
How do I publish a course? ........................................................................................................................989
How do I conclude a course at the end of a term as an instructor? .........................................................992
How do I manage content for a course associated with a blueprint course? ...........................................995
How do I view the blueprint sync information for a course associated with a blueprint course? ..............1001
How do I lock course objects in a blueprint course as an instructor? ......................................................1005
How do I sync course content in a blueprint course as an instructor? ....................................................1012
How do I view the sync history for a blueprint course as an instructor?........................................................................1020
Discussions ........................................................................................................................................................................1025
How do I use the Discussions Index Page? ..........................................................................................................................1027
How do I create a discussion as an instructor?......................................................................................................................1034
How do I create a group discussion in a course?...................................................................................................................1039
How do I duplicate a discussion in a course?.......................................................................................................................1045
How do I use Draft State in Discussions?..........................................................................................................................1047
How do I edit a discussion in a course?...............................................................................................................................1052
How do I delay posting a discussion until a specified date in a course?..............................................................................1055
How do I move or reorder a discussion in a course?................................................................................................................1059
How do I assign a graded discussion to everyone in a course?...............................................................................................1064
How do I assign a graded discussion to an individual student?............................................................................................1072
How do I assign a graded discussion to a course group?.........................................................................................................1083
How do I assign a graded discussion to a course section?.....................................................................................................1095
How do I reply to a discussion as an instructor?...................................................................................................................1106
How do I view and sort discussion replies as an instructor?.................................................................................................1113
How do I mark discussion replies as read or unread as an instructor?..................................................................................1123
How do I change discussion settings to manually mark discussion replies as read as an instructor?.........................................1127
How do I like a reply in a course discussion as an instructor?..............................................................................................1129
How do I pin a discussion in a course?.................................................................................................................................1132
How do I subscribe to a discussion as an instructor?............................................................................................................1135
How do I delete a discussion in a course?.............................................................................................................................1139
How do I enable a podcast feed for a discussion in a course?.................................................................................................1142
How do I use peer review discussions in a course?................................................................................................................1147
How do I create a peer review discussion?...........................................................................................................................1149
How do I automatically assign peer reviews for a discussion?..............................................................................................1154
How do I manually assign peer reviews for a discussion? .................................................................1161
How can I require students to reply to a course discussion before they see other replies? ..........1166
How do I edit or delete student discussion replies in a course? ....................................................1170
How do I embed an image in a discussion reply as an instructor? ...............................................1177
How do I attach a file to a discussion reply as an instructor? .......................................................1184
How do I link to a YouTube video in a discussion reply as an instructor? ..................................1189
How do I allow students to create a course discussion? ..............................................................1195
How do I allow students to like replies in a discussion? .............................................................1197
How do I allow students to attach files to a course discussion? ..................................................1200
How do I allow students to edit and delete their own discussion posts in a course? ....................1202
How do I close a discussion for comments in a course? ..............................................................1204
How do I set up a graded discussion to be sent to my institution's student information system (SIS)? ........................................................................................................................................1208

ePortfolios...........................................................................................................................................1212
How do I use the ePortfolio Getting Started Wizard as an instructor? ........................................1214
How do I create a new ePortfolio as an instructor? ........................................................................1220
How do I create a new ePortfolio section as an instructor? ..........................................................1230
How do I organize my ePortfolio as an instructor? ........................................................................1234
How do I edit the default page in my ePortfolio section as an instructor? ..................................1239
How do I create a new page in my ePortfolio section as an instructor? ......................................1243
How do I add rich text content to my ePortfolio page as an instructor? ....................................1252
How do I upload a file or image to my ePortfolio page as an instructor? ....................................1257
How do I organize my ePortfolio pages as an instructor? ............................................................1263
How do I add HTML/embedded content to my ePortfolio page as an instructor? .....................1268
How do I preview a page in my ePortfolio as an instructor? .........................................................1272
How do I download the contents of my ePortfolio as an instructor? ..........................................1276
How do I retrieve assignments from previous courses in my ePortfolio as an instructor? ........1279
How can I share a private ePortfolio as an instructor? .......................................................... 1283
How do I make my ePortfolio public as an instructor? ........................................................... 1286
How do I enable comments in my ePortfolio as an instructor? .......................................... 1289
How do I delete my ePortfolio as an instructor? .................................................................. 1293

External Apps (LTI).................................................................................................................. 1296
How do I use the Canvas App Center in a course? ................................................................. 1298
How do I add an external app in a course? .............................................................................. 1305
How do I configure an external app for a course using a URL? .......................................... 1308
How do I configure an external app for a course using XML? ............................................ 1314
How do I configure an external app for a course using an LTI 2 Registration URL? ............ 1319
How do I configure a manual entry external app for a course? ........................................... 1323

Files........................................................................................................................................... 1330
How do I view my user files as an instructor? ........................................................................ 1332
How do I view course files as an instructor? ......................................................................... 1337
How do I view group files as an instructor? .......................................................................... 1340
How do I use Files as an instructor? .................................................................................... 1343
How do I move and organize my files as an instructor? ...................................................... 1348
How do I rename a file as an instructor? .............................................................................. 1355
How do I create a folder in Files as an instructor? ............................................................... 1358
How do I upload a file to a course? ....................................................................................... 1361
How do I preview a file as an instructor? .............................................................................. 1366
How do I upload ZIP files as an instructor? .......................................................................... 1369
How do I bulk upload files to a course? ................................................................................ 1380
How do I delete a file or folder as an instructor? .................................................................. 1383
How do I download a single file as an instructor? .............................................................. 1386
How do I download a folder in ZIP format as an instructor? .............................................. 1389
How do I restrict files and folders to students in Canvas? ................................................... 1392
How do I set usage rights and user access for a course file? ................................................................. 1396
How do I set usage rights and user access for a course file folder? ........................................................ 1401
How do I edit an HTML file in a course? ................................................................................................. 1406
What types of files can be previewed in Canvas? ....................................................................................... 1411
What types of media files can I upload in Canvas as an instructor? ......................................................... 1353
How do I view my Microsoft Office 365 files in Canvas as an instructor? ............................................. 1417
How do I view my Google Drive files in Canvas as an instructor? ......................................................... 1422

Global Navigation ........................................................................................................................................... 1427
How do I log in to Canvas as an instructor? ............................................................................................... 1432
How do I use the Global Navigation Menu as an instructor? .................................................................... 1438
How do I use the Dashboard as an instructor? ......................................................................................... 1463
How do I view my favorite courses in the Card View Dashboard as an instructor? ............................... 1466
How do I use the To Do list and sidebar in the Dashboard as an instructor? ........................................... 1487
How do I view global activity for all my courses in the Recent Activity Dashboard as an instructor? ... 1500
How do I view grades in the Dashboard as an instructor? ...................................................................... 1504
How do I view all my Canvas courses as an instructor? ........................................................................... 1506
How do I view my instructor groups in Canvas? ....................................................................................... 1516
How do I customize my Courses list as an instructor? ........................................................................... 1429
How do I view my institution's Public Course Index as an instructor? .................................................... 1522
How do I get help with Canvas as an instructor? ..................................................................................... 1447
How do I log out of Canvas as an instructor? ......................................................................................... 1536

Grades .......................................................................................................................................................... 1537
How do I use the Gradebook? .................................................................................................................. 1543
How do I view assignments or students individually in the Gradebook? .............................................. 1554
How do I use grading periods in a course? ............................................................................................... 1569
How do I use the icons and colors in the Gradebook? ............................................................................ 1577
How do I view assignment details in the Gradebook? ................................................................. 1589
How do I create assignment columns for non-submission assignments in the Gradebook? .... 1609
How do I hide student names in the Gradebook? ..................................................................... 1614
How do I enter and edit grades in the Gradebook? ................................................................ 1563
How do I excuse an assignment for a student in the Gradebook? .......................................... 1623
How do I view the history of all grading changes in the Gradebook? ...................................... 1625
How do I leave comments for students in the Gradebook? ...................................................... 1631
How do I send a message to my students from the Gradebook? ............................................. 1638
How do I set a default grade for an assignment? ..................................................................... 1641
How do I curve grades in the Gradebook? ................................................................................. 1645
How do I mute or unmute an assignment in the Gradebook? .................................................. 1583
How do I view a student's Grades page in a course? ................................................................. 1655
How do I view a student's submission details page in a course? ............................................. 1660
How do I view my students' total grades as a point value instead of a percentage in the Gradebook? .................................................................................................................. 1666
How do I sort columns in the Gradebook? .............................................................................. 1670
How do I move the Total column in the Gradebook? ............................................................... 1678
How do I use the Notes column in the Gradebook? ................................................................. 1681
How do I view grades for concluded student enrollments in the Gradebook? ....................... 1685
How do I view grades for inactive student enrollments in the Gradebook? ............................. 1688
How do I download all student submissions for an assignment in the Gradebook? .............. 1691
How do I upload all student submissions for an assignment in the Gradebook? ................... 1696
How do I export grades from the Gradebook? ....................................................................... 1539
How do I upload changes to the Gradebook? ........................................................................ 1591
How do I post final grades as a moderator for a moderated assignment with one grader? ...... 1714
How do I post final grades as a moderator for a moderated assignment with multiple graders?.. 1722
How do I sync grades to Banner? ...................................................................................... 1730
How do I sync grades to the legacy PowerTeacher gradebook in PowerSchool? .................. 1735
How do I sync grades to PowerTeacher Pro in PowerSchool? ........................................................................1740
How do I sync grades to Infinite Campus? ...........................................................................................................1744
How do I sync grades to Skyward? ........................................................................................................................1749
How do I treat ungraded assignments as zero in the Gradebook? ..............................................................................1753
How do I get to SpeedGrader from the Gradebook? .................................................................................................1757

New Gradebook.........................................................................................................................................................1761
How do I use the New Gradebook? ..........................................................................................................................1763
How do I arrange columns in the New Gradebook? .................................................................................................1774
How do I filter columns by type in the New Gradebook? ...........................................................................................1782
How do I use assignment groups and the Total column in the New Gradebook? ......................................................1789
How do I sort and display student names in the Student Name column in the New Gradebook? .............................1793
How do I view grades for inactive or concluded student enrollments in the New Gradebook? ...............................1799
How do I use the Notes column in the New Gradebook? ............................................................................................1804
How do I view the Unpublished Assignments column in the New Gradebook? .........................................................1809
How do I create assignment columns for non-submission assignments in the New Gradebook? ..............................1813
How do I use the icons and colors in the New Gradebook? ........................................................................................1817
How do I sort an individual assignment column in the New Gradebook? .................................................................1825
How do I change the color for a grading status in the New Gradebook? .................................................................1831
How do I mute or unmute an assignment in the New Gradebook? ............................................................................1836
How do I send a message to students from the New Gradebook? .............................................................................1844
How do I change the status of a submission in the New Gradebook? .......................................................................1849
How do I download all student submissions for an assignment in the New Gradebook? .............................................1857
How do I upload all student submissions for an assignment in the New Gradebook? ................................................1862
How do I enter and edit grades in the New Gradebook? .............................................................................................1869
How do I enter grades for an individual assignment as a specific grading type in the New Gradebook? ......................1882
How do I get to SpeedGrader from the New Gradebook? .........................................................................................1889
How do I curve grades in the New Gradebook? ................................................................. 1892
How do I set a default grade for an assignment in the New Gradebook? ...................... 1897
How do I apply a Missing Submission policy in the New Gradebook? ........................ 1902
How do I apply a Late Submission policy in the New Gradebook? ............................... 1907
How do I override a student’s final grade in the New Gradebook? ................................. 1914
How do I leave comments for students in the New Gradebook? ................................... 1918
How do I import grades in the New Gradebook? ............................................................. 1923
How do I publish final grades for a moderated assignment in the New Gradebook? ........ 1931
How do I view the history of all grading changes in the New Gradebook? ...................... 1936
How do I view a student’s Grades page in a course from the New Gradebook? ............... 1942
How do I export grades in the New Gradebook? ............................................................. 1949
How do I sync grades to Banner in the New Gradebook? ............................................. 1954
How do I sync grades to PowerTeacher Pro in PowerSchool in the New Gradebook? .... 1960
How do I sync grades to the legacy PowerTeacher gradebook in PowerSchool in the New Gradebook? ................................................................................................................................. 1964
How do I sync grades to Infinite Campus in the New Gradebook? ................................. 1971
How do I sync grades to Skyward in the New Gradebook? ............................................ 1976
How do I use the Learning Mastery Gradebook to view outcome results in a course from the New Gradebook? ................................................................................................. 1980
How do I view outcomes or student results individually in the Learning Mastery Gradebook from the New Gradebook? ........................................................................................................ 1989
Groups ...................................................................................................................................... 1996
How do I view all groups in a course as an instructor? .................................................... 1998
How do I add a group set in a course? ................................................................................. 2003
How do I edit a group set in a course? ............................................................................ 2009
How do I automatically create groups in a group set? ................................................... 2012
How do I manually create groups in a group set? ............................................................ 2017
How do I create self sign-up groups in a group set? ....................................................... 2023
How do I automatically assign students to groups? ................................................................. 2028
How do I manually assign students to groups? ........................................................................ 2032
How do I assign a student leader to a group? ........................................................................... 2036
How do I message students who have not signed up for a self sign-up group? ...................... 2041
How do I prevent students from switching groups in self sign-up groups? ......................... 2044
How do I move a student into a different group? ..................................................................... 2047
How do I view content and student activity within a group as an instructor? ....................... 2052

Modules........................................................................................................................................ 2055
How do I use the Modules Index Page? ....................................................................................... 2057
How do I use Draft State in Modules? ......................................................................................... 2068
How do I add a module? .............................................................................................................. 2072
How do I duplicate a module? .................................................................................................... 2076
How do I add prerequisites to a module? .................................................................................... 2079
How do I add requirements to a module? ................................................................................... 2085
How do I edit a module? ............................................................................................................. 2092
How do I lock a module? .......................................................................................................... 2096
How do I delete a module? ......................................................................................................... 2102
How do I move or reorder a module? ......................................................................................... 2104
How do I add assignment types, pages, and files as module items? ......................................... 2109
How do I add a text header as a module item? .......................................................................... 2114
How do I add an external tool as a module item? ................................................................. 2118
How do I add an external URL as a module item? .................................................................... 2123
How do I duplicate a module item? .......................................................................................... 2127
How do I edit module items? ....................................................................................................... 2129
How do I remove module items? ............................................................................................... 2133
How do I move or reorder a module item? .............................................................................. 2135
How do I use MasteryPaths in course modules? ....................................................................... 2141
Outcomes ........................................................................................................................................................................................2182
How do I create an outcome for a course? ......................................................................................................................................2184
How do I create outcome groups for a course? .................................................................................................................................2189
How do I import outcomes for a course? ........................................................................................................................................2191
How do I edit or delete an outcome in a course? ..............................................................................................................................2197
How do I edit or delete an outcome group in a course? .....................................................................................................................2203
How do I create custom course outcome names for students? ..........................................................................................................2205
How do I move outcomes and outcome groups in a course? ...........................................................................................................2208
How do I find an existing outcome to add to a course? .....................................................................................................................2211
How do I align an outcome with a question bank? ..........................................................................................................................2214
How do I find Learning Standards to add to a course-level outcome? ...............................................................................................2219
How do I view all aligned items and artifacts within an outcome? ....................................................................................................2223
How do I use the Learning Mastery Gradebook to view outcome results in a course? ...........................................................................2227
How do I view outcomes or student results individually in the Learning Mastery Gradebook? ..............................................................2237
How do I view the outcomes results report for an individual student in a course? .............................................................................2244

Pages ..................................................................................................................................................................................................2248
How do I use the Pages Index Page? ..................................................................................................................................................2250
How do I use Draft State in Pages? ......................................................................................................................................................2255
How do I create a new page in a course? ...........................................................................................................................................2261
How do I change the name of a page in a course? ............................................................................................................................2266
How do I edit a page in a course? ......................................................................................................................................................2270
How do I duplicate a page in a course? ................................................................. 2274
How do I delete a page in a course? ................................................................. 2276
How do I upload a PDF to a page in a course? ............................................. 2278
How do I link to other Canvas pages in a course? ........................................ 2286
How do I set a Front Page in a course? ............................................................. 2291
How do I embed a video in a page in a course? ............................................. 2295
How do I create a file link in a page in a course? ......................................... 2300
How do I view the history of a page in a course? .......................................... 2307

People .................................................................................................................. 2311
How do I use the People page in a course as an instructor? ....................... 2313
How do I view a context card for a student in a course? .............................. 2320
How do I add users to a course? ..................................................................... 2327
How do I limit a user to only interact with other users in the same course section? 2340
How do I view user details for an enrollment in a course? .............................. 2344
How do I record the last day a user attended a course? ................................. 2350
How do I view a user’s profile in a course as an instructor? ......................... 2355
How do I edit user roles in a course? ................................................................. 2361
How do I edit sections for an enrollment in a course? .................................. 2365
How do I resend student invitations to a course? .......................................... 2370
How do I deactivate an enrollment in a course? .......................................... 2373
How do I conclude an enrollment in a course? ............................................. 2376
How do I restore a concluded enrollment in a course? ................................. 2380
How do I view concluded enrollments in a course? ....................................... 2384
How do I remove an enrollment from a course? .......................................... 2386
How do I link a student to an observer in a course? ...................................... 2388
How do I generate a pairing code for an observer as an instructor? ............ 2392
How do I view a summary of all my student interactions in a course? .......... 2396
How do I view my course interactions with an individual student? .......................................................... 2400
How do I view the course access report for an individual user? ............................................................ 2403
How do I view registered services for all users in a course? .................................................................. 2409

Profile and User Settings .......................................................................................................................... 2412
How do I edit my profile in my user account as an instructor? ............................................................ 2414
How do I add a profile picture in my user account as an instructor? .................................................... 2419
How do I change the settings in my user account as an instructor? ...................................................... 2452
How do I change the language preference in my user account as an instructor? ................................. 2460
How do I set a time zone in my user account as an instructor? ............................................................... 2468
How do I change my login password as an instructor? ......................................................................... 2473
How do I add contact methods to receive Canvas notifications as an instructor? ............................... 2463
How do I merge my user account with an account using the same email address as an instructor? ....... 2491
How do I set my Canvas notification preferences as an instructor? .................................................... 2500
How do I add an additional email address as a contact method in Canvas as an instructor?............. 2456
How do I view course content offline as an ePub file as an instructor? ................................................ 2515
How do I change my default email address in my user account as an instructor? ................................. 2471
How do I reset my password as an instructor? ...................................................................................... 2510
How do I add a text (SMS) contact method in Canvas as an instructor? .............................................. 2445
How do I set up multi-factor authentication for my user account as an instructor? ........................... 2539
How do I manage API access tokens as an instructor? ........................................................................... 2543
What feature options can I enable in my user account as an instructor? ........................................... 2550
How do I manage new features in my user account as an instructor? ................................................. 2553

Quizzes ............................................................................................................................................................ 2556
How do I use the Quizzes Index Page? ...................................................................................................... 2563
How do I use Draft State in Quizzes? ......................................................................................................... 2577
What quiz types can I create in a course? ................................................................................................. 2581
What options can I set in a quiz? ................................................................. 2589
How do I import quizzes from QTI packages? ........................................ 2608
How do I create a quiz with individual questions? .............................. 2583
How do I create a quiz with a question group to randomize quiz questions? ................................. 2645
How do I create a quiz by finding questions in a question bank? ............... 2658
How do I create a quiz with a question group linked to a question bank? .......................................................................................................................... 2569
How do I create a Multiple Choice quiz question? ................................ 2684
How do I create a True/False quiz question? ........................................... 2698
How do I create a Fill-in-the-Blank quiz question? ................................ 2708
How do I create a Fill-in-Multiple-Blanks quiz question? ......................... 2714
How do I create a Multiple Answers quiz question? ............................... 2723
How do I create a Multiple Dropdown quiz question? ............................ 2732
How do I create Likert scale quiz questions? .......................................... 2742
How do I create a Matching quiz question? ............................................ 2749
How do I create a Numerical Answer quiz question? ............................... 2755
How do I create a Formula quiz question with a single variable? .............. 2762
How do I create a Simple Formula quiz question? ................................... 2770
How do I create an Essay quiz question? .................................................. 2777
How do I create a File Upload quiz question? ........................................... 2781
How do I create a Text (no question) quiz question? .............................. 2787
How do I link course content to a quiz question? .................................... 2790
How do I create a question bank in a course? ......................................... 2558
How do I bookmark a question bank in a course? ................................... 2802
How do I unbookmark a question bank in a course? ................................ 2807
How do I delete a question bank in a course? ......................................... 2809
How do I move multiple questions from one question bank to another? .......................................................................................................................... 2812
How do I move/copy a question from one question bank to another? ........ 2816
How do I reorder questions or question groups in a quiz? .............................................................. 2820
How do I import a question bank from one Canvas course to another? .................................................. 2829
How can I create a quiz where students only see one question at a time? ............................................... 2835
How do I make a quiz available before or after the due date? .............................................................. 2840
How do I assign a quiz to an individual student? ....................................................................................... 2847
How do I assign a quiz to a course section? ............................................................................................. 2858
How do I delete a quiz? .......................................................................................................................... 2869
How do I export quiz content from a course? ........................................................................................... 2872
Once I publish a quiz, how do I make additional changes? .................................................................... 2876
Once I publish a quiz, how do I use the Moderate Quiz page? ............................................................... 2880
Once I publish a quiz, what kinds of quiz statistics are available? ......................................................... 2651
Once I publish a quiz, how can I give my students extra attempts? ...................................................... 2636
Once I publish a timed quiz, how can I give my students extra time? .................................................... 2620
How do I manually submit outstanding student quiz submissions? ......................................................... 2913
How do I view student results in a quiz? ................................................................................................. 2917
How do I view a quiz log for a student? .................................................................................................... 2922
What options can I use to regrade a quiz in a course? ........................................................................... 2704
How do I regrade a Multiple Choice quiz question? ................................................................................. 2934
How do I regrade a True/False quiz question? ......................................................................................... 2940
How do I regrade a Multiple Answers quiz question? ............................................................................. 2946
How do I create a survey in my course? ................................................................................................... 2601
How do I view survey results in a course? ............................................................................................... 2959
How do I view practice quiz results in a course? ...................................................................................... 2963
How do I set up a quiz to be sent to my institution's student information system (SIS)? ...................... 2967
How do I create an assessment using Quizzes.Next? ............................................................................... 2973
How do I import an assessment from a QTI package in Quizzes.Next? ................................................. 2982
<table>
<thead>
<tr>
<th>Question</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I create a Categorization question in Quizzes.Next?</td>
<td>2988</td>
</tr>
<tr>
<td>How do I create an Essay question in Quizzes.Next?</td>
<td>2995</td>
</tr>
<tr>
<td>How do I create a File Upload assessment question using Quizzes.Next?</td>
<td>3001</td>
</tr>
<tr>
<td>How do I create a Fill in the Blank question in Quizzes.Next?</td>
<td>3007</td>
</tr>
<tr>
<td>How do I create a Formula question in Quizzes.Next?</td>
<td>3016</td>
</tr>
<tr>
<td>How do I create a Hot Spot question in Quizzes.Next?</td>
<td>3025</td>
</tr>
<tr>
<td>How do I create a Matching question in Quizzes.Next?</td>
<td>3035</td>
</tr>
<tr>
<td>How do I create a Multiple Answer question in Quizzes.Next?</td>
<td>3042</td>
</tr>
<tr>
<td>How do I create a Multiple Choice question in Quizzes.Next?</td>
<td>3049</td>
</tr>
<tr>
<td>How do I create a Numeric question in Quizzes.Next?</td>
<td>3057</td>
</tr>
<tr>
<td>How do I create an Ordering question in Quizzes.Next?</td>
<td>3064</td>
</tr>
<tr>
<td>How do I create a True or False question in Quizzes.Next?</td>
<td>3072</td>
</tr>
<tr>
<td>How do I insert stimulus content in Quizzes.Next?</td>
<td>3077</td>
</tr>
<tr>
<td>How do I add feedback to an assessment question in Quizzes.Next?</td>
<td>3083</td>
</tr>
<tr>
<td>How do I reorder questions in an assessment using Quizzes.Next?</td>
<td>3087</td>
</tr>
<tr>
<td>How do I edit an assessment in Quizzes.Next?</td>
<td>3094</td>
</tr>
<tr>
<td>How do I use the Rich Content Editor in Quizzes.Next?</td>
<td>3101</td>
</tr>
<tr>
<td>How do I edit an assessment from Quizzes.Next in the Assignments page?</td>
<td>3108</td>
</tr>
<tr>
<td>How do I grade an assessment in Quizzes.Next?</td>
<td>3113</td>
</tr>
<tr>
<td>How do I regrade an assessment question in Quizzes.Next?</td>
<td>3119</td>
</tr>
<tr>
<td>How do I manage settings for an assessment in Quizzes.Next?</td>
<td>3126</td>
</tr>
<tr>
<td>How do I manage item banks in Quizzes.Next?</td>
<td>3137</td>
</tr>
<tr>
<td>How do I create an item bank in Quizzes.Next?</td>
<td>3148</td>
</tr>
<tr>
<td>How do I add content to an item bank in Quizzes.Next?</td>
<td>3152</td>
</tr>
<tr>
<td>How do I import questions from a QTI package into an item bank in Quizzes.Next?</td>
<td>3157</td>
</tr>
<tr>
<td>How do I add an item from an item bank to an assessment in Quizzes.Next?</td>
<td>3164</td>
</tr>
<tr>
<td>How do I edit an item bank item in Quizzes.Next?</td>
<td>3170</td>
</tr>
</tbody>
</table>
How do I add all items or a random set from an item bank to an assessment in Quizzes.Next? .................................................. 3178
How do I move or copy a question from one item bank to another in Quizzes.Next? ................................................................. 3184
How do I align an outcome to an assessment in Quizzes.Next? ................................................................................................. 3190
How do I align an outcome to an assessment question in Quizzes.Next? ................................................................................ 3196
How do I view reports for an assessment in Quizzes.Next? ........................................................................................................ 3202
How do I use the Moderation page in Quizzes.Next? ................................................................................................................. 3210
How do I migrate a Canvas quiz to Quizzes.Next? ...................................................................................................................... 3218
How do I moderate a student’s assessment attempt in Quizzes.Next? ......................................................................................... 3222
How do I delete a Quizzes.Next assessment? .......................................................................................................................... 3230

Rich Content Editor ................................................................................................................................................................. 3232
How do I add and modify text in the Rich Content Editor as an instructor? .............................................................................. 3237
How do I insert a table using the Rich Content Editor as an instructor? .................................................................................. 3246
How do I use the HTML view in the Rich Content Editor as an instructor? ........................................................................... 3257
How do I embed images from Canvas into the Rich Content Editor as an instructor? ............................................................ 3260
How do I embed images from Flickr Creative Commons in the Rich Content Editor as an instructor? ..................................... 3272
How do I embed images from the web in the Rich Content Editor as an instructor? ................................................................. 3288
How do I create a hyperlink in the Rich Content Editor as an instructor? ................................................................................ 3300
How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as an instructor? .......................... 3234
How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as an instructor? ........................................ 3307
How do I link to a YouTube video in the Rich Content Editor as an instructor? ......................................................................... 3310
How do I embed iFrame videos using the Rich Content Editor as an instructor? ................................................................. 3320
How do I record a video using the Rich Content Editor as an instructor? ................................................................................ 3281
How do I record a video using Flash in the Rich Content Editor as an instructor? ................................................................. 3332
How do I upload a video using the Rich Content Editor as an instructor? ................................................................................ 3295
How do I record audio using the Rich Content Editor as an instructor? .................................................................................. 3345
How do I record audio using Flash in the Rich Content Editor as an instructor? .................................................................3352
How do I upload an audio file using the Rich Content Editor as an instructor? .................................................................3360
How do I use the Math Editor in the Rich Content Editor as an instructor? .................................................................3365
How do I use the Accessibility Checker in the Rich Content Editor as an instructor? .........................................................3371
How do I insert links to course content into the Rich Content Editor using the Content Selector as an instructor? ..................................................................................................................................................................3377
How do I insert course files into the Rich Content Editor using the Content Selector as an instructor? ........................................................................................................................................................................3385
How do I insert course images into the Rich Content Editor using the Content Selector as an instructor? ........................................................................................................................................................................3394
How do I set the auto-open for inline preview for files using the Rich Content Editor as an instructor? ........................................................................................................................................................................3402
How do I disable inline previews for files using the Rich Content Editor as an instructor? .................................................3408
How do I add captions to an external video as an instructor? .................................................................................................3414
How do I add captions to new or uploaded videos in Canvas as an instructor? .................................................................3416
How do I create a caption file using the subtitle creation tool as an instructor? .................................................................3422
How do I view captions in a video as an instructor? ..................................................................................................................3432

Rubrics..............................................................................................................................................................................................3435

How do I manage rubrics in a course? ........................................................................................................................................3437
How do I add a rubric in a course? ..............................................................................................................................................3443
How do I align an outcome with a rubric in a course? ..................................................................................................................3454
How do I add a rubric to an assignment? .....................................................................................................................................3471
How do I add a rubric to a graded discussion? ..........................................................................................................................3481
How do I add a rubric to a quiz? ...............................................................................................................................................3491

Settings..................................................................................................................................................................................................3500

How do I use course settings? ..................................................................................................................................................3502
How do I set details for a course? ................................................................................................................................................3508
How do I change a course name and course code? ..................................................................................................................3522
How do I add an image to a course card in the Dashboard? .................................................................3525
How do I set a time zone for a course? .................................................................................................3531
How do I change the start and end dates for a course? ....................................................................3534
How do I restrict student access to a course before or after the course dates? ..............................3546
How do I change the language preference for a course? ....................................................................3549
How do I use grading schemes in a course? .........................................................................................3540
How do I view grading schemes in a course? .......................................................................................3558
How do I enable a grading scheme for a course? ..................................................................................3563
How do I add a grading scheme in a course? .......................................................................................3517
How do I view grading periods in a course? .........................................................................................3573
How do I customize visibility options for a course? .........................................................................3577
How do I customize visibility options for course content? ...............................................................3580
How do I set a Creative Commons license for a course? .................................................................3583
How do I include a course in the Public Course Index? ....................................................................3587
How do I set a course format? ................................................................................................................3590
How do I change the format of a course ePub export file? .................................................................3592
How do I allow course content to be exported as an offline HTML file? ............................................3594
How do I enable course self-enrollment with a join code or secret URL? ........................................3596
How do I show recent announcements in the Course Home Page? .......................................................3600
How do I hide totals in my students' grade summaries? ....................................................................3603
How do I hide grade distribution scoring details from students? .......................................................3605
How do I disable announcement replies for an entire course? ............................................................3607
How do I validate links in a course? ........................................................................................................3610
How do I view course statistics? ...........................................................................................................3616
How do I view a course as a test student using Student View? ............................................................3622
How do I reset course content? .............................................................................................................3626
How do I manage new features for a course? .......................................................................................3629
What feature options are currently available for Canvas courses? ..........................................................3634
How do I access the Canvas beta environment as an instructor? ..........................................................3643
How do I access the Canvas test environment as an instructor? ..........................................................3646

SpeedGrader ................................................................................................................................................................3649
How do I get to SpeedGrader from an assignment, quiz, or graded discussion? .................................3651
How do I use SpeedGrader? ................................................................................................................................................3655
How do I use the student list to view student submissions in SpeedGrader? ........................................3671
How do I sort the student list in SpeedGrader? .................................................................................................3685
How do I grade group assignments in SpeedGrader? ......................................................................................3688
How do I view the details of a submission for a student in SpeedGrader? .................................................3691
How do I hide student names in SpeedGrader? .................................................................................................3695
How do I mute or unmute an assignment in SpeedGrader? .........................................................................3698
How do I add annotated comments in student submissions using DocViewer in SpeedGrader? ........3675
How do I enter and edit grades in SpeedGrader? .............................................................................................3711
How do I audit an assessment in SpeedGrader? .............................................................................................3717
How do I use a rubric to grade submissions in SpeedGrader? ..................................................................3666
How do I use free-form comments instead of ratings in a rubric in SpeedGrader? .................................3730
How do I use a non-scoring rubric to assess submissions in SpeedGrader? ........................................3736
How do I leave feedback comments for student submissions in SpeedGrader? ................................3740
How do I download submission comments as a PDF in SpeedGrader? ..................................................3746
How do I use Chrome’s speech recognition feature to leave a comment in SpeedGrader? ..................3749
How do I review moderated assignments in SpeedGrader as a moderator? ........................................3753
How do I grade quiz questions in SpeedGrader? .........................................................................................3760
How do I adjust the point value for an entire quiz using fudge points in SpeedGrader? .........................3764
How do I grade one quiz question at a time in SpeedGrader? .................................................................3769
How do I grade a graded discussion in SpeedGrader? .................................................................................3777

Web Services..........................................................................................................................................................3781
How do I connect to web services outside of Canvas as an instructor? ..................................................3783
How do I connect to Delicious as a web service in Canvas as an instructor? ........................................3792
How do I connect to Google Drive as a web service in Canvas as an instructor? .................................3786
How do I connect to Twitter as a web service in Canvas as an instructor? ............................................3798
How do I connect to Skype as a web service in Canvas as an instructor? ................................................3802
How do I connect to LinkedIn as a web service in Canvas as an instructor? ..............................................3805
Introduction
How do I sign up for a Canvas account as an instructor?

If you do not already have a Canvas account, you need to create an account before you can log in to 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 your institution is using Canvas and you are having trouble with your account, contact your administrator for assistance.

If your institution is not using Canvas, you can create your own account, also known as a free-for-teacher account, to create your own courses.

Notes:

- Free-for-Teacher accounts are always free. However, they do not contain all features available to institutional users of Canvas. Learn more in the Canvas Account Comparison PDF.
- For help with your Free-for-Teacher account, view our Free-for-Teacher Account FAQ in the Canvas Community.
Accept 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 [1] and your email address to use for your login [2]. To accept the course invitation, click the Get Started button [3].

Accept Course

Canvas will take you to your course and ask you to accept the enrollment. Click the Accept button.
Create Canvas Account

Welcome Aboard!

You've been invited to join Poetry 101. To accept this request you need a Canvas account. Click the link below to create a Canvas account.

I Have a Canvas Account  Create My 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 [1], enter your time zone [2], and click the acceptable use policy agreement checkbox [3]. Then click the Register button [4].

Create Your Own Account

Enter your Canvas registration URL (e.g. canvas.instructure.com) into your browser.
Create Canvas Account

Click the Try Canvas Free link.
Sign Up As a Teacher

Click the I'm a Teacher link.
Sign Up for Your Account

To sign up for a free Canvas teacher account, enter your first and last name [1], information about your institution [2], and your institutional email address and phone number [3]. Select a reason for signing up for Canvas in the Why Canvas drop-down menu [4], and specify the country from which you are requesting the account [5]. Then click the Submit button [6].
Create Password

Create a password for your account [1], and confirm your chosen password [2]. Then click the Submit button [3].

View Additional Resources
While your request for a free Canvas teacher account is reviewed, you can view additional resources and information about Canvas.

**Finish Registration**

Thank you for your interest in Canvas! We're excited to team up with you to make teaching and learning easier.

**GETTING STARTED**

The first step to seeing results is creating a course.

Here are some steps to start your first course:

1. Complete your registration. Open the Instructor/Canvas notification sent separately and follow the prompt.
2. Use the Course Template to create your course.
3. Publish your course.
4. Add your students.

To finish registering for Canvas, log into your email account. Locate the registration email and click the Login Now button.
How does Canvas work as a supplement to face-to-face courses?

Canvas provides tools that supplement face-to-face courses by providing additional information online. Students will be able to access content for courses they are enrolled in through Canvas. Some institutions provide Canvas course sites for face-to-face courses automatically, while others require their instructors to request course sites in Canvas.

Instructors

In face-to-face courses, you can use Canvas features to help manage your course, such as Gradebook and Assignments.

You can use features to gather student work via online submissions in assignments, or deliver course content such as PDFs, documentation, and presentations using Files.

Canvas quizzes give you an opportunity to provide online practice quizzes or class surveys quickly and easily.

Canvas modules allow you to organize units of related materials that students can access from any device with an internet connection. Organized content in modules make great stand-alone resources—review materials, videos, images, self-paced activities such as practice quizzes, or web quests. You can also use them to try new teaching practices such as flipped classroom models in select lessons.
How can I use Canvas on my mobile device as an instructor?

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, you should build your 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 four native mobile applications for instructors free for download on both phones and tablets.

- **Canvas Teacher App** (iOS 10.0+, Android 5.0+). This app allows you to manage course content and grade student submissions on the go. Syncs with SpeedGrader and the Gradebook. View [Canvas Teacher mobile features](#) by version and device.
- **MagicMarker** (iOS 8.0+ iPad only). This app assists you with standards-based learning. Syncs with the Learning Mastery Gradebook.
- **Polls for Canvas** (iOS 7.0+, Android 4.0+). This app is the easy way for you to collect student opinion in your courses without any extra devices.

You can learn more about mobile applications in the Canvas Mobile Guides.
How do I embed a Guides lesson inside a Canvas course?

The existing community (guides.canvaslms.com) doesn't allow embedding.

Content is available for embedding at guides.instructure.com; however, this site will be discontinued at a future date. For referencing content, consider linking lessons from the community into your course content.

Many of our clients are using Canvas Guides to build their own training modules inside Canvas. We think this is a great idea since our product is changing so quickly. By embedding lessons in your course with iFrames, you can be sure that our most recent documentation is available to your learners. You can also link to the Guides in Modules.

Note: Some browsers such as Firefox and Chrome create security restrictions as noted in our general browsers lesson. If you visit a page in your Canvas course with an embedded iFrame that is linked to insecure content, you may see a shield icon in the browser address bar. You can choose to override the security restriction and display the content anyway by clicking the shield icon and then choosing Disable Protection on This Page or Load unsafe script.

Open Pages

Home
Assignments
Discussions
Grades
People
Pages
Files

In Course Navigation, click the Pages link.
View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.

Add Page

Click the Add Page button.

Enter Page Title

Enter the name of the new page. You may decide to copy and paste the exact title of the Canvas Guides lesson.
Switch Views

Click the HTML Editor link.

Secure Content

If you wish to prevent web browsers from blocking mixed secure and non-secure content or creating pop-up warnings, you can link to Canvas Guide lessons using secure content.

In regular (unsecured) guide links, the URL begins with http://guides.instructure.com. However, secure content is created by replacing that part of the URL with https://guides.instructure.com.

Copy Canvas Guides URL

Copy the URL of the Canvas Guide you wish to embed.
Enter HTTPS iFrame Embed Code (Secure)

Where can I find a list of Canvas terminology?


```html
<p><iframe src="https://guides.instructure.com/m/67952/l/720334" width="600" height="3200" style="overflow: hidden;" ></iframe></p>
```

Note: https://guides.instructure.com replaces http://guides.instructure.com/ but everything else in the code snippet stays the same.

Non-Secure Content

Non-secure content may create pop-up warnings. You can link to Canvas Guide lessons using secure content, see the Secure Content steps.

In (unsecured) guide links, the URL begins with http://guides.instructure.com. However, secure content is created by replacing that part of the URL with https://guides.instructure.com.
Copy Canvas Guides URL

Copy the URL of the Canvas Guide you wish to embed.

Enter HTTP iFrame Embed Code (Non-Secure)

To paste a Canvas Guide as an iFrame, copy the iFrame code snippet below, replacing the text `CANVASURL` with the exact URL of the lesson you wish to embed.

```
<p><iframe src="CANVASURL-?e=4" width="600" height="3200" style="overflow: hidden;"></iframe></p>
```

For instance, if you wanted to embed the lesson titled "Where can I find a list of Canvas terminology?,” you would replace the URL as follows:

```
<p><iframe src="http://guides.instructure.com/m/67952/l/720334-?e=4" width="600" height="3200" style="overflow: hidden;"></iframe></p>
```

Save and Publish

1. Cancel
2. Save & Publish
3. Save
If you are ready to publish your page, click the **Save & Publish** button [1]. If you want to create a draft of your page, click the **Save** button [2].

**Note:** If you try to navigate away from a page without saving, you will generate a pop-up warning.

### Publish Page

1. ![Publish button](image)
2. ![Published button](image)

When your page is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button [1]. The button will change from gray to green [2].

### View iFrame Borders and Scrollbars

Depending on the browser you use, you may see some borders and scrollbars around the iFrame area, which is normal.

### Adjust iFrame Height

![Edit button](image)
After you view your page, the iFrame may be too long, or not long enough, for the length of the Canvas Guide lesson. To change the height or width, click the Edit button.

**Switch Views**

Click the HTML Editor link.

**Adjust iFrame Height**

Change the number in the height or width area of the embed code to adjust the `height` or `width` (in pixels). Then click the Save button at the bottom of the page.

**Note:** You can also change `e=4` to `e=3` to expand the lesson in the browser window.
View iFrame of Canvas Guide Lesson

Where can I find a list of Canvas terminology?

New Canvas users may encounter new terminology throughout Canvas. This lesson is a glossary that identifies the most common terms used in Canvas.

When you open the page in Canvas, it may take a moment to load the content. For a split second, you may see some of the formatting from the original Canvas Guides site. You may need to refresh the page. Once it loads, it will look great!
How can I use Canvas on my mobile device as an instructor?

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, you should build your courses with best practices for mobile in mind.

Mobile Browsers

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- **Polls for Canvas** (iOS 7.0+, Android 4.0+). This app is the easy way for you to collect student opinion in your courses without any extra devices.

You can learn more about mobile applications in the Canvas Mobile Guides.
Analytics
How do I view Course Analytics?

Course analytics will show you activity, assignment submissions, grades, and students. You can view analytics in both active and concluded courses.

Notes:

- Viewing analytics is a course permission. If you cannot view analytics, your institution has restricted this feature.
- The Analytics button only displays once students have been enrolled and students have started to participate in the course.

Open Courses

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

Click the View Course Analytics button.

View Analytics Graphs

By default, analytics are shown in a graph format. There are three types of graphs: Activity by Date, Submissions, and Grades.
View Activity by Date

The Activity by Date graph shows all course activity for all users in the course. 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. Browser window size, zoom level, and screen resolution may also change how the bars display.

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:

- Announcements: posts an announcement (instructor)
- Announcements: posts a new comment to an announcement
- Assignments: updates an assignment’s settings or description (instructor)
- Assignments: submits an assignment (student)
- Calendar: updates a calendar event’s settings or description (instructor)
- Collaborations: loads a collaboration to view/edit a document
- Conferences: joins a web conference
- Discussions: posts a new comment to a discussion
- Pages: creates a wiki page
- Quizzes: submits a quiz (student)
- Quizzes: starts taking a quiz (student)
The Submissions Graph shows the status of each assignment in the course. The x-axis represents the assignments, while the y-axis represents the percentage of submissions for all students in the course.

The green rounded shape at the bottom of the bar indicates how many students submitted the assignment on time [1]. The yellow straight-edge shape indicates how many students submitted the assignment late/past due [2]. The red rounded shape at the top of the bar indicates how many students have not submitted the assignment [3].

To view the details of the bar graph, hover over the specific bar you want to view. The details include the assignment title, the due date (if any), and the percentage of late, on time, and missing submissions.

Note: The bars will only extend to the edge of the dates available for the course, even if there is an assignment or quiz that extends beyond the course start and end dates. The graph will include a note graph explaining there are assignments outside of the course dates.
View Grades

The Grades graph shows the median, high, and low scores for an assignment. The x-axis represents each assignment, while the y-axis represents the number of points for an assignment. The vertical blue line extends from the lowest score to the highest score [1]. The blue box extends from the 25th to 75th percentile [2]. The horizontal black line shows the median score for the assignment [3]. Gray lines indicate muted assignments [4].

To view the details of the bar graph, hover over the specific bar you want to view.

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.
### Activity by Date

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Views</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-07-13</td>
<td>301</td>
<td>22</td>
</tr>
<tr>
<td>2017-07-12</td>
<td>202</td>
<td>3</td>
</tr>
<tr>
<td>2017-07-11</td>
<td>397</td>
<td>21</td>
</tr>
<tr>
<td>2017-07-10</td>
<td>967</td>
<td>59</td>
</tr>
<tr>
<td>2017-06-13</td>
<td>2</td>
<td>0</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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Views</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-06-02</td>
<td>192</td>
<td>20</td>
</tr>
<tr>
<td>2017-05-31</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>2017-05-18</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>2017-05-12</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>2017-05-11</td>
<td>34</td>
<td>3</td>
</tr>
<tr>
<td>2017-05-10</td>
<td>35</td>
<td>1</td>
</tr>
</tbody>
</table>

Each table is paginated to 30 entries per page; additional pages can be viewed by advancing to the next page.
View Student Analytics

<table>
<thead>
<tr>
<th>Student</th>
<th>Page Views</th>
<th>Participations</th>
<th>Submissions</th>
<th>On Time</th>
<th>Late</th>
<th>Missing</th>
<th>Current Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>72</td>
<td>8</td>
<td>30</td>
<td>12</td>
<td>3</td>
<td>3</td>
<td>86.21%</td>
</tr>
<tr>
<td>Jessica Doc</td>
<td>13</td>
<td>4</td>
<td>30</td>
<td>4</td>
<td>1</td>
<td>6</td>
<td>98.67%</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>29</td>
<td>6</td>
<td>30</td>
<td>6</td>
<td>1</td>
<td>5</td>
<td>94%</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td></td>
<td></td>
<td>45%</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>2</td>
<td>0</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>60.63%</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>30</td>
<td>2</td>
<td>0</td>
<td>8</td>
<td></td>
<td></td>
<td>56.25%</td>
</tr>
</tbody>
</table>

Student Analytics are always shown in a table format and displays an overview of student participation in the course.

You can view the student name [1], page views [2], participations [3], and submissions [4].

The Submissions column shows how many published and graded assignments each student has submitted in the course. Submissions are broken down according to how many submissions were on time [5], late [6], and missing [7]. Note that an assignment only counts as missing if the due date has passed and it has not been submitted.

You can also view a student's current score percentage [8], which is their total score in the course.

The analytics table is paginated so you can view more students if you continue to scroll down the page.
Sort Student Analytics

You can sort student analytics in ascending or descending order by student name, page views, participations, and current score. These filters allow you to evaluate student performance according to your preference.

View Student Analytics

To view analytics for a specific student, click the name of the student.
How do I view analytics for a student in a course?

Student analytics show you how well a particular student is doing in your course. You can also view student analytics after your course has concluded.

Your institution may allow students to view their own course analytics, which helps show them accurate information about their course activity and interactions. If this permission is enabled, your view and the student's view of their analytics is the same.

Notes:

• Viewing analytics is a course permission. If you cannot view analytics, your institution has restricted this feature.
• Analytics can also be accessed through the People page and viewing a student's user details page.

Open Courses

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

Click the View Course Analytics button.

Open Student Analytics

<table>
<thead>
<tr>
<th>Student</th>
<th>Page Views</th>
<th>Participations</th>
<th>Submissions</th>
<th>On Time</th>
<th>Late</th>
<th>Missing</th>
<th>Current Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>72</td>
<td>8</td>
<td>30</td>
<td>12</td>
<td>3</td>
<td>3</td>
<td>86.21%</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>13</td>
<td>4</td>
<td>30</td>
<td>4</td>
<td>1</td>
<td>6</td>
<td>98.67%</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>29</td>
<td>6</td>
<td>30</td>
<td>6</td>
<td>1</td>
<td>5</td>
<td>94%</td>
</tr>
</tbody>
</table>

In the Student Analytics table, click the name of the student.

To locate a student, you can sort the table by student name, page views, participates, and current score. The analytics table is paginated so you can view more students if you continue to scroll on the page.
View Student Information

When viewing analytics for an individual student, you can view the student’s name and current percentage in the course [1]. To send a message directly to the student, click the mail icon [2].

To view analytics for a different student, click the next or previous buttons in the user menu [3], or locate the student in the drop-down menu [4].

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 course activity for the student. 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. Browser window size, zoom level, and screen resolution may also change how the bars display.

The following user actions will generate analytics course participation:

- loads a collaboration to view/edit the document
- joins a web conference
- posts a new comment to a discussion or an announcement
- submits a quiz
- starts taking a quiz
- submits an assignment
- creates a wiki page

You can also view specific content participation data in the [course access report](#).

View Communication

![Communication Graph](#)

The Communication graph shows the conversations that have taken place between the student and instructor(s) in the Canvas Inbox. The y-axis represents the user type; orange message icons show when a student sent a message to an instructor, and blue message icons show when an instructor sent a message to the student. The x-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 the student is one of the recipients. Notifications are not included in analytics unless the user acts on the notification and generates a new message that passes through the Canvas Inbox. Announcements are not included in communication analytics.

You can also view specific communication data in the [student interactions report](#).
View Submissions

The Submissions graph shows the status of each submission for the student. The y-axis represents each assignment, while the x-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). 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), excused assignments, or assignments that do not apply to a student because of differentiated assignments.
View Grades

The Grades graph shows the median, high, and low scores for each assignment. 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].

The student’s score is indicated by the same shapes found in the Submissions graph. A green circle indicates an assignment with a good score. A yellow triangle indicates an assignment with a fair score. A red square indicates an assignment with a poor score.

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>
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<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>
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</tr>
</thead>
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<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>

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Announcements
How do I use the Announcements Index Page?

You can view all your course announcements in the Announcements Index Page. As an instructor, you can also create announcements and modify announcement settings.

Open Announcements

In Course Navigation, click the Announcements link.
The Announcements Index page is designed with global settings at the top of the page [1], followed by the individual announcements [2].

**View Global Settings**

Global settings include a drop-down menu to filter all or unread announcements [1] and a search field for searching an announcement [2]. You can also add a new announcement [3] and view external feeds for announcements [4]. External feeds include adding an external feed and subscribing to the Announcements RSS feed.
View Announcements

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

Each announcement includes the name 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], the number of unread/total replies in the announcement [5], and an options icon to manage individual announcement settings [6].

Note: A profile picture displaying the letter U in place of a user's profile picture indicates that an announcement was imported using a course copy, the Course Import Tool, or a blueprint course. Additionally, copied announcements do not include a posted date and time.
Manage Announcements

To apply a bulk action, such as locking or deleting, click the checkbox next to the announcement [1]. To close all selected announcements to comments, click the Lock button [2]. To delete all selected announcements, click the Delete button [3].

Manage Individual Announcements

To view an announcement, click the name of the announcement [1].

You can also use the options icon to delete the announcement [2]. If your course allows comments, you can also allow or disallow comments [3].
How do I view and sort announcement replies as an instructor?

You can view all replies in an announcement by scrolling or searching content. Announcement replies are hierarchical, collapsable, and expandable.

**Note:** Not all announcements may allow replies. Additionally, [announcement replies](#) may be disabled in Course Settings or at the account level.

Open Announcements

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

**Office Hours**

All Sections
During this semester, I am available for office hours from 3-4pm every...

Mar 1, 2018 at 2:12pm

**Classroom Change**

All Sections
Due to a scheduling conflict, your Thursday lecture will take place in r...

Feb 21, 2018 at 2:07pm

**Midterm Review Collaboration**

All Sections
Please see the new Midterm Review collaboration. Each student has b...

Feb 15, 2018 at 12:39pm

Click the name of an announcement.
In an announcement, you have several options to view and sort announcements. 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 announcement replies.

To edit the announcement, click the Edit button [4].

To manage the announcement, click the Options icon [5]. Announcement Options allow you to mark all existing posts (replies) as read, delete the announcement, and close the announcement for comments.

You can view the number of unread and total replies in the thread [6]. The number on the left indicates unread replies, while the number on the right indicates the total number of replies.
Announcement replies are shown in order of post date. New and unread replies are indicated by a solid dot [1]. Read replies are indicated by an empty dot [2]. When you navigate away from the Announcement or refresh the page, the sold dots will change to empty dots indicating the replies are read.
Manage Replies

Announcement replies are shown by post date and in hierarchical order. If a new reply is added to the initial announcement topic, the reply is shown as a new content group [1]. Additionally, similar to focused replies in discussions, users may reply to each other’s replies and these responses are grouped together [2].
When viewing announcement replies, you can collapse and expand individual announcement replies by hovering over the top of the box containing the entire reply and clicking the collapse icon [1]. When an announcement reply is collapsed, you can view the reply indicators showing the number of unread and total replies [2].
View Liked Discussions

If you allow students to like replies in an announcement, a Like icon appears next to each reply in the announcement. Highlighted icons indicate replies that you've liked. The number of total likes also appears next to the icon.

If you set up the announcement to sort automatically according to the number of likes, original replies will always sort first, and any associated replies will be reordered beginning with the highest-liked reply.
Each announcement reply has its own options icon.

In original announcement replies, you can return to the main announcement topic by clicking the Go to Topic link [1].

If you are viewing a reply within a reply, return to the original reply by clicking the Go to Parent link [2].

To edit or delete the reply, click the Edit or Delete links [3].
Reply to Announcement

To reply to an announcement, reply to the announcement by clicking the Reply button [1]. You can reply to any other reply in the announcement by clicking the Reply button [2].
How do I add an announcement in a course?

You can create an announcement to share important information with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created.

Notes:

- Your course must be published for students to receive announcement notifications.
- If you import course content from another Canvas course, you must manually enable notifications to receive notifications for imported announcements.

Open Announcements

In Course Navigation, click the Announcements link.

Add Announcement

Click the Add Announcement button.
Create Announcement

Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2]. You can also add links, files, and images to the announcement using the content selector [3].

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.

Select Sections

By default, Canvas will send your announcement to all sections within your course. To select specific sections for your announcement, click the Post to drop-down menu and select sections from the list provided.
Note: If your course does not have sections, Canvas will still show the All Sections option, and all course users can view the announcement.

Select Options

You can add an attachment to your announcement by clicking the Choose File button [1].

In the Options section, you can select various options for your announcement. You can delay the posting of your announcement [2], which allows you to schedule the announcement for a future date.

Additionally, you can allow users to comment [3] on the announcement and require students to reply to a post before seeing other replies [4].

You can also enable an announcement podcast feed [5] and allow students to like announcement replies [6].

Notes:

- By default, comments are not allowed in announcements unless the Allow users to comment checkbox is selected.
- The Allow users to comment option is persistent, meaning the option you select when creating or editing an announcement will carry over when you create a new announcement in the course. However, the Users must post before seeing replies option is not persistent.
- Comment options may not be available to you if announcement comments are disabled in your course. Check your Course Settings if you cannot view these checkboxes.
Save Announcement

Click the Save button.

**Note:** Unless you are using the delay posting option in Announcements, once you click Save, your announcement will immediately be posted in your course.

View Announcement

View the announcement in the Announcements Index Page.
How do I edit an announcement in a course?

If you forgot to add something to your announcement, you can easily edit and add more information.  

Note: Editing an announcement will create a notification in the User Dashboard and Course Activity Stream. If you want users to receive the edited announcement via their notification preferences, you will need to create a new announcement.

Open Announcements

In Course Navigation, click the Announcements link.
Open Announcement

Final Project Review Signups
All Sections
Please visit the course calendar to sign up for project reviews.

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

Assignment Information.docx
This announcement is closed for comments

Click the name of the announcement.

Click Edit

Click the Edit button.
Edit Announcement

Edit the necessary announcement fields.

Click the Save button.
Group Project Proposals Due Monday

Doug Roberts
1 Section

Sep 11 at 1:35pm

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

Assignment Information.docx
This announcement is closed for comments

View the announcement.
How do I attach a file to an announcement in a course?

You can attach a file to an announcement for users to download.

Open Announcements

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

Open Announcement

Click the name of the announcement.
Edit Announcement

Click the Edit button.

Attach File

Options
- Delay posting
- Allow users to comment
  - Users must post before seeing replies
- Enable podcast feed
- Allow liking
Click the Choose File button.

**Browse for File**

Choose the file you want to attach [1]. To attach the file to the Announcement, click the Open button [2].
Save Announcement

Click the **Save** button.
View Announcement

![View Announcement](image)

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

View the attachment in the announcement.
How do I delete an announcement in a course?

If you need to remove an announcement from your course, you can easily delete it in Canvas.

Open Announcements

Home
Assignments
Announcements
Discussions
Grades
People
Pages
Files

In Course Navigation, click the Announcements link.
Delete in Announcements Page

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** button [4].

Delete in Individual Announcement

To delete an announcement individually, click the title of the announcement.
Delete Announcement

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

Assignment Information.docx
This announcement is closed for comments

Click the **Options** icon [1], then click the **Delete** link [2].

Confirm Deletion

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

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 to a course 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 Course 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

![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 an instructor?

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

Click the **External Feeds** link.
Open RSS Feed

Click the RSS Feed link.

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 allow or disallow announcement replies in a course?

By default, comments are disabled for announcements. When you create an announcement, you can allow comments on that announcement by selecting the **Allow users to comment** checkbox in the announcement options. Additionally, if an announcement allows users to comment, you can require students to post to the announcement before seeing other replies. The Allow users to comment option is persistent, meaning the option you select when creating or editing an announcement will carry over when you create a new announcement in the course.

You can also allow or disallow comments after an announcement is posted.

**Note:** If announcement comments are disabled for your course, comment options may not be available to you. Check Course Settings if you cannot manage user replies in an announcement.

Open Announcements

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

Click the **Add Announcement** button.

Allow Comments

Options
- Delay posting
- Allow users to comment
  - Users must post before seeing replies
- Enable podcast feed
- Allow liking

Click the **Allow users to comment** checkbox [1]. You can also require students to reply to a post before seeing other replies [2].

The Allow users to comment option is persistent, meaning the option you select when creating or editing an announcement will carry over when you create a new announcement in the course.

Save Announcement

Click the **Save** button.
To close an announcement for comments from the index page, locate the announcement. Click the Options icon [1] and click the Disallow Comments link [2].

To close more than one announcement for comments from the index page, click the checkbox next to each announcement [3] and click the Lock Reply button [4].
To open an announcement for comments, locate the announcement and click the **Options** icon [1], then click the **Allow Comments** link [2].

To open more than one announcement for comments from the index page, click the checkbox next to each announcement [3] and click the **Lock Reply** button [4].
Close in Individual Announcement

To close comments within an individual announcement, click the name of the announcement.

Close for Comments

Click the Options icon [1], then click the Close for Comments link [2].
Group Project Proposals Due Monday

Doug Roberts
1 Section

Sep 11 at 1:35pm

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

Assignment Information.docx

This announcement is closed for comments

View the announcement closed to comments.
Open for Comments

To open the announcement for comments, click the Options icon [1] and click the Open for Comments link [2].
How do I delay posting an announcement until a specific date in a course?

You can set new announcements to post at a certain date and time. The delayed post information also displays directly in the Announcements page. Delayed announcements are not displayed to students until the intended date and time.

Notes:

• If you create an announcement in an unpublished course, the delay posting date must take place after the course has been published for notifications to send to those who have chosen to receive notifications for new announcements.
• If you check the Delay Posting checkbox and don’t set a date the announcement will post immediately.

Open Announcements

In Course Navigation, click the Announcements link.

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

**Delay Posting**

- **Options**
  - **Delay posting**
  - Allow users to comment
    - Users must post before seeing replies
  - Enable podcast feed
  - Allow liking

Click the **Delay posting** checkbox.

**Set Date and Time**

- **Options**
  - **Delay posting**
  - Post At
  - Allow users to comment
    - Users must post before seeing replies
  - Enable podcast feed
  - Allow liking

Select the **Calendar** icon and set the date and time using the calendar tool. Or manually enter a date and time.

**Save Announcement**

- **Cancel**
- **Save**

Click the **Save** button.
View Announcement

**Group Project Proposals Due Monday**

Doug Roberts  
All Sections

Sep 11 at 1:35pm

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

[Assignment Information.docx](#)

The content of this announcement will not be visible to users until Sep 14 at 9am

This announcement is closed for comments

View the delayed post information in the announcement.
How do I reply to an announcement as an instructor?

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:** Not all announcements may allow replies. Additionally, announcement replies may be disabled in Course Settings or at the account level.

Open Announcements

- Home
- Assignments
- **Announcements**
- Discussions
- Grades
- People
- Pages
- Files

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

Final Project Review Signups
All Sections
Please visit the course calendar to sign up for project reviews.

Group Project Proposals Due Monday
1 Section
This is just a reminder that all group project proposals, including an abstract an...

Click the name of the announcement.

Reply to Announcement

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

Assignment Information.docx
This announcement is closed for comments

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

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.
Group Project Proposals Due Monday

Doug Roberts
All Sections

Sep 11 at 1:25pm

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

Assignment Information.docx
This announcement is closed for comments

Search entries or author Unread 0 0 0 0

Reply

Doug Roberts
2:21pm

Check out the Group Project assignment for more information.

Reply

View your reply to the announcement.
How do I allow students to like replies in a course announcement?

You can allow students to like replies in an announcement even if students are not allowed to reply to announcements. If an announcement allows liking, users will see a Like icon within each announcement reply. By default, liking is available to all users in the course; however, you can choose to restrict the option to graders only.

The Like icon is enabled on a per-assignment basis.

You can also like announcement replies as an instructor.

Open Announcements

In Course Navigation, click the Announcements link.

Add Announcement

Click the Add Announcement button.
Allow Liking

Click the **Allow liking** checkbox.

Set Liking Options

You can also select two additional options when allowing announcement likes.

**Only graders can like** [1]: select this checkbox if you want to limit the liking functionality to only graders in the course, which means only users with the Edit Grades permission can see the Like link. However, all users will still see the total number of likes for each reply.

**Sort by likes** [2]: select this checkbox if you want the announcement to sort replies by the number of likes. Sorting cannot be changed by any users unless you remove the sorting setting. *This option may take at least 10 seconds to cache the page and view sorting appropriately.*

Announcement replies are sorted in descending order.
Save Announcement

Click the Save button.
How do I like a reply in a course announcement as an instructor?

If you allow students to like announcements, you can like announcement replies in your course. To view the Like icon on announcements, you must: allow users to like replies in a course announcement.

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 abs...

Final Project Review Signups

☑️  All Sections
Please visit the course calendar to sign up for project reviews. Review ...
Click the name of the announcement.

**Like Announcement Reply**

Emily Boone  
3:53pm

There's a really good discussion about group project stuff happening in the [General Class Question and Answer](#) discussion. Feel free to join us if you think your group might benefit.

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

Emily Boone
3:53pm

There's a really good discussion about group project stuff happening in the General Class Question and Answer discussion. Feel free to join us if you think your group might benefit.

👍 (1 like)

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.
Assignments
How do I use the Assignments Index Page?

You can view all your course assignments on the Assignments Index page. As an instructor, you can also add assignment groups, create an assignment, and modify assignment settings. You can also reorder assignments and assignment groups.

Open Assignments

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

The Assignments Index page is designed with global settings at the top of the page [1], followed by the Assignment groups [2]. Individual assignments are nested within each Assignment group [3].

Note: The Assignments Index page supports keyboard shortcuts. To view a list of keyboard shortcuts, press the Comma key.

View Assignment Global Settings

Global settings include searching for assignments [1], adding a new assignment group [2], and adding a new assignment [3]. To weight the final grade with assignment groups, click the Options icon [4].

View by Grading Periods
When Multiple Grading Periods are enabled in a course, you can use the global settings to sort and filter the Assignments page by grading period.

Assignments and assignment groups are validated against assignments in closed grading periods.

View Assignment Types

The Assignments page displays all assignments in the course. Each assignment type displays an icon representing the assignment type: assignment [1], discussion [2], or quiz [3].

Discussions and Quizzes also display within their respective index page in Canvas.
View Quizzes.Next Assessments

If you are using the Quizzes.Next LTI in your course, the Assignments page also displays Quizzes.Next quizzes with the assignments icon [1]. The Quiz icon indicates quizzes created with the classic Canvas quiz tool [2]. Both quiz types can be used in the same course.

Quizzes.Next assessments are created using the Add Quiz/Test button [3]. For help with Quizzes.Next functionality, please see the Quizzes.Next chapter in the Instructor Guide.
View Individual Assignment

Each assignment displays the assignment name [1], due date (if any) [2], the number of points the assignment is worth [3], and assignment draft state status (published or unpublished) [4].

You can also set varied due dates for an assignment and create due dates according to course section. Varied due dates appear as multiple dates.

If an assignment is associated with a module, the module name will appear on the individual line item of the assignment [5].

Note: Due dates are not required for an assignment.

View Availability Dates
Assignments can also include availability dates. Availability dates can make an assignment available for only a specific period of time.

**Manage Individual Assignment**

To view an assignment, click the assignment name [1].

You can also use the options drop-down menu to edit the assignment [2], duplicate the assignment [3], move the assignment [4], or delete the assignment [5].

**Manually Reorder Assignment**

You can also manually reorder an assignment by hovering over the drag handle next to the assignment and dragging the assignment to the desired location.
Note: If you are using Multiple Grading Periods, you cannot move assignments and quizzes that are part of a closed grading period to another assignment group. However, you can move open assignments and quizzes to another assignment group.

View SIS Assignments

If your institution has enabled a student information system (SIS) integration, you can tell if an assignment is set up to be sent to your institution's SIS. Graded assignments can be enabled directly by clicking the sync icon next to an assignment [1].

Some SIS integrations such as PowerSchool allow you to import assignment groups. Imported groups include an import icon to identify them from manually created assignment groups in Canvas [2].

Note: Some institutions may limit assignment names and/or require assignment due dates. If you try to enable an assignment and you receive an error message, the error will show which requirement needs to be resolved before the assignment can be enabled to be synced to your SIS.

Disable Sync

If you need to disable sync for all assignments in the course without managing them individually, you can disable sync for all assignments at one time. Click the Options menu [1] then select the Disable Sync to SIS link [2]. All assignments will be updated and disabled from the SIS sync.
**Note:** Disable Sync to SIS is not available in the Options menu unless at least one assignment is already enabled to be synced to the SIS.

### View MasteryPaths

If you use **MasteryPaths** in your course, you can tell which items are set up in Modules as MasteryPaths or conditional content items. Pages allowed for MasteryPaths also display in the Assignments Index Page.

### View Blueprint Course

If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only **manage unlocked content in your course**. If your course is a blueprint course, you can **lock and sync course content** to associated courses.
How do I use Draft State in Assignments?

Draft State allows content in Assignments to exist in an unpublished (draft) state. Unpublished assignments are invisible to students and excluded from grade calculations. You can manage the state of all assignments on the Assignments Index Page, or you can manage each assignment individually.

**Note:** If you use Modules in your course and add an Assignment to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Assignments unpublished until you are ready to publish the entire Module. For more information please see the [Modules Draft State lesson](#).

Open Assignments

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

View Status of All Assignments
On the Assignments Index page, you can view the status of each assignment. Green icons indicate the assignment is published [1]. Gray icons indicate unpublished assignments [2]. You can change the status of an assignment by toggling the published and unpublished icons.

**Publish an Assignment**

To publish an assignment, click the assignment’s unpublished icon. The hover text will confirm you want to publish the assignment.

**Unpublish an Assignment**

To unpublish an assignment, hover over the assignment’s published icon and view its status. If the assignment can be unpublished, the hover text will confirm you want to unpublish the assignment [1]. Click the icon to confirm.

Assignments with student submissions cannot be unpublished, and the hover text will notify you accordingly [2].
View Status within an Individual Assignment

Historical Video Assignment

For this assignment, each student will work alone to research a historical topic and communicate the findings in a 4-7 minute video.

The main objectives are to communicate clear and accurate information in an engaging manner for an audience of your peers.

Notes:

- The project is evaluated on the basis of its accuracy, academic rigor, clarity, and ability to engage the viewers.

Within individual assignments, the assignment status is shown next to the assignment name.

Publish an Assignment

To publish an assignment, click the assignment’s Publish button. The button will change from gray to green.
Unpublish an Assignment

To unpublish an assignment, hover over the published button for the assignment and view its status. If the assignment can be unpublished, the hover text will confirm you want to unpublish the assignment, and the button will change from green to red. Click the button to confirm.

Assignments with student submissions cannot be unpublished.

Assignments Student View

- **History Overview**
  - Available until Feb 9 | Due Jan 31 at 11:59pm | -/11 pts

- **A Closer Look: The United States Constitution Written Response 1**
  - Available until Apr 19 | Due Feb 5 at 5:29pm | 19/20 pts | 95%

- **Course Introductions**
  - Available until Feb 8 | Due Feb 7 at 3:59pm | -/10 pts

- **Revolution Review**
  - Due Feb 8 at 2:29pm | -/10 pts
Students cannot see any of the actions involved with Draft State, such as published and unpublished icons and setting icons. Students will only see published assignments, which are posted in gray text.
What is the difference between a Canvas Assignment and a Canvas Activity?

Anything that appears in the Activity Stream is considered an activity. Some activities are graded (assignments) and others are not (events).

Canvas Assignments vs. Canvas Activities

Canvas makes a clear distinction between activities that students do for a grade (Canvas Assignments) and activities that students do to absorb new information, practice a new-found skill, or interact with a group to begin solving a problem (Canvas Activities).

Students may be asked to engage in a number of Canvas Activities before they work on a Canvas Assignment, which will be evaluated by the instructor or their peers.

When a Canvas Assignment is created, a new column is added to the gradebook (the "Not Graded" type being the only exception to this rule). Instructors and students will find that Canvas Assignments are automatically included on the Calendar, Assignments, and Syllabus pages. Also, Canvas Assignments can be evaluated with Rubrics and they can be aligned to course Outcomes.
In contrast, when a new Canvas Activity is created, no new column is added to the gradebook. Students will find Activities linked on their respective pages (i.e. published Quizzes will show up on the Quizzes page), but they will NOT appear on the Assignments and Syllabus pages or the Calendar (the one exception being a Calendar event, which does show up on the Syllabus page and on the Calendar).

At this time, Canvas Activities CANNOT be evaluated with Rubrics or aligned to course Outcomes.

Keep in mind the following when creating any kind of Canvas Assignment:

- Instructors can set a due date for Canvas Assignments. Canvas Assignments without a due date will be categorized as "Other" in the Calendar and on the Syllabus page.
- Instructors can place Canvas Assignments into Assignment Groups and choose to weight final grades. Canvas will then calculate the final grade based on the percentages assigned to each Assignment Group.
- Points can be assigned to any Canvas Assignments except Non Graded Assignments. Non Graded Assignments will still appear on the Assignments and Syllabus pages but they will NOT appear in the Gradebook.
- Instructors can set an "Available from" date that will determine when students have access to a Canvas Assignment.
- Instructors can set an "Until" date that will determine when students can no longer submit an Assignment or take a Quiz.
- Canvas files have quota limits set for each user area: user (personal) files, course files, and group files. For instructors, any attachments added to an assignment description count against the course quota. For students, any attachments added as part of a graded assignment submission are uploaded into user files but are not counted against the user quota. Any attachments added for group assignment submissions are uploaded directly into the group files.
- Once a file has been uploaded as a submission, files cannot be deleted from the student’s files. Additionally, file submissions cannot be deleted from the assignment. If a student needs to submit a new file, the student can re-submit the assignment.

Additional options for Assignments and Graded Discussions:

- Assignments and Graded Discussions can be assigned to Instructor-created Groups and Self Sign-Up Groups for group work.
- Assignments and Graded Discussions can be Peer Reviewed. Students use the same Rubrics and SpeedGrader™ interface that Instructors do to evaluate their peers’ work.
- Assignments, Graded Discussions, and Quizzes can be created with varied due dates.

Additional options for Assignments only:

- Assignments can be created that have No Submission. These work well for in-class presentations, daily participation points, or other optional activities used for extra credit.
- Assignments can be created that have Online Submissions. Students can submit work in the form of file or image uploads, URLs, text entry, Google Docs, or audio or video recordings or uploads.
- Assignments can also be delivered to the instructor On Paper. On Paper Assignments are usually evaluated by hand and grades are manually entered in the gradebook.
How do I include extra credit activities in the final grade?

Here are two ways of accounting for extra credit:

1. If you want to add an extra credit assignment to a specific Assignment Group, create a regular Assignment for zero points. When the submission comes in, add points manually in the gradebook.
2. Assignments with No Submission can also be used for extra credit. This works well for classroom duties, such as moderating a discussion or for in-class presentations. Enter points manually in the gradebook.

How can I turn a Collaboration, Conference, or Page into a Canvas Assignment?

- If one or more students are collaborating in a Google Doc to complete a project, they will be able to submit that Google Doc as an online Assignment. Instructors will be able to view the history of a Google Doc to see who has contributed to the document.
- If students are collaborating in Pages using the Rich Content Editor, they can submit the URL of their Page as an online Assignment. Instructors will be able to click on the Page history link to see who has contributed to the Page.
How do I give extra credit in a course?

Extra credit is currently not a default option in Canvas. However, you can give students extra credit using a variety of options.

Notes:

- If you are weighing your assignment groups, please pay attention to how weighted groups can affect the Gradebook if assignments are worth zero points.
- If you have drop rules set in an assignment group, adding extra points may affect your students' scores.

Create New Assignment with Zero Point Value

Create a new assignment with zero points possible [1] and select any submission type [2]. Assignments set to the No Submission type work well for classroom activities, such as in-class discussions or presentations.

After students complete an online submission or complete and submit work offline, you can add and adjust points in the Gradebook.

Note: For a zero point assignment to factor into a student's grade, you must add at least one additional graded assignment with a positive point value. This additional assignment can be in any assignment group.
Add Extra Points to an Existing Assignment

Add extra points to an Assignment you’ve already created. Manually enter the extra points in the Gradebook.

For example, this assignment is worth 30 points. Adding 5 extra points will bring the assignment total for this student to 35 points. The added points will increase total points calculated in the Gradebook’s final grade.
Add Fudge Points to a Quiz

You can use Fudge points within SpeedGrader™ to add points to a quiz. Fudge points allow you to manually adjust an overall quiz score.
Create Extra Credit within a Rubric

Add an additional Criterion to a Rubric for extra credit. Make sure you make the rubric worth more than the assignment and you can give students extra points or not without affecting the actual assignment points.
Add Extra Points using a Rubric in SpeedGrader

You can add extra credit using a rubric in SpeedGrader. Enter a point value that is greater than the points possible for a criterion [1]. The Total Points calculation will reflect any extra points awarded for each Criterion [2].

**Note:** For SpeedGrader to automatically update the rubric point value for grading, select the **Use this rubric for assignment grading** checkbox when adding the Rubric to an assignment. Otherwise, you can update the grade field manually.

Add Extra Points using SpeedGrader

You can manually add extra points by editing the grade shown in the Grade field in SpeedGrader.
Create Extra Credit with Assignment Groups

Assignments must be housed within an assignment group. Assignment groups can be unweighted or weighted, depending on how you wish to grade students within your course.

Create Extra Credit using Unweighted Assignment Groups

When assignment groups are not weighted, you can create extra credit assignments in their own assignment group if you wish. You may want to create a separate group to help distinguish between the different types of assignments. In this example, this entire assignment group has no points possible [1].

When the student completes the work required for the extra credit assignments, you can manually add points to the Gradebook.
Create Extra Credit using Weighted Assignment Groups

When assignment groups are **weighted**, Canvas will **not** calculate grades for an entire group that has no points possible. Therefore, for extra credit assignments to calculate correctly in weighted groups, they must be housed within an existing assignment group that has at least one assignment worth more than zero points.

In this example, the extra credit assignment is housed within the Extra Credit assignment group with multiple assignments worth more than zero points [1]. Notice that the assignment groups weights total **110%** [2]. Any assignment placed within the Extra Credit assignment group will have either a positive or neutral effect on your students' overall grade. Additionally, if a student does not submit the extra credit assignment, their grade will not be negatively impacted.

When the student completes the work required for the extra credit assignments, you can manually add points to the Gradebook.
Errors with Weighted Assignment Group

If you create your extra credit assignments with zero points within their own assignment group, but you decide to weigh your assignment groups, your extra credit assignments will not calculate correctly within Canvas. Canvas cannot calculate assignment groups where there are no points possible. For example, if the student has 12 points of 0 points possible, Canvas can't determine the impact to the overall grade because 12 cannot be divided by 0.

An error will appear in the total grade column, as well as next to the affected assignment(s). In this example, the two extra credit assignments (both with zero possible points) have been placed in an assignment group called Extra Credit. However, the assignment group has been weighted. The warning notification indicates that the score does not include Extra Credit (as an assignment group) because the entire group has no points possible. In this situation, the assignments will have to be moved to another assignment group, or you will need to include an assignment within the Extra Credit assignment group that has at least 1 point possible.
What assignment types can I create in a course?

Canvas supports five assignment types: Assignments, Discussions, Quizzes, External Tools, and Not Graded.

As an instructor, you can select an assignment type when creating an assignment shell. However, you can also create assignments within an assignment type by visiting each type's respective Index Page.

Assignment

An Assignment is a Canvas assignment that can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or Canvas pages. This assignment appears on the Assignments Index Page, the Gradebook (graded only), the Syllabus, and on the User Dashboard (graded only).

Assignments can be assigned to individual students, groups, or sections.
Throughout Canvas, users can recognize assignments with the Assignment icon.
A Discussion is a Canvas assignment that will grade student response to discussion topics. This assignment will appear on the Assignment Index Page (graded only), the Discussions Index Page, the Gradebook (graded only), the Syllabus, and on the User Dashboard (graded only).

Discussions can be assigned to individual students, groups, or sections.
Throughout Canvas, users can recognize discussions with the Discussion icon.
Quiz

Add Assignment to Assignments

Type: Quiz
Name:
Due:
Points: 0

More Options  Cancel  Save & Publish  Save

A Quiz is a Canvas assignment that can be used to conduct a survey or assess a student's comprehension of course content. This assignment will appear on the Assignments Index Page (graded only), the Quizzes Index Page, the Gradebook (graded only), the Syllabus, and on the User Dashboard (graded only).

Quizzes can be assigned to individual students or sections; they cannot be assigned to groups.
Throughout Canvas, users can recognize quizzes with the Quiz icon.
An **External Tool** is an assignment that utilizes LTI technology to link to a third-party application or website. This assignment will appear on the Assignments Index Page, the Gradebook (graded only), the Syllabus page, and on the User Dashboard (graded only).

External Tools must be configured in your course before they can be added as an assignment. Learn how to [find External Tools](#) to use as assignments.

External Tools can be assigned to individual students or sections; they cannot be assigned to groups.
External Tool assignments are identified as assignments, which users can recognize with the Assignment icon.
Not Graded

Not Graded is a Canvas assignment with a due date, but no points or grades will be given for completing the assignment. This assignment type can be used for practice assignments as well. This assignment will appear on the Assignments Index Page, the Syllabus, and the User Dashboard.

Not Graded assignments can be assigned to individual students or sections; they cannot be assigned to groups.
Not Graded assignments are also identified as assignments.
What is the difference between assignment due dates and availability dates?

In addition to setting a due date for an assignment, instructors can specify a specific date range when students can submit the assignment. These dates are called availability dates. These dates are optional and can be set depending how you want to manage the assignment.

In Quizzes, availability dates may affect student submissions. For more details, view the Quiz availability dates lesson.

Notes:

- Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times will be displayed for reference.
- When Multiple Grading Periods are enabled in a course, only due dates are validated against closed grading periods. Availability dates do not apply.

View Due Date

![Assign to](image)

**Assign to**

- **Everyone**

**Due**

The due date is the date and time when the assignment is due. Student assignments submitted after the due date will be marked as late in the Gradebook. Due Dates are not required in Canvas, but they are helpful in managing course workflow and deadlines.
You can also set a specific time as part of the due date. When you change a due time on an assignment, the seconds value defaults to 0 unless the minutes value is set to 59, in which case, the seconds also set to 59. For example, if you set a due date of September 19 at 4:15pm, any student submission made at or after September 19 at 4:15:01 is marked late.

If no time is set, the due time defaults to 11:59:59 pm for the course time zone, and the assignment is marked late at 12:00:00 am. For example, if you set a due date of September 19 at 11:59 pm, the assignment is marked late if submitted at or after September 20 at 12:00:00.

View Availability Dates

If you want to create a date range for students to view and submit an assignment, you can set availability dates. Availability dates can also be called lock dates.

Available From [1]: the date and time when the Assignments will become available to students. If no time is set, this date defaults to 12:00 am for the course time zone.

Until [2]: the date and time when students can no longer submit the assignment. If no time is set, this time defaults to 11:59 pm for the course time zone and the assignment will close at 12:00:00 am of the following day.

When the assignment is published, blank availability date fields allow the assignment to be submitted at any time throughout the entire course.
View Assignment Details

After you save the assignment, you can view the details for the assignment. If there is an assignment due date, the date displays under the Due heading [1]. If there are availability dates, they display under the Available from and Until headings [2].

You can also view details for all assignments on the Assignments Index Page.

View Correct Answers in Quizzes

Options
- Shuffle Answers
- Time Limit: __ Minutes
- Allow Multiple Attempts
- Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)
  - Only Once After Each Attempt
  - Let Students See The Correct Answers
    - Show Correct Answers at: __
    - Hide Correct Answers at: __
- Show one question at a time
In Quizzes, the Until date does not restrict student access to view the result of their quiz. For instance, you may not want students to view the results of their quiz after the Until date. To make this change, you need to edit the quiz options and restrict the quiz results.

**Working with Due and Availability Dates**

Due Dates and Availability Dates can be used together, depending on how you want to manage the assignment. Here are some common scenarios you can create with dates. All examples include a Due Date, though they are not required for assignments.

**Create Open Assignment**

If you want to keep an assignment open throughout the entire course, do not set any availability dates. When no availability dates are set, the assignment can be submitted by all users until the course ends.

For example, if you want students to be able to view and submit the assignment at any time but reward those who submit by a due date of September 19 at 11:59 pm, only set the Due Date.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on the first day of the course (according to term date and course time zone)
In the Gradebook, the assignment is marked on time if submitted by September 19 at 11:59 pm (according to course time zone)

In the Gradebook, the assignment is marked late if submitted on or after September 20 at 12:00:00 am (according to course time zone)

Canvas closes the assignment to all student submissions on the last day of the course (according to term date and course time zone)

Limit Submission Available From Date

If you want to keep students from submitting an assignment until a specific date, set an Available From date.

For example, if you set an assignment as due on September 19 at 11:59 pm, but you do not want students to submit the assignment until September 9 at 12 am, set the Available From date as September 9 at 12 am.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on September 9 at 12:00 am (according to course time zone)
- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
- In the Gradebook, the assignment is marked late if submitted on or after September 20 at 12:00:00 am (according to course time zone)
• Canvas closes the assignment to all student submissions on the last day of the course (according to term date and course time zone)

Limit Submission Until Date

If you want to allow students to submit an assignment until a specific date, set an Until date. The date you set depends on whether you want to accept late submissions. When the Until date has passed, students can still view or download their submissions and view any submission comments.

**No late submissions**—Some instructors do not allow any late submissions by setting the Until Date as the Due Date. For example, if you want to allow students to view the assignment at any time with a due date of September 19 at 11:59 pm, but you do not want to accept any late submissions, also set the Until Date as September 19 at 11:59 pm.

Canvas views and scores the assignment as follows:

• Canvas opens the assignment to all student submissions on the first day of the course (according to term date and course time zone)
• In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
• Canvas closes the assignment to all student submissions on September 20 at 12:00 am (according to course time zone)
Allow late submissions—Some instructors allow late submissions within a specific period of time after the due date. For example, if you want to allow students to submit a late assignment up to three days after the due date, set the Until Date as September 22 at 11:59 pm.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on the first day of the course (according to term date and course time zone)
- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
- In the Gradebook, the assignment is marked late if submitted between September 20 at 12:00:00 am and September 22 at 11:59:59 pm (according to course time zone)
- Canvas closes the assignment to all student submissions on September 23 at 12:00:00 am (according to course time zone)

Note: In Quizzes, the autosubmit feature is tied to the Until date, which may affect student submissions. For more details, view the Quiz availability dates lesson.
Limit Submission Date Range

If you want to allow students to submit an assignment only in a specific date range, set both availability dates for the assignment.

For example, if an assignment is due September 19 at 11:59 pm, but you only want students to be able to submit the assignment between September 9 and September 22, and you want to allow late assignments for 3 days, set the Available From date as September 9 at 12 am, and the Until date as September 22 at 11:59 pm.

Canvas views and scores the assignment as follows:

- Canvas opens the assignment to all student submissions on September 9 at 12 am (according to course time zone)
- In the Gradebook, the assignment is on time if submitted by September 19 at 11:59 pm (according to course time zone)
- In the Gradebook, the assignment is marked late if submitted between September 20 at 12:00 am and September 22 at 11:59:59 pm (according to course time zone)
- Canvas closes the assignment to all student submissions on September 23 at 12:00:00 am (according to course time zone)
How do I create an assignment?

You can create assignments on the Assignments page. You can create an assignment shell, which is a placeholder for an assignment within an assignment group, or you can create an entire assignment with all the assignment details at the same time.

Open Assignments

In Course Navigation, click the Assignments link.
Add Assignment Shell

If you just want to create an assignment placeholder with a title and a date, you can create an assignment shell in an assignment group.

Assignment groups [1] house the different types of assignments you may want to keep in your course, such as assignments, discussions, quizzes, surveys, etc. If you create assignment groups in your course, students can filter their assignments page by assignment type to view the same groups. Learn how to add an assignment group.

To create an assignment shell, locate an assignment group and click the Add Assignment button [2]. Assignment shells only include fields for the assignment type, name, due date (optional), and points. You can add assignment details at any time by editing the assignment.

Add Assignment

If you want to create an assignment with all assignment details at the same time, click the Add Assignment button.

Assignment details include fields for the assignment type, name, description, points, assignment group (if desired), grade display, and submission type, and due dates. You can also specify if the assignment is a group assignment or requires peer reviews in the assignment details lesson.
When you add details to an assignment, you can also assign the assignment to all students, course sections, course groups, or individual students as part of the Canvas differentiated assignments feature.
How do I create an assignment shell in an assignment group?

Assignment shells are placeholders for Assignments that only include the assignment type, name, due date, and point value. You can choose to save the assignment as an unpublished assignment and edit the Assignment details later.

Assignment shells can be created in an assignment group in the Assignments index page. New courses include one assignment group by default. If you want to add your assignments to another assignment group, you must add assignment groups before creating an assignment shell.

Open Assignments

In Course Navigation, click the Assignments link.
In an assignment group header, click the **Add** icon.

**Enter Assignment Details**

**Add Assignment to Assignments**

- **Type**: Assignment
- **Name**: 
- **Due**: 
- **Points**: 0
- **Sync to SIS**: 

**Buttons**:
- More Options
- Cancel
- Save & Publish
- Save
Set the **Assignment type** by selecting the type drop-down menu [1], enter the Assignment title in the **Name** field [2], click the **Calendar** icon to select a due date [3] or manually enter a due date, and enter the number of points for the assignment in the points field [4].

If your institution has enabled a student information system (SIS) integration, you can enable the assignment to sync to the SIS by selecting the **Sync to SIS** checkbox [5].

**Save Assignment**

To **edit the assignment details**, click the **More Options** button [1].

If you want to save your assignment shell and edit the details later, click the **Save** button [2].
Due dates are verified against course data. If you have set a due date that is not allowed, Canvas displays information about the error.

Correct the date and then save the assignment again.

**Note:** If the error relates to a course end date, and the course does not include specified course start and end dates, Canvas validates the assignment against the term date for the course.
How do I move or reorder an assignment group?

You can move or reorder assignment groups after you've created them. You can manually drag and drop the assignment group, or you can use the Move To option, which is also accessible for keyboard users. You can also move or reorder Individual assignments.

Open Assignments

In Course Navigation, click the Assignments link.
Drag and Drop Assignment Group

You can use the drag and drop option to reorder assignment groups. Click the drag handle next to the assignment group name. Drop the assignment group in the desired location by releasing the mouse.

Move Assignment Group

You can also use the Move Group option to reorder an assignment group. Click the Options icon [1] and select the Move Group link [2].
Place Assignment Group Location

In the Move Assignment Group sidebar, click the **Place** drop-down menu [1]. Select the placement of the assignment group you are moving [2]. You can move the group so it is located at the top of the page, before a specific group, after a specific group, or at the bottom of the page.
Place Before or After

If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the assignment group that should be before or after the assignment group you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the assignment group to another location, change the sidebar placement options as needed.
Move Assignment Group

Click the **Move** button.
How do I add an assignment group in a course?

Using Assignment Groups allows you to organize the assignments in your course.

Open Assignments

In Course Navigation, click the Assignments link.

Add Assignment Group

Click the Add Group button.
Create Assignment Group

Add Assignment Group

1. Group Name: e.g., Essay Group 1

2. % of total grade

Save Assignment Group

Click the Save button.

Type the Assignment Group Name in the Group Name field [1]. If you want to weight the final grade for students using assignment groups, the percentage will appear in % of total grade field [2].

Note: You must create assignment groups before you can assign percentages to each group.
View Assignment Group

Learn how to create assignment shells and assignments for your Assignment Group.

Manage Assignment Group

To manage an assignment group, click the group's Options drop-down menu [1].

To edit the Assignment Group, click the Edit link [2]. You can edit the Assignment Group name and the weighted percentage (if applicable). After you've added assignments to your Assignment Group, you can also edit the Assignment Group to set Assignment Group rules.

To delete the Assignment Group, click the Delete link [3].

To move all content from an assignment group into another group, click the Move Contents link [4].

To move or reorder an assignment group on the Assignments page, click the Move Groups link [5].
Delete Group

You are about to delete **Assignments**, which has **11** assignments in it.

Would you like to:

- **1** Delete its assignments
- Move its assignments to

[ Select a Group ]

[ 3 ]

Cancel  Delete Group

If you want to delete an assignment group that has assignments in it, Canvas will ask you if you want to Delete the assignments (default) [1] or move the assignments to another group [2]. When you are finished, click the **Delete Group** button [3].
How do I weight the final course grade based on assignment groups?

You can weight final grades based on assignment groups. Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.

For example, if an assignment group included three assignments totaling 25 points, and a student's scores totaled 15 points, the student would earn 60% for the assignment group (15/25). This percentage is then multiplied by the selected group weight. Each assignment group calculation is added together to create the final grade.

For example, an instructor may create three assignment groups (A, B, and C) weighted at 20%, 50%, and 30%, respectively. The total score equation for a course with three assignment groups would be (percentage A x weight A) + (percentage B x weight B) + (percentage C x weight C) = final course percentage. If a student scores 75% in Group A, 98% in Group B, and 87% in Group C, the final score would be calculated as (.75 x .20) + (.98 x .50) + (.87 x .30) = .901, or 90.1%.

The final score calculation is changed if there are no graded items in an assignment group and the Treat Ungraded as 0 option is not selected. In this case, all assignment groups with graded items will be divided by their combined weight, and the assignment groups without graded items are removed from the equation. If the previous example were adjusted so Group C contained no graded discussions, assignments, or quizzes, the calculation for final score would be [(.75 x .20) + (.98 x .50)] ÷ .70 = .9143, or 91.43%.

Multiple Grading Periods

If your course includes Multiple Grading Periods, you cannot change assignment group weights once an assignment group has assignments in a closed grading period. Additionally, weighted grading periods can also support weighted assignment groups in a course. The weight of an assignment group is applied to the grading period's final grade, and each grading period's final grade is added together to calculate the overall grade.

If you choose to use weighted assignment groups, separate assignment groups should be created for each grading period in the course. If an assignment group contains assignments that fall into multiple grading periods with different weighted percentages, grades may have unintended consequences.

Note: If an assignment group is weighted to zero percent, any course items added to the group will not count toward the final grade.
Open Assignments

In Course Navigation, click the Assignments link.

Open Assignments Settings

Click the Options icon.
Weight Final Grade

Click the **Weight final grade based on assignment groups** checkbox.

**Set Weights**

<table>
<thead>
<tr>
<th>Assignment Types</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<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>Assignment Types</td>
<td>10</td>
</tr>
</tbody>
</table>

Total: 100%
Enter the percentage weights for each of the different Assignment Groups you created [1]. The percentage weights you specify here will determine how Canvas calculates the final grade for your course. These percentages can be changed at any time and students will be notified when any changes are made. The weights will show up in the Gradebook for both students and instructors.

Click the Save button [2].

Notes:

- Assignment group weights can include decimals.
- The total percentage of all assignment groups can be set above or below 100%.
How do I use peer review assignments in a course?

A peer review assignment enables students to provide feedback on another student’s assignment submission. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other. Peer reviews can be assigned to show student names or display anonymously.

View Peer Review Assignments

A Closer Look: Constitution Response 1 Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

Boone, Emily
- Give Emily Boone another submission to assess

Doe, Jessica
- Give Jessica Doe another submission to assess

Johnson, Max
- None Assigned
  - Give Max Johnson another submission to assess

Jones, Bruce
- None Assigned
  - Give Bruce Jones another submission to assess

Rogers, Joe
- None Assigned

When you or a TA create a peer review assignment, you can assign peer reviews manually or you can have Canvas assign them automatically [1]. Group assignments can also be assigned peer reviews.

When a peer review has been assigned, students can view a notification in their Dashboard To Do sidebar or Activity Stream [2]. Students will also receive an email notification.

If the assignment is not an On Paper or No Submission assignment type, students can also view the peer review information in the sidebar of the assignment details page.
View Peer Review Comments

To complete a peer review, students must review the assignment and leave a comment on the submission details page [1].

Students cannot view previously submitted comments by any other reviewers, including comments by TAs or other instructors.

You can also assign a rubric to the assignment. If the assignment includes a rubric [2], students must only complete the rubric to complete the peer review. However, you can choose to ask your students to also leave a comment in the comment sidebar. The rubric score is used for an assessment opinion only; you must review the assignment and assign the final grade.

View Peer Review Grades

Students do not receive a grade for completing a peer review. If you want to assign extra points for peer reviews, you can create a No Submission assignment in the Gradebook and assign points manually. The Peer Review page for the assignment will show the names of students who have completed the peer review.
View Anonymous Peer Reviews

Submission

✓ Submitted!
Oct 24 at 1:42pm
Submission Details
Download assignment.docx

View Rubric Evaluation

Assigned Peer Reviews

Anonymous User

Comments: No Comments

As part of creating a peer review, the anonymous option allows you to hide the name of the student reviewer from the student with the submission. The reviewer cannot see the name of the assigned person whose work is to be reviewed, and the student who submitted the assignment cannot view names associated with any comments.

Notes about Anonymous Peer Reviews

- Email notifications sent to students about peer reviews are anonymous. Student reviewers cannot view the name of the person whose work they are reviewing.
- Once a peer review has been assigned, the viewing setting cannot be changed. For instance, a regular peer review cannot later be made anonymous—and appear anonymous—unless the peer review is deleted and re-assigned.
- Canvas DocViewer does not support anonymous comments, so it cannot be used for annotated feedback on assignments with anonymous peer reviews.
- When anonymous peer reviews are enabled, you and your TAs can still view the names of student reviewers in SpeedGrader and in the student submission page. However, if anonymous grading is enabled in SpeedGrader, the names of both students will be hidden in SpeedGrader but not in the student submission page.
How do I create rules for an assignment group?

Once you have added assignments to your assignment group, you can create rules for the entire assignment group. Assignment group rules determine how Canvas handles any exceptions you want to create for grade calculations. Assignment groups can be weighted or unweighted.

When using the lowest or highest score rule, an assignment group must include at least one score, plus the number of dropped scores and the number of assignments that should not be dropped. For instance, if you have a rule for dropping three scores and one Never Drop assignment, you would need five student scores in the assignment group to have all three lowest or highest scores dropped.

Canvas considers how the rule most negatively or positively affects the student's overall score. A rule to drop the lowest score will remove the assignment score(s) from a student's group percentage calculation that will result in the best possible score for that group. A rule to drop the highest score will remove the assignment score(s) from a student's group percentage calculation that will result in the lowest possible score for that group. Dropping both the lowest and the highest score(s) removes any outlying scores and calculates a student's grade based upon the remaining middle scores.

Dropping scores is based on the impact to the total points for that assignment group. In some cases, the point value may be considered more important than percentage score when determining which assignment to drop. For example, if a student earns 100% on a 50-point assignment, 65% on a 100-point assignment, and 50% on a 24-point assignment, the student's total score is 127 out of 174 points, or 73% for the assignment group. If an instructor sets a rule to drop the assignment with the lowest score in the assignment group, Canvas will drop the score that gives the student a better total score for the group. Even though the 50% score is the lowest percentage, the assignment with the 65% score will be dropped, giving the student a score of 62 out of 74 points, or an 84%, for the assignment group.

Multiple Grading Periods

If your course includes Multiple Grading Periods, you cannot change assignment group rules once an assignment group has assignments in a closed grading period.

Additionally, if an assignment group contains assignments that fall into multiple grading periods, grades may have unintended consequences when calculating assignment group rules.
Open Assignments

In Course Navigation, click the Assignments link.

Edit Assignment Group

Click the Assignment Group Options drop-down menu [1]. Click the Edit link [2].
Create Rules

For each Assignment Group, you can create one of three grading rules:

1. Drop (ignore) the lowest x scores for each student
2. Drop (ignore) the highest x scores for each student
3. Never drop a specific assignment
Drop Lowest Score

To drop a certain number of lowest scores, enter the number in the **Lowest Scores** field. You can use the arrows to adjust the number.
Drop Highest Score

To drop a certain number of highest scores, enter the number in the Highest Scores field. You can use the arrows to adjust the number.
Never Drop Assignment

To tell Canvas to never drop a certain assignment, click the Add an assignment link.
Select Assignment

In the Assignment drop-down menu [1], select the name of the assignment in the Assignment Group that should never be dropped.

To select another assignment, click the Add another assignment link [2].
Save Rules

When you are finished adding rules, click the Save button.

View Assignment Group Rules

In the Assignment Group toolbar, Canvas will show the number of rules assigned to the group [1]. Hover over the link to view the rules [2].
How do I create an online assignment?

You can create online assignments for students to submit their assignments through Canvas. Students can submit audio or video recordings by recording new media or uploading existing media. Canvas supports media uploads up to 500 MB.

When allowing file uploads as an online entry option, you can restrict certain types of files for assignment submissions. In the case of restricting assignments with an odd or unusual file type, try adding it to your course to confirm the file is accepted before requesting students to submit the file type.

If your institution has enabled Google Docs, the Google Apps LTI, or the Microsoft Office 365 LTI, students can upload files from their respective Google Drive or OneDrive account directly. (If only Google Docs are enabled for your institution, students must connect to Google Drive as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide.) You can allow Google Drive and OneDrive files as submission types by selecting the File Uploads checkbox when creating an assignment.

**Google Drive File Types**

Students can submit Google Doc (.gdoc), Google Sheet (.gsheet), or Google Slide (.gslide) files. They can also use Google Docs to submit uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

When Google file types are submitted as an assignment submission, those files will convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. Canvas uses the conversion file type for submissions (and to render supported file types as DocViewer files in SpeedGrader), so if you want to restrict file types to only include Google file types, you must also include the file types for each respective Microsoft file type as well. For instance, if you want to only allow Google Slide submissions, you must include .pptx as a restrictive file type, otherwise Canvas will not show the .gslide files in the Google Doc tab.

**Note:** Canvas does not support file uploads larger than 5 GB.
Open Assignments

In Course Navigation, click the Assignments link.

Add Assignment

To create a new assignment, click the Add Assignment button.
Add Assignment Details

Add details to the assignment.

Select Online Submission Type

In the Submission Type drop-down menu, select the Online option.
Select Online Entry Options

Select the online entry options you want to allow for the assignment. You can select up to four options:

**Text Entry** [1]: Students can submit their assignment directly in the Rich Content Editor. DocViewer annotations are not available for text entry submissions. Additionally, text entry submissions cannot be re-uploaded to the Gradebook.

**Website URLs** [2]: Students can submit a URL that fulfills the assignment. DocViewer annotations are not available for website URL submissions. Additionally, website URL submissions cannot be re-uploaded to the Gradebook.

**Media Recordings** [3]: Students can submit an audio or video recording that fulfills the assignment. They can either record new media or upload existing media. Video and audio uploads to Canvas can be up to 500 MB. DocViewer annotations are not available for media recording submissions. Additionally, media recording submissions cannot be downloaded.

**File Uploads** [4]: Students can upload a file to fulfill the assignment. DocViewer annotations are available for supported file types in SpeedGrader. Additionally, if your institution has enabled Google Docs, the Google Apps LTI, or the Microsoft Office 365 LTI, students can upload files from their respective Google Drive or OneDrive account directly. If only Google Docs are enabled for your institution, students must connect to Google Docs as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide. File upload submissions can be downloaded and re-uploaded to the Gradebook.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Based on prior assignments, one or more of these options may already be selected for you.
Note: If your institution has enabled the Microsoft Office 365 LTI, you must select either the File Uploads option or both the Website URL and File Uploads options to use the Office 365 tab on the assignment submission page. If you only select Website URL as an entry option, the Office 365 tab will not function properly.

Restrict File Types

If you allow file uploads, you can choose to restrict submissions to specific file types. To enable this option, click the Restrict Upload File Types checkbox [1]. In the Allowed File Extensions field [2], enter a list of accepted extensions. All file types need to be separated by a comma. You can include spaces, caps, and periods in assignment file names.

Note: In the case of an odd or unusual file type, try adding it to your course to confirm the file is accepted before requesting students to submit the file type.
Save Assignment

To save the assignment and publish it, click the **Save & Publish** button [1]. To save the assignment as a draft, click the **Save** button [2].
How do I add an assignment using an external app?

When you create an assignment, you can choose to add an external app (LTI tool) as a submission type. External apps must be **added in your course** before they can be added to an assignment.

**Notes:**

- The External Tool submission type does not support group assignments or peer reviews.
- Grade passback from external applications (LTI tools) to the Canvas Gradebook is not restricted by course start dates. When students have access to a course before a course start date, they can participate in assignments using some external applications (LTI tools), and grades for those assignments will populate the Gradebook.

Open Assignments

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

Add Assignment

Click the **Add Assignment** button.
Select Submission Type

In the Submission Type drop-down menu, select the External Tool option.

Find External Tool

Click the Find button.
Configure External Tool

Click the name of the LTI tool [1]. Depending on the tool type, you may be taken to a separate screen for further configuration.

If you want the assignment to load in a new tab, click the Load in a new tab checkbox [2]. Click the Select button [3].

Save and Publish

If you are ready to publish your assignment, click the Save & Publish button [1]. If you want to create a draft of your assignment and publish it later, click the Save button [2].
How do I add or edit details in an assignment?

When you create an assignment, you’ll add details for the assignment such as the description, file submission types, and point value.

If you create an assignment shell, you must edit the assignment to add the assignment details.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Please note that this feature only applies to settings; it does not include assignment due dates.

Note: When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods. Some attributes may not be available to editing.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

To open an existing assignment, click the Assignment name [1].

To create a new assignment, click the Add Assignment button [2].

Edit Assignment

Click the Edit button.
Edit Assignment Details

Type the assignment title in the Assignment Name field [1]. If you created your assignment as an assignment shell, this field will be populated for you, but you can change it if necessary.

Use the Rich Content Editor to add images, text, links, equations, or insert media [2]. Use the Content Selector in the Sidebar to link to or upload course resources, including files and images [3].

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.
Enter the points for your assignment in the **Points** field [1]. Select the Assignment Group for the assignment in the **Assignment Group** drop-down menu [2].

If you created your assignment as an assignment shell, the points field and Assignment Group will be populated for you. You can edit these if necessary.

**Change Points Possible**

If you change an assignment's points possible, you must regrade any submissions.

If you change the points possible for an existing assignment with graded submissions, you will need to regrade the assignment. This warning message applies to any grading type with assignment submissions, including changing points from or to zero.

**Select Grading Type**

In the **Display Grade as** drop-down menu, select the method you want to use for grading. You can grade your assignment by percentage, complete/incomplete, points, letter grade, GPA scale, or set as not graded.

**Note:** The grading type is how the assignment score will display in the Gradebook. For example, an assignment worth 10 points is set to display as a percentage. A student who receives 8/10 points on the assignment will show as 80 in the Gradebook. If using a letter grade, learn how to create a [grading scheme](#) and [apply a grading scheme](#) to your assignment.
Select Submission Type

In the **Submission Type** drop-down menu, select the type of submission you want to accept for the assignment. By default, the submission type will be set to Online.

- **No Submission** is when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, or when you want to create an assignment that involves multiple scores. *Submission Type does not apply to Not Graded assignments.*
- **Online** is when you want students to submit their assignments using Canvas.
- **On Paper** is when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes.
- **External Tool** is when you want students to submit their assignments using an external app (LTI) enabled for your course. You must enter a URL for the external tool.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Based on prior assignments, one or more of these options may already be selected for you.
Note: No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.

Create Group Assignment

As part of an assignment submission, Canvas lets you set up an assignment as a group assignment. You can also choose to grade students individually in group assignments.
Require Peer Reviews

If you want to require students review each other's work, you can create a peer review assignment. When requiring peer reviews, you can select whether to manually assign peer reviews or automatically assign peer reviews.
Allow Anonymous and Moderated Grading

If you want to set up an assignment with additional reviews, you may be able to enable Moderated Grading, Anonymous Grading, or both. Moderated grading allows multiple graders to evaluate a student’s work and create provisional grades. Anonymous grading hides student names from graders when they view assignment submissions in SpeedGrader. These options can be used together or independently.

Enable Anonymous Instructor Annotations

If you want to assess submissions with DocViewer and make all instructor annotations and comments in DocViewer-supported submissions anonymous, select the Anonymous Instructor Annotations checkbox.
Edit Due and Availability Dates

By default, Canvas will set your assignment dates for everyone in your course [1]. However, you can assign the assignment to an individual student or course section.

Create a due date for the assignment in the Due Date field [2]. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary. You also have the option to add availability date fields [3].

Save Assignment

If you want to notify users about any future assignment changes, click the Notify users that this content has changed checkbox [1]. Click the Save button [2].

**Note:** If your assignment has not yet been published, the assignment will show the Save & Publish button. The Save button will create a draft of your assignment so you can publish it later.
How do I add or edit points for an assignment?

You can add or edit the amount of points on a given assignment.

**Note:** When an assignment is set as a moderated assignment, only the moderator or a Canvas admin can edit the assignment after it is published.

Open Assignments

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

Click the assignment's **Options** icon [1] then click the **Edit** link [2].
Edit Points

Edit Assignment

Name: Historical Video Assignment

Due: Jul 3 at 11:59pm

Points: 25

More Options  Cancel  Save

Edit the points available for the assignment by typing in the points field.

Save Assignment

Cancel  Save

Click the Save button.
How do I exclude an assignment from the course's final grades?

When creating an assignment, you can choose to not count assignments toward the final grade. This feature allows you to provide feedback for assignments without the assignment counting toward Gradebook calculations. By default, everyone in the course will have the grade excluded unless you specifically assign course sections, assign individual students, or assign course groups to the assignment.

Assignments that are excluded from the final grade include a banner at the top of the assignment page and the assignment details page. The Gradebook and student Grades page also includes an icon showing the grade has been excluded.

Note: This feature is only available in assignments; it does not apply to graded discussions or quizzes.

Open Assignments

In Course Navigation, click the Assignments link.

Add Assignment

Click the Add Assignment button.
Enter Assignment Details

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Exclude Assignment from Final Grade

Click the Do not count this assignment toward the final grade checkbox.
Save Assignment

If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

**Note:** If your assignment has not yet been published, the assignment will show the **Save & Publish** button. The Save button will create a draft of your assignment so you can publish it later.

View Assignment

**This assignment does not count toward the final grade.**

**Founding Fathers Paper**

Write a two-page paper on the Founding Father of your choice. Discuss their accomplishments, their contributions, and their legacy. Remember to have an introduction, thesis, and cite your examples and evidence.

View your assignment with the banner showing the assignment does not count toward the final grade.
How do I add an assignment that includes anonymous grading?

When creating an assignment, you can choose to set up an assignment with anonymous grading. Selecting the anonymous grading option hides student names from graders when they view assignment submissions in SpeedGrader.

If anonymous grading is not enabled as a feature option in your course, you can enable anonymous grading in SpeedGrader on a per-assignment basis at any time.

You can add annotations and comments in DocViewer when Anonymous Grading is enabled. If you want to use DocViewer tools and create anonymous comments in the submission, you can enable Anonymous Instructor Annotations in your assignment instead.

Notes:

- Anonymous grading is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- You or an admin can enable or disable the anonymous grading option at any time. Any edits made to the assignment will be tracked, and auditing tools will be added to help with accountability in a future release.
- Anonymous grading can be enabled with moderated grading assignment options.
- Anonymous assignments are automatically muted. Like with all other muted assignments, grades are not displayed to students until the assignment is unmuted.

Open Assignments

In Course Navigation, click the Assignments link.
Add Assignment

To create an assignment with all assignment details at the same time, click the **Add Assignment** button.

Edit Assignment

If you want to edit an existing assignment that has not yet received student submissions, click the name of the assignment.
Add Assignment Details

Add details to the assignment.

Select Anonymous Grading

Click the Graders cannot view student names checkbox.

Note: If the moderated grading assignment option is also enabled, anonymous grading includes an additional option for graders to not view each other's names.
Save Assignment

1. Notify users that this content has changed

2. Save

If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

**Note:** If your assignment has not yet been published, the assignment will show the **Save & Publish** button. The **Save** button will create a draft of your assignment so you can publish it later.
How do I enable anonymous instructor annotations in student submissions?

When creating an assignment, you can enable anonymous instructor annotations in DocViewer supported submissions. When students view a submission with anonymous instructor annotations in DocViewer, comments do not display an instructor's name.

This option only affects comments added in DocViewer in the SpeedGrader submission window. Comments added in the Speedgrader sidebar are not anonymous.

Notes:

- Anonymous instructor annotations is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- Anonymous Instructor Annotations is not associated with the Anonymous Grading feature and displays as an option in all assignments.
- If you select this checkbox after student submissions are received, any annotations already made in DocViewer will not be anonymous. Ensure this checkbox is selected before allowing students to submit assignments.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

To open an existing assignment, click the Assignment name [1].

To create a new assignment, click the **Add Assignment** button [2].

**Edit Assignment**

Click the **Edit** button.

**Enable Anonymous Instructor Annotations**

Select the Anonymous Instructor Annotations checkbox.
Save Assignment

If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

**Note:** If your assignment has not yet been published, the assignment will show the **Save & Publish** button [3]. The Save button will create a draft of your assignment so you can publish it later.
How do I add a moderated assignment to be graded by multiple reviewers?

When creating an assignment, you can choose to set up an assignment with moderated grading. Moderated grading allows multiple reviewers to grade a student's work and create draft or provisional grades for an assignment. For instance, you may want to allow two TAs in your course to grade all assignments, and you can review their assessments before determining the final grade. This feature can also be used to create a sampling of students for assignment review to ensure grading is consistent and allows secondary grade reviews.

When you add a rubric to a moderated assignment, any associated outcome results display in the Learning Mastery Gradebook only after final grades are posted.

In moderated grading, anyone with assignment creation permissions can specify an assignment submission to be reviewed by one or multiple graders, edit the assignment if necessary, review the grades, and select which grade should be set as the final grade for each student. For each moderated submission, the user set as the moderator is the only user who can specify the final grade for each assignment. Any grader can be specified as the grader who can determine the final grade as long as they have the corresponding permission, but the moderator does not have to personally grade the assignment. Once the assignment is created, only the moderator and admins will be able to change the assigned final grader.

Moderated Grading

For moderated assignments, when an assignment reaches its maximum number of graders, the grading notification will be removed from the Dashboard for graders who have not yet assessed the assignment. However, submissions can still be accessed through the Gradebook, if needed. SpeedGrader displays submissions in a read-only mode to hide all student names and submission details.

Anonymous Grading

Moderated grading can be enabled with anonymous grading assignment options. If enabled in an assignment, anonymous grading is enabled by default in SpeedGrader, although anonymous grading in SpeedGrader can be enabled separately if not enabled for an assignment.

Notes:

- Moderated grading is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- Once an assignment has been set as a moderated assignment, the moderated assignment option cannot be disabled once submissions have been received, but any edits made to the moderated settings will be tracked.
- Grades cannot be edited in the Gradebook before grades are posted as final grades to the Gradebook by the moderator. However, after grades are posted, grades can be edited in the Gradebook by any grader.
- Moderated assignments are automatically muted in the Gradebook until grades are posted.
Moderated assignments are not supported with Peer Review assignments.

Open Assignments

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

Add Assignment

To create an assignment with all assignment details at the same time, click the **Add Assignment** button.
Edit Assignment

If you want to edit an existing assignment that has not yet received student submissions, click the name of the assignment.

Add Assignment Details

Add details to the assignment.
Select Moderated Grading

Click the Moderated Grading checkbox.

Select Number of Graders

In the Number of Graders text box [1], enter the number of graders who should grade the submission. This number does not have a limit. However, if the number of graders is changed to a higher number, the page displays a message if there are not enough course users with grading permissions to fulfill the desired number of graders [2].
A moderator does not have to specify which specific graders in the course can grade submissions. If a course includes a surplus of graders higher than the desired number of graders, any grader can assess an assignment submission until the specified number of grades has been achieved. When an assignment has reached the specified number of graders, remaining graders will not be able to access the assignment anywhere in Canvas.

The moderator is never included in the number of available graders since the moderator does not traditionally grade individual submissions. However, the moderator may choose to provide a custom grade instead of selecting a grade from one of the graders.

**Select Grader Visibility**

- Graders can view each other's comments

If you want to allow graders to view each other's comments, select the **Graders can view each other's comments** checkbox. This option is selected by default.

**Note:** If anonymous grading is also enabled for your course, selecting this option displays the **Graders cannot view each other's names** checkbox in the anonymous grading assignment options.
This option allows graders to view comments from other graders but not view the name associated with each comment.

**Select Final Grader**

1. **Grader that determines final grade**
   - Select Grader

2. **Final grader can view other grader names**

In the *Select Grader* menu [1], select the name of the moderator, or the grader who determines the final grade. The Select Grader menu displays the names of course graders who have been given permission to determine the final grade. This permission is assigned to one or more roles at the account level. If you have permission, you can select your own name as the final grader.

If you want the final grader to view the names of the grader who graded each submission, select the **Final grader can view other grader names** checkbox. This option is selected by default.

**Save Assignment**

1. **Notify users that this content has changed**

If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

**Note:** If your assignment has not yet been published, the assignment will show the **Save & Publish** button. The Save button will create a draft of your assignment so you can publish it later.
How do I give extra credit in a course?

Extra credit is currently not a default option in Canvas. However, you can give students extra credit using a variety of options.

Notes:

- If you are weighing your assignment groups, please pay attention to how weighted groups can affect the Gradebook if assignments are worth zero points.
- If you have drop rules set in an assignment group, adding extra points may affect your students' scores.

Create New Assignment with Zero Point Value

Create a new assignment with zero points possible [1] and select any submission type [2]. Assignments set to the No Submission type work well for classroom activities, such as in-class discussions or presentations.

After students complete an online submission or complete and submit work offline, you can add and adjust points in the Gradebook.

Note: For a zero point assignment to factor into a student’s grade, you must add at least one additional graded assignment with a positive point value. This additional assignment can be in any assignment group.
Add Extra Points to an Existing Assignment

Add extra points to an Assignment you’ve already created. Manually enter the extra points in the Gradebook.

For example, this assignment is worth 30 points. Adding 5 extra points will bring the assignment total for this student to 35 points. The added points will increase total points calculated in the Gradebook’s final grade.
Add Fudge Points to a Quiz

You can use Fudge points within SpeedGrader™ to add points to a quiz. Fudge points allow you to manually adjust an overall quiz score.
Create Extra Credit within a Rubric

Bill of Rights Review

Due: Mar 13 by 11:59pm
Submitting: a text entry box, a website url, a media recording, or a file upload

Please write a review of our discussion about the Bill of Rights. I would like you to include at least four main points which you discuss in your review.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of Review</td>
<td>5.0 pts Full Marks</td>
<td>3.0 pts</td>
</tr>
<tr>
<td>4 Main Ideas</td>
<td>4.0 pts Full Marks</td>
<td>3.0 pts</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>1.0 pts Full Marks</td>
<td>0.0 pts No Marks</td>
</tr>
</tbody>
</table>

Total Points: 10.0

Add an additional Criterion to a Rubric for extra credit. Make sure you make the rubric worth more than the assignment and you can give students extra points or not without affecting the actual assignment points.
Add Extra Points using a Rubric in SpeedGrader

You can add extra credit using a rubric in SpeedGrader. Enter a point value that is greater than the points possible for a criterion [1]. The Total Points calculation will reflect any extra points awarded for each Criterion [2].

Note: For SpeedGrader to automatically update the rubric point value for grading, select the Use this rubric for assignment grading checkbox when adding the Rubric to an assignment. Otherwise, you can update the grade field manually.

Add Extra Points using SpeedGrader

You can manually add extra points by editing the grade shown in the Grade field in SpeedGrader.
Create Extra Credit with Assignment Groups

Assignments must be housed within an assignment group. Assignment groups can be unweighted or weighted, depending on how you wish to grade students within your course.

Create Extra Credit using Unweighted Assignment Groups

When assignment groups are not weighted, you can create extra credit assignments in their own assignment group if you wish. You may want to create a separate group to help distinguish between the different types of assignments. In this example, this entire assignment group has no points possible [1].

When the student completes the work required for the extra credit assignments, you can manually add points to the Gradebook.
When assignment groups are weighted, Canvas will not calculate grades for an entire group that has no points possible. Therefore, for extra credit assignments to calculate correctly in weighted groups, they must be housed within an existing assignment group that has at least one assignment worth more than zero points.

In this example, the extra credit assignment is housed within the Extra Credit assignment group with multiple assignments worth more than zero points [1]. Notice that the assignment groups weights total 110% [2]. Any assignment placed within the Extra Credit assignment group will have either a positive or neutral effect on your students' overall grade. Additionally, if a student does not submit the extra credit assignment, their grade will not be negatively impacted.

When the student completes the work required for the extra credit assignments, you can manually add points to the Gradebook.
Errors with Weighted Assignment Group

If you create your extra credit assignments with zero points within their own assignment group, but you decide to weigh your assignment groups, your extra credit assignments will not calculate correctly within Canvas. Canvas cannot calculate assignment groups where there are no points possible. For example, if the student has 12 points of 0 points possible, Canvas can't determine the impact to the overall grade because 12 cannot be divided by 0.

An error will appear in the total grade column, as well as next to the affected assignment(s). In this example, the two extra credit assignments (both with zero possible points) have been placed in an assignment group called Extra Credit. However, the assignment group has been weighted. The warning notification indicates that the score does not include Extra Credit (as an assignment group) because the entire group has no points possible. In this situation, the assignments will have to be moved to another assignment group, or you will need to include an assignment within the Extra Credit assignment group that has at least 1 point possible.
How do I move or reorder an assignment?

You can move or reorder assignments after you've created them. You can manually drag and drop the assignment, or you can use the Move To option, which is also accessible for keyboard users. You can also move all assignments in an assignment group to another assignment group.

**Note:** If you are using Multiple Grading Periods, you cannot move assignments and quizzes that are part of a closed grading period to another assignment group. However, you can move open assignments and quizzes to another assignment group.

Open Assignments

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

Drag and Drop Assignment
You can use the drag and drop option to reorder assignments. Click the drag handle next to the assignment name. Drop the assignment in the desired location by releasing the mouse.

**Move Assignment**

You can also use the Move To option to reorder an assignment. Click the Options icon [1] and select the Move To... link [2].

**Select Assignment Group**
In the Move Assignment sidebar, click the Assignment Group drop-down menu [1], then select the assignment group for the assignment [2]. If you want to keep the assignment in the existing assignment group, select the existing assignment group name. However, if you want to move the assignment into another assignment group, select the new assignment group name.

**Place Assignment**

In the Place drop-down menu [1], select the placement of the assignment you are moving. You can move the assignment so that it is at the top of the section, before or after a specific section, or at the bottom of the section [2].
Place Before or After

If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the assignment that should be before or after the assignment you are moving [2].
Move Assignment

Click the Move button.

Move Assignment Group Contents
If you want to move all assignments within an assignment group, click the **Options** icon [1] and select the **Move Contents** link [2].

**Choose Assignment Group**

In the Move Contents Into sidebar, click the **Assignment Group** drop-down menu [1], then select the assignment group [2].

**Note:** Choosing a placement for the assignment group contents will place all contents in the same order as they currently exist in the assignment group. After you have moved the contents, you can reorder assignments within the assignment group individually.
Place Contents

In the Place drop-down menu [1], select the placement of the contents you are moving. You can move the contents to appear at the top of a new assignment group, before or after specific items within the selected assignment group, or at the bottom of the list of items in the selected assignment group [2].
Place Before or After

If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the assignment group content item that should be before or after the contents you are moving [2].

If you want to move the contents to another location, change the sidebar placement options again.
Move Contents

Click the **Move** button.
How do I import SCORM files as an assignment?

If your institution has enabled the SCORM LTI, you can upload SCORM ZIP files as assignments, discussions, or quizzes in your course (per the applicable package content). SCORM is a technical standard for many e-learning products and is often used to create course content. Once enabled, the SCORM Link will appear in the Course Navigation menu. SCORM packages are imported as External Tool Assignment submissions.

To enable your SCORM content as a stand-alone HTML site, you may need to re-export your SCORM content.

If you are interested in uploading non-assignment SCORM content into a course, learn how to import .zip content into Course Files.

Notes:

- The SCORM LTI must be enabled in External Apps at the account level before it can be used in courses. If you are an administrator, please contact your Customer Success Manager for assistance.
- If you delete a SCORM assignment from the Assignments, Discussions, or Quizzes pages, the assignment will still appear on the SCORM page, and if you try to open the assignment, Canvas will generate an error. However, if you delete the assignment from the SCORM page, the assignment will also be deleted from all other applicable Canvas locations.
- Canvas supports the following versions of SCORM: SCORM 1.2 and SCORM 2004 (2nd, 3rd, and 4th Edition).
- SCORM is not available in beta or test environments of Canvas.

Open SCORM

<table>
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<tr>
<th>Outcomes</th>
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<td>Quizzes</td>
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<td>Modules</td>
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<tr>
<td>Conferences</td>
</tr>
<tr>
<td>Collaborations</td>
</tr>
<tr>
<td>SCORM</td>
</tr>
</tbody>
</table>

In Course Navigation, click the SCORM link.
Upload File

SCORM

No packages

Click the Upload button.
Open File

Locate the file and click the Open button.

Choose Import Type

Once the file has loaded, click the Choose Import Type drop-down menu.
Choose to import the SCORM file as a graded assignment [1] or ungraded assignment [2].

Import File

Click the Go button.

Note: If content does not immediately load, your LTI tool may need to be reconfigured. Please contact your admin for assistance.

View File
To view the Assignment in Canvas or edit assignment details, click the Assignment icon.

View in Assignments

You can also view the assignment in the Assignments page. Once a SCORM package has been imported, the assignment can be moved to an assignment group, added to modules, or managed like any other assignment in Canvas.

Preview File

If you want to preview the SCORM content to see how students will view the assignment, click the Preview icon.
If you complete the assignment in the preview, Canvas will update the score to display how the score appears to students. All package uploads default to 100 points. To reset the test content, click the Reset button. When you are finished with the preview, click the Done button.

Delete File

To delete a SCORM file, click the Delete icon.
Note: If you delete a SCORM assignment from the Assignments, Discussions, or Quizzes pages, the assignment will still appear on the SCORM page, and if you try to open the assignment, Canvas will generate an error. However, if you delete the assignment from the SCORM page, the assignment will also be deleted from all other applicable Canvas locations.
How do I delete an assignment?

You can delete an assignment from your course if necessary.

Notes:

- Deleting a graded assignment also removes the assignment from the Gradebook.
- Deleting an assignment deletes all student submissions. Students can still access their assignments from their user files if they were submitted as file uploads. However, any comments you may have made in student assignments are also deleted.
- When Multiple Grading Periods are enabled in a course, you cannot delete individual assignments for any student, group, or section in a closed grading period.

Open Assignments

In Course Navigation, click the Assignments link.
Delete Assignment

Locate the assignment you want to delete and click the Options icon [1]. Click the Delete link [2].

Confirm Delete

Click the OK button.
How do I duplicate an assignment?

You can duplicate an assignment in your course. When an assignment is duplicated, the word Copy is added to the end of the assignment name.

Duplicating an assignment defaults the copied assignment to an unpublished status. All items in the assignment are duplicated including the name, description, point value, and options, except for the following situations:

- Copied peer review assignments retain the peer review setting and Assign Review date, but the number of reviews per user will be set to zero.
- Copied assignments are always assigned to everyone in the course; differentiated assignments are not retained for individual users, groups, or sections.
- If a differentiated assignment includes an Everyone Else date, the copied assignment retains the Everyone Else due date, if any.
- If a differentiated assignment does not include an Everyone Else date, the copied assignment does not include a due date.

Notes:

- Assignments currently cannot be duplicated for quizzes.
- Except for Quizzes.Next assessments, assignments configured as an external tool (LTI) submission type cannot be duplicated.

Open Assignments

In Course Navigation, click the Assignments link.
Duplicate Assignment

Locate the assignment you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

View Duplicate

View the assignment duplicate in your course.

**Note:** If applicable to your course, the Assignments page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.
How do I assign an assignment to everyone in a course?

By default, assignments you create in your course will be assigned to everyone. You can specify a due date and availability dates that apply to everyone. You can also assign an assignment to an individual student, course section, or course group.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Open Assignments

In Course Navigation, click the Assignments link.

Add Assignment

Click the Add Assignment button.
Enter Assignment Details

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].
Assign to Everyone

By default, Canvas will assign your assignment for everyone in your course.
Edit Due and Availability Dates

In the date fields, add your preferred date(s) with the following options:

- **Due [1]**: Set the date and time that the assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From [2]**: Set the date and time when the assignment will become available.
- **Until [3]**: Set the date and time when the assignment will no longer be available.

**Note**: Beneath the Due Date and Availability Date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.
Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Date Error

If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.
Notes:

- If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.
- If your course is not using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the assignment date to be past the date of the closed grading period.

View Assignment Dates

Historical Video Assignment

For this assignment, each student will work alone to research a historical topic and communicate the findings in a 4-7 minute video.

The main objectives are to communicate clear and accurate information in an engaging manner for an audience of your peers.

Notes:
- The project is evaluated on the basis of its accuracy, academic rigor, clarity, and ability to engage the viewers.

Points: 25

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

File Types: mov and mp4

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 21 at 5:29pm</td>
<td>Everyone</td>
<td>Feb 6 at 12am</td>
<td>Feb 23 at 11:59pm</td>
</tr>
</tbody>
</table>

View the dates assigned to the assignment.
View Assignments Page

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Video Assignment</td>
<td>Feb 21 at 5:29pm</td>
<td>25 pts</td>
</tr>
<tr>
<td>A Closer Look: Response 2</td>
<td>Apr 6 at 11:59pm</td>
<td>25 pts</td>
</tr>
</tbody>
</table>

On the Assignments Index Page, the assignment shows the dates assigned to the assignment.
How do I assign an assignment to an individual student?

When creating or editing an assignment, you can assign an assignment to individual students. You can also set different due and availability dates for a student within an assignment that is assigned to the rest of the class. Availability date functionality is still available for each assignment.

Only the student(s) specified in the assignment details can view the assignment.

When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Notes:

- To allow a student access to an assignment past the assignment's initial Until date, you must modify the Until field in the assignment's initial date fields.
- If your course is using MasteryPaths, you do not have to manually assign assignments to individual students. Learn how to assign an assignment using MasteryPaths.
- If multiple due dates apply to a student, Canvas will assign the latest due date to the student. For example, if a student's individual due date is November 18 and the group due date is November 20, the student will be assigned a due date of November 20.
In Course Navigation, click the **Assignments** link.

**Add Assignment**

Click the **Add Assignment** button.

**Enter Assignment Details**

Enter a name [1] and description [2] for your assignment, as well as any other **assignment details** [3].
Assign to Student

By default, Canvas will assign your assignment for everyone in your course. To create an assignment that is assigned only to a specific student, click the Remove icon next to the Everyone label [1], then start to type the name of a student in the Assign to field [2]. Search fields are dynamic, and you can search for students by first or last name. When the full name appears, click the name. Lists are not scrollable.

You can include more than one student in the To field as long as the students are to be assigned the same due and availability dates.
Edit Due and Availability Dates

In the date fields, add your preferred date(s) with the following options:

- **Due [1]**: Set the date and time that the assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From [2]**: Set the date and time when the assignment will become available.
- **Until [3]**: Set the date and time when the assignment will no longer be available.

**Notes:**

- To allow a student access to an assignment past the assignment’s initial Until date, you must modify the Until field in the assignment’s initial date fields [4].
- Beneath the Due Date and Availability Date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.
Add Additional Dates

To add another student with a different due date and availability dates, click the Add button.
Remove Dates

You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your assignment, click the Save & Publish button [1]. If you want to create a draft of your assignment and publish it later, click the Save button [2].
View Due Date Warning

Not all sections will be assigned this item.

Would you like to go back to include:
- History 101 Section 2

If you do not add course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the Continue button [1] if you don't want to add any sections to the assignment, or click the Go Back button [2] to go back and add additional sections.

Note: This warning message will not appear if everyone or all course sections are assigned to the assignment.
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the assignment date to be past the date of the closed grading period.
View Assignment Dates

Historical Video Assignment

For this assignment, each student will work alone to research a historical topic and communicate the findings in a 4–7 minute video.

The main objectives are to communicate clear and accurate information in an engaging manner for an audience of your peers.

Notes:
- The project is evaluated on the basis of its accuracy, academic rigor, clarity, and ability to engage the viewers.

| Points | 25 |
| Submitting | a text entry box, a website url, a media recording, or a file upload |
| File Types | mov and mp4 |

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</tr>
<tr>
<td>Feb 23</td>
<td>History 101 Section 1</td>
<td>Feb 1 at 12am</td>
<td>Feb 28 at 11:59pm</td>
</tr>
</tbody>
</table>

View the dates and users assigned to the assignment.

View Assignments Page

On the Assignments Index Page, the assignment shows there are multiple users and dates assigned to the assignment. Hover over the text to view date availability.
How do I assign an assignment to a course section?

When creating or editing an assignment, you can assign an assignment to a specific course section. You can also set different due and availability dates for a section within an assignment that is assigned to the rest of the class. Availability date functionality is still available for each assignment.

Only the section(s) specified in the assignment details can view the assignment.

When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Note: If multiple due dates apply to a student, Canvas will assign the latest due date to the student. For example, if a student's individual due date is November 18 and the section due date is November 20, the student will be assigned a due date of November 20.

Open Assignments

In Course Navigation, click the Assignments link.
Add Assignment

Click the Add Assignment button.

Enter Assignment Details

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].
Assign Different Dates to Section

By default, Canvas will set your assignment for everyone in your course. To add another section with a different due and availability dates, click the Add button [1]. Then start to type the name of the section in the new Assign to field [2]. Search fields are dynamic, and you can search by any part of the section name. Click the section's name when it appears [3]. Lists are not scrollable.

You can include more than one section in the Assign to field as long as the sections are to be assigned the same due and availability dates.
Assign to Section Only

To create the assignment that is assigned only to a specific section, click the Remove icon next to the Everyone label [1].

Start to type the name of a section in the Assign to field [2]. Click the section's name when it appears [3].
Edit Due and Availability Dates

In the date fields, add your preferred date(s) with the following options:

- **Due [1]**: Set the date and time that the assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From [2]**: Set the date and time when the assignment will become available.
- **Until [3]**: Set the date and time when the assignment will no longer be available.

**Note**: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.
Remove Dates

You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your assignment, click the Save & Publish button [1]. If you want to create a draft of your assignment and publish it later, click the Save button [2].
View Due Date Warning

Not all sections will be assigned this item.
Would you like to go back to include:
• History 101 Section 2

If you do not add all course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the Continue button [1] if you don't want to add any other sections to the assignment, or click the Go Back button [2] to go back and add additional sections.

Note: This warning message will not appear if everyone or all course sections are assigned to the assignment.
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

**Notes:**

- If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the assignment date to be past the date of the closed grading period.
View Assignment Dates

Historical Video Assignment

For this assignment, each student will work alone to research a historical topic and communicate the findings in a 4-7 minute video.

The main objectives are to communicate clear and accurate information in an engaging manner for an audience of your peers.

Notes:
- The project is evaluated on the basis of its accuracy, academic rigor, clarity, and ability to engage the viewers.

<table>
<thead>
<tr>
<th>Points</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting</td>
<td>a text entry box, a website url, a media recording, or a file upload</td>
</tr>
<tr>
<td>File Types</td>
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<td>Feb 23</td>
<td>History 101 Section 1</td>
<td>Feb 1 at 12am</td>
<td>Feb 28 at 11:59pm</td>
</tr>
</tbody>
</table>

View the dates and users assigned to the assignment.

View Assignments Page

On the Assignments Index Page, the assignment shows there are multiple users and dates assigned to the assignment. Hover over the text to view date availability.
How do I assign an assignment to a course group?

You can create a group assignment by using the Group Assignment checkbox. Canvas uses group sets to assign group assignments, and each group within the group set that is assigned to the assignment is required to complete the assignment. When creating or editing a group assignment, you can assign an assignment to specific groups. You can also set different due dates and availability dates for a group within an assignment that is assigned to the rest of the class.

You will need to assign a group set as part of the assignment. You can add an existing group set, or you can create a new group set as part of the assignment and add students to groups later. However, if you create a group set with self sign-up or manual group assignments, you will not be able to use the group set until users have been added to the subgroups.

Student-created groups cannot be used for group assignments.

When differentiating groups in assignments, students can only view the assignment if they are a member of an assigned group. Otherwise the assignment does not appear in the student's assignments page. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Notes:

- In group assignments, one submission will count for the entire group. Learn more about evaluating group work.
- Group assignments cannot be used with External Tool assignments.
- In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.
- If multiple due dates apply to a student, Canvas will assign the latest due date to the student. For example, if the group due date is November 18 and a student's individual due date is November 20, the student will be assigned a due date of November 20.
Open Assignments

In Course Navigation, click the Assignments link.

Add Assignment

Click the Add Assignment button.
Enter Assignment Details

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Select Group Assignment

Click the This is a Group Assignment checkbox.
Assign Grades Individually

You can choose to assign grades to students individually by selecting the **Assign grades to each student individually** checkbox. If this box is left unchecked, all the students in the group will receive the same grade.

Select Group Set

To select an existing group set, click the **Group Set** drop-down menu [1]. To create a new group category, click the **New Group Category** button [2].

**Note:** Groups created by students cannot be used for Group Assignments and do not appear in the drop-down menu.
Require Peer Reviews

Peer reviews can be used with group assignments. If you want to assign peer reviews, click the Require Peer Reviews checkbox.

Assign Different Dates for Groups

By default, Canvas will assign your assignment to everyone in your course. To add new due and availability dates for other users in your course, click the Add button [1].

Then start to type the name of the group in the new Assign to field [2]. Search fields are dynamic, and you can search by any part of the group name. Click the group's name when it appears [3]. Lists are not scrollable.
You can include more than one group in the **Assign to** field as long as the groups are to be assigned the same due and availability dates.

**Assign to Group Only**

To create the assignment that is only for a specific group in the group set, click the **Remove** icon next to the Everyone label [1].

Start to type the name of a group in the **Assign to** field [2]. Click the group's name when it appears [3].
Edit Due and Availability Dates

In the date fields, add your preferred date(s) with the following options:

- **Due [1]**: Set the date and time that the assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From [2]**: Set the date and time when the assignment will become available.
- **Until [3]**: Set the date and time when the assignment will no longer be available.

**Note**: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.
Remove Dates

You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].
View Due Date Warning

Not all sections will be assigned this item.

Would you like to go back to include:

- History 101 Section 2

Even when you aren't adding sections, you will see a warning message asking you if you want to add sections.

You can click the Continue button [1] if you don't want to add any other sections to the assignment, or click the Go Back button [2] to go back and add sections.

Note: This warning message will not appear if everyone in the course or all course sections are assigned.
View Date Error

If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the assignment date to be past the date of the closed grading period.
View Assignment Dates

Historical Video Assignment

For this assignment, each student will work alone to research a historical topic and communicate the findings in a 4–7 minute video. The main objectives are to communicate clear and accurate information in an engaging manner for an audience of your peers.

Notes:
- The project is evaluated on the basis of its accuracy, academic rigor, clarity, and ability to engage the viewers.

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<td>Feb 28 at 11:59pm</td>
</tr>
</tbody>
</table>

View the dates and users assigned to the assignment.

View Assignments Page
On the Assignments Index Page, the assignment shows there are multiple users and dates assigned to the assignment. Hover over the text to view date availability.
How do I view differentiated assignments with different due dates in a course?

Differentiated Assignments is a Canvas feature that lets you create different due dates and availability dates for assignments, quizzes, and discussions. Assignments and graded discussions can be differentiated for individual students, sections, or groups; quizzes can only be differentiated for individual students or sections. You can designate if the assignment will be limited to those students, sections, or groups or if it will also be assigned to everyone else in the course. Differentiated assignments are also used in MasteryPaths.

When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment. Additionally, assignments that are not assigned to students—whether individually or as part of a section, group, or entire course—are not factored into overall grades. Differentiated assignments are also respected in Multiple Grading Periods.

On the student grades page, students can only view assignments that have been assigned to them.

This lesson is an overview of placement throughout Canvas. Differentiated assignments do not affect your students since they will only see the assignment that have been assigned to them. However, when an assignment includes more than one section, group, or user, Multiple Due Dates will appear across your entire course including Quizzes, Assignments, Discussions, Syllabus, Modules, Course Analytics, Calendar, and SpeedGrader.

View Quizzes

Quizzes that contain multiple users and availability dates will read Multiple Dates on the Quizzes Index Page [1]. You can hover over multiple due date links and view each individual due date [2].
View Quiz Dates

Revolution Quiz

Please take this quiz following module 2. This is not an open-book quiz.

- **Quiz Type**: Graded Quiz
- **Points**: 30
- **Assignment Group**: Quizzes
- **Shuffle Answers**: No
- **Time Limit**: 15 Minutes
- **Multiple Attempts**: Yes
- **Score to Keep**: Highest
- **Attempts**: 2
- **View Responses**: Always
- **Show Correct Answers**: Immediately
- **One Question at a Time**: Yes
- **Lock Questions After Answering**: No

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<tbody>
<tr>
<td>Mar 27</td>
<td>1 student</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mar 28</td>
<td>Everyone else</td>
<td>Jan 7 at 12am</td>
<td>-</td>
</tr>
</tbody>
</table>

When you click the name of a quiz, the quiz details will also display the number of individual users and dates for the quiz.

Learn how to create a quiz for [individual students](#) or [course sections](#).

View Assignments

A Closer Look: The United States Constitution Written Response 1

- **Due**: Feb 21
- **Grade**: 1 student

History 101 Section 1

- **Due**: Feb 23

Historical Video Assignment

- **Available**: Multiple Dates
- **Due**: Multiple Dates

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Canvas Instructor Guide Updated 2019-05-11
Assignments that contain multiple users and availability dates will read **Multiple Dates** on the Assignments Index Page [1]. You can hover over multiple due date links and view each individual due date [2].

**View Assignment Dates**

![Historical Video Assignment](image)

For this assignment, each student will work alone to research a historical topic and communicate the findings in a 4–7 minute video.

The main objectives are to communicate clear and accurate information in an engaging manner for an audience of your peers.

**Notes:**

- **Points**: 25
- **Submitting**: a text entry box, a website url, a media recording, or a file upload
- **File Types**: mov and mp4

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When you click the name of an assignment, the assignment details will also display the users and dates for the assignment.

Learn how to create an assignment for **individual students**, **course sections**, or **course groups**.
View Discussions

Graded Discussions that contain multiple users and availability dates will not show Multiple Due Dates on the Discussions Index Page. However, they will show as part of the Assignments Index Page. The Discussions Index Page also does not show any due dates for graded discussions with multiple users.

**Note:** Due dates do not apply to non-graded discussions.
View Discussion Dates

When you click the name of a Graded Discussion, the discussion details will also display the users and dates for the discussion. Click the Show Due Dates link.
This is a graded discussion: 10 points possible

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 7 at 6:59pm</td>
<td>Everyone else</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mar 9</td>
<td>1 student</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Road to Revolution: Patriotism or Treason

View the users and dates for the assignment.

Learn how to create a graded discussion for individual students, course sections, or course groups.

View Syllabus

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri Jul 7, 2017</td>
<td>Bill of Rights Topic Discussion</td>
<td>due by 6:59pm</td>
</tr>
<tr>
<td></td>
<td>Course Introductions (History 101)</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td></td>
<td>Written Response 2 (Class Group 1)</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td>Sat Jul 8, 2017</td>
<td>The Bill of Rights Quiz (History 101 - MWF)</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td></td>
<td>Written Response 2</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td>Sun Jul 9, 2017</td>
<td>To Sign or Not to Sign Discussion</td>
<td>due by 12:59am</td>
</tr>
</tbody>
</table>

The Syllabus lists all Assignments according to due date, which causes assignments with multiple sections and due dates to appear more than once [1].
Assignments that are for everyone in the course will not have a user, section, or group associated beneath the assignment title [2], meaning it is due on the same date for all students and only appears once in the Syllabus.

View Modules

Module contents with multiple dates will only be listed once within the Module. **Multiple Due Dates** will appear next to the affected Module items [1]. You can hover over multiple due date links and view each due date [2].
The Calendar displays all Assignments according to due date, which causes assignments, discussions, and quizzes with multiple sections and due dates to appear more than once in the Month view [1].

Assignments that are for everyone in the course will not have a user, section, or group associated when hovering over the assignment title [2], meaning it is due on the same date for all students and only appears on the Calendar due date.

Multiple Due Dates can also be viewed easily in the Agenda view, which displays dates like the Syllabus.

**View SpeedGrader**

SpeedGrader displays the assignment as having Multiple Due Dates. View each due date by opening the assignment.
How do I add a grading scheme to an assignment?

You can add a grading scheme to customize assignment grading. You can use grading schemes created by your institution or you can create a new grading scheme, such as a Pass/Fail grading scheme, GPA scale grading scheme, etc.

Notes:

- When an assignment is part of selected content in a course export, the grading scheme for the assignment will also be imported.
- Using an account-level grading scheme built by your institution links the scheme into your course—it does not import as a new scheme on the course level.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the title of the assignment you want to edit.

Edit Assignment

Historical Video Assignment

For this assignment, each student will work alone to research a historical topic and communicate the findings in a 4–7 minute video.

The main objectives are to communicate clear and accurate information in an engaging manner for an audience of your peers.

Notes:

- The project is evaluated on the basis of its accuracy, academic rigor, clarity, and ability to

Click the Edit button.
**Edit Grading Type**

Click the **Display Grade as** drop-down menu and select how you would like to display the assignment grade. Grading schemes are also supported options.

**View Grading Scheme**

Click the **View Grading Scheme** link.
Canvas will show you the current grading scheme enabled for the assignment [1]. If you want to select another grading scheme, click the Select Another Scheme link [2].
Choose Grading Scheme

To view a grading standard, click the title of the grading scheme.
At the bottom of the grading scheme, click the **Use This Grading Standard** button.
Confirm Grading Scheme

View/Edit Grading Scheme

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>Range:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100%  to 94%</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 94% to 90%</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 90% to 87%</td>
</tr>
<tr>
<td>B</td>
<td>&lt; 87% to 84%</td>
</tr>
<tr>
<td>B-</td>
<td>&lt; 84% to 80%</td>
</tr>
<tr>
<td>C+</td>
<td>&lt; 80% to 77%</td>
</tr>
<tr>
<td>C</td>
<td>&lt; 77% to 74%</td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 74% to 70%</td>
</tr>
<tr>
<td>D+</td>
<td>&lt; 70% to 67%</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 67% to 64%</td>
</tr>
<tr>
<td>D-</td>
<td>&lt; 64% to 61%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 61% to 0%</td>
</tr>
</tbody>
</table>

View your selected grading scheme. Click the **Done** button.

Save Assignment

Click the **Save** button.
Grade Assignment

In SpeedGrader, enter the point value for the assignment [1]. The point value will change to the name indicated in the grading scheme percentile range [2]. In this example, the point value (23 out of 25) is 92% and is expressed as an A-. 
Can a student resubmit Canvas assignments?

Students always have the option to resubmit their Canvas assignments. As an instructor, you can decide how to handle assignment resubmissions.

You do have the option to set availability dates for each assignment. Availability dates can restrict the dates that an assignment can be submitted.

All assignment submissions can be viewed in SpeedGrader. Students will not be able to view their previous submissions after resubmitting unless you reupload the assignments to Canvas.

Note: The option to resubmit an assignment may not be available for external tool assignments.

Student View for Resubmit Assignment

A Closer Look: The United States Constitution Written Response 1

Due  Oct 9 by 11:59pm          Points  15
Submitting  a text entry box, a website url, a media recording, or a file upload
Available  Sep 3 at 12am - Dec 21 at 11:59pm 4 months

Students will see a Re-submit Assignment link in the Sidebar below the Assignment submission details.
View Assignments in SpeedGrader

Open the student's Assignment in SpeedGrader. When a student has submitted multiple submissions, you can view them by clicking the drop-down button.

Select Submission

Select the submission you'd like to view.
Viewing Older Submissions

If you view an older submission, Canvas will warn you that the submission you are viewing is not the most recent version.

Regrading Assignments

If you have already graded an assignment that a student has resubmitted, you have the option of using the same grade for the resubmission without doing any additional work. To apply the same grade to the new assignment, click the **Use this same grade for the resubmission** link.
Set Assignment Availability Dates

If you want to keep students from resubmitting assignments after a certain date, you can change the Assignment availability dates. Next to the date you want to change, choose the Calendar icon.
Set Date

Set the date and time the assignment availability date by selecting a date [1] and time [2]. Click the Done button [3].

Save Assignment

Click the Save button.
How do I download all student submissions for an assignment?

If you want to download all student submissions for an assignment, you can download them as a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline. If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file. You can also download assignments from the Gradebook.

Bulk downloads can be used for the following submission types: file uploads, text entries (displayed as HTML files), website URLs (displayed as HTML files), and Google Docs submissions.

In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).
- When anonymous grading is enabled, student names are not included in the names of downloaded files.

**Note:** After downloading student files, you can re-upload all student submissions. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.

Open Assignments

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

Click the name of the assignment you want to view.

Download Submissions

Click the Download Submissions link.
View Progress

Canvas will generate the assignment submissions together and download them to your computer as a .zip file. You can view the status of the download in the progress bar [1] and also by download percentage [2].

Download File

When the file is finished processing, download the file by clicking the Click here to download link [1]. Canvas will also include the size of the download file as part of the link for your reference.
To close the download window [2], click the close icon.

Open ZIP File

Once the file has been downloaded, locate the ZIP file on your computer [1]. To open the file, either double click to open it (Mac users) or right-click the file and select Extract All (PC users).

When the file expands, click the submissions folder [2] to view the assignment submissions [3].
How do I upload all student submissions for an assignment?

When you download all student submissions for an assignment, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

Notes:

- Files must be compressed as a ZIP file for upload. If you are not sure how to create a .zip file, please contact your administrator or consult your computer’s software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.

Re-Upload Submissions

Click the Re-Upload Submissions link.
Choose File

**Re-Upload Submissions**

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

*Make sure you don't change the names of the submission files so we can recognize them.*

**Choose File**  
No file chosen

**Upload Files**

Click the *Choose File* button.
Open File

Click the file name to choose the file [1]. Then click the Open button [2].
Upload Files

**Re-Upload Submissions**

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

*Make sure you don’t change the names of the submission files so we can recognize them.*

Choose File submissions (19).zip

Upload Files

Click the Upload Files button.
View Uploaded Submissions

A Closer Look: Response 1 Submissions

Upload

Attached files to the following user submissions

- Jessica Doe
  - Assignment.pdf

- Emily Boone
  - emily_boone_assignment.pdf

Ignored the following files

- johnsonmax_168_text.html
- rogersjoe_167_text.html

Done! We took the files you uploaded and attached them with a short comment to each user's submission page for this assignment. The students will get a notification that a new comment was added.

There were some files we didn't know what to do with. They have not been added to anyone's submission page. You can see the list to the left.

Note: Depending on your computer's operating system, your upload may include hidden files with a _ prefix. Canvas will ignore these types of files, as well as any files that do not match the file name of any students' original submission.

Canvas will confirm your files have been uploaded and associated with student submissions. If any files were ignored in the upload, those files will also be listed.
How do I use peer review assignments in a course?

A peer review assignment enables students to provide feedback on another student's assignment submission. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other. Peer reviews can be assigned to show student names or display anonymously.

View Peer Review Assignments

A Closer Look: Constitution Response 1 Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

Boone, Emily
  Give Emily Boone another submission to assess

Doe, Jessica
  Give Jessica Doe another submission to assess

Johnson, Max
  None Assigned
  Give Max Johnson another submission to assess

Jones, Bruce
  None Assigned
  Give Bruce Jones another submission to assess

Rogers, Joe
  None Assigned

When you or a TA create a peer review assignment, you can assign peer reviews manually or you can have Canvas assign them automatically [1]. Group assignments can also be assigned peer reviews.

When a peer review has been assigned, students can view a notification in their Dashboard To Do sidebar or Activity Stream [2]. Students will also receive an email notification.

If the assignment is not an On Paper or No Submission assignment type, students can also view the peer review information in the sidebar of the assignment details page.
To complete a peer review, students must review the assignment and leave a comment on the submission details page [1].

Students cannot view previously submitted comments by any other reviewers, including comments by TAs or other instructors.

You can also assign a rubric to the assignment. If the assignment includes a rubric [2], students must only complete the rubric to complete the peer review. However, you can choose to ask your students to also leave a comment in the comment sidebar. The rubric score is used for an assessment opinion only; you must review the assignment and assign the final grade.

View Peer Review Grades

Students do not receive a grade for completing a peer review. If you want to assign extra points for peer reviews, you can create a No Submission assignment in the Gradebook and assign points manually. The Peer Review page for the assignment will show the names of students who have completed the peer review.
View Anonymous Peer Reviews

As part of creating a peer review, the anonymous option allows you to hide the name of the student reviewer from the student with the submission. The reviewer cannot see the name of the assigned person whose work is to be reviewed, and the student who submitted the assignment cannot view names associated with any comments.

Notes about Anonymous Peer Reviews

- Email notifications sent to students about peer reviews are anonymous. Student reviewers cannot view the name of the person whose work they are reviewing.
- Once a peer review has been assigned, the viewing setting cannot be changed. For instance, a regular peer review cannot later be made anonymous—and appear anonymous—unless the peer review is deleted and re-assigned.
- Canvas DocViewer does not support anonymous comments, so it cannot be used for annotated feedback on assignments with anonymous peer reviews.
- When anonymous peer reviews are enabled, you and your TAs can still view the names of student reviewers in SpeedGrader and in the student submission page. However, if anonymous grading is enabled in SpeedGrader, the names of both students will be hidden in SpeedGrader but not in the student submission page.
How do I create a peer review assignment?

When creating an assignment, you can require students to complete a peer review of another student's work. Learn more about [peer review assignments](#).

For peer reviews, you can manually assign peer reviews or choose to have Canvas automatically assign peer reviews for you. You can also choose to allow students to see other students' names in peer reviews or make them anonymous. When anonymous peer reviews are enabled, instructors and TAs can still view the names of student reviewers in SpeedGrader and in the student submission page. However, if anonymous grading is enabled in SpeedGrader, the names of both students will be hidden in SpeedGrader but not in the student submission page.

To complete the peer review, students are required to leave at least one comment. If you include a rubric, they are only required to complete the rubric.

Notes:

- To learn how assignment and peer review due dates appear in a student's To Do list, view the [Peer Review Tips PDF](#).
- Peer reviews cannot be used with External Tool assignments.
- Students can see peer review comments when an assignment is muted. However, students cannot see instructor comments until after the assignment is unmuted.

Open Assignments

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

Click the Add Assignment button.

Enter Assignment Details

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.
Select Submission Type

In the Submission Type drop-down menu [1], select your preferred submission type [2].

Note: The External Tool submission type does not support peer review assignments.

Select Online Entry Options

Select the checkboxes for the types of online entries allowed in the assignment.
Add Group Assignment

Peer reviews can be used with group assignments. If you want to create a group assignment, click the This is a Group Assignment checkbox.

Require Peer Reviews

Click the Require Peer Reviews checkbox [1]. By default, peer reviews are assigned manually [2]. If you want to assign peer reviews automatically, select the Automatically Assign radio button [3].

Note: Peer reviews must be manually assigned for On Paper and No Submission assignment types.
Automatically Assign Peer Reviews

If you automatically assign peer reviews, the menu displays additional options. In the **Reviews Per User** field [1], enter the number of reviews each student will be required to complete.

In the **Assign Reviews** field [2], use the calendar icon to select a date or manually enter the date for student peer reviews to be assigned. The Assign date must come on or after the assignment due date. If left blank, Canvas will use the assignment due date.
Assign Group Assignment Intra-Group Peer Reviews

Peer Reviews

- Require Peer Reviews

**How to Assign Peer Reviews**

- Manually Assign Peer Reviews
- Automatically Assign Peer Reviews

**Reviews Per User**

0

**Assign Reviews**

Must come after due date. If blank, uses due date.

- Allow intra-group peer reviews

In group assignments, you also have the option to allow intra-group peer reviews.

Peer reviews require a student to review an individual submission by another student. However, group assignment submissions are made by one group member on behalf of the entire group, and all group members have the same submission.

By default, the **Allow intra-group peer reviews** checkbox is not selected, which means Canvas will filter out members of the same group when automatically assigning the reviews. However, selecting the checkbox allows assignments to be truly random and disregard student group associations.

To allow Canvas to automatically assign a peer review to a student from within the student's own group, select the **Allow intra-group peer review** checkbox.
Assign Anonymous Peer Reviews

If you want to make peer reviews anonymous, check the Peer Reviews Appear Anonymously checkbox.

**Note:** Canvas DocViewer does not support anonymous comments, so it cannot be used for annotated feedback on assignments with anonymous peer reviews.

Save and Publish Assignment

If you are ready to publish your assignment, click the Save & Publish button [1]. If you want to create a draft of your assignment and publish it later, click the Save button [2].

When your assignment is saved in a draft state, you can return to the page and publish it at any time by clicking the Publish button.
View Published Assignment

**Founding Fathers Paper**

Write a two-page paper on the Founding Father of your choice. Discuss their accomplishments, their contributions, and their legacy. Remember to have an introduction, thesis, and cite your examples and evidence.

<table>
<thead>
<tr>
<th>Points</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting</td>
<td>a text entry box or a file upload</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Everyone</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

View published assignment.

You can also attach a rubric to the assignment for students to fill out when completing peer reviews. To add a rubric to the assignment, click the Add Rubric button.
How do I manually assign peer reviews for an assignment?

When you create a peer review assignment with manual peer reviews, you can choose which students will be assigned peer reviews.

Notes:

- When manually assigning peer reviews, students can complete their assigned peer reviews without having to submit their own assignment first. If you require students to complete their own assignment before being able to complete a peer review, you must automatically assign peer reviews.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.

Open Peer Reviews

Under Related Items in the sidebar, click the Peer Reviews link.
Manually Assign Peer Reviews

Safety in Science - Symbols (Peer Reviews)

Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

Boone, Emily
None Assigned
Give Emily Boone another submission to assess →

Doe, Jessica
None Assigned
Give Jessica Doe another submission to assess →

Below the name of a student, click the Add link.

Select Student

Boone, Emily
None Assigned
Give Emily Boone another submission to assess →

[ Select Student ] Add

Click the Select Student drop-down menu.
Select the peer you would like the student to review [1]. Remember, a student cannot review themselves. Click the Add button [2].

View Assigned Peer Reviews

Safety in Science - Symbols (Peer Reviews)

Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

Boone, Emily

1.  ✔ Doe, Jessica
   Give Emily Boone another submission to assess

Doe, Jessica

2.  🔴 Johnson, Max
   Give Jessica Doe another submission to assess

Assigned peer reviews appear underneath the student names. A check mark [1] indicates a peer review as been completed. A warning icon [2] indicates a peer review still needs to be completed.
Note: A student's peer review is considered complete after they comment on the submission. If a rubric has been added to the assignment, they must also fill out that rubric.

Manage Peer Review

Safety in Science - Symbols (Peer Reviews)

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

Boone, Emily
  ✓ Doe, Jessica
  Give Emily Boone another submission to assess

Doc, Jessica
  Boone, Emily
  Give Jessica Doc another submission to assess

Johnson, Max
  None Assigned
  Give Max Johnson another submission to assess

You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

To send a reminder, hover your mouse over the assigned peer review and click the Reminder icon [1]. To cancel a peer review, click the Delete icon [2].

To manually assign or reassign a peer review, click the Give [student name] another submission to assess link [3].
How do I automatically assign peer reviews for an assignment?

When you create a peer review assignment with automatic peer reviews, Canvas will assign peer reviews to students automatically once they have submitted their own assignment.

You can also tell Canvas to automatically assign peer reviews after an assignment due date has passed.

Notes:
- It may take up to one hour for Canvas to assign peer reviews.
- If a student has not submitted the assignment or submits the assignment after the due date, the student will not automatically be assigned a peer review and you must manually assign one.
- On Paper and No Submission assignment types must have manually assigned peer reviews.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.

Open Peer Reviews

Under Related Items in the sidebar, click the Peer Reviews link.
View Assigned Peer Reviews

Safety in Science - Symbols (Peer Reviews)

Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

Boone, Emily
1  ✔ Doe, Jessica
   Give Emily Boone another submission to assess ➔

Doe, Jessica
2  ⬤ Johnson, Max
   Give Jessica Doe another submission to assess ➔

Johnson, Max
None Assigned
3  Give Max Johnson another submission to assess ➔

Canvas will automatically assign a peer review to the student. Assigned peer reviews appear underneath the student names. A check mark [1] indicates a peer review has been completed. A warning icon [2] indicates a peer review still needs to be completed.

If the student has not submitted the assignment or submits the assignment after the due date [3], the student will not automatically be assigned a peer review and you must manually assign one.

Notes:

- It may take up to one hour for Canvas to assign peer reviews.
- A student's peer review is considered complete after they comment on the submission. If a rubric has been added to the assignment, they must also fill out that rubric.
Manage Peer Review

Safety in Science - Symbols (Peer Reviews) Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

Boone, Emily
✓ Doe, Jessica
Give Emily Boone another submission to assess

Doe, Jessica
Boone, Emily
Give Jessica Doe another submission to assess ➔

Johnson, Max
None Assigned
Give Max Johnson another submission to assess ➔

You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

To send a reminder, hover your mouse over the assigned peer review and click the Reminder icon [2]. To cancel a peer review, click the Delete icon [2].
Automatically Assign Reviews

You can assign peer reviews to those users who have submitted but don't already have reviews assigned by clicking the button below.

0 reviews per user 1

Assign Peer Reviews 2

In the sidebar, you can also assign multiple peer reviews to students who have submitted their assignment but don't already have reviews assigned to them. Enter the number of reviews per user [1] then click the Assign Peer Reviews button [2].
Assign Group Assignment Intra-Group Peer Reviews

In group assignments, you also have the option to allow intra-group peer reviews.

Peer reviews require a student to review an individual submission by another student. However, group assignment submissions are made by one group member on behalf of the entire group, and all group members have the same submission.

By default, the Allow intra-group peer reviews checkbox is not selected, which means Canvas will exclude members of the same group when assigning peer reviews. However, by selecting the checkbox, reviews can be assigned randomly to all members of the course, including members of the same group.

To allow Canvas to automatically assign a peer review to any student in any other group, including students from within the student's own group, select the Allow intra-group peer review checkbox. Selecting the checkbox allows assignments to be truly random and disregard group associations.
How do I view student peer review comments as an instructor?

You can verify if students completed an assigned peer review. In the peer review page, you can view all peer reviews left on a student's submission. You can also view a single review left by a student for an assigned peer review. Peer review comments also display in SpeedGrader along with any other comments left on the assignment.

Students don’t automatically receive a grade for completing a peer review. If you want to award points for peer reviews, you can create a no submission assignment in the gradebook and assign points manually.

Note: When anonymous grading is enabled, instructors cannot view peer review comments from the peer review page.

Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

[Assignments]

A Closer Look: Constitution Response 1
Articles of Confederation and the Constitution Module | Due Oct 26 at 11:59pm | 20 pts

The Declaration of Independence: A Revisionist History
Declaration of Independence Module | Due Nov 28 at 11:59pm | 50 pts
Click the name of the peer review assignment.

Open Peer Review

A Closer Look: Constitution Response 1

In the sidebar, click the Peer Reviews link.

Select Student Assignment

A Closer Look: The United States Constitution Written Response 1 Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

Boone, Emily

✓ Johnson, Max

Give Emily Boone another submission to assess

In the Peer Reviews page, locate the student assignment with peer reviews you would like to view. To view all peer reviews left on a student's submission, click the student's name [1].
Select Individual Review

A Closer Look: The United States Constitution Written Response 1 Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

Boone, Emily

✓ Johnson, Max

Give Emily Boone another submission to assess →

To view a single review left by a student for their assigned peer review, click the assigned student’s name.

View Peer Review Comments

Submission Details

A Closer Look: The United States Constitution Written Response 1

Emily Boone submitted Dec 3 at 11:50am

I like how you answered question two! Overall, nice job!
Max Johnson, Dec 3 at 11:51am

Your responses are thoughtful, though I wish you’d provided more details in your response to question 2! Nice job overall!
Jessica Doe, Dec 3 at 12:20pm

Add a Comment:

Save
Each comment includes the name of the reviewer and the time they made the comment.

Notes:

- If anonymous peer reviews are enabled, you and your TAs can still view the names of student reviewers in the submission details page.
- Group assignments will include comments sent to all group members.

View Rubric

If you added a rubric to the assignment, you can view the peer reviewer's rubric assessment. To switch between reviews, select another name from the Show Assessment By [1] drop-down menu.

To close the rubric, click the Close icon [2].
How do I create a cloud assignment with a Google Drive file?

You can create an online assignment that embeds a document directly from your Google Drive folder. Accepted assignment types are Google Documents, Spreadsheets, and Slides. Please note that in cloud assignments, Google Slide presentations are not displayed in presentation mode.

When students open the assignment, Google Drive will create a copy of the file as the student’s submission. Students can make changes per the assignment instructions directly from the Canvas assignment page. When they are ready to submit the assignment, they can submit the assignment. The copied document is also added to the student’s Google Drive folder for the course.

You can also view each student’s document copy in SpeedGrader for grading. Submitted assignments are converted to a PDF to show the assignment at the time of submission. If students made any changes to their assignment, they will have to resubmit it for the changes to be visible in SpeedGrader.

The Google Apps LTI currently includes a few limitations when creating assignments:

- You cannot use Google Drive files in an external tool for group assignments.
- If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type. Create the assignment with any other submission type, save the assignment, add the rubric, and then edit the assignment to select the External Tool.
- If you want your assignment to be moderated, you must set up the moderated assignment before setting the External Tool submission type. If you need to return to the moderate page after the External Tool is added, open the assignment and add /moderate after the assignment URL.
Open Assignments

In Course Navigation, click the Assignments link.

Add Assignment

Click the Add Assignment button.
Add Assignment Details

In the Assignment Name field [1], create a name for the assignment. In the Description field [2], enter the details of the assignment for your students. When students view the assignment, the description appears at the top of the page. However, the text shouldn't be significantly long in this space.

Enter the number of points for the assignment [3], select the Assignment Group [4], and select the grading type from the Display Grade as menu [5].

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.

Select Submission Type

Submission Type: External Tool
In the **Submission Type** drop-down menu, select the **External Tool** option.

**Note:** If you want to use a Canvas rubric for the assignment, you must [add the rubric](#) before setting the External Tool submission type. Additionally, if you want to apply moderated grading, you must [set up moderated grading](#) before setting the External Tool submission type.

### Find External Tool

![Find External Tool](#)

**Submission Type**

- **External Tool**

**External Tool Options**

**Enter or find an External Tool URL**

- ![Insert tool](http://www.example.com/launch)

- **Find**

- ![Load Tool In A New Tab](#)

Click the **Find** button.
Configure External Tool

Google Docs Cloud Assignment
Allows you to pull in documents from Google Drive to Canvas

Office 365 Cloud Assignment
Allows you to pull in documents from Office 365 to Canvas

Redirect Tool
Add links to external web resources that show up as navigation items in course, user or account navigation.

Locate and select Google Drive.
Locate and select the file you want to link to the assignment [1]. Click the Submit button [2].
Select Tool

Configure External Tool

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

- **Google Docs Cloud Assignment**
  Allows you to pull in documents from Google Drive to Canvas

- **Office 365 Cloud Assignment**
  Allows you to pull in documents from Office 365 to Canvas

- **Redirect Tool**
  Add links to external web resources that show up as navigation items in course, user or account navigation.

Click the **Select** button.

Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].
View Assignment

Please complete the worksheet below. You can edit it directly on the page. When you're ready to submit, click the Submit button.

Unit 1 Worksheet.docx

Overview of Pre-Colonial to 1789

Question 1
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse purus, id tincidunt leo, venenatis eget. Pellentesque in vestibulum aliquam sit amet ut ante?

Question 2
Vivamus interdum magna cras, ut vulputate sapien in faucibus varius sapien eget luctus. Nullam porttitor dignissim.

View the assignment.
How do I create a cloud assignment with a Microsoft Office 365 file?

You can create an online assignment that embeds a document directly from your Microsoft Office 365 (OneDrive) folder. Accepted assignment types are Microsoft Word, PowerPoint, and Excel.

When students open the assignment, Office 365 will create a copy of the file as the student’s submission. Students can open the document and make changes per the assignment instructions. When they are ready to submit the assignment, they can return to the Canvas assignment page and submit the assignment. The copied document is also added to the student's OneDrive folder for the course. You can also view each student's document copy in SpeedGrader for grading.

You can also view each student's document copy in SpeedGrader for grading. Submitted assignments are converted to a PDF to show the assignment at the time of submission. If students made any changes to their assignment, they will have to resubmit it for the changes to be visible in SpeedGrader.

The Microsoft Office 365 LTI currently includes a few limitations when creating assignments:

- You cannot use Microsoft Office 365 files in an external tool for group assignments.
- If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type. Create the assignment with any other submission type, save the assignment, add the rubric, and then edit the assignment to select the External Tool.
- If you want your assignment to be moderated, you must set up the moderated assignment before setting the External Tool submission type. If you need to return to the moderate page after the External Tool is added, open the assignment and add /moderate after the assignment URL.
In Course Navigation, click the **Assignments** link.

**Add Assignment**

![Add Assignment button](image)

Click the **Add Assignment** button.

**Add Assignment Details**

In the **Assignment Name** field [1], create a name for the assignment. In the **Description** field [2], enter the details of the assignment for your students. When students view the assignment, the description appears at the top of the page. However, the text shouldn't be significantly long in this space.

Enter the number of points for the assignment [3], select the Assignment Group [4], and select the grading type from the **Display Grade as** menu [5].
Select Submission Type

In the **Submission Type** drop-down menu, select the **External Tool** option.

**Note:** If you want to use a Canvas rubric for the assignment, you must add the rubric before setting the External Tool submission type. Additionally, if you want to apply moderated grading, you must set up moderated grading before setting the External Tool submission type.

Find External Tool

Click the **Find** button.
Configure External Tool

Locate and select Office 365 Cloud Assignment [1].

If you want the assignment to load in a new tab, click the Load in a new tab checkbox [2]. Click the Select button [3].
Attach File

Locate and select the file you want to link to the assignment [1]. Click the Attach File button [2].
Select Tool

In the External Tool window, view the URL for your assignment file [1]. To select a different file, click the Office 365 link again.

If you want the assignment to load in a new tab, click the Load in a new tab checkbox [2].

Click the Select button [3].

Save and Publish

If you are ready to publish your assignment, click the Save & Publish button [1]. If you want to create a draft of your assignment and publish it later, click the Save button [2].
American Revolution Assignment

Please see the attached worksheet

American Revolution.docx

American Revolution Assignment

**Directions:** Duis porta est enim, et tempus odio consequat ut erat. Quisque semper suscipit justo sit amet viverra. Proin iaculis ante, volutpat a elit sed, pretium cursus sem. Quisque eget metus varius nec.

**Objective:** Proin fermentum mi vel am eu eisipsum, vel pharetra felis faucibus, Mauris nec nunc sed.

1. Donec in porttitor odio, mattis porta purus. Duis ultrices at nunc quis convallis. Sed in urna volutpat, molestie metus non, molestie dolor. Donec pellentesque eu leo vel congue?


How do I set up an assignment to be sent to my institution's student information system (SIS)?

If your institution is using a student information system (SIS) for grading purposes, you can set up an assignment to be sent back to the SIS. However, you must first specify which assignment(s) in the course should be sent to your SIS as part of the grade publishing process. Each assignment must be modified individually. **However, your institution may have already enabled an option for all assignments to be configured for your SIS.**

Once a graded assignment is set up to be sent to your SIS, the Assignment Index Page and Quizzes Index Page lets you enable or disable an assignment by clicking the SIS sync icon next to an assignment or quiz. Not Graded assignment types cannot be sent to your SIS. In the Assignments Index Page, you can also disable all assignments from being synced to the SIS.

Each SIS requires specific setup procedures to properly post grades for assignments. Depending on how assignments are assigned to students, **some assignments may not be supported.** For details and troubleshooting tips, view the appropriate help document for your SIS integration:

- Instructor Help: Canvas and PowerSchool (Legacy)
- Instructor Help: Canvas and PowerTeacher Pro
- Instructor Help: Canvas and Skyward
- Instructor Help: Canvas and InfiniteCampus

**Note:** The Banner integration does not require any assignment setup and only pulls total grades from the Gradebook.
Open Assignments

In Course Navigation, click the Assignments link.

Add Assignment

Click the Add Assignment button.
Edit Assignment

To set up an assignment that has already been created, click the name of the assignment [1] and click the Edit button [2].

Sync to SIS

In the assignment details, check the Sync to [SIS] checkbox. The [SIS] label may display the name of your institution's SIS.

The SIS option is not available for Not Graded assignment types.

Save Assignment

Click the Save button.

Note: For new assignments, you can click the Save & Publish button.
If you cannot save your assignment and you receive an error message, your institution may limit assignment names and/or require due dates. The error will show which requirement needs to be resolved before the assignment can be enabled to be synced to your SIS. Correct the error then save the assignment again.
How do I import assignment groups from PowerSchool?

If your institution is using PowerTeacher Pro in the PowerSchool student information system (SIS), you can import assignment groups from PowerTeacher Pro. Assignment groups are collected and verified every 24 hours to be imported into Canvas.

If you choose to use this feature for PowerTeacher Pro, you must import all assignment groups into Canvas before adding assignments in Canvas. Canvas assignments will not be synced to PowerTeacher Pro unless they are located in the default assignment group or in a group imported from PowerTeacher Pro.

Imported groups include an import icon to identify them from manually created assignment groups in Canvas.

Notes:

- If your course includes multiple sections in PowerTeacher Pro, each section must have the same number of assignment groups (categories) with the same names. For instance, if one section in PowerTeacher Pro includes four categories, and another section includes three categories, you will need to create another category in the second section so that each section contains four categories.
- Assignment groups cannot be imported from the legacy PowerTeacher gradebook. PowerTeacher does not support assignment group imports. However, you can manually create assignment groups that match the assignment groups in the PowerSchool PowerTeacher gradebook.

Open Assignments

In Course Navigation, click the Assignments link.
Import Assignment Groups

Click the Options menu [1], then click the Import Assignment Groups option [2].

Add Assignment Groups

Click the “Add” button below to import the assignment groups from your SIS account. Existing assignments and groups will remain.

In the Import Assignment Groups window, click the Add button.
# View Imported Groups

<table>
<thead>
<tr>
<th>Group Type</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>No assignments in this group</td>
</tr>
<tr>
<td>Participation</td>
<td>No assignments in this group</td>
</tr>
<tr>
<td>Essay</td>
<td>No assignments in this group</td>
</tr>
<tr>
<td>Classwork</td>
<td>No assignments in this group</td>
</tr>
</tbody>
</table>

View the groups imported from PowerTeacherPro.

**Note:** If an assignment group is not imported, the assignment group may not yet be verified for import. Try importing the groups again in 24 hours.
Attendance (Roll Call)
How do I use the Roll Call Attendance tool in a course?

After the Attendance tool has been enabled for your course, you can configure the attendance tool to meet the needs of your students. However, some items cannot be configured until after your course is published and students have accepted the course invitation.

Note: The Attendance tool must be enabled by your Canvas admin before it can be used in your course. If you cannot see the Attendance link in Course Navigation, please contact your administrator.

Open Attendance

In Course Navigation, click the Attendance link.

Note: The Attendance link does not display to students, so you do not need to hide this link in the Navigation tab within Course Settings.

Edit Roll Call Settings
You can adjust the settings for Roll Call and adjust the lateness value. By default, Canvas marks a lateness as worth 80% of a presence. For example, a student with one presence (100%) and one lateness (80%) will have an average attendance score of 90%.

To edit Roll Call settings, click the **Settings** icon [1], then click the **Roll Call Settings** button [2].

**View Lateness Value**

![Roll Call settings](image)

To specify your preferred value of lateness, move the slider bar.

**Create Seating Chart**

![Roll Call](image)

When your course is published and students have accepted course invitations, you can [create a seating chart](#) in the Class view.
Manage Badges

When your course is published and students have accepted course invitations, you can use a student to manage badges in your course. Any badges added at the account level will automatically display as badges in your course. You can add additional badges for your course before you begin taking roll call.

Change Attendance Value

If you want to change the value of Attendance in your course, or if you want to remove Attendance from the Gradebook completely, currently you must take roll call for at least one student before you can make any changes in Roll Call. Learn more about how to change the value of Roll Call Attendance.
How do I create a roll call seating chart using the Attendance tool?

You can drag and drop the students in your course to create a seating chart for your classroom. Once you have created your seating chart, learn how to take roll call in your course.

Note: Currently Roll Call does not support a seating chart print option. However, you can always print the screen image from your browser.

Open Attendance

In Course Navigation, click the Attendance link.

Open Class View

Click the Class tab.
Edit Seating Chart

To create a seating chart for your class, click the Edit Seating Chart tab.

Create Seating Chart

The first time you edit the seating chart, all your students' names will appear in the left column. Drag your students onto the grid and arrange them as desired [1]. Remove students from the seating chart by dragging them to the green box in the left hand column [2]. You can rearrange the placement of students in the grid as necessary.
How do I edit the Roll Call Attendance assignment?

After the first time you take roll call, Canvas automatically creates an assignment for Roll Call Attendance and adds a column to the Gradebook. By default, attendance is worth 100 points.

To avoid Attendance calculation errors, never delete, rename, or unpublish the Attendance assignment.

Instructors can edit several components of the Roll Call Attendance assignment:

- If you are using weighted assignment groups, you can create a new weighted assignment group and move the attendance assignment into that group.
- You can edit the assignment and change the point value.
- You can remove Attendance from the Gradebook completely by changing the assignment type.
- You can exclude the attendance assignment from the final grade.

**Note:** The Attendance assignment will not appear until you have taken roll for at least one student.

Create Weighted Assignment Group

If you are using [weighted assignment groups](#) and would rather set grade weighting for attendance, you can create a new weighted assignment group for Attendance. You can drag and drop the Roll Call Attendance assignment by clicking and grabbing the handle icon.

**Note:** You can also move the assignment by editing the assignment, locating the Assignment Group menu, selecting the name of the assignment group, and saving the assignment.
Edit and Save Percentage Value

In Assignment Settings, click the weight final grade checkbox [1]. Set the group percentage value to your preferred percentage value (zero up to 100) [2], then click the **Save** button [3].

Make sure the Attendance assignment is moved into the Roll Call assignment group.

The percentage value you set for the group will control the point value assigned to the Attendance assignment, despite the assigned point value.

**Note:** If you want to set the percentage value as zero, the point value for the assignment must be higher than zero. Canvas cannot calculate weighted assignment groups with zero points possible.
Change Point Value

If you are not using weighted assignment groups and just want to edit the points assigned for Attendance, you can edit the point value in the assignment. However, this adjustment is only recommended if (1) you are never going to change the point value again and (2) you make the adjustment after your first roll call entry.

To change the point value for the assignment, edit the assignment, then in the points field, enter the new point value for attendance. At the bottom of the window, click the Save button.

Note: The Attendance assignment will not appear until you have taken roll for at least one student.
The Gradebook doesn't currently adjust point value changes accurately after point values have been changed, and the percentage values in the SpeedGrader and the Gradebook will be incorrect.

Return to roll call, click the Unmark All button, and then take attendance for all students as normal. The percentage value will then adjust correctly in both SpeedGrader and the Gradebook. If you make this change immediately after the first time you take roll in your course and edit the point value, you only have to adjust your work once.
Remove from Gradebook

If you do not want Attendance to appear in the Gradebook as a graded assignment, you can edit the Attendance assignment and change the assignment type. Students can still view the assignment but it will not appear in their grades.

To remove the assignment from the Gradebook, edit the attendance assignment, then in the Display Grade as menu [1], select the Not Graded option. At the bottom of the window, click the Save button [2].

**Note:** Once you have changed the assignment type, you cannot change it back to a graded assignment. *Please ensure you do not want to grade Attendance before changing the assignment type.*
Exclude from Final Grade

If you do not want the Roll Call Attendance assignment to be calculated in the final grade, you can choose to exclude the assignment from final grade calculations.

Edit the attendance assignment, then select the **Do not count this assignment towards the final grade** checkbox [1]. At the bottom of the window, click the **Save** button [2].
How do I take roll call using the Attendance tool?

Once the attendance tool is set up in your course, and your course is published, you can start to take attendance using Roll Call.

The attendance tool is configured by default to allow taking roll seven days a week. This setting is useful for courses where there may be a need to take attendance for an event that takes place outside of a regular school week. However, the attendance tool will only calculate grades in the gradebook out of the total number of days roll has been taken.

Currently you can only view Roll Call on a day-by-day basis. To view additional dates you can run an attendance report for your course.

Notes: Students cannot access the Attendance tool; only instructors have the ability to take attendance. However, students can see the Attendance assignment in the Assignments page and view their attendance report as part of the Roll Call Attendance submission details page. If you are using attendance for grading, students can also view their attendance grade in the Grades page.

Open Attendance

In Course Navigation, click the Attendance link.
View Attendance

By default, Roll Call displays the List View tab [1], which shows all students in a list format. To view the class in the seating chart format, click the Class View tab [2].

If your course includes sections, both views show a drop-down menu with the names of course section(s). To view students in a specific section, click the section drop-down menu [3]. Note that this menu displays even if your course only contains one section.
View Attendance Dates

By default, Roll Call will display the current date.

You can edit attendance records for a different date by using the arrow icons next to the date [1] or by clicking the Calendar icon [2].
Take Attendance in List View

In the List View, you can take attendance by toggling the correct mark next to each student's name [1]. Click the attendance mark until you arrive at the desired mark:

- To mark the student as present and on time, click one time (green check mark icon).
- To mark the student as not present, click two times (red X icon).
- To mark the student as late, click three times (orange clock icon).
- To unmark the attendance status, leave the button as the default (gray no symbol icon). The unmarked attendance status also indicates an excused absence.

You can also take attendance by clicking the Mark All Present button [2].

If you need to start over or clear all attendance entries, click the Unmark All button [3].
Take Attendance in Class View

In Class View, you can also toggle the correct mark next to each student's name (present, absent, or late) [1], or click the Mark All Present button [2]. To unmark all student entries, click the Unmark All button [3].
Add Badges to Roll Call

If you want to use roll call badges as part of the entry, view more options for the student and add the selected badge.
How do I use Roll Call Attendance badges in a course?

Once you have configured the Attendance tool, Roll Call Badges are a versatile way to make quick notations about your students using the Roll Call attendance tool. For example, you can quickly mark when a student is disruptive or actively participating in the class so that you have a record of that student's activities.

You can add and manage any course-level attendance badges in any student's attendance information profile. New badges are always available to all students and will not/cannot be created for individual students. Badges may be created, however, that are only applicable in certain circumstances such as "Absent due to death in family" or "Absent due to school-sanctioned activity."

Canvas admins have the right to delete any course-level badges that may be considered inappropriate.

**Note:** Roll Call Attendance Badges are not visible to students.

Open Attendance

In Course Navigation, click the **Attendance** link.
Badges can be added and managed in any student's attendance information profile.

In List View [1], click the **More** tab next to a student's name.

In Class View [2], click the name of the student.
Any existing badges appear as buttons below the student’s attendance information. All available and created badges are created for the entire course and will be shown for each student.
Add Badge

To add a new badge, click the **Add Badge** link.
Save Badge

Create a name for your badge [1], assign an icon [2], and choose a color to highlight the background when the badge is assigned [3]. Click the Save Badge button [4].
Manage Badges

To edit any existing badge you created for your course, click the Manage badges link.

**Note:** When managing or editing badges, any changes made will affect the entire course, not an individual student. Additionally, you cannot manage any badges created at the account level.
To change the badge name, icon, or color, click the badge name [1].

To delete a badge, click the Delete button [2]. Deleting a badge will delete the badge for the entire course and all students.

**Assign Badge**

When you want to assign a badge, make sure you are viewing the profile for the specific student who should receive a badge.

To assign a badge, click the name of a badge. The badge will highlight with the set badge color. To remove a badge, click the badge again.
How do I run Roll Call Attendance reports in a course?

You can run reports to review attendance data for your students. This report is sent to your email, where it can be downloaded as a comma separated value (CSV) file.

Reports are delivered in a CSV format and display all content in a list. Reports always include the following data fields: Course ID, SIS Course ID, Course Code, Course Name, Teacher ID, Teacher Name, Student ID, Student Name, Class Date, Attendance, and Timestamp.

Roll Call Attendance Badges are included in course reports if they were created at the most immediate account or sub-account level and have been assigned to students. If the course belongs to a sub-account, only badges created at the sub-account level will appear in reports. If the course does not belong to a sub-account, only badges created at the account level will appear in reports. Additionally, the badges will also only be included if they were set within the time frame you specify in the report.

You can generate reports for the entire course or a specific student. To locate a student or course ID, view the People page. The student SIS ID will be listed in the table. The course ID will be in the browser URL (e.g. courses/XXXXXX/users/XXX).

Note: You can narrow large results within a CSV report using the Data group Filter button.

Open Attendance

In Course Navigation, click the Attendance link.
Open Attendance Report

In Roll Call, click the Settings icon [1] and select Attendance Report [2].

Specify Report Data

Export Attendance Data: History 101

1. Filter your data (optional)
   - Start date
   - End date
   - SIS Student ID

2. Tell us where we should send the report
   - Email: doug.roberts.canvas@gmail.com

You can specify criteria for your report. If you leave the fields blank, the report will be generated for the entire course. You can choose a date range for the report [1]. You can also optionally filter by SIS Student ID [2]. By default, the email field [3] will be populated with your email address to send the report. Confirm your email in the field or enter a new email address.
Run Report

Click the Run Report button.

View Notification

Thank you, your report should arrive in your inbox shortly.

Confirm that the report was generated successfully.

View Email

Roll Call Attendance Report

You can download your report for the next 24 hours at https://s3.amazonaws.com/ltitools/rollcall_test/attendance-b0c606a1-5ac3-41ab-88b8-ac13cda00f06.csv?AWSAccessKeyId=AKIJOQUPPFOXOAPWTQ&Expires=1452970925&Signature=2RUTTgErrsVOMskL7yqweWk8vnk%3D

Check your email for a message with the subject Roll Call Attendance Report. The email contains a link where you can access your attendance report for the next 24 hours. When you click the link, you will be prompted to open or save the CSV file that contains your report results. This report will be available for 24 hours.
Calendar
How do I use the Calendar as an instructor?

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 spans all courses and displays information for each of your enrolled courses and groups. 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 shows a quick-view calendar [3], your list of courses and groups, and undated items for your courses and groups.

To view the iCal link for exporting your Canvas calendar to other calendar apps, click the Calendar Feed link [4].

Add Calendar Items
Each calendar view shows any assignments, events, or to-do items that have been added to the calendar. Events can be added at any time in the navigation bar by clicking the Add button. You can add assignments and add course events, and all users can add personal events.

If your institution is using the Scheduler tool, you can also create Scheduler appointment groups.

**View Calendar List**

Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated items 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. You can assign due dates to undated items by dragging and dropping them into the Calendar.
View Calendar by Month

In 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].

To view a specific date, click the month link [3] and type a date in the date field [4] or select a date from the calendar [5].
## View Assignments and Events

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]. Non-graded items with a to-do date also display in the calendar for a course [5].

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 [6].

Calendar assignments can also be crossed out [7], which is a simple way to keep track of assignments. Assignments are crossed out when the due date has passed and all submissions have been graded.
View All-Day Events

All-day events display the Events icon and do not include a specific event time [1].

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 [2]. Drag your event across all required dates in the current month.

View Varied Due Dates

If a course has sections or individual students with varied assignment due dates, you will see the same assignment shown multiple times. Depending on the assignment setup, the assignment may appear on the same date or on multiple dates. Students will only see their specific assignment due date.
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></th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, Jun 4</td>
<td></td>
</tr>
<tr>
<td>Due 11:59pm</td>
<td>Articles of Confederation vs. Constitution Topic Discussion</td>
</tr>
<tr>
<td>Tue, Jun 5</td>
<td></td>
</tr>
<tr>
<td>Due 11:59pm</td>
<td>To Sign or Not to Sign Discussion</td>
</tr>
<tr>
<td>Wed, Jun 6</td>
<td></td>
</tr>
<tr>
<td>10:00am</td>
<td>Museum Field Trip</td>
</tr>
<tr>
<td>Thu, Jun 7</td>
<td></td>
</tr>
<tr>
<td>Due 11:59pm</td>
<td>History Reading Assignment</td>
</tr>
<tr>
<td>Fri, Jun 8</td>
<td></td>
</tr>
<tr>
<td>Due 11:59pm</td>
<td>Chapter Twelve Discussion</td>
</tr>
<tr>
<td>Due 11:59pm</td>
<td>Chapter Twelve Discussion (Section One)</td>
</tr>
</tbody>
</table>

To view all your calendar items in an agenda format, click the **Agenda** button.
If your institution has enabled Scheduler, you can manage Scheduler events directly in each course calendar. To add an appointment group, click the Add button [1] and select the Appointment Group tab [2]. Once created, the appointment group will display in your calendar. You can view or edit groups and remove students directly from the course calendar as well.
How do I filter the Calendar view by course as an instructor?

By default, the Calendar displays your personal calendar and course calendars for each class in which you are enrolled. However, you can filter which calendars display, including group and course calendars as well as your personal calendar.

Open Calendar

In Global Navigation, click the Calendar link.
After clicking the Calendar link, you will see the Calendar for all your enrolled courses and groups.
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 add an event to a course calendar?

A Canvas event is a non-graded Canvas activity. Events you create on the Calendar will not appear in the Assignments page or in the Gradebook. But they will show up on the Syllabus page and student calendars. You can create events with due date times as well as all-day events.

For example, you may create a course event with a link to the readings that you want students to do in preparation for a class discussion in the Calendar. You will not grade students on whether or not they have done the reading, but you are providing the readings on a specific day to help them organize their time more efficiently.

You can also duplicate an 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].

In the Calendar drop-down menu [5], select the course calendar for the event.

Submit Event
To add additional details to your event, click the More Options button [1]. You can use the Rich Content Editor to add a description or resource links, add an address location, and duplicate the event.

If you only want to create the event as a placeholder and add details later, click the Submit button [2]. You can edit your event at any time.
How do I subscribe to the Calendar feed using Google Calendar as an instructor?

You can import your Canvas calendar to Google Calendar. The calendar feed will contain events and assignments from all of your Canvas calendars, including reserved Scheduler appointment slots.

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].
How do I add and duplicate an event in the Calendar as an instructor?

When creating a calendar event, if you want to create the same event multiple times for a course, you can create a duplicate event. Duplicating events creates multiple copies of the event every day, week, or month. For example, you may create a duplicate course event for student study groups every week. You will not grade students on whether or not they have participated in the study group, but you are providing a resource activity on a specific day to help them organize their time and prepare for your course more efficiently.

Once created in a course calendar, duplicate events are not linked together and are independent events. Therefore, if users need to modify an event, each event has to be modified individually. Additionally, duplicate events can only be created when creating a new event; editing an existing event does not display the duplicate option.

Tips for duplicate events:

• Weekly events are duplicated on the day of the week of the first event. For instance, if an event is created on a Monday and repeats weekly, the next instance of the event will appear on the following Monday, regardless of the actual date.†
• Monthly events are duplicated on the day of the month of the first event. For instance, if an event is created on July 6 and repeats monthly, the next instance of the event will appear on August 6.†
Open Calendar

In Global Navigation, click the Calendar link.
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].
Enter the details as you would when adding an individual event [1]. In the Calendar drop-down menu [2], select the course calendar for the event. Click the More Options button [3].
Duplicate Event

Click the **Duplicate** checkbox.

**Note:** If you cannot see the checkbox, you selected the wrong course calendar when creating the new event.
Add Duplicate Details

By default, events are set to repeat every week [1].

If you want to change the repeating event to daily or monthly, click the Week(s) drop-down menu and select your preferred time range. You may also have to change the number that precedes the time period.

By default, events are set to create one occurrence [2], meaning it will create the initial event plus one additional (two total events). If you want to change the number of additional occurrences, enter the number in the text field. The calendar event supports up to 200 additional occurrences.

If you want to automatically add a number to the end of each event title (such as Event 1, Event 2, etc.), click the Count checkbox [3].

Create Event

Click the Create Event button.
View Events

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>1</td>
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<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Articles of Co.</td>
<td>To Sign or No.</td>
<td>10a Museum</td>
<td>History Read</td>
<td>Chapter Twel</td>
<td>Chapter Two</td>
<td>Chapter Twel</td>
</tr>
<tr>
<td>2p Class Rec</td>
<td>2p Class Rec</td>
<td>2p Class Rec</td>
<td>2p Class Rec</td>
<td>2p Class Rec</td>
<td>2p Class Rec</td>
<td>2p Class Rec</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>Revolution To</td>
<td>Declaration of</td>
<td>Major Blame</td>
<td>12:59a Cell B</td>
<td>Book Fair</td>
<td>Chapter Twel</td>
<td>Star Charts</td>
</tr>
<tr>
<td>10a Lab Field</td>
<td>Road to Revi</td>
<td></td>
<td>2p Class Rec</td>
<td>Bill of Rights</td>
<td>2p Class Rec</td>
<td>2p Class Rec</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Star Gazing</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

View the events in your course calendar.

Remember, once created, duplicate events are not linked together and are independent events. Therefore, if you need to modify an event, each event has to be edited individually.
How do I subscribe to the Calendar feed using Outlook as an instructor?

You can subscribe to the Calendar Feed using Outlook on your desktop. The calendar feed will contain events and assignments from all of your Canvas calendars, including reserved Scheduler appointment slots. 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.
- For scheduler items, appointments must be viewed in the Canvas calendar for full appointment details.
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.comfeeds/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].
How do I add an event to my calendar as an instructor?

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
To add additional details to your event, click the **More Options** button [1]. You can use the Rich Content Editor to add a description or resource links, add an address location, and [duplicate the event](#). Otherwise, click the **Submit** button [2].
How do I add an assignment from the Calendar?

You can create assignment shells from the Calendar. Assignment shells are placeholders for the assignment until you fill in the assignment details. You can also create assignments with differing due dates for specific students.

Note: Currently assignments added from the calendar are not validated against course or term start and end dates.

Open Calendar

In Global Navigation, click the Calendar link.

Add Assignment
Click the **Add** icon.

**Enter Assignment Details**

Enter a title [1] and due date [2] for the new assignment. In the Calendar drop-down menu [3], select the course for the assignment. In the Group drop-down menu [4], select the assignment group.

If your institution has enabled a student information system (SIS) integration, you can enable the assignment to sync to the SIS by selecting the **Sync to SIS** checkbox [5].

To publish the assignment, toggle the **Publish** icon [6]. If you choose not to publish, the assignment will still be created and remain unpublished.

**Submit Assignment**

1. More Options
2. Submit
To view the assignment page and edit the assignment details, click the **More Options** button [1]. Otherwise, click the **Submit** button [2].
How do I edit an event or assignment in the Calendar?

You can change the date of an Event or Assignment by clicking on the Event or Assignment or by dragging and dropping the Event or Assignment to a different date. This lesson shows how to edit a calendar item, but you can also delete items from the Calendar. Please be aware that deleting a Calendar entry also deletes the associated content elsewhere in Canvas.

Open Calendar

In Global Navigation, click the Calendar link.
Edit Event

View event details by clicking the event you want to view [1] and clicking the **Edit** button [2].
Edit Event Details

Here you can edit the event Title [1], Date [2], specify a time range [3], and Location [4]. You can move the event to a different calendar using the Calendar drop-down menu [5].

To add a location address or use the Rich Content Editor to add additional event details or links, click the More Options button [6]. Otherwise, click the Submit button [7].
Edit To-do Item Details

If you assign student to-do dates to a page or ungraded discussion, the item displays in the course calendar. You can edit the to-do item Title [1] and Date [2], and specify a time [3].

To edit the discussion or page, click the More Options button [4]. Otherwise, click the Submit button [5].
Edit Assignment

View assignment details by clicking the event you want to view [1] and clicking the Edit button [2].
You can edit the assignment title [1], due date [2], and assignment group [3].

If your institution has enabled a student information system (SIS) integration, you can manage the assignment to sync to the SIS by selecting the **Sync to SIS** checkbox [4].

To edit assignment details, click the **More Options** button [5]. Otherwise, click the **Submit** button [6].
Edit Appointment Details

When editing an appointment created in the Scheduler, a different menu will appear than assignments or events.

You can edit the description [1] or limit the amount of users for this appointment [2]. To submit your changes, click the Update button [3].
Drag and Drop Event or Assignment

You can also change the date of an event or assignment in the same calendar by dragging and dropping the event or assignment to a different date on the month view or mini calendar [1]. Click the event or assignment, drag to the new date, and release your mouse.

You can add items from the Undated list to the course calendar by dragging and dropping the item to a desired calendar date [2]. Adding items from the Undated item list to the calendar assigns them a due date and removes the item from the Undated list. The item displays on the student-specific List View dashboard and in the global and course home page to-do lists.

Note: You cannot drag and drop appointments created in the Scheduler.
Undated Items

You can drag and drop undated assignments to and from the month view of the calendar [1] or mini calendar [2]. Notice the due date of that assignment will change to 11:59pm on that day. Moving events or assignments to the undated items section will remove the date.
How do I set a different event date for each section in a course calendar?

If your course has sections, you can set different event dates for each section in the Calendar.

Note: You need to [add sections to your course](#) before you can set a different date for an event for each section.

Open Calendar

In Global Navigation, click the Calendar link.
Add Event

Click the *Add* icon.
Add a title [1] and location [2] for the event. The date and time fields are automatically populated based on the current date but do not need to be removed.

In the Calendar drop-down menu [3], select the course calendar for the event. Click the More Options button [4].
Use a Different Date

Click the Use a different date for each section checkbox.
Set Section Dates

The default date is removed and replaced with all the sections in your course.

For each section, type in a date, or select a date by clicking the Calendar icon [1], and specify the start and end time [2]. If you don’t want one section to see the event, leave the date and time fields blank.

Create Event

Click the Create Event button.
View the events in your course calendar. Each section will have a separate Calendar event.
How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor?

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

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

https://documentation.beta.instructure.com_FEEDS/calendar

click here to view the 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 subscribe to the Calendar feed using Google Calendar as an instructor?

You can import your Canvas calendar to Google Calendar. The calendar feed will contain events and assignments from all of your Canvas calendars, including reserved Scheduler appointment slots.

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].
How do I subscribe to the Calendar feed using Outlook as an instructor?

You can subscribe to the Calendar Feed using Outlook on your desktop. The calendar feed will contain events and assignments from all of your Canvas calendars, including reserved Scheduler appointment slots. 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.
- For scheduler items, appointments must be viewed in the Canvas calendar for full appointment details.
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].
How do I add a Scheduler appointment group in a course calendar?

If Scheduler is enabled for your institution, you can create appointment groups in the Scheduler. Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars.

Appointments display in your calendar after a student or group has reserved a time slot. Appointment details are also included when you export the calendar using the Calendar feed.

Notes:

• If user participation is limited to dates between the course start and end dates, Scheduler events cannot be edited or deleted after the date the course ends.
• The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.

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].

Open Appointment Group

Click the Appointment Group tab.
Create Name and Location

Type the name of the appointment in the name field [1]. Type the location of the appointment in the location field [2].

Select Calendars

Click the Select Calendars button [1]. Select the course(s) or section(s) where you want to show the appointment group [2]. To close the Calendar list, click the Done button [3].
Note: The calendar cannot be modified once the appointment group is saved. However, additional calendars can be added to the original appointment group.

 Allow Group Signup

1. Have students sign up in groups.
2. Project Groups

If you have created at least one group set in your course, you can have students sign up in groups by clicking the Have students sign up in groups checkbox [1]. Then select the name of the group category you want to use for the group signup [2].

Note: The groups option is only available if you previously selected the calendar for the entire course. You cannot select a calendar for a specific section because Canvas does not currently support sections in groups.

 Set Appointment Time Range

1. Date
2. Time Range
3. Divide into equal slots of 30 minutes.
4. Go

In the date field [1], enter the date of the appointment. You can also select a date by clicking the Calendar icon.

Set the time range for the appointment by typing in the time range field [2]. You must include at least one time slot.

You can split the time range into multiple time slots by entering the division time into the time field [3]. For instance, if you want to create 15-minute meeting times from 2:00 pm until 5:00 pm, enter the number 15.
To create the time slots, click the Go button [4].

**Modify Appointment Times**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue Jun 5, 2018</td>
<td>10:00am - 10:30am</td>
</tr>
<tr>
<td>Tue Jun 5, 2018</td>
<td>10:30am - 11:00am</td>
</tr>
<tr>
<td>Tue Jun 5, 2018</td>
<td>11:00am - 11:30am</td>
</tr>
<tr>
<td>Tue Jun 5, 2018</td>
<td>11:30am - 12:00am</td>
</tr>
</tbody>
</table>

Divide into equal slots of 30 minutes. Go

You can manually change any appointment time created by the division. If you want to remove an appointment time, click the Remove icon.

**Notes:**

- The appointment date, time range, and appointment slots cannot be modified after the appointment group is saved. However, additional dates, time ranges, and appointment slots can be added to the original appointment group.
- You must create at least one time slot for each appointment group.

**Set Appointment Options**

1. Limit each time slot to [ ] users.
2. Allow students to see who has signed up for time slots that are still available.
3. Limit participants to attend [ ] appointment(s).
You can limit how many users can sign up for a time slot by clicking the **Limit each time slot** checkbox and typing the number of time slots in the limit field [1]. If you selected the option to have students sign up in groups, this field reads as **Limit each time slot for x groups**.

To make the appointment slots public to students in the course, click the **Allow students to see who has signed up for time slots that are still available** checkbox [2]. Selecting this option also allows students to see comments other students add to their appointments.

If you want to limit the number of appointments available, click the **Limit participants to attend [number] appointment(s)** checkbox [3].

**Note:** When using the group signup option, only one group member needs to sign up for a time slot on behalf of their group. Each member in the group will see the appointment on their own group calendar.

**Add Appointment Details**

If you want to add details about the appointment group, type them in the details field.

**Publish Appointment Group**

Click **Publish** button.
View the appointment dates and times in your course calendar. Time slots that have been reserved by students will show as a solid color.

**Note:** if you added an appointment group to more than one course, appointment slots only display in the calendar for the first course shown in the appointment group.
How do I view or edit a Scheduler appointment group in a course calendar?

If you've previously created an appointment group in the Scheduler, you can view and edit existing appointment groups. You can also view and edit individual time slots in an appointment group, including users who have signed up for each time slot.

Note: The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.

Open Calendar

In Global Navigation, click the Calendar link.
View Appointment Group

Locate the appointment group in your calendar. Appointment slots that have been reserved are shown in a solid color.
Open Appointment Group

To open the appointment group, click any time slot in the appointment group [1]. In the appointment window, click the **Group Details** button [2].
Edit Appointment Group Details

In the appointment group page, you can view the course associated with the appointment group [1], and you can edit the group details.

For each appointment group, you can edit the name of the group [2]. You can add new appointment group sets and additional time slots to the entire group [3], and you can add or modify the assignment group location [4], group details [5], and group options [6].

**Note:** If you want to edit or delete existing time slots, you can edit individual time slots in the calendar.
View Appointment Slots

At the bottom of the Appointment Group details page, you can view all appointments in the group [1]. Each time slot shows the date and time and whether or not the time slot is available. You can also view the name of each student who signed up for the time slot.

If a time slot has been reserved by a student but also includes the word Available, the time slot includes an additional slot that can be filled by another student.

If you want to send a message to students in the appointment group, click the Message Students button [2]. You can send a message to all users in the appointment group, users who haven't signed up for a time slot, and users who have signed up.

When messaging students, messages are sent as a group message. However, if your message includes over 100 recipients (including you as the sender), messages will automatically be sent as individual messages.

Manage Appointment Group

To delete the appointment group, click the Delete Group button [1]. Please note this option does not provide a warning and cannot be undone. Deleting the group will also delete any appointments that have been reserved by students.

To cancel changes in the assignment group, click the Cancel button [2].

To save changes in the assignment group, click the Save button [3].
Manage Appointment Slot

In the calendar, you can manage time slots individually. To view details about a time slot, including who signed up in the time slot, click the appointment link [1].

If you want to edit a specific time slot, click the Edit button [2]. Editing a time slot allows you to edit the description of the appointment. You can also limit the slot to a specific number of users. Changing either of these values in an individual time slot does not affect the description or user signup limit for the entire group. For instance, if the assignment group limited each slot to one user, and you individually edit a specific time slot to allow three users, only that time slot is affected by the user limit change.

If you need to remove a time slot, click the Delete button [3].

In time slots that have been reserved, you can send a message to the user(s) in the time slot [4].
How do I remove students from a Scheduler appointment in a course calendar?

You can remove students from appointments in the Scheduler if necessary.

**Note:** If user participation is limited to dates between the course start and end dates, Scheduler events cannot be edited or deleted after the date the course ends.

Open Calendar

In Global Navigation, click the Calendar link.
Manage Appointment Slot

Find and click the appointment slot.
Remove Attendees

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.
**Attendees**    Emily Boone  
**Comments**    Emily Boone: I would like to discuss the final project.

If you want to retain the appointment time slot but need to remove the specific student, click the Remove icon.
Confirm Removal

Confirm Removal

Are you sure you want to cancel your appointment with Emily Boone?

Reason for deletion:

I had a meeting come up - please reschedule.

Type the reason for deletion in the Reason for deletion field [1]. Click the Delete button [2].
## Delete Time Slot

### History 101 Office Hours

**Jul 14, 2pm - 2:30pm**

<table>
<thead>
<tr>
<th>Calendar</th>
<th>History 101</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>History Building, Office 101</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>This is an opportunity for you to ask any questions you have about the course.</td>
</tr>
<tr>
<td><strong>Attendees</strong></td>
<td>Emily Boone</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>Emily Boone: I would like to discuss the final project.</td>
</tr>
</tbody>
</table>

If you need to remove the entire time slot, click the **Delete** button.
Confirm Deletion

Are you sure you want to delete this event?
Reason for deletion:
I had a meeting come up - please reschedule.

Type the reason for deletion in the **Reason for deletion** field [1]. Click the **Delete** button [2].
Chat
How do I use Chat as an instructor?

Once Chat has been enabled as an LTI tool in your course, the Chat tool can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation and view all chat content. 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 may consider posting chat hours in the course calendar to let students know when you are available. Or 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.

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 audio alerts for new chat messages, click the **New message alerts** button [2]. You will receive audio alerts if Chat is open in Canvas but is not the active browser window. You will not receive alerts if you leave Chat to view another area in Canvas.

**Note:** Alert capabilities may vary between browsers.
**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**

Thank you for your questions!
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].

Delete Message

You can delete messages in the chat from any user.

To delete a chat message, hover your cursor over the message [1] and click the Delete icon [2].

Note: Deleting messages is permanent. You cannot restore a deleted message.

View Chat History

Message history for 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 an instructor?

If configured for your institution, inline chat allows you to communicate with other users in your course from areas other than the Chat page. Inline chat will appear everywhere within your course except the Gradebook, Course Analytics, and SpeedGrader.

When inline chat is enabled, any user viewing your 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].

Welcome to your courses! To customize the list of courses, click on the “All Courses” link and star the courses to display.
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.

Douglas 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?
Send Message

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

To hide the chat window, click the **Collapse** icon.
Collaborations
How do I use the Collaborations Index Page?

The Collaborations Index Page allows you to create collaborations for users in your course. You can create new collaborations, edit existing collaborations, and delete collaborations.

If your institution grants permission, students can create collaborations in the course. You can always view any collaboration created by a student in the course, though other students can only view collaborations that have been shared with them. If you have created groups in your course, students can always create collaborations within groups.

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

Outcomes
Quizzes
Modules
Conferences
Collaborations
SCORM
Chat

In Course Navigation, click the Collaborations link.
View Collaborations

The Collaborations page displays all collaborations that have been created for the course. 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

The Collaborations page displays all collaborations that have been created for the course. 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].
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**

<table>
<thead>
<tr>
<th>Current Collaborations</th>
<th>+ Start a new collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final Test Review</strong></td>
<td></td>
</tr>
<tr>
<td>Started by Emily Boone, Dec 4 at 1:35pm</td>
<td></td>
</tr>
<tr>
<td><strong>HIS-101 Resources</strong></td>
<td></td>
</tr>
<tr>
<td>Please share your favorite resource and why in at least one paragraph.</td>
<td></td>
</tr>
<tr>
<td>Started by Doug Roberts, Mar 9, 2016 at 12:25pm</td>
<td></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.
Manage Collaborations

Current Collaborations

**Final Test Review**
Started by Emily Boone, Dec 4 at 1:35pm

**HIS-101 Resources**
Please share your favorite resource and why in at least one paragraph.
Started by Doug Roberts, Mar 9, 2016 at 12:25pm

To edit a collaboration, click the Edit icon [1]. To delete a collaboration, click the Delete icon [2].
How do I create a Google Docs collaboration as an instructor?

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. To alert invitees about collaborations, you can create course events in the Calendar.

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.
• 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

Outcomes
Quizzes
Modules
Conferences
Collaborations
SCORM
Chat
In Course Navigation, click the **Collaborations** link.

**Start a New Collaboration**

[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.
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 within the group.
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 an instructor?

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:

- Google Drive collaborations are separate from Google Docs collaborations. If you cannot create a Google Drive collaboration, this feature has not been enabled for the course.
- 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.
- When creating a collaboration you cannot link to a previously created collaboration.
- 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

Log In

You need to authorize this integration in order to use it.

Please sign in to your Google account and authorize this integration.

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.

**Note:** Collaborators must have Google account and will need to authorize Canvas before they can view the collaboration.
Remove Collaborators

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

Add Groups

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 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 within the group.

Submit Collaboration

Click the Submit 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 create a Google Docs collaboration as an instructor?

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. To alert invitees about collaborations, you can create course events in the Calendar.

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.
• 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

Outcomes
Quizzes
Modules
Conferences
Collaborations
SCORM
Chat
In Course Navigation, click the **Collaborations** link.

**Start a New Collaboration**

Click the **Start a new collaboration** button.

**Authorize Google**

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.
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 within the group.
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 Microsoft Office 365 collaboration as an instructor?

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. To alert invitees about collaborations, you can create course events in the Calendar.

Notes:

- If you cannot create a Microsoft collaboration, this feature has not been enabled for the course.
- 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

<table>
<thead>
<tr>
<th>People</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bern, Annie</td>
<td></td>
</tr>
<tr>
<td>Blend, Bill</td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td></td>
</tr>
<tr>
<td>Johnson, Conrad</td>
<td></td>
</tr>
</tbody>
</table>

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.
Remove Collaborators

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

Add Groups
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 within the group.

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 an instructor?

If you are the course instructor or 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

Current Collaborations

Final Essay Collaboration - Hist. 310
Come here to discuss and collaborate with one another for your final essay.
Started by Doug Roberts, Dec 4 at 1:55pm

Final Test Review
Started by Emily Boone, Dec 4 at 1:35pm

HIS-101 Resources
Please share your favorite resource and why in at least one paragraph.
Started by Doug Roberts, Mar 9, 2016 at 12:25pm

Locate the collaboration and click the Delete icon.

Delete Google Doc

Delete collaboration?

This collaboration is being stored as a Google Doc. Did you want to delete it just from Canvas, or remove it from Google Docs as well?

1. Just Delete from Canvas
2. Also Delete From Google Docs
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.
Commons
How do I use Commons?

You can use Commons to search for and import content into your Canvas courses. You can also share resources to Commons from your Canvas courses.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you need to have an email address associated with your Canvas account.
- Users who can create or edit course content in Canvas also have access to Commons. This includes Admins, Teachers, Designers, and TAs. If an institution does not want student TAs to have access to Commons, an account admin should create a custom TA role in Canvas that does not have permission to create or edit course content.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The Resource Previews feature is currently an optional feature and must be enabled by an administrator in Commons. If your institution has not enabled Resource Previews, the resource details page may look different.

Open Commons
In Global Navigation, click the Commons link.

Find Resources

A resource in Commons can be a course, module, quiz, assignment, discussion, page, document, video, image, or audio file. Each resource type has a unique icon. Look for these related colors and icons when searching for resources. To find resources in Commons, use the search field [1]. You can search for keywords such as author, institution, or title. You can also search by outcome, consortium, or group.

To sort search results by Most Relevant, Latest, Most Favorited, or Most Downloaded, click the Sort by drop-down menu [2].

To apply search filters to your search, click the Filter button [3].

Based on your selected filters, the number of results are displayed in the page [4]. To search everything available to you in Commons, leave the search field and filters blank.

Note: Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content.
Filter Search Results

To narrow your search, or to search by filter, use one or more of the filter options:

- **Approved Resources** [1]: If your admin has enabled approved resources, you can filter results to only show approved resources.
- **Type** [2]: You can filter by resource type (e.g., Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Levels** [3]: You can select specific grades or level of education to narrow your search (e.g., K-12, Undergraduate, Graduate).
- **Shared With** [4]: You can filter results by resources shared publicly, in your account, in a group, or in a consortium.
In search results, resource details are displayed on content cards. Each card displays the following details:

- **Approved Resource icon** [1]: Identify institution-approved resources. Note that the approved resources feature must be enabled by an account admin.
- **Resource icon** [2]: Identify the resource type
- **Title** [3]: View the title of the resource
- **Grade level(s)** [4]: View the grade/level of the resource
- **Author** [5]: View the author of the resource
- **Downloads and Favorites icons** [6]: View the number of times a resource has been downloaded and imported or added as a favorite.

To preview a resource, view more details, or import a resource, click the resource title.
The content overview page loads the Preview tab by default. The sidebar contains further information and links:

- **Favorites and Downloads** [1]: Displays the number of times a resource has been added as a favorite or downloaded
- **Date of last update** [2]: Date when content was last updated by an author
- **License** [3]: Displays either the Copyright or Creative Commons content license
- **Thumbnail and Approved Icon** [4]: Resource thumbnail and, if applicable, the approved resource icon
- **Import/Download button** [5]: Button to download or import the resource
- **Size and Type** [6]: Size of resource file(s) and the type of content
- **Favorites button** [7]: Add the resource to your Favorites
To preview resource content, click the Preview tab. The Preview tab is shown by default.
In the Details tab, you can view a summary of the resource and related information:

- **Description** [1]: A brief explanation or summary of the resource
- **Author(s)** [2]: User(s) who shared the resource
- **Account** [3]: The account from which the resource was shared
- **Grade/Level** [4]: The suggested grade level(s) for the resource
- **Tags** [5]: Relevant tags or keywords to identify the resource
- **Duration** [6]: Duration of an audio or video file. Only applicable to audio or video resources
- **Outcomes** [7]: Outcomes linked to a resource. Only applicable to resources with linked outcomes
- **Shared With** [8]: Sharing settings (account, group(s), consortium(s), public, private)
- **Reviews** [9]: [Reviews by other users](#)

When you are ready to **import a resource**, click the **Import/Download** button and select a course.

**Note:** Not all resources will display all details. Listed details depend on the type of resource and information provided by the author.
View Version Notes

Dolphin Sounds

Preview Details Version notes

Updated Jan 2, 2019 - 1:52 PM
Changed license and description

To view any updates made to the resource, click the Version notes tab. Updates are sorted by date and time and may include a description of changes made.

Share a Resource

Research Assignment

Submit a 2-3 paragraph proposal for the topic of your research project related to the topics covered in class so far.

You can share a variety of resources to Commons from your Canvas course, including a Canvas course, course content, and files.
Terms of Use, Privacy Policy, and Help

You can access the Terms of Use, Privacy Policy, and Help in the footer in any page in Commons.
How do I preview resources in Commons?

You can preview resources in Commons before importing the resource into your Canvas course. In the search results, you can preview video and audio files for up to 10 seconds. Learn about supported file types in Commons.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.
- The Resource Previews feature is currently an optional feature and must be enabled by an administrator in Commons. If your institution has not enabled Resource Previews, the resource details page may look different.

Find Resource

Locate a resource by using the search field [1].

You can sort resources by Most Relevant, Latest, Most Favorited, or Most Downloaded [2].

You can also filter search results [3]. Learn more about searching in Commons.
Open Course

Intro to Biology

11 - Undergraduate

Doug Roberts

To preview a course, click the course title.
In the course details page, you can preview the various learning activities within the course. To preview course content, click a section in the sidebar [1]. Content is listed in the preview area [2]. Each content item displays the content type icon [3] and the published status icon [4]. If applicable, points possible are also shown [5].

To preview a content item, click the item title [6].

To download the file to your computer, click the **Import/Download** button [7].

**Note:** If a course does not contain a particular learning activity (e.g. quizzes), it will not be included in the course details.
Preview Course Content

Content item previews can include the item's title, description, submission requirements, points possible, links, and attachments. Information provided in the preview depends on the type of content being previewed.
To preview a module, click the module title.
In the module details page, you can preview items in the module. To preview module content, click a section in the sidebar [1]. Content is listed in the preview area [2]. Each content item displays the content type icon [3] and the published status icon [4].

To preview a content item, click the item title [5].
Content item previews can include the item's title, description, submission requirements, points possible, links, and attachments. Information provided in the resource preview depends on the type of content being previewed.

Welcome to Class!

Please introduce yourself to your classmates. Include some interesting facts about yourself. Some ideas include: favorite food, favorite vacation spot, favorite animal, hobbies, likes/dislikes, books you read this year, accomplishments. Please post your introduction and then respond to at least 2 other classmates.
In the search results page, click the title of the document [1] or image [2] you want to preview.

Note: Some image thumbnails are cropped automatically.
In the resource details page, you can preview the image or document before importing it into your course [1]. You can also view the file type and size [2].

To import the file into your course or to download the file to your computer, click the Import/Download button [3].
In the search results page, you can preview video and audio files (up to 10 seconds). To preview a video, hover your cursor over the video thumbnail [1]; the video preview will play automatically. Audio is not available when previewing a video. To view the full video with audio, click the video resource title [2]. To listen to a preview of an audio file, click the Play icon [3].
In the resource details page, you can preview the full video or audio file before importing it into your course [1]. You can also view the file type and size [2]. To import or download the file, click the Import/Download button [3].
How do I import and view a Commons resource in Canvas?

You can import courses, modules, assignments, quizzes, discussions, pages, or files from Commons into your Canvas course. Imported resources will retain their original published or unpublished status.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Standard Canvas file storage limits apply.
- Student data will remain private when sharing and importing resources.
- Options/settings are retained in resource imports. All due dates will be removed.
- Commons currently does not support sharing/importing question banks associated with a quiz.

Open Commons

In Global Navigation, click the Commons link.
Find Resource

Locate a resource by using the search field [1].

You can sort resources by Most Relevant, Latest, Most Favorited, or Most Downloaded [2].

You can also filter search results by approved content, type of content, grade/level, and sharing settings [3]. Learn more about searching in Commons.
Open Resource

To view resource details, click the resource title.

**Note:** Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.
View Resource

To import or download the resource, click the Import/Download button.
Import Resource

Search for the course(s) into which you would like to import the resource [1], or select the course(s) from the list [2]. Then, click the Import into Course button [3].

To download the file to your computer, click the Download button [4].

Notes:

- Canvas users enrolled in a course as an Instructor, TA, Designer, or a custom role based on one of the previously listed roles will see the Import into Course list, provided that the course they are enrolled in is current.
- If a course is set to override term dates and the Users can only participate in the course between these dates checkbox is selected, the course will appear in the course list if the course end date is not in the past.
- If a course uses term dates, the course will appear in the course list if the term start date is not in the future and the end date is not in the past.
Import Warning Message

If you are importing a file that exceeds 500MB, Commons will generate a warning message notifying you that the import may not be successful.
Resource Pending Message

If you try to import a resource that is still pending, the Import into Course button will be inactive, and Commons will display a message notifying you the resource is still processing.

View Import Notification

You have successfully started the import! It may take a little while to see changes in your course.

View the import status notification at the top of your screen. Please note that it may take a while to see changes in your course.
View Imported Resource

To view imported resources other than a course, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) in Course Navigation.

Import Status Notification

If the resource is still being imported, you will see a status notification when you open your course. Click the Import Status link.
View Import Status

Current Jobs

<table>
<thead>
<tr>
<th>Canvas Common Cartridge</th>
<th>bio-101-export.imsc</th>
<th>Jan 8 at 11:13am</th>
<th>2          Running</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas Common Cartridge</td>
<td>bio-101-export.imsc</td>
<td>Jan 8 at 11:13am</td>
<td>Completed</td>
</tr>
<tr>
<td>Canvas Common Cartridge</td>
<td>bio-101-export.imsc</td>
<td>Jan 8 at 11:19am</td>
<td>1           Queued</td>
</tr>
<tr>
<td>Canvas Common Cartridge</td>
<td>bio-101-export.imsc</td>
<td>Jan 8 at 11:38am</td>
<td>Completed</td>
</tr>
</tbody>
</table>

The Current Jobs menu displays the imported resource as a Canvas Common Cartridge .imsc file. You can view the date and time the resource was imported. The import status menu will show the import status by color:

- **Gray [1]**: Displays a queued status
- **Blue [2]**: Displays a running status and progress bar with time remaining
- **Green/Orange [3]**: Displays a completed status (orange indicates an issue associated with the import; click the issues link to view the list)

To correct any issue(s) that may have occurred with the import, you can use either the issues link next to the import or you can use the Course Navigation menu to move around the course and correct the errors.
How can I leave a review for a resource in Commons?

You can leave a review for a resource in Commons. Reviews are a way for users to evaluate the quality of a resource. A few things you might consider when evaluating a resource:

- Did you use this resource in your course?
- Do you think it improved student learning?
- Did you rely on this resource for content delivery, evaluation, etc.?

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons

In Global Navigation, click the Commons link.
To locate a resource in Commons, use the search field [1].

To sort content by relevance, date, number of downloads, or number of favorites, click the Sort by drop-down menu [2].

To filter search results by approved content, type of content, grade/level, and sharing settings, click the Filter button [3]. Learn more about searching in Commons.
Open Resource

To review content, click the resource title.

**Note:** Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.
In the resource details page, click the Details tab.
Submit Review

Write a review in the text field [1]. The maximum character limit for reviews is 1000 characters.

Click the Submit button when you’re done [2].

Edit or Delete Your Review

To edit your review, click the Edit link [1]. To delete your review, click the Delete link [2].
How do I add and manage Favorites in Commons?

In Commons, you can add a resource to Favorites to help you curate helpful content. Favorited content is viewed and managed in the Favorites page.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons

In Global Navigation, click the Commons link.
Find Resource

Locate a resource by searching or filtering in Commons.
Open Resource

Click the resource title.

History Reading Assignment

11 - Undergraduate

Doug Roberts

4 1
Add to Favorites

Click the Add to Favorites link.
View Favorites

You can view and manage your favorited content in the Favorites page [1].

To search in Favorites, type keywords and phrases in the search field [2].

To sort content by Most Relevant, Latest, Most Favorited, or Most Downloaded, click the Sort by drop-down menu [3].

To filter search results by approved content, type of content, grade/level, and sharing settings, click the Filter link [4].

To remove an item from Favorites, click the Favorites icon [5].
Remove from Favorites

To remove a resource from Favorites, open the resource, then click the Remove from Favorites link.
How do I view my imported and shared resources in Commons?

You can easily view all the resources you have imported or shared from Commons in one place.

Notes:

- If you need to remove a resource imported through Commons, navigate to the corresponding area in your course and delete it there. For example, to remove an imported assignment, navigate to the Assignments Index Page in your course to delete the assignment from the list.
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Imported

In Commons Navigation, click the Imported link.
View Imported Resources

In Commons Navigation, click the Shared link.

In Commons Navigation, click the Shared link.
View your shared resources. Resources are sorted by most recent share date.
Remove Resource

Click the **Delete** icon to remove the resource from Commons.

Confirm Delete

You will be asked to confirm deletion of the resource. To confirm and delete the resource, click **OK** [1]. You will be unable to recover the resource once it is removed from Commons.

To cancel deletion, click **Cancel** [2].
Note: If you delete a shared resource in Canvas, other users will still be able to import that resource until you delete the resource in Commons.
How do I import Commons Favorites in the Rich Content Editor in Canvas?

You can view and import resources from your Commons Favorites list in the Rich Content Editor in Canvas. Importing content in the Rich Content Editor only supports documents, videos, audio recordings, and images.

Notes:

• You must add a resource to your favorites in Commons before you can view and import it in the Rich Content Editor.
• Content imported in the Rich Content Editor is also imported into your course files.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features that support the Editor.
Open Commons Favorites

Click the Commons icon.

View Content

Your Commons Favorites open in a sidebar and display all embeddable resource types. You may need to scroll down to view additional resources.
Search Content

To search for specific content by title, description, keyword, or tags, use the search field.
Filter Content

To filter content by resource type, click the Resource Type drop-down menu and select a resource type.
Import Content

Click the resource you want to embed. The resource will start to embed in the Rich Content Editor automatically. Importing may take several minutes to complete.
View Imported Content

View the imported content in the Rich Content Editor.
How do I view updates to resources I previously imported from Commons?

When a modified resource is re-shared to Commons, users who have imported a copy of that resource in Commons prior to the update will have the option to update the resource. When an update is available, it will appear in the updates page, in the notifications center, and in the resource detail page.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If your current version of a resource has student submissions, you may consider not updating the resource.
- If you choose to update a previously shared resource, the previous version will be replaced. If you choose not to update a previously shared resource, a new resource will be created.

Open Commons

To view and update resources, click the Commons link.
Open Updates

In Commons navigation, click the **Updates** link [1]. You can also click the **View Update Notes** button in the notifications center [2].

To dismiss the notifications center, click the **close** icon [3]. The notifications center will reappear only when there is a new update.

**Note:** The notifications center will display up to three updates; however, you can view all available updates in the Updates page.
View Available Updates

In the Updates page, you can view all your previously imported resources that have been updated by the original user. You can view the name and type of resource [1], date and time the resource was last updated [2], and notes of what was updated in this version [3].

You can also view which course(s) you previously imported the resource into [4] and which version of the resource you are currently using [5].

To view the resource details page or view the full version history, click the name of the resource.

**Note:** Resources removed or deleted from Canvas cannot be updated.
View Resource Details Page

On the resource details page, you can also view update notifications. To view updates, click the Show Courses button [1].

To view the version history, click the Version notes tab [2].

To return to the updates page, click the Back to Updates button [3].
Select Courses

If you imported the resource into more than one course, you have the option to select which course(s) you want to update. All courses will be selected by default. To select or deselect a course for update, click the checkbox next to the course name.
Update Resource

To update your resource, click the **Update** or **Update selected** button [1]. Updating your resource will replace your current resource. To confirm, click the **Yes** button [2].
You can also choose to ignore the update if you do not want to update your copy of the resource. To ignore the update for the selected course(s), click the Dismiss or Dismiss selected button [1]. Prior to dismissal, you will need to confirm you wish to ignore the update. To confirm, click the Yes button [2].

**Note:** If you ignore the update for the selected course(s), you will still be notified of future updates to the resource.
To view your imported resources, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) in Canvas.
What information do I need to share a resource to Commons?

When sharing a resource to Commons, you will need to add details about the resource, select a content license, and choose a sharing option.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• For best results, please make sure your course is complete and published before sharing to Commons.

Sharing and License

Commons resources require sharing and license options. You can select from the following options:

1. If the resource you are sharing will update an existing resource, click the toggle and select the resource. Learn more about updating resources.
2. Choose who you want to share the resource with. Learn more about sharing options.
3. Select a content license. [Learn what types of content licenses are available](#).
4. Add any additional information about the resource.

**Notes:**

- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
- When updating resources, resources that are no longer in a user's scope will not appear in the user's Updates page. For example, changing the share option from your account to within specific groups.
- The license you select for your resource in Commons is not tied to the license that is set for the resource within Canvas course settings.
- Fields marked with an asterisk (*) are required.

**Metadata**

Add Metadata for your resource under the following headings:

1. **Title**: Edit the title of your resource if necessary. This will be pre-populated based on the resource name.
2. **Description**: Enter a description for your resource. If you plan to share your resource with other users, be as descriptive as possible.
3. **Tags**: Enter tags to make it easy for other users to find your resource (at least one tag is required). For example, you can add Common Core State Standard tags.

4. **Image**: Select an image from Flickr or upload your own image. Images are not available for image or video resources.

**Note**: Fields marked with an asterisk (*) are required.

**Grades**

Select the appropriate grade level(s) using the sliders or the dropdown menus.
How do I add a thumbnail image to my shared resource?

When sharing a resource to Commons, you can upload your own thumbnail image or select an image from Flickr. A thumbnail image is a visual representation of your resource and is used in the Commons resource repository. The minimum size of your thumbnail must be at least 147 pixels high and 262 pixels wide.

Flickr searches the following licenses for images:

- Creative Commons Attribution License
- Creative Commons Attribution-ShareAlike License
- Creative Commons Attribution-NoDerivs License

Learn more about Creative Content licenses. All Flickr images in Commons are moderated as safe. For concerns about how images show in Commons search, please refer to the Flickr Safety Guide.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
Create Information

**Metadata**

**Title**
Biosynthesis

**Description**
Please describe your object

**Tags** *(Hit enter to start a new tag)*
Biosynthesis
By: Doug Roberts

**Image**

In the share page, enter resource details.

Select Image
To select an image, click the **Click to change** button.

**Note:** The option to select an image is not available for *image or video* file types.

### Upload Image

You can upload an image from your computer or select an image from Flickr Creative Commons. To upload your image, click the [browse] link [1] or drag and drop [2] your file directly into the image drop zone.

**Notes:**

- Thumbnail images must be a .jpg, .png, or .gif file.
- The minimum size of your thumbnail must be at least 147 pixels high and 262 pixels wide.
Open File

Locate and click the name of the file you want to upload. Then click the Open button.
Crop Image

To crop image, drag the selection and then click the "Save" button below.

Cancel    Save

Choose Image from Flickr

To select and crop your image, drag the selection box [1]. When you're done, click the Save button [2]. You will be able to preview the image before sharing your resource.
You can also select an image from Flickr Creative Commons.

To find images that represent your resource, enter a keyword(s) [1] into the search field. To choose a thumbnail [2], click the image you would like to use.

### Preview Image

**Metadata**

**Title**

Biosynthesis

**Description**

Students will learn the basic principles of biosynthesis using flower genetics as the main example.

**Tags** *(Hit enter to start a new tag)*

- flowers
- biology
- genetics

**Image**

Preview your image. If you are not satisfied, click the **Click to change** button to upload a new image.

**Note:** User images are not saved in the image library for reuse.
Share to Commons

When you're done, click the Share button.
What types of content licenses are available in Commons?

A Creative Commons license allows you to share, on your own terms, the course content you create. You determine how and to what extent other users can reuse your original course content. Likewise, you can reuse other users’ content if it has a Creative Commons license. The benefit of using Creative Commons licenses is that other instructors can use, build, and improve upon your own content. This type of creative collaboration can add value to your curriculum.

When sharing a resource to commons, you will need to select a content license option.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The license you select for your resource in Commons is not tied to the license that is set for the resource within Canvas course settings.
- For more information about copyright infringement, please read the Canvas Commons Terms of Use.
- Learn more about setting the content license.

Copyrighted

License* Help Me Choose

Copyrighted

Copyrighted means original content created by you. If you select this option, you can add additional information.

Public Domain

License* Help Me Choose

Public Domain

Public Domain
Public Domain means the work has no known copyright and is free to use without restrictions. To learn more, click the Public Domain image.

**Attribution**

All Creative Commons licenses require Attribution. In other words, when others distribute or reuse your work, they must always credit you for your original creation. If you select Attribution as your only Creative Commons license, others can copy, distribute, and use your course content or altered forms of your course content. To learn more, click the CC - Attribution image.

**Attribution ShareAlike**

If you add a ShareAlike license to your course content, others are allowed to copy, distribute, and use your course content only if they redistribute your content using the same Creative Commons license. To learn more, click the CC - Attribution ShareAlike image.

**Note:** The Attribution-ShareAlike license is used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects. With this license, others can copy, distribute, and use your course content or altered forms of your course content (even for commercial purposes) as long as they credit you and use the same Creative Commons license.
Attribution No Derivatives

A No Derivatives license indicates that others can use your course content, but they may not change it in any way. To learn more, click the CC - Attribution NoDerivs image.

Attribution NonCommercial

A Non-Commercial license adds the caveat that others can use your course content, but not for commercial purposes. To learn more, click the CC - Attribution NonCommercial image.

Choose a Content License

To share your resource in the way that works best for you, select a license from the Copyright and Licenses drop-down menu. The list below shows the available copyright and license combinations, from least restrictive to most restrictive:
• Copyrighted
• Public Domain
• CC - Attribution
• CC - Attribution ShareAlike
• CC - Attribution NoDerivs
• CC - Attribution NonCommercial
• CC - Attribution NonCommercial ShareAlike
• CC - Attribution NonCommercial NoDerivs

You can view more information about Creative Commons licenses and how they work at creativecommons.org/licenses.
What types of sharing options are available in Commons?

When sharing a resource to Commons, you will need to choose who you want to share your resource with. There are five sharing options available: share to your entire account, share within groups, share within consortiums, share with the public (all Canvas Commons users), or you can set a resource only visible to yourself (private). Select one or more options (maximum of 10) for sharing your resource(s).

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Standard Canvas file storage limits apply, however, anything shared publicly will not count against your quota.
- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
- When updating resources, resources that are no longer in a user's scope will not appear on the user's Updates page. For example, changing the share option from your account to within specific groups.

Share to Account

Sharing and License

Is this an update to a previously shared resource? 

Who can use this resource? * Maximum of 10

- Only Me
- All of Lorbeta Canvas Account
- Select Group(s)
- Select Consortium(s)
- Public (any Canvas Commons user)

To share the resource with your entire account, select the All of [account] checkbox. If you share to your entire account, the resource will be shared to all groups within the account (including groups you may not belong to).
Share within Groups

Sharing and License

- Is this an update to a previously shared resource?

Who can use this resource? * Maximum of 10

- Only Me
- All of Lorbeta Canvas Account
- Select Group(s)
  - Biology Dept
  - College of Science
  - Instructor’s Group
- Select Consortium(s)
- Public (any Canvas Commons user)

To share the resource within groups, select the Select Group(s) checkbox. This includes the ability to share with all or select groups.

*Note: Group visibility is based on your group membership(s).*
To share the resource only within consortiums, select the **Select Consortium(s)** checkbox. This includes the ability to share with all or select consortiums.
Share with Public (All Canvas Users)

Sharing and License

☑️ Is this an update to a previously shared resource?

**Who can use this resource?** *Maximum of 10*

☐ Only Me
☐ All of Lorbeta Canvas Account
☐ Select Group(s)
☐ Select Consortium(s)
☑️ Public (any Canvas Commons user)

To share the resource with all Canvas users, select the **Public** checkbox. The shared resource will be publicly available to anyone using Canvas.

Share Privately

Sharing and License

☑️ Is this an update to a previously shared resource?

**Who can use this resource?** *Maximum of 10*

☑️ Only Me
☐ All of Lorbeta Canvas Account
☐ Select Group(s)
☐ Select Consortium(s)
☐ Public (any Canvas Commons user)
To share the resource with just yourself, select the **Only Me** checkbox.
What types of document and media files can be shared to Commons?

Learn about what types of document and media files can be shared to Commons.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• Not all files supported in Commons are supported in Canvas.

Supported Document Types

The following document files can be shared to Commons:

• .doc
• .docx
• .ppt
• .pptx
• .pdf
• .xls
• .xlsx
• .rtf
• .txt
• .odt
• .odp
• .ods

Supported Image Types

The following image files can be shared to Commons:

• .jpg
• .png
• .gif
• .svg

Supported Video Types

The following video files can be shared to Commons:
• .asf – Windows Media
• .mov – Apple Quicktime
• .mpg – Digital Video Format
• .avi – Digital Video Format
• .m4v – Digital Video Format
• .wmv – Windows Media
• .mp4 - Digital Video Format
• .3gp – Multimedia Mobile Format
• .flv – Flash Video

**Supported Audio Types**

The following audio files can be shared to Commons:

• .mp3
• .wav
• .mp4
• .aac
• .aif
• .ogg
• .webm
How do I share a course to Commons?

You can share your Canvas course to Commons and make it available to other instructors.

Resources should be complete before they are shared. To modify an existing shared resource, learn how to update a resource previously shared to Commons.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Updating a previously shared course in Commons can replace constituent resources within the dependent course, resetting or replacing important settings, course design, and even resources like assignments. Please use caution when updating courses via Commons.
- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
- The file size limit for uploaded content is 500mb.
In Global Navigation, click the Courses link [1], then click the name of the course you want to share to Commons [2].
Open Settings

Outcomes
Quizzes
Conferences
Collaborations
SCORM
Chat
Settings

In Course Navigation, click the **Settings** link.
Share to Commons

In the sidebar, click the Share to Commons link.

Choose Sharing Option

Sharing and License

Who can use this resource? * Maximum of 10

- Only Me
- All of Lorbeta Canvas Account
- Select Consortium(s)
- Public (any Canvas Commons user)
Select a sharing option.

Choose Content License

Select your content license from the Copyright and Licenses drop-down menu [1]. To add any additional licensing, copyright, or usage information, click the Add Additional Information link [2].

Add Metadata

Enter resource metadata and add an image thumbnail.
Add Grade/Level

Select the appropriate grade level(s) using the sliders or drop-down menus.

Share to Commons

When you're done, click the Share button.
View your shared resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.
How do I share a resource to Commons?

You can share assignments, modules, quizzes, pages, and discussions in Canvas to Commons.

To modify an existing shared resource, learn how to update a resource previously shared to Commons.

Notes:

- The steps in this lesson are similar for sharing assignments, modules, quizzes, pages, or discussions. The differences include opening the feature from Course Navigation and using the Settings icon on Index and Details pages. The images in this lesson illustrate how to share an assignment to Commons.
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The file size limit for uploaded content is 500mb.

Open Course

In Global Navigation, click the Courses link [1], then click the name of the course you want to share the resource from [2].
Open Feature Area

In Course Navigation, click the feature area link where your resource is located.
Share Resource

Locate the resource you’d like to share within the feature area page, click the Options icon [1], then click the Share to Commons link [2].

**Note:** If there is a rubric attached to a resource, it will be shared to Commons as part of the resource. The attached rubric will also be imported as part of the resource.
Choose one of the following essay questions and write a 1 page response.

Questions:
1. Why is the structure of DNA a double helix?
2. What is diffusion and why does it work?
3. Explain the Krebs Cycle. How does it work?
4. What are the characteristics of living organisms?

You can also open the individual resource to share to Commons. Click the Options icon [1] then click the Share to Commons link [2].

Choose Sharing Option

Sharing and License

Who can use this resource?* Maximum of 10

- [ ] Only Me
- [ ] All of Lorbeta Canvas Account
- [ ] Select Consortium(s)
- [ ] Public (any Canvas Commons user)

Select a sharing option.
Note: Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

Choose Content License

Select your [content license](#) from the Copyright and Licenses drop-down menu [1]. To add any additional licensing, copyright, or usage information, click the [Add Additional Information](#) link [2].

Add Metadata

- **Title**: Writing Assignment
- **Description**: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
- **Tags**: (Hit enter to start a new tag)
  - research
  - writing
- **Image**: ![Image](#)
Enter resource metadata and add a thumbnail image.

Add Grade/Level

Select the appropriate grade level(s) using the sliders or the dropdown menus.

Share to Commons

When you're done, click the Share button.
View your shared resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.
How do I share a document, image, video, or audio file to Commons?

Learn how to share files in Canvas to Commons. Learn more about supported file types in Commons.

Resources should be complete before they are shared. To modify an existing shared resource, learn how to update a resource previously shared to Commons.

Notes:
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The file size limit for uploaded content is 500mb.

Open Course

In Global Navigation, click the Courses link [1], then click the name of the course you want to share the file from [2].
Open Files

In Course Navigation, click the Files link.
To share a document [1], audio [2], image [3], or video [4] file, click the **Options** icon [5] then click the **Share to Commons** link [6].
Choose Sharing Option

Sharing and License

Is this an update to a previously shared resource?

Who can use this resource? * Maximum of 10

- Only Me
- All of Lorbeta Canvas Account
- Select Consortium(s)
- Public (any Canvas Commons user)

Select a sharing option.

Note: Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

Choose Content License

License * Help Me Choose

Copyrighted

Add Additional Information

From the Copyright and Licenses drop-down menu, select your content license.

To add additional information about licensing or usage, click the Add Additional Information link.
Add Metadata

Metadata

**Title**
Biological Classification PDF

**Description**
Shows a classification chart

**Tags** *(Hit enter to start a new tag)*
× biology, × classification

**Image**

Click to change

Enter [resource metadata](#) and [add a thumbnail image](#).

**Note:** For image and video file types, a thumbnail is created automatically. Thus, the option to select a thumbnail is not available.
Add Grade/Level

Select the appropriate grade level(s) using the sliders or dropdown menus.

Share to Commons

When you're done, click the Share button.
View your shared resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.

Notes:

- The file type will automatically display in the resource details.
- Duration will display for video and audio file types.
How do I update a resource I previously shared to Commons?

If you modify a resource (learning activity) in Canvas that was previously shared to Commons, you can share the modified resource to Commons again to update the existing resource in Commons. Only the user who originally shared a resource to Commons can update resource content. However, administrators can edit resource details.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If you choose to update a previously shared resource, the previous version will be replaced. If you choose not to update a previously shared resource, a new resource will be created.

Open Course

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

In Course Navigation, click the feature area link where the resource exists that you want to update.

If you modified a course and want to share it to Commons as an update, navigate to course Settings.

Note: When updating a file, if you change the file name, Commons might not be able to match it with your existing resource.
Share to Commons

Locate the resource [1] and click the Options icon [2]. Then, click the Share to Commons link [3].

Select Update Option

- Is this an update to a previously shared resource?

Commons will automatically check whether or not the resource can be updated and create a default option. To manually choose whether or not the currently shared resource is an update to a previously shared resource, click the update toggle.

Notes:

- If you choose not to update the previously shared resource, a new resource will be created.
- Resources not previously shared to Commons will not have an update option.
Change Resource

Select which resource you are updating: *

- Writing Assignment

Change

Commons will verify the best match for which resource you are updating. To change which resource you are updating, click the Change button.

Select Resource

Is this an update to a previously shared resource?

Select which resource you are updating: *

- Research Assignment
- Writing Assignment
- Writing Assignment

A list of previously shared resources is pre-populated for you. To update a resource, click the radio button next to the desired resource.
Add Version Notes

In the Version notes field, let users know what you updated. Version notes will be visible to users on the resource details page.

Edit Resource Details

If necessary, edit resource information, content licensing, and sharing options.

Note: Resources that are no longer in a user’s scope will not appear on the user’s Updates page. For example, changing the share option from your account to within specific groups.
Update Resource

When you are ready, click the **Update** button.
View your updated resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.
How do I edit the details of a resource in Commons?

Authors can edit the license, version notes, title, description, tags, image, and sharing settings for their shared resources from Commons. To modify an existing shared resource, learn how to update a resource previously shared to Commons. Admins can also edit and remove shared account resources that are not private to the author.

Notes:
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons

In Global Navigation, click the Commons link.
Find Resource

In the search field [1], find the resource you want to edit or delete. To view all your shared resources, click the Shared link [2].

Open Resource

Click the name of the resource you want to edit or delete.
Edit Resource

Click the Edit Resource link.

Edit Resource Details

Edit the resource information, content licensing, and sharing options.

Note: The Version notes field is only available for previously shared resources that have been updated.
Save Changes

When you're done, click the Save Changes button.

View Updated Resource

Pellentesque sit amet lacus lacus. Proin odio dolor, tincidunt vitae dolor quis, blandit rutrum nulla. Pellentesque condimentum odio eu nibh orare, in finibus sem lacus. Suspendisse non ipsum accumsan tellus elementum ut ultricies dictum eu velit. This is a reading assignment.

Author(s)
Doug Roberts

Account
Lorbeta Canvas Account

Grade/Level
11, 12, Undergraduate

Tags
Assignment, history

Shared With
Lorbeta Canvas Account

View updated resource details.
How do I manage Groups in Commons?

Group managers can change the group's name, add or remove group members, make other members group managers, and edit or delete resources shared to the group.

A Group Manager is a role that must be assigned by an Admin. Learn more about how to [add a Group Manager as an Admin](#).

Open Admin Settings

In Commons Navigation, click the **Admin** link.

Open Groups

Click the **Groups** tab.
View Groups

Find a specific group by typing in the Search groups field [1].

To manage the group, click the group name [2].

Edit Group

In the Groups page, to edit a group, click the group's name.
Edit Group Details

In the Edit Group page, you can change the group name [1] and add users to the group [2].

To return to the Groups page, click the Back to All Groups link [3].

Add Group Members

Click the Search users to add field [1]. Type the name or email address of the user and select the user from the search list [2].

Note: If you can’t find the user you’d like to add to the group, make sure they have accessed Commons in the past.
Manage Group Members

Users appear in the Group Member list [1]. Commons displays the user’s name [2] and email [3].

To change the manager status of a user, click the toggle button [4]. To remove a user from the group, click the Delete icon [5].

Delete Group

To delete a group, click the Delete icon.

Note: Only administrators can delete groups.
Conferences
How do I use the Conferences Index Page?

The Conferences Index Page allows you to view all the conferences within a course. As an instructor, you can create new conferences, start conferences, and manage concluded conferences. If your institution has upgraded to the Canvas Conferences premium tier, you can view conference statistics.

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.
View Conferences

Conferences are grouped in two parts: New Conferences [1] and Concluded Conferences [2]. Both always display the conference name [3] and description [4].

If a student has been invited to a conference, the student can view the conference in the Conferences page.
View In Progress Conference

As a moderator, you can start new conferences [1]. Once the conference has started, the conference status shows as in progress [2]. Participants invited to the conference can join as long as the Join button is visible [3].

View Concluded Conferences

Concluded conferences display in the Concluded Conferences section. Each concluded conference shows the title, date, and description of the conference [1].

You can delete a concluded conference in the conference's Settings menu [2].
View Recorded Conference

When your conference has concluded, click the name of the recorded conference [1]. To replay the conference, click the recording format link [2]. The recording format displays as either a presentation or a video.

The recording format link does 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: For all basic Conference accounts, recordings are automatically deleted 14 days after the conference ends.

Open Statistics
If your institution has upgraded to the Canvas Conferences premium tier, you can view conference statistics by clicking the statistics link.

**View Statistics**

![Final Test Prep Conference](image)

Statistics include metrics about student participation in the recorded session, such as length of time in the session [1], number of moderators and participants [2], and the number of students who spoke, messaged, used emojis, or raised their hands during the conference [3]. Metrics also include each student's response to polls [4].

To download statistics as a CSV file, click the Download CSV button [5].
How do I create a conference in a course?

You can create a conference in a course to hold virtual office hours and speakers. Conference invitations are sent out when the conference is created. To alert invitees about upcoming conferences, you can create course events in the Calendar.

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 Course Navigation, click the Conferences link.

Create New Conference
Click the New 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]. This option will remove the time limit in the duration field.

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 course to your conference. However, once a user has been invited, the user cannot be removed from the conference.

By default, all members in the course will be invited to the conference [1].

To remove all course observers from the conference invitation, select the Remove All Course Observer Members checkbox [2]. When this checkbox is selected all course members except observers are 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 course contains more than 50 people, you will have to invite course members individually.

Select Individual Members

<table>
<thead>
<tr>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1️⃣ Invite All Course Members</td>
</tr>
<tr>
<td>2️⃣ Remove All Course Observer Members</td>
</tr>
<tr>
<td>📝 Boone, Emily</td>
</tr>
<tr>
<td>📝 Doe, Jessica</td>
</tr>
<tr>
<td>📝 Johnson, Max</td>
</tr>
<tr>
<td>📝 Jones, Bruce</td>
</tr>
<tr>
<td>📝 Jones, Caroline</td>
</tr>
<tr>
<td>📝 Parent, Canvas</td>
</tr>
<tr>
<td>📝 Rogers, Joe</td>
</tr>
</tbody>
</table>
If you want to select specific members of your course, deselect the **Invite All Course Members** checkbox [1]. Select the checkbox(es) for the individual member(s) you would like to invite [2].

**Update Conference**

To save the conference settings, click the **Update** button.

**View Conference**

View your created conference.
How do I delete a conference?

You can delete new and concluded conferences. Deleting a concluded conference also immediately removes the conference from the server, in addition to all associated recordings.

Open Conferences

In Course Navigation, click the Conferences link.

Delete Conference
Click the **Settings** icon [1] and click the **Delete** link [2].

**Confirm Deletion**

Are you sure you want to delete this conference?

[Cancel] [OK]

Click the **OK** button.
How do I edit a conference?

You can edit the settings of a conference in your course. 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 Course Navigation, click the Conferences link.
Edit Conference

Click the conference you want to edit. Click the **Settings** icon [1] and click the **Edit** link [2].

**Edit Conference Details**

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?

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, you can view recorded conferences in the Conferences Index Page. If you recorded multiple segments in your conference, each segment will be a separate recording.

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 course where the conference was recorded; URLs cannot be shared outside Canvas.

For alternative storage and download options, contact BigBlueButton to set up a hosting account.

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.
Create New Conference

Click the New Conference button.

Enable Recording

To turn on the options for recording within the conference, select 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?

You can start conferences that you have created for your course.

Open Conferences

In Course 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. [Learn how to use the conference interface](#).
How do I join a conference?

You can join a conference that has already been started by the conference host. Instructors will be given moderator permissions when they join a conference started by another user.

To use your microphone, you must give Conferences access to your 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

How would you like to join the audio?

1. Microphone
2. Listen only

To use your microphone during the conference, click the Microphone icon [1]. To join the conference without enabling a microphone, click the Listen only icon [2]. You will be able to change your audio preference after you've joined the conference.

View Chrome Microphone Permissions

To enable a microphone in a Chrome browser, click the Allow button.
View Firefox Microphone Permissions

To enable a microphone in a Firefox browser, select your microphone in the Microphone to share menu [1]. Then click the Allow button [2].

Audio Test

This is a private echo test. Speak a few words. Did you hear audio?

1. Yes
2. No
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 icon [1]. To choose a different microphone and repeat the audio test, click the No icon [2].

Note: It is recommended that you use a headset with a microphone for the best audio experience.

View Conference

View the conference.

Learn how to use the Conferences interface.
How do I conclude a conference?

Depending on how you created your conference, your conference may conclude by itself, or you may have to conclude it manually.

Note: A conference can be concluded directly from the logout menu in the conferences interface. However, the Conferences page does not currently update the status and will still show as In Progress. If a new user joins the conference, a new meeting with the same name will be created. To prevent new users from joining the conference, always return to the Conferences page and click the conference End button.

View Time-Limit Conferences

Conferences created with a time limit will remain active for the duration of the conference.

Once the conference duration has expired, the conference will automatically conclude once the last member of the conference has left the room. You can also manually conclude (end) the conference at any point during the allotted time.

When a conference concludes, all files and chats are removed from the conference room.
View Long-Running Conferences

Conferences created without a time limit will remain active as long as you (or another conference organizer) keeps the conference running.
End Conference Manually

To end a conference, return to the Conferences page. Next to the name of the conference, click the End button.

When a conference concludes, all files and chats are removed from the conference room.

View Concluded Conference

- **History 101 Conference**
  - May 29 at 4:41pm
  - Feel free to ask questions about the course

- **Final Test Prep Conference**
  - May 29 at 2:53pm
  - 1 Recording

- **Class Open Q&A**
  - May 29 at 2:11pm
  - 1 Recording

- **Final Project Conference**
  - May 29 at 10:08am
  - 1 Recording
Once the conference has concluded, the conference will appear in the Concluded Conferences section on the Conferences page. Updating the status of the conference may take a few minutes.

**Note:** If the conference has not changed status after a significant amount of time, the time limit has passed, and there are no members left in the conference room, edit the conference and update the settings to manually refresh the Conferences page.
How do I use the Conferences interface as a moderator or presenter?

Once you have started a conference or joined a conference as a moderator, you can use the Conferences interface to moderate and participate in the conference. Any user who starts a conference or an instructor who joins the conference will be given moderator permissions. Moderators can demote other moderators to viewers.

The Conferences interface is displayed using BigBlueButton's HTML5 conferencing system. This guide provides a basic overview of the Conferences interface. To learn more about specific features, view BigBlueButton's HTML5 user documentation.

It is recommended to use Chrome or Firefox browsers to access the Conferences interface. Screen sharing is not supported on Safari browsers.

View Conferences Interface

The Conferences interface contains a variety of tools to help you moderate and participate in your presentation. The interface consists of the following areas:

- User Menu [1]
From the User Menu, you can view all the users in the conference [1].

You can also chat with conference participants and contribute to shared notes. To open the conference chat, click the Public Chat link [2]. To open the Shared Notes, click the Shared Notes link [3].

The User Menu is open by default. To close the User Menu, click the Users icon [4].
Manage Users

To manage settings for all users, click the User Settings icon [1].

To clear users' status icons, click the Clear all status icons link [2].

To mute users, click the Mute all users or Mute all users except presenter links [3].

To lock specific conference features for users, click the Lock viewers link [4]. To create breakout rooms, click the Create breakout rooms link [5].

To chat with a user, remove a user from the conference, or promote a user to presenter or moderator, click the name of the user [6].
The Presentation Window displays the presentation that has been selected by a moderator or presenter [1]. To upload a new presentation file, start a poll, or share a YouTube video, click the Add button [2].

To begin recording the session, click the Start recording button [3].

The Presentation Window also includes several tools that control how you can participate in the conference. To mute or unmute your microphone, click the Microphone button [4]. To leave or join the conference audio, click the Audio button [5].

To enable your webcam, click the Webcam button [6]. If webcams are enabled, you can close the presentation window and display only webcams by clicking the Close icon [7].

To share your computer screen, click the Screen Share button [8].
The Conferences interface includes several tools that you can use to annotate the presentation window. To use a pencil to draw in the presentation window, click the **Pencil** icon [1].

To view all annotation tools, click and hold the Pencil icon. In addition to the pencil tool, you can also create text annotations [2], line annotations [3], or shape annotations [4].

To pan a document that has been zoomed in, click the **Pan** icon [5].

To adjust the thickness of an annotation, click the **Thickness** icon [6]. To adjust the color of the annotation, click the **Color** icon [7].

To undo the most recent annotation, click the **Undo** icon [8]. To delete all annotations that you have created, click the **Delete** icon [9].

To allow all users to use the annotation tools, click the **Multiuser Whiteboard** icon [10].
Open Options Menu

To open the Options menu, click the **Options** icon [1].

To view the conference in fullscreen mode, click the **Make fullscreen** option [2].

To view information about the interface, click the **About** option [3]. To view help tutorials, click the **Help** option [4]. To view hotkeys, click the **Hotkeys** option [5].

To end the conference, click the **End meeting** option [6]. To logout of the interface, click the **Logout** option [7].
View Settings Menu

To open the Settings menu, click the **Settings** link.
Manage Application Settings

To manage applications settings, click the Application link [1].

To enable or disable animations that display when a user is speaking, click the Animations button [2].

To enable or disable chat alerts, click the Audio Alerts for Chat or Popup Alerts for Chat button [3].

To select a language for the interface, click the Application Language drop-down menu [4] and select the language. To adjust the font size, click the Decrease or Increase buttons [5].

**Note:** Chat alerts only function within the same browser in which the Conferences interface is open.
Manage Data Savings Settings

To manage data saving settings, click the **Data savings** link [1].

To enable or disable webcams, click the **Enable webcams** button [2]. To enable or disable desktop sharing, click the **Enable desktop sharing** button [3].
Conversations
How do I use Conversations as an instructor?

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 and its term date has passed, you can no longer message students 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.

10:26am
Doug Roberts, Emily Boone
Upcoming Quiz
Hi Mr. Roberts, I will be absent on Monday so I
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.
How do I send a message to a user in a course in Conversations as an instructor?

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.
- 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 can no longer message students 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 reply to messages sent to you. You cannot send a new message to a user.
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].

Notes:

- Users with a custom role appear in the course roster under the role that was set as the base type for that custom role.
- Users with a Designer role (or a custom role with Designer as the base type) do not appear in the course roster. You can message a course designer by typing the user's name in the To field.
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 find my unread messages in Conversations as an instructor?

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

12:35pm

Emily Boone, Doug Roberts...
Office Hours
My office hours are listed in the course Calendar at

12:05pm

Emily Boone, Doug Roberts
Homework Assignment
Thank you for your submission. It will be graded sh

11:32am

Doug Roberts, Emily Boone
Assignment
Please review this assignment.

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 **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 send a message to all course users in Conversations as an instructor?

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 access 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

Compose Message

<table>
<thead>
<tr>
<th>Course</th>
<th>History 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>No subject</td>
</tr>
<tr>
<td></td>
<td>Send an individual message to each recipient</td>
</tr>
</tbody>
</table>

Click the **Address Book** icon.

Select All Users in Course

Compose Message

<table>
<thead>
<tr>
<th>Course</th>
<th>History 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>All in History 101 People: 14</td>
</tr>
</tbody>
</table>

- Teachers
- Students
- Observers
- Course Sections
- Student Groups
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].
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].
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 use Conversations as an instructor?

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 and its term date has passed, you can no longer message students 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.

Doug Roberts, Emily Boone
Upcoming Quiz
Hi Mr. Roberts, I will be absent on Monday so I…
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].
When you select a conversation [1], all messages in the conversations thread appear in the right Conversations panel [2].
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.
How do I filter conversations as an instructor?

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 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. Sent messages also includes messages sent from the Gradebook.

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 an instructor?

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.
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>Time</th>
<th>Conversations</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:49am</td>
<td></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>Doug Roberts, Max Johnson</td>
<td>Missing Assignment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thanks, Mr. Roberts!</td>
<td>★</td>
</tr>
<tr>
<td>Oct 24, 2017</td>
<td>2</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>Doug Roberts, Max Johnson</td>
<td>Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Definitely!</td>
<td>★</td>
</tr>
<tr>
<td>Mar 13, 2017</td>
<td>4</td>
<td><strong>4</strong></td>
</tr>
<tr>
<td>Doug Roberts, Max Johnson</td>
<td>(No subject)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History Quiz</td>
<td>★</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 an instructor?

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.
- 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 can no longer message students 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 reply to messages sent to you. You cannot send a new message to a user.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>History 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>Emily Boone, Jessica Doe</td>
</tr>
<tr>
<td>Subject</td>
<td>No subject</td>
</tr>
</tbody>
</table>

Send an individual message to each recipient

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].

Notes:

- Users with a custom role appear in the course roster under the role that was set as the base type for that custom role.
- Users with a Designer role (or a custom role with Designer as the base type) do not appear in the course roster. You can message a course designer by typing the user's name in the To field.
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 send a message to a user in a group in Conversations as an instructor?

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.

Notes:

- Currently you cannot message users in multiple groups.
- Once a course has concluded, you cannot message student groups in that course.

Open Inbox

In Global Navigation, click the Inbox link.
Compose Message

Click the Compose icon.

Select Group

In the Course 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

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 an instructor?

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 access 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].
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].
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 an instructor?

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 File(s)

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)

Assignment

Doug Roberts, Emily Boone
History 101

November 21, 2017 at 11:32am

Please review this assignment.

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 an instructor?

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**

![Compose Message](image)

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

Compose Message

Course: History 101
To: Max Johnson
Subject: Class Lecture

1. Send an individual message to each recipient
2. Embed Media Comment

Here's the class lecture from today.

3. Send

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

Class Lecture

Doug Roberts, Max Johnson
History 101

Here's the class lecture from today.

undefined
The media comment will appear below the message. Click the link to view the file.
How do I reply to a message in Conversations as an instructor?

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 privately respond to one individual in a group message as an instructor?

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.

Locate Message

Class Field Trip

Emily Boone, Max Johnson, Doug Roberts... +1 more

Fall Festival Group

Remember the group field trip is on Friday.

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 an instructor?

Submission Comments allows users to view all assignment submission comments sent and received within the last four weeks. You can reply to submission comments directly from Conversations.

You can also reply to comments directly from assignment submissions. You can evaluate assignments in SpeedGrader and leave feedback for your students, or you can make comments in the Gradebook.

Notes:

• Submission comments only appear between a student and any user who has appropriate Gradebook and SpeedGrader editing and commenting permissions—most commonly an instructor, TA, or both.
• 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 access to 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 - Position Paper**

Doug Roberts  
November 21, 2017 at 12:24pm

Remember to cite your sources.

Emily Boone  
November 21, 2017 at 12:18pm

I would love some feedback on my rough draft. Thanks!

View your reply in the conversation thread.

Replies are also posted back to the assignment and can be viewed in the Gradebook and SpeedGrader.
How do I forward a message from a conversation as an instructor?

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

**Class Field Trip**

Emily Boone, Max Johnson, Doug Roberts... +1 more
Fall Festival Group

Remember the group field trip is on Friday.
Hover over 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 an instructor?

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

Compose Message

Course: History 101

To: Emily Boone, jessi

Subject: Office Hours

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**

**Compose Message**

- **Course**: History 101
- **To**: Emily Boone, Jessica Doe
- **Subject**: Office Hours

Verify you added the correct person.
Send Message

Compose Message

Course  History 101

To  Emily Boone  Jessica Doe

Subject  Office Hours

You can reserve appointments in the Calendar.

Emily Boone

Do you have office hours?

2:18pm

Send Message

Enter a reply in the text field [1]. Then click the Send button [2].

View Message

Doug Roberts  Jessica Doe, Emily Boone

History 101

November 21, 2017 at 12:35pm

My office hours are listed in the course Calendar and you can reserve an appointment there.

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 an instructor?

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 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

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 an instructor?

You can delete individual messages within a conversation in Canvas.

Open Inbox

In Global Navigation, click the Inbox link.
Select Conversation

- 12:02pm
  - Emily Boone, Doug Roberts
    - Homework Assignment
    - Thank you for your submission. It will be graded.

- 10:57am
  - Doug Roberts, Emily Boone
    - Upcoming Quiz
    - That works for me. I will put it on the course.

- 10:49am
  - Doug Roberts, Max Johnson
    - Missing Assignment
    - Thanks, Mr. Roberts!

Select the conversation.
Select Message

Upcoming Quiz

Doug Roberts, Emily Boone
History 101

That works for me. I will put it on the course calendar.

Emily Boone, Doug Roberts
History 101

Hi Mr. Roberts,
I will be absent on Monday so I'll need to schedule a time to make up the quiz later next week. Does Tuesday at 2:30 work for you?

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

Are you sure you want to delete your copy of this message? This action cannot be undone.

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 an instructor?

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

- 12:02pm
  - Emily Boone, Doug Roberts
    - Homework Assignment
      - Thank you for your submission. It will be graded.

- 10:57am
  - Doug Roberts, Emily Boone
    - Upcoming Quiz
      - That works for me. I will put it on the course calendar.

- 10:49am
  - Doug Roberts, Max Johnson
    - Missing Assignment
      - Thanks, Mr. Roberts!

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].
How do I copy a Canvas course into a new course shell?

If you are allowed to create Canvas courses, you can copy a course and create a new course shell. Copied courses are added to the same subaccount as the course that is copied.

Courses should be copied when you want to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, discussions, quizzes, and question banks. You can also copy or adjust events and due dates. Not all content can be copied as part of a course.

When you copy a Canvas course using the Copy this Course button, you will be added to the course as an instructor automatically.

Notes:

- Course imports may not include all content. For more details, please see the import content section in the Canvas Basics Guide.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
- If the Copy this Course button does not appear in Course Settings, this feature has been restricted by your institution. However, if you already have access to a course shell, you can copy a course through the Course Import Tool.

Open Settings

In Course Navigation, click the Settings link.
Copy Course Content

Click the Copy this Course link.
Create Course Details

Copy History 101

Please enter the details for the new course.

Name: History 101
Course Code: HIST101
Start Date: May 15, 2017 at 12am
End Date: Sep 3, 2017 at 12am

Enter the Name [1] and Course Code [2] for the new course. The name will be displayed on the Course Home Page and in Conversations. The course code will be displayed at the top of the Course Navigation menu and in the course card in the dashboard. Course code is also referred to as the reference code or short name.

Enter the Start date [3] and End date [4] for the new course.

Note: If the current course includes course override dates in Course Settings, the Start and End date fields will be populated with those dates.

Select Migration Content

Content: All content [1], Select specific content [2]

To import all content from the course, select the All Content radio button [1].
If you want to select specific content, click the Select specific content radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import; this action cannot be cancelled.

Adjust Events and Due Dates

If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox.

Create Course

Click the Create Course button.

View Current Jobs

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.
View the content from any completed imports by accessing any link in Course Navigation.
How do I copy content from another Canvas course using the Course Import tool?

You can copy course content such as assignments, modules, pages, and discussions from previous Canvas courses into existing courses. You only have access to copy content from courses from current or previous courses in which you are an enrolled user.

This option allows you to copy content into existing courses. You may be able to copy content into a new course shell.

Notes:

- Course imports may not include all content. For more details, please see the import content section in the Canvas Basics Guide.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the previous content again, the imported content will override the existing content.
- You can only copy content from a course that you can currently access. This includes any past or future courses that allow instructor access outside active term dates.

Open Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the Import Course Content link.

Select Content Type

In the Content Type drop-down menu, select the Copy a Canvas Course option.
Search for a Course

In the **Search for a course** drop-down menu [1], select the course you would like to access. Courses are ordered alphabetically by most recent term. You can also choose to include completed courses by selecting the completed courses checkbox [2].

To search for a course by name, enter the name in the **Course Name** field [3]. Click the name of the course when it appears.

**Note:** If you have access to more than 100 courses, the search page only displays the **Course Name** field.

Select Migration Content

To import all content from the course, select the **All Content** radio button [1].

If you want to **select specific content**, click the **Select specific content** radio button [2].

**Note:** If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates

If you want to **adjust the due dates** associated with the course events and assignments, click the **Adjust events and due dates** checkbox.
Import Course

Click the Import button.

View Current Jobs

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.
How do I import a Canvas course export package?

If you have a Canvas course export package from someone else that you want to use in Canvas, or you have previously exported a course, you can import the course as a Canvas course export package. An export package is imported as an IMSCC file.

Notes:

- When imported into a course, course exports have the same limitations as course imports. For more details, please see the import content section in the Canvas Basics Guide.
- When importing a Canvas course export package, the package will overwrite some of the existing course settings. For example, if your destination course is set up with a private copyright, and you import a package that has a creative commons (CC) copyright, the copyright license in the destination course will change from Private to CC. Please review the course setting after any course import to make sure important settings are still in place.
- Importing a course more than once may have unintended consequences. If you import content into a new course, edit the content in the new course, and later import the same content again, your new course will include both the edited and original content.
- Courses are allotted a specific file size limit for file storage. Your course export package file size must be smaller than the quota for your course as shown in course statistics. If you do not have enough storage space in your course to import the export package, please contact your Canvas administrator.
- Instructors will need to manually subscribe to or enable notifications for discussions and announcements after importing them into a new course.
Open Settings

- Quizzes
- Modules
- Conferences
- Collaborations
- SCORM
- Chat
- Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the Import Course Content link.

Select Content Type

In the Content Type drop-down menu, choose the Canvas Course Export Package option.
Choose File

Click the Choose File button.

Open File

Choose the .imscc file you want to import [1]. Click the Open button [2].
Select Migration Content

Select Migration Content

To import all content from the course, select the **All Content** radio button [1].

If you want to **select specific content**, click the **Select specific content** radio button [2].

**Note:** If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates

Adjust Events and Due Dates

If you want to **adjust the due dates** associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

Import Course

Import Course

Click the **Import** button.
View Current Jobs

<table>
<thead>
<tr>
<th>Current Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canvas Common Cartridge</strong></td>
</tr>
<tr>
<td><strong>Canvas Common Cartridge</strong></td>
</tr>
</tbody>
</table>

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.
How do I import content from Bb Vista/CE, WebCT 6+ into Canvas?

You can import prior content from Blackboard Vista/CE and WebCT 6+ exports into Canvas.

Open Settings

- Quizzes
- Modules
- Conferences
- Collaborations
- SCORM
- Chat
- Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the Import Course Content link.

Select Content Type

In the Content Type drop-down menu, select the Blackboard Vista/CE, WebCT 6+ Course option.
Select Institution

In the School drop-down menu, select the institution you will be migrating content from.

Enter Login Credentials

Enter your institution login credentials in the User Login text field [1] and your password in the password text field [2]. This information will not be saved and will only be used to open the contents of your Blackboard course. Select the Get Courses button [3].
Select Course

Canvas will list all the courses you are enrolled in. You will need to select the course you wish to move content from by clicking the radio button next to the course title.

Select Migration Content

To import all content from the course, select the All Content radio button [1].

If you want to select specific content, click the Select specific content radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.

Adjust Events and Due Dates
If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox.

**Import Course**

Click the Import button.

**View Current Jobs**

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.
How do I import content from Moodle into Canvas?

You can import prior content from Moodle exports into Canvas.

Note: Moodle Lessons are not supported by Canvas import.

Open Settings

- Quizzes
- Modules
- Conferences
- Collaborations
- SCORM
- Chat
- Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the **Import Course Content** link.

Select Content Type

In the Content Type drop-down menu, select the **Moodle 1.9/2.x.zip file** option.
Choose File

Import Content

<table>
<thead>
<tr>
<th>Content Type</th>
<th>Moodle 1.9/2.x</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td>Choose File</td>
</tr>
</tbody>
</table>

No file chosen

Click the Choose File button.

Open File

Find and click the Moodle .zip or .mbz file you want to import [1]. Click the Open button [2].
Select Question Bank

In the Default Question bank drop-down menu, select the Question bank you want to use for your question bank from Moodle.

Create Question Bank

If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the Create new question bank option.

Select Migration Content

To import all content from the course, select the All Content radio button [1].

If you want to select specific content, click the Select specific content radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.
Adjust Events and Due Dates

If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox.

Import Course

Click the Import button.

View Current Jobs

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.
How do I import content from Angel into Canvas?

You can import prior content from Angel exports into Canvas.

Open Settings

- Quizzes
- Modules
- Conferences
- Collaborations
- SCORM
- Chat
- Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the Import Course Content link.

Select Content Type

In the drop-down menu, select the Angel export .zip format option.
Choose File

Import Content

Content Type  Angel export .zip format
Source  Choose File  No file chosen

Click the Choose File button.

Open File

Find and click the Angel .zip file you want to import [1]. Click the Open button [2].
Select Question Bank

In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank from Angel.

Create Question Bank

If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the **Create new question bank** option.

Select Migration Content

To import all content from the course, select the **All Content** radio button [1].

If you want to select specific content, click the **Select specific content** radio button [2].

**Note:** If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.
Adjust Events and Due Dates

If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox.

Import Course

Click the Import button.

View Current Jobs

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.
How do I import content from Blackboard 6/7/8/9 into Canvas?

You can import prior content from Blackboard 6/7/8/9 exports into Canvas.

**Open Settings**

- Quizzes
- Modules
- Conferences
- Collaborations
- SCORM
- Chat
  
**Settings**

In Course Navigation, click the **Settings** link.
Import Content into Course

Click the **Import Course Content** link.

Select Content Type

In the Content Type drop-down menu, select the **Blackboard 6/7/8/9 export .zip file** option.
Choose File

Import Content

<table>
<thead>
<tr>
<th>Content Type</th>
<th>Blackboard 6/7/8/9 export .zip file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td>Choose File</td>
</tr>
</tbody>
</table>

Click the Choose File button.

Open File

Find and click the Blackboard .zip file you want to import [1]. Click the Open button [2].
Select Question Bank

In the Default Question bank drop-down menu, select the Question bank you want to use for your question bank from Blackboard.

Create Question Bank

If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the Create new question bank option.

Select Migration Content

To import all content from the course, click the All Content button [1].

If you want to select specific content, click the Select specific content button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.
Overwrite Assessment Content

To overwrite the assessment content with matching IDs, click the Overwrite assessment content with matching IDs checkbox.

Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

Adjust Events and Due Dates

If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox.

Import Course

Click the Import button.
View Current Jobs

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.
How do I import content from Common Cartridge into Canvas?

You can import prior content from Common Cartridge into a Canvas course.

Open Settings

Quizzes
Modules
Conferences
Collaborations
SCORM
Chat
Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the Import Course Content link.

Select Content Type

In the Content Type drop-down menu, select the Common Cartridge 1.x Package option.
Choose File

Click the Choose File button.

Open File

Find and click the Common Cartridge ZIP or IMSCC file you want to import [1]. Then click the Open button [2].
Select Question Bank

In the Default Question bank drop-down menu, select the Question bank you want to use for your question bank from Common Cartridge.

Create Question Bank

If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the Create new question bank option.

Select Migration Content

To import all content from the course, select the All Content radio button [1].

If you want to select specific content, click the Select specific content radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.
### Import Assessments to Quizzes.Next

<table>
<thead>
<tr>
<th>Options</th>
<th>Import assessment content as Quizzes.Next</th>
<th>Overwrite assessment content with matching IDs</th>
<th>Adjust events and due dates</th>
</tr>
</thead>
</table>

To import **assessment content created in Quizzes.Next**, click the **Import assessment content as Quizzes.Next** option. Selecting this option will convert assessments in the import package to Quizzes.Next format.

**Note:** You cannot select a default question bank when using the **Import assessment content as Quizzes.Next** option.

### Overwrite Assessment Content

<table>
<thead>
<tr>
<th>Options</th>
<th>Import assessment content as Quizzes.Next</th>
<th>Overwrite assessment content with matching IDs</th>
<th>Adjust events and due dates</th>
</tr>
</thead>
</table>

To overwrite the assessment content with matching IDs, click the **Overwrite assessment content with matching IDs** checkbox.

Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

### Adjust Events and Due Dates

<table>
<thead>
<tr>
<th>Options</th>
<th>Import assessment content as Quizzes.Next</th>
<th>Overwrite assessment content with matching IDs</th>
<th>Adjust events and due dates</th>
</tr>
</thead>
</table>

If you want to **adjust the due dates** associated with the course events and assignments, click the **Adjust events and due dates** checkbox.
Import Course

Click the Import button.

View Current Jobs

<table>
<thead>
<tr>
<th>Current Jobs</th>
<th>Status</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Cartridge</td>
<td>...2- export+%281%29.imscc</td>
<td>Sep 18 at 3:33pm</td>
</tr>
<tr>
<td>Common Cartridge</td>
<td>...open-demo-export.imscc</td>
<td>Sep 18 at 3:32pm</td>
</tr>
</tbody>
</table>

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.
How do I import content from Desire 2 Learn (D2L) into Canvas?

You can import prior content from D2L exports into Canvas.

Open Settings

- Quizzes
- Modules
- Conferences
- Collaborations
- SCORM
- Chat
- Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the Import Course Content link.

Select Content Type

In the Content Type drop-down menu, select the D2L export .zip format option.
Choose File

Import Content

<table>
<thead>
<tr>
<th>Content Type</th>
<th>D2L export .zip format</th>
</tr>
</thead>
</table>

Source

Choose File

No file chosen

Click the Choose File button.

Open File

Find and click the D2L .zip file you want to import [1]. Click the Open button [2].
Select Question Bank

In the Default Question bank drop-down menu, select the Question bank you want to use for your question bank.

Create Question Bank

If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the Create new question bank option.

Select Migration Content

To import all content from the course, select the All Content radio button [1].

If you want to select specific content, click the Select specific content radio button [2].

Note: If you select the specific content option, you are required to select the content you want to import after you review the remaining page options. After you start importing the content, the import selection cannot be canceled.
Adjust Events and Due Dates

If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox.

Import Course

Click the Import button.

View Current Jobs

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.
How do I export a Canvas course?

You can export a Canvas course to give to someone in another Canvas account, to upload to another institution's account at a later date, or to create a copy as a backup on your local computer. You can import an export file into Canvas at any time.

Exports are packaged as IMSCC ZIP files, which can only be opened by programs that support Common Cartridge files. You can also change the extension from .imscc to .zip and treat it as any other ZIP file.

Notes:

- Canvas exports do not include backups of student interactions and grades. Grades can be exported separately as a comma separated values (CSV) file.
- Some external app LTI tools such as Google Drive and Office 365 do not retain tool configurations in exported courses. You may consider copying the course instead.

Open Settings

In Course Navigation, click the Settings link.
Export Course

Student View

Course Statistics

Course Calendar

Conclude this Course

Copy this Course

Import Course Content

Export Course Content

Click the Export Course Content link.
Select Export Type

Content Exports

Content exports cannot be downloaded after 30 days.

Export Type

- Course
- Quiz

Create Export

In the Export Type heading, click the Course radio button [1]. Click the Create Export button [2].

Note: If you have previously exported the course, Canvas will display prior exports under the Content Exports heading.
View Export Process

Content Exports

Course Export from Apr 12, 2017 8:03am (not available)

Content exports cannot be downloaded after 30 days.

Processing
this may take a bit...

The export process has started. This can take awhile for large courses. You can leave the page and you'll get an email when the export is complete.

View the progress bar. Exporting a course in Canvas may take a few minutes, depending on its size. You will receive an email when the export is complete.

Download New Export

Content Exports

Course Export from Jan 19, 2018 10:26am (file not available)

New Export

Content export files cannot be downloaded after 30 days.

When your download is ready, click the New Export link.

Note: Content exports expire after 30 days and can no longer be downloaded.
How do I select specific content as part of a course import?

When importing course content with the Course Import Tool, you can choose to select specific content as part of the import. This option allows you to select specific content areas such as assignments, settings, and files without importing the entire course.

Not all content can be copied as part of a course.

Notes:
- If you change your mind after the import has started and you want to import all course content, you can import all content by selecting each item for a content type.
- For information about the Course Import Tool's limitations, view the Course Import Tool overview.

Open Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the `Import Course Content` link.

Select Content Type

In the Content Type drop-down menu, select the content type you want to import. Complete any additional fields required for the content.
Select Specific Content

In the Content section, click the **Select specific content** radio button.

Import Course

Click the **Import** button.

Select Content

In the Current Jobs section, click the **Select Content** button.
Select All Group Content

Content can be individual items [1] or a content group [2]. Content groups show the number of items within the group. To view content within a group, click the group's expand icon [3].

To import all content for a content type, click the checkbox next to the content name [4]. If the content type is a group, Canvas automatically selects all items within the group.
To import only a few items from a content group, expand the group and select the specific items to be imported [1]. Canvas places a dash in the content group checkbox [2], indicating not all items are selected within the group.
Select Thin Common Cartridge Content

Select Content

- Course Settings
- Syllabus Body
- Modules (6)
- Assignments (28)
- Quizzes (5)

If you imported a Thin Common Cartridge file (Common Cartridge import), this file type is imported directly as module content. The structure can be expanded to view a nested layout that simulates the content structure. Learn how to select content with Thin Common Cartridge files.

Select Content

Click the Select Content button.
View Current Jobs

The report displays a menu bar with the time remaining to complete the import. View the content from any completed imports by accessing any link in Course Navigation.

The import may also display errors as part of the import status. Learn more about course import statuses.
How do I import Thin Common Cartridge files as separate modules?

If your institution uses Thin Common Cartridge files, you can use the select specific content option in course imports to import content as separate modules. Thin Common Cartridge is a subset of the full Common Cartridge specification.

Selecting content in a Thin Common Cartridge file is structured differently than other import types. Thin Common Cartridge is a lightweight metadata structure most commonly used by K-12 institutions that allows publishers to provide digital resources using LTI links (external tools), which usually contains a significant number of resources in one common cartridge interchange file (.imscc). Thin Common Cartridge files are designed by creating items grouped into a folder or series of folders that defines how the content should be organized for the learner.

When importing Thin Common Cartridge files, Canvas uses metadata identifiers and titles to simulate the hierarchical structure within the Thin Common Cartridge file. This structure appears as nested content within the Modules content heading, allowing users to view a structured organization and locate the content they want to import into the course. By default, grouped content is imported as one module, but they can also be imported as separate modules. Individual content within a content group is automatically imported as separate modules.

Open Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the Import Course Content link.

Select Content Type

In the Content Type drop-down menu, select the Common Cartridge 1.x Package option. Complete any additional fields required for the content.
Select Specific Content

Select specific content

In the Content section, click the Select specific content radio button.

Import Content

Click the Import button.

Select Content

Current Jobs

Common Cartridge  ...2-export+%281%29.imscd  Jul 13 at 2:53pm  Select Content

In the Current Jobs section, click the Select Content button.
Thin Common Cartridge files are shown as one module. Click the Modules expand icon.

Locate the content by expanding the nested structure. Content groups show the number of items within the group [1].
If you want to import an entire content group, select the checkbox next to the group [2].

Select Module Import Option

Like other course import types, selecting a content group selects all items within the module group. However, Thin Common Cartridge content is always imported as one module, which can be extremely cumbersome in a Canvas course.

By default, content is imported as one module [1]. If you would rather import content as separate modules, click the Import sub-modules separately radio button [2].

Note: If you want to import several content groups as separate modules, module settings are applied on a per-content-group basis, meaning you must fully expand each content group and specify the separate modules option. Otherwise, all selected content in the hierarchy will always be imported as one module.
Select Specific Group Content

To import only a few items from a content group, select the specific items to be imported [1]. Canvas places a dash in the content group checkbox [2], indicating not all items are selected within the group.

Selecting individual content items automatically imports content as separate modules.

Select Content

Click the Select Content button.
View Current Jobs

The Current Jobs section displays the status of your import. The import displays a menu bar with the time remaining to complete the import.

The import may also display errors as part of the import status. Learn more about course import statuses.

When the course has completed, view modules content by accessing the Modules link in Course Navigation.

View Modules

View the modules content in your course, either as one module or separate modules.
How do I adjust events and due dates in a course import?

As part of a course import, you can adjust the due dates associated with course events and assignments. You can also shift due dates to a different day, or remove all associated due dates.

Open Settings

- Quizzes
- Modules
- Conferences
- Collaborations
- SCORM
- Chat

In Course Navigation, click the Settings link.
Import Content into Course

Click the Import Course Content link.

Select Content Type

In the Content Type drop-down menu, select the content type you want to import. Complete any additional fields required for the content.
Adjust Events and Due Dates

If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox.

Shift Dates

If you want to shift dates in the course, select the Shift dates radio button.

Set Beginning and End Dates

In the Beginning Date field [1], enter the starting date of the course you are importing. You can also click the Calendar icon to select a date. In the Change to field [2], enter the new date when you want the course to begin, or click the Calendar icon.

In the Ending Date field [3], enter the end date of the course you are importing, or click the Calendar icon to select a date. In the Change to field [4], enter the new date when you want the course to end.
Canvas will take the new start and end dates for the course and distribute all assignments with due dates as evenly as possible across the course dates. If the imported course and the new course vary in course length, assignments will be assigned proportionally. Once the course is imported, you can easily confirm and adjust any assignment dates using the Calendar.

**Note:** If the course where you are importing the content contains course override dates in Course Settings, those dates will be automatically pre-populated in the **Change to** fields.

### Create Substitution Dates

You can also explicitly define day substitutions to adjust for changing class schedules, such as moving all assignments on Mondays to Tuesdays. To create a date substitution, click the **Substitution** button [1].

In the **Move from** field [2], select the day of the week; in the **To** field [3], select the new day of the week for the substitution.

To remove a substitution, click the **Remove** icon [4].

You can create as many substitution dates as necessary. Canvas will take the date substitutions and adjust assignments with due dates appropriately across the course dates.

### Remove Dates

If you want to remove all associated due dates in the course, select the **Remove dates** radio button.

Dates will be removed from the following features:
• Assignments (due, availability, and peer-review dates)
• Announcements (delayed post dates)
• Quizzes (due, availability, and show correct answers dates)
• Calendar events (start and end dates)
• Modules (unlock dates)
• Files (availability dates)

**Import Course**

Click the **Import** button.

**View Current Jobs**

<table>
<thead>
<tr>
<th>Current Jobs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas Common Cartridge</td>
<td>...102-no-mp-biomes.imsc</td>
</tr>
<tr>
<td>Canvas Common Cartridge</td>
<td>...102-no-mp-biomes.imsc</td>
</tr>
</tbody>
</table>

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

View the content from any completed imports by accessing any link in Course Navigation.
How do I view the status of current and prior course imports?

Current jobs in the Course Import Tool show the status of a course import. Status can help you view the progress of the import and if there is any action required on your part. An import can display up to five statuses.

Note: Canvas only process one import at a time.

Open Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the Import Course Content link.
The Current Jobs menu displays the status of your import. Canvas can display several import statuses.

View Queued

When an import is first uploaded, the status displays as queued. Canvas copies may also display as pre-processing. These statuses both mean that Canvas is preparing the file for import.
When a report is uploading, the status displays as Running. Running imports display a menu bar with the time remaining to generate the report.

**View Waiting for Select**

If you chose to [select specific content](#) as part of the import process, the current job shows as Waiting for Select, which means you must select the content you want to import before it can be completed. You cannot cancel this action. Click the [Select Content](#) button.

Once you select content, the statuses will return to Queued and Running until Canvas imports the selected content.

**Note:** If you no longer want to select specific content and want to import all content instead, click the [Select Content](#) button and simply select all content and groups available for importing.

**View Completed**

When your import is complete, the status displays as Completed [1]. View imported content by accessing any link in Course Navigation.
A Completed status shown in orange [2] indicate the import contains errors. To view the specific error(s), click the issues link [3]. Examples of error issues include an external tool that needs to be reconfigured or content that includes a broken link.

**View Failed**

<table>
<thead>
<tr>
<th>Desire2Learn</th>
<th>Archive.zip</th>
<th>Jul 13 at 2:08pm</th>
<th>Failed</th>
<th>1 issues</th>
</tr>
</thead>
</table>

If an import is unsupported or otherwise cannot be imported, the status displays as Failed. To view the specific error(s), click the issues link.

**View Previous Import**

<table>
<thead>
<tr>
<th>Current Jobs</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTI</td>
<td>__ry-101-quiz-export.zip 1</td>
<td>Sep 7 at 9:10am</td>
</tr>
<tr>
<td>Course Copy</td>
<td>History 101 Fall 2016</td>
<td>Sep 5 at 1:31pm</td>
</tr>
<tr>
<td>Course Copy</td>
<td>Hist 101 Summer 2015 3</td>
<td>Jul 4, 2014 at 8:44am</td>
</tr>
<tr>
<td>Course Copy</td>
<td>Test1</td>
<td>Jul 4, 2014 at 8:43am</td>
</tr>
<tr>
<td>Canvas Common Cartridge</td>
<td>file not available 2</td>
<td>Sep 4, 2013 at 2:51pm</td>
</tr>
</tbody>
</table>

Content import files cannot be downloaded after 500 days.

You can view previously imported content using the link next to the import type.

For imported files, click the content name [1]. The file will download to your computer. File imports cannot be downloaded for re-import after 500 days [2].

For course copies, clicking the link will take you back to the course that was copied [3].
Course Navigation
How do I use the Course Home Page as an instructor?

If you are enrolled in a course as an instructor, the Course Home Page is the first page students see when they open the course. The Home Page also helps students understand how they can navigate through the course. You can customize the Home Page to create a specific workflow for your students.

To help you learn how to navigate a Canvas course, this lesson uses a course that has already been populated. To learn how to build a new course, visit the [create a new course shell](#) lesson.

**Note:** If your institution has enabled the [Course Setup Tutorial](#), course pages such as Assignments and Discussions are responsive to the full width of the browser and minimize white space in the sidebar. This responsive behavior applies to all users in your institution.

View Course Home Page

The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].

**Note:** If you view Canvas with a smaller screen, any sidebar content will align with the bottom of the page.
View Course Navigation

The Course Home Page is viewed from the Course Navigation Home link.

Course Navigation includes links that help you and your students get to specific locations in the course. As an instructor, you can customize what links are shown in your course. Learn more about the Course Navigation menu.
Collapse Course Navigation Menu

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 as set by your Course Home Page layout [1]. Your Home Page can also be set to display recent announcements at the top of the page [2]. The content can also show the Course Activity Stream.

The Home Page content also defines what sections display in the sidebar.
View Breadcrumbs

HIST101
HIST101 › Assignments
HIST101 › Assignments › Revolution Review

Breadcrumbs appear above the course content area.

As you view course content from your Home Page, 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. Choose Home Page
   - View Course Stream
   - New Announcement
   - Student View
   - View Course Analytics

2. To Do
   - Grade History Overview
     11 points • Multiple Due Dates
   - Grade The Declaration of Independence: A Revisionist History
     50 points • Feb 16 at 9:59 am
   3 more...
The sidebar functions the same as the Dashboard sidebar but only shows content for the specific course and includes additional options.

The top of the sidebar [1] contains course tools for managing your course.

The bottom of the sidebar [2] includes the To Do list, in addition to other sections depending on the layout you set for the Course Home Page.

**View Course Tools**

1. Choose Home Page
2. View Course Stream
3. Course Setup Checklist
4. New Announcement
5. Student View
6. View Course Analytics

In the course tools section of the sidebar, you can manage your Course Home Page in addition to view other helpful links for your course.

To change the course home page layout, click the Choose Home Page link [1].

If your course Home Page displays a page other than the Course Activity Stream, view recent activity by clicking the View Course Stream link [2]. Recent activity displays all recent activity and events in the course for assignments, announcements, discussions, and conversations. When the Home Page is set as the Course Activity Stream, this button will not appear.

If your sidebar includes the Course Setup Checklist link [3], you can view a list of checklist items to help populate your course. **Note:** If you cannot view the Course Setup Checklist link, your institution has enabled the Canvas course setup tutorial instead.

To make a new announcement, click the New Announcement link [4].

To view your Canvas course using a test student, click the Student View link [5].

Once you have published your course and students have started to participate in the course, you may be able to access analytics for your course with the View Course Analytics link [6]. Viewing course analytics requires permission by your Canvas admin.
The sidebar always shows the To Do section [1], which shows all items that require grading in Canvas, regardless of due date. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. Some assignments may display multiple due dates. 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 of your Course Home Page. Additional sidebar options include Coming Up or the Assignment list, Calendar and Assignment Groups, and Recent Feedback.
Manage Sidebar Items

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each section item indicates how many items need to be graded [1].

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:** When an item is removed, the item can only be restored to the To Do section if a new submission is received for that assignment, or if an existing submission for the assignment still requires grading.
How do I use the Course Navigation Menu as an instructor?

The Course Navigation Menu is a series of links on the left side of your course that help you and your students access different course areas.

Depending on the structure of your course, you can choose to reorder and hide course navigation links.

View Course Navigation Menu

The active link is highlighted with different text and background colors [1]. This highlight helps you quickly identify the feature area you are currently viewing in Canvas. Links that are hidden to students are faded in the list [2].

The Home page is part of Course Navigation and displays the Course Home Page.

By default, new courses show links leading to the index pages for the following fourteen areas:

- Announcements
- Assignments
- Discussions
Configured External (LTI) Tools may create additional links.

**Open Course Navigation Link**

To open a feature area in Canvas, click the name of the Course Navigation link.
Collapse Course Navigation Menu

To expand or collapse the Course Navigation Menu, click the Menu icon.

View Course Area

<table>
<thead>
<tr>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
</tr>
<tr>
<td>Discussions</td>
</tr>
<tr>
<td>Grades</td>
</tr>
<tr>
<td>People</td>
</tr>
<tr>
<td>Pages</td>
</tr>
</tbody>
</table>

Assignments

**Historical Video Assignment**
Due Jun 6 at 11:59pm | 25 pts

**A Closer Look: The United States Constitution Written Response 2**
Bill of Rights Module | Due Aug 18 at 11:59pm | 25 pts
The Course Navigation menu will show the feature area as an active link.
How do I manage Course Navigation links?

As an instructor, you can control which links appear in Course Navigation. Canvas includes a set of default Course Navigation links that are shown by default and cannot be renamed. Depending on your course configuration, other links may be available and may be customizable.

Links to sections that don’t have any content and that students cannot create content for will automatically not be shown to students and will be faded for your view. For example, if there are no learning outcomes set for the course, you will see the faded Outcomes link, but students will not see the link at all. Configured External Apps may create additional Course Navigation links.

Disabling a course navigation link creates the following redirects:

- **Hidden only (cannot be disabled but still accessible via direct URL):** Discussions, Grades, and People
- **Page disabled; redirected to Home page:** Announcements, Assignments, Conferences, Collaborations, Files, Modules, Outcomes, Quizzes, Pages, Syllabus
- **Page disabled; won’t appear in navigation:** Any LTI links, such as Attendance, Chat, and SCORM

Reordering and hiding Course Navigation links for Announcements, Assignments, Discussions, and Files also affects the course tabs in the [Dashboard course view](#) for all users. Additionally, disabling the Files link will hide the Files tab in the Content Selector in the Rich Content Editor for students.

**Note:** Navigation links that cannot be disabled require the URL access to display related data in other Canvas areas. Access to hidden pages may be further restricted by changing specific student permissions in Canvas. Contact your Canvas admin for assistance.
Open Settings

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

Open Navigation

Click the **Navigation** tab.
Drag and Drop Navigation Links

You can use the drag and drop option to reorder navigation links. Click the navigation link you would like to move. Drop the navigation link in the desired location by releasing the mouse.
Move Navigation Links

You can also use the Move To option to reorder an navigation link. Click the Settings icon [1] and select the Move link [2].

**Note:** The Move To option only moves an navigation link within its respective section (visible or hidden). Hidden items must first be enabled before they can be ordered among visible navigation items. A hidden item cannot be moved directly to the enabled link section using the Move To option.
Place Navigation Link Location

In the Move Navigation Item sidebar, click the Place drop-down menu [1]. Select the placement of the navigation link you are moving [2]. You can move the link so it is located at the top of the list, before a specific navigation link, after a specific navigation link, or at the bottom of the list.
Place Before or After

If you selected the Before or After option, click the second drop-down menu [1]. Select the navigation link that should be before or after the link you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the navigation link to another location, change the sidebar placement options as needed.
Move Navigation Item

Place "Discussions"

Before..

Assignments

Click the Move button.
Hide Navigation Links

To hide a navigation link, click the link Settings icon [1] and select the Disable option [2].

You can also drag and drop the link to the hidden section at the bottom of the page.
Enable Navigation Links

1. Drag items here to hide them from students.
   Disabling most pages will cause students who visit those pages to be redirected to the course home page.

   | SCORM                           | Page disabled, won't appear in navigation |
   | Chat                           | Page disabled, won't appear in navigation |
   | Collaborations                 | Page disabled, will redirect to course home page |
   | Conferences                    | Page disabled, will redirect to course home page |

2. To enable a link in the hidden section [1], click the Settings icon [2] and click the Enable button [3].

3. You can also drag and drop the link above the hidden section.

Save Navigation

4. Click the Save button.
What layout options are available in the Course Home Page as an instructor?

The Course Home Page is associated with the Home link in Course Navigation and is the first page seen for each course. Each Course Home Page can have one of five different layouts depending on your preference.

Each Course Home Page layout also includes specific items in the sidebar, in addition to the To Do list.

The Course Home Page defaults to the Modules page, but you can change the Course Home Page. Additionally, all Course Home Page layouts can display recent announcements at the top of the page. However, only text and links are displayed for each announcement.

View Course Modules

Course Modules organizes the course into modules, or sections. Modules helps outline the course and shows the assignments or tasks required throughout the course.
If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)
View Course Activity Stream

The **Course Activity Stream** lets users see the most recent activity and interactions for this course. It is very similar to the recent activity stream in the Dashboard but only shows content for the specific course.
If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)
View Pages Front Page

The Pages Front Page allows instructors to design the course home page and include links, images, or rich media. Students will be able to interact with the content added to this page.

The Front Page is also indicated on the Pages Index Page. Students can also view Pages in Course Navigation if the Pages link is shown in the course.

Additionally, all Course Home Page layouts can show recent announcements at the top of the page.
View Sidebar Items

If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)
View Assignment List

The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page. Users can click the link of the assignment to view more details.
If your Home Page is set to view the Assignments List, in addition to the To Do list, the sidebar displays:

- a link to view grades in the course (students only) [1].
- the **Upcoming Assignments** section [2], which shows the list of assignments coming up in the course schedule. Upcoming Assignments items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [3], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students).
View Syllabus

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 may include a description of course expectations or introduce the course with links, images, or other content. The Syllabus also automatically populates a calendar view of all assignments and course events as they are added or modified in the course.

The Syllabus can also be viewed in Course Navigation.
View Sidebar Items

1. A mini version of the course calendar [1].
2. Notice of any weighted course assignments [2].
3. The Recent Feedback section [3], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students).

If your Home Page is set to view the Syllabus, in addition to the To Do list, the sidebar displays:

- a mini version of the course calendar [1].
- notice of any weighted course assignments [2].
- the Recent Feedback section [3], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students).
What layout options are available in the Course Home Page as an instructor?

The Course Home Page is associated with the Home link in Course Navigation and is the first page seen for each course. Each Course Home Page can have one of five different layouts depending on your preference.

Each Course Home Page layout also includes specific items in the sidebar, in addition to the To Do list.

The Course Home Page defaults to the Modules page, but you can change the Course Home Page. Additionally, all Course Home Page layouts can display recent announcements at the top of the page. However, only text and links are displayed for each announcement.

View Course Modules

Course Modules organizes the course into modules, or sections. Modules helps outline the course and shows the assignments or tasks required throughout the course.
View Sidebar Items

If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)
View Course Activity Stream

Recent Announcements

Midterm Review Collaboration
Please visit the Collaborations page to find t...  
Posted on:  
Mar 5, 2018 at 4:41pm

Recent Activity in History 101

1 Announcement

1 Conversation Message

2 Assignment Notifications

The Course Activity Stream lets users see the most recent activity and interactions for this course. It is very similar to the recent activity stream in the Dashboard but only shows content for the specific course.
If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)
The Pages Front Page allows instructors to design the course home page and include links, images, or rich media. Students will be able to interact with the content added to this page.

The Front Page is also indicated on the Pages Index Page. Students can also view Pages in Course Navigation if the Pages link is shown in the course.

Additionally, all Course Home Page layouts can show recent announcements at the top of the page.
View Sidebar Items

If your Home Page is set to view Course Modules, in addition to the To Do list, the sidebar displays:

- the **Coming Up** section [1], which shows the list of activities coming up in the course schedule. Coming Up items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [2], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students)
The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page. Users can click the link of the assignment to view more details.
View Sidebar Items

If your Home Page is set to view the Assignments List, in addition to the To Do list, the sidebar displays:

- a link to view grades in the course (students only) [1].
- the **Upcoming Assignments** section [2], which shows the list of assignments coming up in the course schedule. Upcoming Assignments items reflect activity within the next 7 days. Users can click the Calendar link to access the course calendar.
- the **Recent Feedback** section [3], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students).
View Syllabus

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 may include a description of course expectations or introduce the course with links, images, or other content. The Syllabus also automatically populates a calendar view of all assignments and course events as they are added or modified in the course.

The Syllabus can also be viewed in Course Navigation.
If your Home Page is set to view the Syllabus, in addition to the To Do list, the sidebar displays:

- a mini version of the course calendar [1].
- notice of any weighted course assignments [2].
- the Recent Feedback section [3], which shows assignments with instructor feedback during the last four weeks (this section shows to all user roles but feedback is only displayed to students).
How do I change the Course Home Page?

You can change your Course Home Page to reflect one of five layout options: the Recent Activity Dashboard, Pages Front Page, the Course Modules, the Assignment List, or the Syllabus.

Note: You must set a Front Page before selecting the Pages Front Page option. Additionally, only Published pages can be set as the Front Page.

Open Course

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

In the Home Page sidebar, click the **Choose Home Page** button.

Select Home Page Layout

Click the radio button next to the Home Page layout you prefer.
Set Front Page

Choose Home Page

Select what you'd like to display on the home page.

- Course Activity Stream
- Pages Front Page*  
- Course Modules
- Assignments List
- Syllabus

* Front page must be set first

If you want to select a Pages Front Page but the link is grayed out, you must first set a Front Page.

Note: Only Published pages can be set as the Front Page. Make sure the page you want to set as the Front Page is published.
Save Home Page Layout

Choose Home Page

Select what you’d like to display on the home page.

- Course Activity Stream
- Pages Front Page History 101 [Change]
- Course Modules
- Assignments List
- Syllabus

Click the Save button.
How do I use the Course Activity Stream as an instructor?

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 for the activity [1]. 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

<table>
<thead>
<tr>
<th>Recent Activity in Bio 101</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Notification" /> 1 Announcement <img src="image" alt="Show More" /></td>
</tr>
<tr>
<td>Assignment Created - Group Project, Biology 101 Dec 18 at 3:53pm <img src="image" alt="X" /></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Recent Activity in Bio 101</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Notification" /> 1 Announcement <img src="image" alt="Show More" /></td>
</tr>
<tr>
<td>Assignment Created - Group Project, Biology 101 Dec 18 at 3:53pm <img src="image" alt="X" /></td>
</tr>
</tbody>
</table>

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 use the Syllabus as an instructor?

The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order. You can also set the syllabus as your course home page.

You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. A public syllabus can be viewed as part of a private course when you send a link to a student, or if the course is listed in the public course index.

The Syllabus is automatically generated based on Assignments and Events within a course. It can only be changed by editing or deleting the Assignments or Events. All assignments (unpublished and published) are listed in the syllabus for instructors.

Open Syllabus

In Course Navigation, click the Syllabus link.
The syllabus includes the syllabus description [1], the syllabus table [2], and the sidebar [3].
The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor.

You can also link to your Syllabus by uploading it into Course Files as a PDF and linking it in the content selector. Canvas will automatically create a preview of your document so your students don't have to download it before reading it.

To edit the Syllabus, click the Edit button.
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]. Non-graded items with a to-do date show the to-do date in the syllabus [3]. All assignments (unpublished and published) are listed in the syllabus for instructors, but students only see published assignments.

Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus.

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 are listed in alphabetical order [4].
View Time Zones

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue Jul 3, 2018</td>
<td>Holiday - No Class</td>
<td>11pm</td>
</tr>
<tr>
<td>Fri Jul 6, 2018</td>
<td>Position Paper</td>
<td>due by 10:59pm</td>
</tr>
<tr>
<td>Wed Aug 1, 2018</td>
<td>Road to Revolution: Patriotism or Treason</td>
<td>due by 10:59pm</td>
</tr>
<tr>
<td></td>
<td>Revolutionary War Required Reading</td>
<td>Local: Aug 1 at 10:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Course: Aug 1 at 11:59pm</td>
</tr>
<tr>
<td>Thu Aug 2, 2018</td>
<td>Course Questions</td>
<td>to do: 10:59pm</td>
</tr>
</tbody>
</table>

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

The sidebar section displays information about course events and grading. The assignment group information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Syllabus.

The 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 also shows the percentages of each group [2].
How do I edit the Syllabus description in a course?

Editing the Syllabus allows you to add text and link files, images, and other course content in your Syllabus Description.

Notes: Image files do not have a preview option when added as a file link through the Rich Content Editor.

Open Syllabus

In Course Navigation, click the Syllabus link.

Edit Syllabus Description

Click the Edit button.
Edit the syllabus description using the Rich Content Editor.

You can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information in the Syllabus Description. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor. You can also use the Rich Content Editor to embed videos and input HTML.
Add Files

To add a PDF or Word document to your syllabus, view the Content Selector and click the Files link [1]. You can upload a new file or select files you have uploaded previously.

In the Rich Content Editor, highlight the text where you want to apply the file link [2]. Click the file in the Content Selector [3]; in the Rich Content Editor, the text will turn blue noting the link is downloadable. Canvas will automatically create a preview of your document so that users don't have to download it before reading it.

Note: To remove the document, click and highlight the text in the Rich Content Editor, and then press delete (MAC) or backspace (PC).

Update Syllabus
Click the Update Syllabus button.

View Syllabus

Course Syllabus

Welcome to HIS101, American History!

Download Syllabus

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.

View the syllabus description.
Courses and Sections
How do I use the Course Setup Checklist?

The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

Note: If your course does not include a Setup Checklist, your institution has enabled the Canvas course setup tutorial instead, which displays in the Course Home Page and each index page in Course Navigation.

Open Course Setup Checklist

In the Course Home Page sidebar, click the Course Setup Checklist button.
The Course Setup Checklist will help you create a new course in Canvas. Open the checklist by clicking the Course Setup Checklist button. The checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add users, such as students and TAs, to the course via the People page
- Select the links you wish to display in the Course Navigation under the Navigation tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Publish the course, which will automatically send invitation emails to any students you have already added to the course (you may not have permission to complete this step; your institution may publish your course for you)

Note: Once your course contains a graded submission, you cannot unpublish your course.
How do I use the Canvas course setup tutorial as an instructor?

The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. Instructor tutorials help you become familiar with Canvas and learn how to create a course easily.

Notes:

- This feature is currently an account opt-in feature. If the course tutorial is not available in your course, your institution has not enabled this feature.
- If the course tutorial is available to you, you can close the course tutorial at any time. If you want to reenable the course tutorial, you can enable the tutorial as a [user feature option](#) in User Settings.
- If your course is set as a blueprint course, the course setup tutorial does not display in blueprint courses.

View Tutorial

When you open a new course, the course defaults to the Home Page. The page will also expand the Home Page tutorial. The Home Page tutorial tells you the purpose of the page and what to do next.
View Home Page

The Home Page defaults to the Modules layout, but you can change the Home Page to any other layout option. If you want to use Modules as your home page, you can easily create a new module or add existing content to create module items.

Collapse Tutorial

Each Canvas index page in the Course Navigation Menu includes a tutorial except for the Outcomes tab. By default, the tutorial is expanded in each page. Once you read the content in the tutorial, you may want to collapse the tutorial as some pages contain content behind the tutorial. The state of the tutorial is persistent across Canvas pages, so if you collapse the tutorial in one page, it will stay collapsed until expanded again.

To expand or collapse the tutorial, click the arrow icon.
End Tutorial

To end the tutorial at any time, click the End Tutorial button.

Note: Ending the tutorial means that the tutorial will no longer display in any of your courses.

End Course Set-up Tutorial

Turning off this tutorial will remove the tutorial tray from your view for all of your courses. It can be turned back on under Feature Options in your User Settings.

Click the Okay button.
How do I start a new course from the Dashboard as an instructor?

If you are allowed to add new courses in Canvas, you can start and create a new course from the Dashboard. New courses are created as course shells to host courses for your institution. However, some institutions will have this option disabled and instead provide courses to faculty automatically via SIS (student information system) imports.

When you create a course from the Dashboard, you will be added to the course as an instructor automatically.

Note: If you are not able to start a course as shown in these instructions, your institution has disabled this feature. Contact your Administrator for assistance.

Start a New Course

In the Dashboard sidebar, click the Start a New Course button. You may need to scroll down to see this button.

Note: If you do not see this button in Canvas, your institution has disabled this feature.
Add Course Details

Add your course name by typing in the **Course Name** field [1].

If your course name is longer than 21 characters, you can create a course code in the **Short Name** field [2]. If your course name is too short to create a Short Name, a short name will automatically be created for you. The short name will be displayed at the top of the Course Navigation menu and in the course card in the dashboard. If you have permission to edit the course name, you may be able to change the course name and code later in Course Settings.

If you want to set a content license, select the content license drop-down menu [3]. This setting will help Canvas keep track of the default license for content inside of your course. By default all content is considered copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. You can also learn more about licenses and set the license at any time in Course Settings.

If you want to make the course publicly visible, click the **Make course publicly visible (student data will remain private)** checkbox [4]. This option will make the course public to anyone with the URL. You can change the course visibility setting at any time in Course Settings.
Create Course

Click the Create course button.

View Course

View the new course. Depending on your institution's preference, you can use either the Course Setup Checklist or the Canvas Course Setup Tutorial to populate your course at any time.
How do I delete a course as an instructor?

Once you delete a course, the course will be completely removed from your institution's account and will not be viewable by you, prior students, or the account administrator. We do not recommend deleting courses, especially if the course contains content and student data because you may need to access that information a later date.

If you only want to remove the course from Courses & Groups in the Global Navigation, you can change the course end date, or if you have permission, conclude your course instead.

Notes:

- Before you delete your course, make sure you have a record of your Course ID number. Administrators can restore deleted courses if they know the Course ID number. You can locate your Course ID number at the end of your course URL (i.e. canvas.instructure.com/courses/XXXXXX).
- Deleting a course is a course permission for manually created courses only. If the Permanently Delete this Course button does not appear in Course Settings and your course was not generated through a student information system (SIS), this setting has been restricted for your course. If you are an instructor, contact your admin for assistance.
- Courses are not deleted from an account unless done so by you or another user at your institution.

Open Settings

In Course Navigation, click the Settings link.
Permanently Delete Course

Click the **Delete this Course** link.

**Note:** Deleting a course is a permission enabled by your admin. If you do not see this button, you do not have permission to delete your course.
Delete Course

Confirm Course Deletion

Are you sure you want to delete this course? Once it is deleted, students and teachers will no longer have access to it. If you just want to remove it from the course drop-down menu, you should **conclude the course instead**. If you do not have permission to conclude the course, you can **change the course end date**, or ask your administrator to conclude the course.

Click the **Delete Course** button.

**Note:** Before you delete your course, make sure you have a record of your Course ID number. Administrators can restore deleted courses if they know the Course ID number. You can locate your Course ID number at the end of your course URL (i.e. canvas.instructure.com/courses/XXXXXX).

View Confirmation

Course successfully deleted

View the confirmation message.
How do I add a section to a course as an instructor?

You can add a section to your course by editing your course Settings in Canvas. Sections help subdivide students within a course and offer section-specific options such as varied due dates for assignments, discussions, and quizzes. Sections also display for each student within the course People page and the Gradebook.

Sections can also be created for students who need extra time in a course, such as if a student has an incomplete grade.

**Note:** Sections may be added by your institution's student information system (SIS). Some course sections may have already been created for you.

---

Open Settings

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

Open Sections

Click the **Sections** tab.
Add Section

In the section field [1], type the name of the new section. Click the Add Section button [2].

View Section

Course Sections

Biology 101 (19 Users)
Biology 101 - MWF (3 Users)
**Biology 101 - TTH** (13 Users)

View the section in your course.

You can also choose to change section start and end dates if needed.

You can add additional sections if necessary. Multiple sections are ordered alphabetically.

**Note:** If a section was previously added via SIS, and you have permission to view SIS IDs, the section's SIS ID also displays in the Course Sections page.
How do I change the start and end dates for a course section as an instructor?

By default, sections inherit course dates set for your entire institution. If a course does not include specific dates, the section dates default to term dates. However, as an instructor, you may need to change the start and end dates for a course section. Dates can be shorter than or overlap the course or term dates.

Adding section dates may also affect the Courses page and the placement of the section's course in the Past, Current, or Future Enrollments list for students.

Limit User Participation Dates

You can set whether or not students can only participate in the section during the specified section dates using the Student Participation checkbox. Participation means that students can submit assignments, post discussions, upload files, or take part in any other action-based task for the course section. If you limit students to only be able to participate during the section dates, they can accept the course section invitation, access the course section, and look at content, but they cannot fully participate until the first day of the course for the section. When the course section is concluded, the course section is placed in a read-only state.

Section Override Dates

Section override dates are only created if the Student Participation checkbox is selected as part of creating section start and end dates (both dates are required). Students can participate in the course section before and after the start and end date, and participation will always be determined by the course dates. If a course does not include override dates, dates are determined by term dates.

Dashboard Considerations

The Student Participation sections checkbox may also affect courses that have been marked as a favorite and display in the Dashboard. If a section includes an override date and the Student Participation checkbox is selected, students cannot participate in the course after the section end date, and the course will be removed from the Dashboard.

Moreover, if the Student Participation checkbox is not selected, the course will still display in the Dashboard as a favorite course after the section end date since the course section still allows participation as an active course. The course will not be removed until the course section is concluded via course/term dates. However, if the Student Participation checkbox is not selected for the section, the section dates determine the placement of the course section in the Past, Current, or Future Enrollments list regardless of the course/term dates.

Note: You can only change section end dates when your enrollment is active. Section dates cannot be changed once your enrollment has concluded for the course.
Open Course Settings

- Outcomes
- Quizzes
- Conferences
- Collaborations
- SCORM
- Chat
- Settings

In Course Navigation, click the Settings link.

Open Sections

- Course Details
- Sections
- Navigation
- Apps
- Feature Options

Click the Sections tab.
Open Section

Course Sections

Biology 101 (19 Users)

Biology 101 - MWF (3 Users)

Biology 101 - TTH (13 Users)

Click the name of the section.

Edit Section

Click the Edit Section button.
Set Start Date

Changing section dates may override course and term availability settings and placement in the Courses page and Dashboard. Please confirm term and course dates before modifying section dates.

Click the Starts calendar icon [1]. Select a new start date for the section [2].
Set End Date

Click the Ends calendar icon [1]. Select a new end date for the section [2].

Limit Student Participation

Students can only participate in the course between these dates
When selected, the course section is in a read-only state outside these dates.

If you do not want to let students participate in the course section outside of the section dates, select the Students can only participate in the course between these dates checkbox [1]. Selecting this checkbox creates a section override and overrides the course dates. Students can only participate in the course section between the section dates, and the course section will be in a read-only state outside the course section dates.

This checkbox only affects student and observer roles; all other roles default to term access dates.

Notes:

- Section override dates are only created if the Student Participation checkbox is selected.
If the Student Participation checkbox is not selected, students can participate in the course section before and after the start and end date, and participation will always be determined by the course dates. If a course does not include override dates, dates are determined by term dates.

When the Student Participation checkbox is not selected, the section dates determine the placement of the course in the Past, Current, or Future Enrollments list for students.

Update Section

Click the Update Section button.
How do I change the name of a course section?

You can change the name of a section by editing your course Settings in Canvas.

Note: Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to change the section name.

Open Settings

In Course Navigation, click the Settings link.

Open Sections

Click the Sections tab.
Edit Section

Course Sections

Biology 101 (19 Users)
Biology 101 - MWF (3 Users)
Biology 101 - TTH (13 Users)

Add a New Section:

Locate the section and click the Edit icon.

Change Section Name

Course Sections

Biology 101 (19 Users)

Biology 101 - MWF (3 Users)

Biology 101 - TTH (13 Users)

Add a New Section:

You can change the section name by typing in the text box and selecting Return (on a MAC keyboard) or Enter (on a PC keyboard) to save your changes.
View Sections

Course Sections

Biology 101 (19 Users)
Biology 101 - MW (3 Users)
Biology 101 - TTH (13 Users)

You can view the updated course sections in the same window.
How do I delete a course section?

You can delete a section by editing your course Settings in Canvas. You cannot delete a section with users enrolled.

Note: Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to delete sections.

Open Settings

In Course Navigation, click the Settings link.

Open Sections

Click the Sections tab.
Delete Section

Course Sections

- Biology 101 (19 Users)
- Biology 101 - MW (3 Users)
- Biology 101 - TTH (13 Users)
- **Biology 101 - Fri**

Locate the section and click the **remove** icon.

**Note**: You cannot delete a section that have users enrolled.

Confirm Deletion

![Confirmation Dialog](image)

*documentation.beta.instructure.com says:*

Are you sure you want to delete this section?

[Cancel]  [OK]

Click the **OK** button.
View Sections

Course Sections

- Biology 101 (19 Users)
- Biology 101 - MW (3 Users)
- Biology 101 - TTH (13 Users)

View the existing course sections.
How do I view enrollments in a course section?

You can view section enrollments within your course Settings in Canvas. Section enrollments also include the Test Student, which is created when you enable Student View.

Open Settings

In Course Navigation, click the Settings link.

Open Sections

Click the Sections tab.
Open Course Section

Course Sections

**Biology 101 - A (3 Users)**

**Biology 101 - B (11 Users)**

Click the name of the section.

View Section Enrollments

**Biology 101 - A**

3 Active Enrollments

**Current Enrollments**

- **Rogers, Joe**
  - Joe Rogers
  - enrolled as a designer
  - joe.rogers.canvas@gmail.com

- **Jones, Caroline**
  - Caroline Jones
  - enrolled as an observer
  - c.jones.canvas@gmail.com

- **Jones, Bruce**
  - Bruce Jones
  - enrolled as a student
  - bruce.jones.canvas@gmail.com

- **Student, Test**
  - Test Student
  - 062731132e791cc21f149e67f66f47e6eb6e8b

**Completed Enrollments**

No Results

View current and completed enrollments, if any, in the section. Students are listed in alphabetical order by last name.
How do I remove an enrollment from a course section?

You may be able to remove section enrollments within your course Settings in Canvas. Removing an enrollment removes all associated coursework and grades from the course.

Section enrollments also include the Test Student, which is created when you enable Student View. If you need to remove the Test Student from the Gradebook, you can remove the Test Student from the enrolled section. Note that the Test Student may be part of more than one section.

Notes:

- Sections may be added by your institution's student information system (SIS). If a section in your course includes an SIS ID, you may not have permission to remove section enrollments.
- If you want to retain enrollment information for the user, you may be able to conclude the enrollment instead.

Open Settings

In Course Navigation, click the Settings link.
Open Sections

Click the **Sections** tab.

Open Course Section

Course Sections

- **Biology 101** (19 Users)
- **Biology 101 - MW** (3 Users)
- **Biology 101 - TTH** (13 Users)

Click the name of the section.
Delete Enrollment

Biology 101 - MW

6 Active Enrollments
SIS ID:

Current Enrollments

Sanderson, Bill
Mr. Bill
enrolled as an observer
bill.sanderson.canvas@gmail.com

Sanderson, Susan
Susan Sanderson
enrolled as an observer
susan.sanderson.canvas+2@gmail.com

Sanderson, Susan
Susan Sanderson
enrolled as an observer
susan.sanderson.canvas+4@gmail.com

Hover over the enrollment and click the Delete icon.

Confirm Delete

documentation.beta.instructure.com says:

Are you sure you want to delete this enrollment permanently?

Click the OK button.
How do I cross-list a section in a course as an instructor?

Cross-listing allows you to move section enrollments from individual courses and combine them into one course. This feature is helpful for instructors who teach several sections of the same course and only want to manage course data in one location. Instructors can allow students to view users in other sections or limit them to only view users in the same section. Section names do not change when they are cross-listed; the section is just moved to another course.

Cross-listing should be done while courses are unpublished. Coursework is retained with the course, not with the section enrollments, so if a published course is cross-listed, all cross-listed enrollments will lose any associated assignment submissions and grades.

To cross-list a course, you must know the name of the course or the course ID into which you are cross-listing. However, using a course ID is a better way to confirm you are cross-listing a section into the correct course. You can find the course ID by opening the course and viewing the number at the end of the browser URL (e.g. account.instructure.com/courses/XXXXXX).

Sections can only be in one course at a time. Once a section is cross-listed, you can re-cross-list the section into another course if necessary.

This lesson shows how to manually cross-list a section, though cross-listing can also be done through SIS imports. For more information on cross-listing, view the cross-listing video.

Notes:

- Cross-listing a section is a course permission. If you are an instructor and cannot view the cross-list options, this feature has been restricted by your institution.
- If you are an instructor and are allowed to cross-list, you may choose to de-cross-list a section. This option means that you can send the section back to the original course. If there is a chance you want to de-cross-list a section, make sure you add yourself to another section in the original course before cross-listing, otherwise you will no longer have access in the original course. If you have already cross-listed a course that you cannot de-cross-list, contact your Canvas admin.
- Before you can cross-list a section, the course must contain at least one enrollment.
Open Course Settings

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

Open Sections

Click the **Sections** tab.
Open Section

Course Sections

- Biology 101 (19 Users)
- Biology 101 - MWF (3 Users)
- Biology 101 - TTH (13 Users)

Click the title of the section you want to cross-list.

Cross-List Section

- Edit Section
- Cross-List this Section
- Back to Course Settings

Click the Cross-List this Section button.
Search for Course

Cross-List Section

Cross-listing allows you to create a section in one account and then move it to a course on a different account. To cross-list this course, you'll need to find the course you want to move it to, either using the search tool or by entering the course's ID.

Search for Course:  

Or Enter the Course's ID:  

Selected Course:

In the Search for Course field [1], enter the name of the course into which you are cross-listing. Or, in the Course ID field [2], enter the ID number for the course.

Cross-List this Section

Confirm you have selected the correct course [1]. Click the Cross-List This Section button [2].
Confirm Cross-Listing

The cross-listed section now appears in the new course. The breadcrumbs show the new course code.

Re-Cross-List Section

Sections can only be in one course at a time. If you need to cross-list the section into a different course, click the Re-Cross-List this Section button.
How do I de-cross-list a section in a course as an instructor?

If you cross-listed a section from a course, you may be able to cross-list the same section back into the original course. This process is called de-cross-listing and returns all student enrollments back to the original course section. However, once you de-cross-list enrollments, all grades and student submissions are removed from the course (since the course can no longer associate the information with any course enrollments). If you need to retain student grades and put them in the original course, you should export the Gradebook and import it into the original course before de-cross-listing the section.

Note: If you cannot view the De-Cross-List this Section button, you no longer have an enrollment in the original course. For assistance in de-cross-listing a section, please contact your Canvas admin.

Open Course Settings

In Course Navigation, click the Settings link.

Open Sections

Click the Sections tab.
Open Section

Course Sections

Biology 101 (19 Users)
Biology 101 - MWF (3 Users)
Biology 101 - TTH (13 Users)

Click the title of the section you want to de-cross-list.

De-Cross-List This Section

- Edit Section
- De-Cross-List this Section
- Re-Cross-List this Section
- Back to Course Settings

Click the De-Cross-List this Section button.
De-Cross-List this Section

Are you sure you want to de-cross-list this section? This will move the section back to its original course, **Biology 101**.

All grades for students in this course will no longer be visible. You can retrieve the grades later by re-cross-listing the course, but in the mean time the grades for these students will come from the original course.

Click the **De-Cross-List This Section** button. The section will be moved back to its original course.

**Note:** If you de-cross-list a section that includes student grades, Canvas will include a message that all grades will no longer be visible. If you need to retain student grades and put them in the original course, you should export the Gradebook and import it into the original course before de-cross-listing the section.
What are the different states of a Canvas course?

Canvas courses have three essential states: unpublished, published, and concluded.

View Unpublished Course

Unpublished courses are courses in preparation; they are courses being authored by instructors, instructional designers, and administrators. While a course is unpublished, students cannot access or participate in the course. When the course material is deemed ready by the designer, instructor, or administrator, it may be published.

These courses appear in the Future Enrollments section of the Courses menu. Unless you or your Canvas admin restrict permission to view future courses, and students can access their future enrollments in their Courses list before the course start date.

If a course is never published, the course will remain in the students' Future Enrollments section.
Published courses are instantly available to students who may be assigned via SIS integration, or manually by the instructor, administrator, or TA. When published, activity is dictated by the dates and status of course assignments and modules. Individual assignments, modules, or other course content can be individually locked (made unavailable to students) or assigned a date in the future, prior to which students will not be able to see or participate in said course component.

If courses are set within term dates, these courses appear in the My Courses section of the Courses menu. However, if courses have override dates and have different start dates, the courses appear in the Future Enrollments section until the course start date.
View Concluded Course

Confirm Conclude Course

Warning: Concluding the course will archive all course content and prevent you from modifying grades.

If you would like to retain the ability to change grades while limiting student access to the course, please utilize the course dates settings. You can learn about course date settings in our guides here.

Concluded courses are courses that are completed according to the SIS information or term dates, or courses that have been manually marked complete by an instructor or administrator. In a concluded course, instructors and students can no longer participate in the course and the course is archived in a read-only state. Students may be restricted from viewing concluded courses. You also may be able to manually conclude an individual course enrollment.

Unless you or your Canvas admin restrict permission to view prior courses, these courses appear in the Past Courses section of the Courses menu.
How do I publish a course?

If you have permission to publish your course, you can publish your course in the Course Home Page sidebar or from the Course Setup Checklist.

Notes:

• You must publish a course before students can access it and its contents. Students cannot see unpublished courses and content.
• Publishing a course is a course permission. If you cannot publish your course, your institution has restricted this feature.
• Publishing your course will send invitations to any users who were manually added to your course. Users added via SIS import will not receive an invitation.
• Course invitations will not be sent until after the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.)
• If you are using a Free-for-Teacher account, you cannot publish a course until you have verified your email address.
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

**Publish Course**

**Course Status**

- Unpublished
- Publish

- Choose Home Page
- View Course Stream
- Course Setup Checklist
- New Announcement

**Coming Up**

Nothing for the next week

In the Sidebar, click the **Publish** button.

**Note:** On smaller screens, the Sidebar displays beneath Course Home Page content.

**View Confirmation**

Course was successfully updated.

A message will appear at the top of your screen confirming the publishing of your course.
Unpublish Course

If you need to unpublish your course, click the **Unpublish** button in the sidebar. Students who already received course invitations will not be able to access your course.

Once your course contains a graded submission, you can no longer unpublish your course.
How do I conclude a course at the end of a term as an instructor?

When a course is completed and you want to provide read-only access to the course, you may be able to conclude the course manually in Canvas. However, if your institution uses software that automatically concludes enrollments, you do not have to manually end your course since the end date of the course will automatically conclude the course on your behalf.

When courses are manually concluded, all enrollments are removed from the course and placed in the prior enrollments page. All users in the course will have read-only access. This change applies to all enrollments, including course instructors. Instructor-based roles will no longer have the same access in the course and will result in loss of course functionality and user information, such as viewing SIS data. If full functionality is still required for instructors but you want to conclude the course for students, learn how to change the end date of your course instead.

Once a course is concluded, if you do not want students to be able to view the course at all, you can restrict students from viewing prior courses.

Note: Manually concluding a course is a course permission. If the Conclude this Course button does not appear in Course Settings, this setting has been restricted for your course.

Open Settings

In Course Navigation, click the Settings link.
Conclude This Course

To conclude your course, click the Conclude this Course link.
**Conclude Course**

**Confirm Conclude Course**

Warning: Concluding the course will archive all course content and prevent you from modifying grades.

If you would like to retain the ability to change grades while limiting student access to the course, please utilize the course dates settings. You can learn about course date settings in our guides [here](#).

Click the **Conclude Course** button.

**View Confirmation**

![Course successfully concluded](#)

Verify that the course has been concluded.

**Note:** Admins can unconclude courses if necessary. If you are an instructor, please contact your admin for assistance.
How do I manage content for a course associated with a blueprint course?

If your content index pages include Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor. Locked objects may include attributes for content, points, due dates, and availability dates. Attributes may apply to some or all object types: assignments, discussions, pages, files, and quizzes.

Locked Objects

You cannot manage any objects that are locked in your course. Locked objects enforce the attributes defined by your Canvas admin, which can include content, point values, due dates, and availability dates. You can view locked attributes by viewing an individual locked object.

Attributes for locked objects may be changed from the blueprint course at any time. Any change to an attribute retroactively applies to all locked objects in your course. If an attribute is changed in the blueprint course, any locked attributes in your course that vary from locked attributes in the blueprint course will trigger unsynced changes in the blueprint course and override your course.

Course Settings, including Course Navigation, can also be part of a blueprint course sync.

Unlocked Objects

You can manage any objects that are unlocked in your course. If you modify any unlocked objects, unlocked objects are not overwritten with any synced changes from the blueprint course. Additionally, any new objects you create in your course do not include a blueprint icon and cannot be associated with the blueprint course.

Please note that unlocked objects from the blueprint can be locked at any time. If you’ve previously removed an unlocked object from your course, any objects that are later locked in the blueprint course will be replaced in your course.

Object Management

This lesson shows how to view objects from the Assignments page. Locked and unlocked objects also display in the Files, Modules, Pages, and Quizzes pages.

In Modules, only individual module items can be locked. You can manually manage modules and unlocked objects within the modules. However, be aware of the following behaviors that may apply at any time:

- New modules may display at the bottom of the Modules page. These modules are new modules added to the blueprint course and have been synced to associated courses.
- If you rearrange modules or module items, any additional course syncs will update your modules to the same structure in the blueprint course. If you move a module item to another module, the module item will exist in both modules.
- If you delete a module created from the blueprint course, the module will not be restored in additional course syncs.
- If you create new module items, any additional course syncs will retain your new item, but it will be reordered above all blueprint synced module items.
Notes:

- To be notified of synced updates from a blueprint course, enable the Blueprint sync notification in User Settings. You can also view the latest Blueprint sync information in Course Settings.
- To view if your course is a blueprint course, view the Course Details page in Course Settings. If your course is a blueprint course, you can lock course objects and sync course objects to associated courses.

Open Course

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

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

**Note:** Blueprint objects can also be viewed in the Files, Modules, Pages, and Quizzes pages.

View Object Icons

In any Index page, you can view the status of each object. White squares indicate the object is unlocked [1]. Squares with a lock icon indicate the object is locked [2]. The hover text also confirms the status of the object.
View Object with No Icon

Any new content you create in your course does not include a blueprint icon and cannot be associated with the blueprint course.

View Status in Individual Object

Except within Files, blueprint status and locked attributes can be viewed within individual objects.

Files status can only be viewed in the Files Index Page.

View Unlocked Object

Assignment 4: Sea Life

Describe general characteristics of life in the oceanic water column as well as life on the sea floor.
Objects that are unlocked can be edited, published, and managed like any other Canvas object. The only difference is that the page designates that the object is part of a blueprint course.

You can modify unlocked content at any time. Any unlocked content that you modify will not be overwritten with additional synced changes from the blueprint course.

**Note:** New content that you create in your course is not associated with the blueprint course and will not display the Blueprint designation.

**View Locked Object**

[Image of locked content interface]

**Assignment 3: Surf's Up - Beach Analysis**

With your group members, analyze the surf and beach zone to explain different types of waves and surf. You should include media (photos or video) during our field trip for this topic.

For locked objects, the individual page displays the locked attributes as set by your institution.

Attributes that can be locked include content (including the object title), points, due dates, and availability dates.
Edit Locked Object

Assignment 3: Surf's Up - Beach Analysis

With your group members, analyze the surf and beach zone to explain different types of waves and surf. You should include media (photos or video) during our field trip for this topic.

- Points: 5
- Assignment Group: Assignments
- Display Grade as: Points

Assign
- Assign to: Everyone
- Due: Aug 17 at 11am
- Available from: [ ]
- Until: [ ]

Do not count this assignment towards the final grade

When you edit content in a locked object, locked attributes cannot be edited.
How do I view the blueprint sync information for a course associated with a blueprint course?

If your content index pages include Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template, and changes to locked objects can be synced from the blueprint course to your course at any time. However, you can manage any unlocked course content in your course.

You can view the latest information about a blueprint sync in Course Settings. The blueprint information contains details about the content or other attributes changed in your course.

Notes:

- To be notified of synced updates from a blueprint course, enable the Blueprint sync notification in User Settings.
- Quizzes.Next assessments are only synced to blueprint courses during the initial sync. Changes to Quizzes.Next assessments are not included in subsequent sync attempts.
In Global Navigation, click the Courses link [1], then click the name of the course [2].

Open Settings

In Course Navigation, click the Settings link.

Open Blueprint Information

In the sidebar, click the Blueprint Information link.
The Blueprint Information page shows information from the last blueprint sync. The page displays the name and course ID of the blueprint course [1] and the name and course ID of your associated course [2].

You can also view the date and time of the sync [3] and the number of changes [4].

If a message was included as part of the notification, the message is displayed above the list of synced changes.

For a course association made by an admin, sync information will also show the date and time the sync was made, but no details will be included related to the sync.

View Sync Details
The Blueprint Information page shows the specific content that has been synced. Each content object shows the synced status of the object (locked or unlocked) and the name of the object [1], the object type [2], the change applied [3], and whether or not the sync was applied [4].

Content changes can be created, updated, or deleted. *Updated* changes indicate any change to existing content.

**Close Blueprint Information**

![Done button](image)

When you are finished with the Blueprint Information page, click the **Done** button.
How do I lock course objects in a blueprint course as an instructor?

If you are enrolled in a blueprint course as an instructor, you can lock and unlock course objects and sync content for the blueprint course. Depending on your admin’s preference, locked objects may include attributes for content, points, due dates, and availability dates. Attributes may apply to some or all object types: assignments, discussions, pages, files, and quizzes.

If you are not sure how objects are defined for the course, you can view locked attributes by viewing an individual object. Attributes for locked objects may be changed by an admin in the blueprint at any time.

Locked Objects

Locking an object in a course enforces the attributes defined by your Canvas admin. Any change to an attribute retroactively applies to all locked objects in the associated course. If an attribute is enabled for locked objects in the blueprint course, any locked attributes in the associated course that vary from locked attributes in the blueprint course will trigger unsynced changes in the blueprint course and override the associated course objects.

Locking or unlocking an object applies immediately to all associated courses. However, the change will still be noted as an unsynced change and will not appear in the Sync History page until the sync is complete. Additionally, changes are not identified as an unsynced change until the page is refreshed.

Unlocked Objects

Objects that are unlocked can be managed by a course instructor in the associated course like any other Canvas object. If the blueprint course is synced and the instructor has modified unlocked objects in the associated course, unlocked objects are not overwritten with the synced changes.

Unlocked blueprint objects can be locked at any time. If you lock an unpublished object, and that object was previously removed from an associated course, the object will be replaced in the associated course.

Object Management

This lesson shows how to lock an object from the Assignments page. Objects can also be managed in the Files, Modules, Pages, and Quizzes pages.

In Modules, only individual module items can be locked. Changes to the modules structure are triggered as part of a course sync.

Note: You can only lock and unlock objects created in the blueprint course. Any new objects added to an associated course by an instructor does not include a blueprint icon and is not associated with the blueprint course.
In Global Navigation, click the **Courses** link [1], then click the name of the blueprint course [2].
Open Assignments

In Course Navigation, click the Assignments link.

Note: Objects can also be managed in the Files, Modules, Pages, and Quizzes pages.

View Icon Status

In any Index page, you can view the status of each object. White squares indicate the object is unlocked [1]. Blue squares with a lock icon indicate the object is locked [2].

By default, objects are unlocked. You can change the status of an object by toggling the lock and unlocked icons.
Lock Object

To lock an object, click the object’s unlocked icon. The hover text will confirm you want to lock the object.

Unlock Object

To unlock an object, click the object’s lock icon. The hover text will confirm you want to unlock the object.

View Status in Individual Object

Except within Files, blueprint status can be modified within individual objects.

Files can only be locked or unlocked from the main Files page.

Lock Object

To lock an unlocked object, click the Blueprint button. The button will change from gray to blue and indicate the object is locked.
Unlock Object

Individual objects show the attributes that have been locked.

To unlock a locked object, click the Locked button. The button will change from blue to gray and indicate the object is unlocked. The locked attributes banner will also be removed from the page.
Instructors in an associated course can view locked and unlocked icons in the Index page. However, they cannot manage the existing status of an object.

For locked objects, the individual page displays the locked attributes selected in Course Settings, if any. Instructors in associated courses cannot modify locked objects, so any attributes that are locked cannot be edited.

Assignment 3: Surf's Up - Beach Analysis

With your group members, analyze the surf and beach zone to explain different types of waves and surf.

You should include media (photos or video) during our field trip for this topic.
Assignment 3: Surf's Up - Beach Analysis

With your group members, analyze the surf and beach zone to explain different types of waves and surf.

You should include media (photos or video) during our field trip for this topic.

Points: 5
Assignment Group: Assignments
Display Grade as: Points

Assign to: Everyone
Due: Aug 17 at 11am
Available from: [ ]
Until: [ ]

[ ] Do not count this assignment towards the final grade
How do I sync course content in a blueprint course as an instructor?

If you are enrolled in a blueprint course as an instructor, you can sync blueprint content changes to associated courses.

Content Sync

After a change is made to an object or attribute, the blueprint course sidebar displays a sync option indicating that unsynced changes have been made in the course. Content can be synced at any time.

All course content will be included in a blueprint sync, regardless of whether content is locked. Changed content will always overwrite the existing content in the associated courses for all locked objects. Content that can be managed by an instructor or new content created in an associated course by the instructor is not affected.

Notifications within associated courses can only be sent if the notification trigger has not yet occurred. Features such as announcements in a blueprint course may need to be created as a delayed post so the announcement displays in the associated course after syncing course content.

Content State

The sync will include the state of each object as it exists in the blueprint course. For instance, if an assignment is unpublished in the blueprint course, it will also be unpublished in the associated course. However, once the state is changed in the associated course, the state within the blueprint course will no longer apply.

Modules Exceptions

If a blueprint course includes Modules, changes to the modules structure are triggered as part of a course sync. Modules cannot be locked, but course state applies to all individual module items.

The following sync exceptions apply for Modules content:

- Associated courses match the modules structure initially created in the blueprint course. Any additional modules and their content added to the blueprint course and synced to associated courses will always be added to the bottom of the Modules page in the associated courses.
- If modules or module items are rearranged in an associated course, the module order will be updated to match the blueprint course structure in the next sync. If a module item in an associated course is moved to another module, the module item will exist in both modules.
- Modules created from a blueprint course and deleted from an associated course will not be restored in additional course syncs.
- New module items added to a module in an associated course will remain in the module but will be reordered above all blueprint synced module items.
Notes:

- Changes within Course Settings do not trigger unsynced changes. The course only recognizes unsynced changes when a change is made to course content.
- Associated courses display the **latest blueprint sync information** in Course Settings.
- If an assignment in a blueprint course is muted, the muted status is not synced to the same assignment in associated courses.

Open Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].
In the Course Home Page, click the Blueprint sidebar tab.

**Note:** You can also access the Blueprint sidebar from any Course Navigation page.
View Sidebar

The Blueprint sidebar provides quick access to blueprint sync information.

If any changes have been made in the course, the sidebar displays the number of unsynced changes in the course [1]. All course content is copied in the sync regardless of whether or not objects are locked. The only exception is Course Settings, which must be selected on a per-sync basis as part of the sync options [2]. You can also create a notification about the sync from the sidebar [3].

If you know what content is being synced and you are ready to sync your content, you can sync updates directly from the sidebar [4].
View Unsynced Changes

If you are not sure what content is being synced, or if you just want to confirm existing changes in the course, you can view specific details about the unsynced changes by clicking the Unsynced Changes link.
The Unsynced Changes page shows the specific content that has been updated. Each content object shows the current status of the object (locked or unlocked) [1], the name of the content item [2], the content change [3], and the content object type [4].

Content changes can be created, updated, or deleted. *Updated* changes indicate any change to existing content.

### Select Sync Options

- [ ] Include Course Settings
- [✓] Send Notification
- [✓] Add a Message (0/140)

Course Settings include all settings options in the course, including Course Navigation. To sync Course Settings to associated courses, select the **Include Course Settings** checkbox [1].
If you want to send a notification about the blueprint sync, click the **Send Notification** checkbox [2]. Admins and other instructors can set the Blueprint sync notification and receive updates when a sync is complete.

To add a message as part of the notification, click the **Add a Message** checkbox [3]. The message can be added as a reference to note what changes were made in the sync and displays in the Sync History page.

**Sync Changes**

Click the **Sync** button.

**View Sync**

Once a sync has started, the sidebar shows the sync status as long as you are viewing the page. You can leave the page, but know that the sync may take a while to process.
Note: If you immediately view an associated course and don't see any updates, the sync may still be in process. To confirm sync completion, enable the Blueprint sync notification in User Settings.
How do I view the sync history for a blueprint course as an instructor?

If you are enrolled in a blueprint course as an instructor, you can sync blueprint content changes to associated courses. Once a sync has been made in a blueprint course to associated courses, the sync is recorded in the Sync History page. You can view Sync History to view prior syncs and details about the sync.

The Sync History page records the last five syncs to the blueprint course.

Notes:

- Associated courses display the latest blueprint sync information in Course Settings.
- If sync history shows no sync details, the blueprint course was being synced to an associated course by an admin. The sync history for association syncs show the date and time the sync was made but no additional details are included.

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

**Open Sync History**

In the Course Home Page, click the Blueprint sidebar tab [1], then click the **Sync History** link [2].

**Note**: You can access the Blueprint sidebar from any Course Navigation page.
View Sync History

The Sync History page shows information about the last five syncs to the blueprint course. The page displays the date and time of the sync [1] and the number of changes [2].

If a message was included as part of the notification, the message is displayed above the list of synced changes [3].

For a course association made by an admin, sync history will show the date and time the sync was made but no details will be included related to the sync [4].
The Sync History page shows the specific content that has been synced. Each content object shows the synced status of the object (locked or unlocked) [1], the name of the content item [2], the content change [3], the content object type [4], and whether or not the sync was applied [5].

Content changes can be created, updated, or deleted. *Updated* changes indicate any change to existing content.

**View Sync Exceptions**
The Sync History page may show items with a sync exception. Exceptions occur when content is not synced because the content was modified in an associated course before the blueprint course was synced.

An exception is noted by the Exception indicator [1], which includes the number of exceptions.

To view which course(s) had an exception, click the arrow icon next to the name of the content item [2]. The expanded details show the term and the name of the course.

Close Sync History

When you are finished viewing the Sync History page, click the Done button.
Discussions
How do I use the Discussions Index Page?

The Discussion Index page allows you to view all the discussions within a course. As an instructor, you can add discussions and modify discussion settings.

Open Discussions

In Course Navigation, click the Discussions link.
View Discussions Index Page

The Discussions Index page is designed with global settings at the top of the page [1], followed by the Discussion groups [2]. Individual discussions are nested within each Discussion group [3].

View Discussions Global Settings

Global settings include a drop-down menu to filter all or unread discussions [1] and a search field for searching discussions [2]. You can also add a new discussion [3] and edit discussion settings [4].
Discussion groups can be expanded and collapsed by clicking the arrow next to the name.

Discussions are organized into three main areas:

1. **Discussions.** These are current discussions within the course. Discussions can remain open indefinitely, or you can specify a date range (as designated by the available from/until date). Discussions with replies are ordered by most recent activity. Discussions with no replies are ordered by creation date. Students will only see this section heading if there are discussions within this section.

2. **Pinned Discussions.** These are discussions that you want your students to see at the top of their page. Pinned discussions can be arranged in any order. Students will only see this section heading if there are discussions within this section.

3. **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. Closed for comments discussions are also ordered by most recent activity. Students 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 on which the last discussion reply was posted [3], the number of unread/total posts in the discussion [4], the discussion state (published or unpublished) [5], and whether or not you are subscribed to the discussion [6]. You can also view availability dates for graded and ungraded discussions [7].

The unread icon next to a discussion indicates an unread discussion [8]. You can also view which sections are assigned to a discussion [9]. The number of unread/total posts is not included for group discussions and discussions that have no discussion replies [10]. The peer review icon [11] also displays if a graded discussion has been assigned peer reviews.

You can also set varied due dates for a discussion and create due dates according to course section. Discussions with varied due dates show the latest due date.

**Notes:**

- Due dates are not required for discussions.
- Graded discussions with discussion replies cannot be unpublished. This is indicated by the publish icon being lighter in color.
View Availability Dates

Discussions can also include availability dates. Availability dates can make a discussion available for only a specific period of time.

Manage Individual Discussion

For each individual discussion, you can use the options drop-down menu to close the discussion for comments [1], pin or unpin the discussion [2], move the discussion [3], duplicate the discussion [4], or delete the discussion [5].
View Discussion

To view discussion details and replies, click the name of the discussion.

View MasteryPaths

If you use MasteryPaths in your course, you can tell which items are set up in Modules as MasteryPaths or conditional content items.
View Blueprint Course

If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.
How do I create a discussion as an instructor?

As an instructor, you can create a discussion for your course. This lesson outlines a variety of options to choose from in order to customize a discussion for your course.

Note: Discussions can be graded or ungraded. If a student attaches a file to an ungraded discussion, the file size counts toward the student’s storage quotas. However, attachments added to graded discussions do not count toward the student’s storage quotas.

Open Discussions

In Course Navigation, click the Discussions link.

Add Discussion

Click the Add Discussion button.
Create Discussion

In the Title field [1], create a title for your discussion.

Use the Rich Content Editor [2] to create content for your discussion. The Rich Content Editor includes a word count display below the bottom right corner of the text box.

You can also add links, files, and images to the discussion using the content selector [3].

If you want to create a section-specific discussion that is not graded, select one or multiple sections in the Post to drop-down menu [4]. Graded section-specific discussions must be created as part of the Graded option in the next section.

You can also add an attachment to your discussion by clicking the Choose File button [5].
Add Discussion Options

By default, discussions are created as focused discussions. To create a threaded discussion, click the Allow threaded replies checkbox [1].

To require users to reply to the discussion before they can see any other replies, click the Users must post before seeing replies checkbox [2].

To enable a discussion podcast feed, click the Enable podcast feed checkbox [3].

To allow students to like discussion replies, click the Allow liking checkbox [4].

To add an ungraded discussion to the student to-do list, click the Add to student to-do checkbox [5]. Student to-do items display in the course calendar, in the student-specific List View Dashboard, and in the global and course home page to-do lists. Graded discussions automatically display in a student’s to-do list.

To make the discussion a group discussion, click the This is a Group Discussion checkbox [6].

To make your discussion available on a specific date or during a specific date range using availability dates, enter the dates in the Available From and Until fields [7], or click the calendar icons to select dates. If you create a graded discussion, the Available From and Until dates can be set in the Assign field. Before the Available From date, students will only be able to view the
discussion title. After the Until date, students can view the discussion topic and all responses but cannot add or edit any responses.

Create Graded Discussion

To create a graded discussion, click the **Graded** checkbox. If this option is selected, additional options will be added to the page, where you can assign graded discussions to everyone, [individual students](#), [course sections](#), or [course groups](#).

**Note:** If you want to create a graded discussion and you have added sections in the Post To field, the Graded option will be unavailable. You must remove the sections from the Post To field before selecting this option. You will be able to add sections as part of the graded discussion options.

Save and Publish
If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** icon.
How do I create a group discussion in a course?

Groups are a subset of a course with a course-like environment including their own Calendar, Discussion board, and Collaboration tools. Only students added to a group have permission to see and use the respective tools within the group.

A group discussion assignment creates an identical discussion topic in each group category. When students reply to the discussion topic they do so within their group environment, which is linked to the course from which the assignment was created.

If you prefer to create a group discussion for grading, learn how to create graded group discussions.

Note: You will need to create group sets and groups before setting up a group discussion assignment.

Open Discussions

In Course Navigation, click the Discussions link.

Add Discussion

Click the Add Discussion button.
Create Group 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. The Rich Content Editor includes a word count display below the bottom right corner of the text box.
3. Click the This is a Group Discussion checkbox.
Select Group Set

To select an existing group set, click the **Group Set** drop-down menu [1]. To create a new group category, click the **New Group Category** button [2].

Set Availability Dates

To make your discussion available on a specific date or during a specific date range, enter the dates in the **Available From** and **Until** fields [7], or click the calendar icons to select dates. These dates apply to all users. By default, these fields are left blank and the discussion can be viewed throughout the entire course.

**Note:** These fields only apply for non-graded discussions; if you create a graded group discussion, these date fields do not apply.
Save and Publish

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.
View Discussion

This is a graded discussion: 10 points possible    due Mar 14 at 3pm

Since this is a group discussion, each group has its own conversation for this topic. Here are the ones you have access to:

• Group 1
  • Group 2

View the discussion. A Teacher or TA will see links to each group. Click the group name to open the group discussion and view replies to the topic.
Student View of Discussion

When students open the discussion, they will be taken to the Discussions page within their specified project group to complete the assignment.

**Note:** Discussion posts cannot be made anonymously.
How do I duplicate a discussion in a course?

You can duplicate a discussion in your course. When a discussion is duplicated, the word Copy is added to the end of the assignment name. The person who copied the discussion is shown as the author of the discussion and is immediately subscribed to the discussion, and the date the discussion was copied displays as the last posted date.

Duplicating a discussion defaults the copied discussion to an unpublished status. All items in the discussion are duplicated including the name, description, and options. In graded discussions, duplication exceptions include the following situations:

- Copied peer review discussions retain the peer review settings and Assign Review date, but the number of reviews per user will be set to zero.
- Copied discussions are always assigned to everyone in the course; differentiated discussions are not retained for individual users, groups, or sections.
  - If a differentiated discussion includes an Everyone Else date, the copied discussion retains the Everyone else date, if any.
  - If a differentiated discussion does not include an Everyone Else date, the copied discussion does not include a due date.

Open Discussions

In Course Navigation, click the Discussions link.
Duplicate Discussion

Locate the discussion you want to duplicate and click the Options icon [1]. Click the Duplicate link [2].

View Duplicate

View the discussion duplicate in your course.

Note: If applicable to your course, the Discussions page displays any Blueprint Course icons after the page is refreshed.
How do I use Draft State in Discussions?

Draft State allows content in Discussions to exist in an unpublished (draft) state. Unpublished content is invisible to students, and graded discussions are excluded from grade calculations.

Note: If you use Modules in your course and add a Discussion to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Discussions unpublished until you are ready to publish the entire Module. For more information please see the Modules Draft State lesson.

Open Discussions

In Course Navigation, click the Discussions link.
View Status of All Discussions

On the Discussions index page, you can view the status of each discussion. Green icons indicate the discussion is published [1]. Gray icons indicate unpublished discussions [2]. You can change the status of a discussion by toggling the published and unpublished icons.

Publish Discussion

To publish a discussion, click the discussion's unpublished icon.
Unpublish Discussion

To unpublish a discussion, click the discussion's published icon [1].

Discussions with student submissions cannot be unpublished. The published icon for these discussions is lighter in color to indicate discussions that cannot be unpublished [2].

View Status within an Individual Discussion

Within individual discussions, the discussion status is shown next to the discussion settings.
Publish Discussion

To publish a discussion, click the discussion’s **Publish** button. The button will change from gray to green.

Unpublish Discussion

To unpublish a discussion, hover over the published button for the content item and view its status. If the discussion can be unpublished, the hover text will confirm you want to unpublish the discussion, and the button will change from green to red. Click the button to confirm.

Content with student submissions cannot be unpublished.
Discussions Student View

Students cannot see any of the actions involved with Draft State, such as published and unpublished icons and setting icons. Students will only see published discussions.
How do I edit a discussion in a course?

You can edit the details of a discussion you've already created.

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion

Click the name of the discussion.
Edit Topic

Click the Edit button.
Edit Discussion

Edit the text in the Rich Content Editor. You can also edit other options within the discussion.

Save Discussion

Click the Save button.

Note: If you are editing an unpublished discussion and want to publish it, click the Save & Publish button.
How do I delay posting a discussion until a specified date in a course?

You can delay posting a discussion topic until a specific date by changing a setting in your discussion. This lesson shows how to set posting dates, also referred to as availability dates, for non-graded discussions.

Note: In graded discussions, the availability date fields shown in this lesson do not apply. Graded discussions include separate availability dates that are set when assigning a discussion to specific course users.

Open Discussions

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

Add Discussion

Click the **Add Discussion** button.
Create Discussion

Create your discussion by using the following options:

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.

Add Availability Dates

To make your discussion available on a specific date or during a specific date range, enter the dates in the Available From and Until fields, or click the calendar icons to select dates.
You are not required to enter dates in both of these fields, so if you want to delay your posting but do want your post to appear indefinitely, you can leave the Until field blank.

**Note:** These fields only apply for non-graded discussions; If you create a graded discussion, these date fields do not apply.

**Save and Publish**

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

**View Discussion**

View the discussion and the posting date.
Students do not have access to locked discussions until the availability date. They will not see locked discussions on the Discussions Index Page.
How do I move or reorder a discussion in a course?

You can move or reorder pinned discussions in the Pinned Discussions section. You can manually drag and drop the discussion, or you can use the Move To option, which is also accessible for keyboard users.

Note: Only discussions in the Pinned Discussions section can be reordered manually. Other sections are automatically ordered by recent activity date.

Open Discussions

In Course Navigation, click the Discussions link.
Drag and Drop Discussion

You can use the drag and drop option to reorder pinned discussions. Click and drag the discussion to the desired location within the section.

Drop the discussion by releasing the mouse.
Move Discussion

You can also use the Move To option to reorder a pinned discussion. Click the Options icon [1] and select the Move To... link [2].

Place Discussion Location

Place "Revolution Topic Discussion"

At the Top [1]

Place "Revolution Topic Discussion"

At the Top [2]

Before..

After..

At the Bottom
In the Move Discussion sidebar, click the **Place** drop-down menu [1]. Select the placement of the discussion you are moving [2]. You can move the discussion so it is located at the top of the section, before a specific discussion, after a specific discussion, or at the bottom of the section.

**Place Before or After**

If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the discussion that should be before or after the discussion you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the discussion to another location, change the sidebar placement options again.
Move Discussion

Click the Move button.
How do I assign a graded discussion to everyone in a course?

By default, graded discussions you create in your course will be assigned to everyone. You can specify a due date and availability dates that apply to everyone. You can also assign a graded discussion to an individual student, course section, or course group.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Open Discussions

In Course Navigation, click the Discussions link.

Add Discussion

Click the Add Discussion button.
Enter Discussion Details


Set Graded Discussion

Click the Graded checkbox.
Enter the number of points possible [1]. Select the Grading Type [2] and Assignment Group [3], and assign Peer Reviews [4], if any.
Assign to Everyone

By default, Canvas will assign your graded discussion for everyone in your course.
Edit Due and Availability Dates

In the date fields, add your preferred date(s) with the following options:

- **Due [1]**: Set the date and time that the graded discussion is due. The due date will already be populated for you if you created a discussion shell, but you can change it if necessary.
- **Available From [2]**: Set the date and time when the discussion will become available.
- **Until [3]**: Set the date and time when the discussion will no longer be available.

Note: Beneath the Due Date and Availability Date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a discussion, the course and local times are displayed for reference.
Save and Publish

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

View Date Error

If you submit an invalid string of due dates and try to save the discussion, Canvas generates an error notification. Such invalid entries include not unlocking the discussion before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the discussion again.
Notes:

- If the course does not include specified course start and end dates, Canvas validates the discussion against the term date set for the course.
- If your course is not using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion date to be past the date of the closed grading period.

View Discussion Due Date

View the due date assigned to the discussion.
### View Discussions Page

On the Discussions Index Page, the discussion shows the dates assigned to the discussion.
How do I assign a graded discussion to an individual student?

When creating or editing a graded discussion, you can assign a graded discussion to a specific student. Availability date functionality is still available for each graded discussion.

Only the student(s) specified in the discussion details can view the graded discussion.

When using differentiated assignments with the Gradebook, the graded discussion appears as a column for all students, but grade cells are grayed out for students who have not been included in the discussion. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Note: If your course is using MasteryPaths, you do not have to manually assign graded discussions to individual students. Learn how to assign assignments to MasteryPaths.

Open Discussions

In Course Navigation, click the Discussions link.
Add Discussion

Click the Add Discussion button.

Enter Discussion Details

Enter a title [1] and add content [2] to your discussion.
Set Graded Discussion

Click the **Graded** checkbox.

**Enter Grading Details**

Enter the number of points possible [1]. Select the Grading Type [2] and Assignment Group [3], and assign Peer Reviews [4], if any.
Assign to Student

By default, Canvas will set your assignment for everyone in your course. To create the assignment for a specific student, click the Everyone remove icon [1], then start to type in the name of a student [2]. Search fields are dynamic, and you can search for students by first or last name. When the full name appears, click the name. Lists are not scrollable.

You can include more than one student in the To field as long as the students are to be assigned the same due and availability dates.
Edit Due and Availability Dates

In the date fields, add your preferred date(s) with the following options:

- **Due [1]**: Set the date and time that the graded discussion is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From [2]**: Set the date and time when the graded discussion will become available.
- **Until [3]**: Set the date and time when the graded discussion will no longer be available.

**Note**: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a graded discussion, the course and local times are displayed for reference.
Add Additional Dates

To add another student with a different due date and availability dates, click the Add button.
Remove Dates

You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your discussion, click the Save & Publish button [1]. If you want to create a draft of your discussion and publish it later, click the Save button [2].
View Due Date Warning

Not all sections will be assigned this item.

Would you like to go back to include:
- History 101
- History 101 - MWF
- History 101 - TTH

If you do not add course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the **Continue** button [1] if you don't want to add any sections to the assignment, or click the **Go Back** button [2] to go back and add additional sections.

**Note:** This warning message will not appear if *Everyone* or all course sections are assigned to the assignment.
View Date Error

If you submit an invalid string of due dates and try to save the graded discussion, Canvas generates an error notification. Such invalid entries include not unlocking the discussion before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the discussion again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the graded discussion against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion due date to be past the date of the closed grading period.
View Graded Discussion Dates

To view users and due dates for the discussion, click the Show Due Dates link.

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 28</td>
<td>Everyone else</td>
<td>May 25 at 12am</td>
<td>Jun 4 at 11:59pm</td>
</tr>
<tr>
<td>May 31</td>
<td>1 student</td>
<td>May 24 at 12am</td>
<td>Jun 8 at 11:59pm</td>
</tr>
<tr>
<td>Jun 1</td>
<td>1 student</td>
<td>May 23 at 12am</td>
<td>Jun 2 at 11:59pm</td>
</tr>
</tbody>
</table>

View the dates assigned to the graded discussion.
View Assignments Page

<table>
<thead>
<tr>
<th>Bill of Rights Discussion</th>
<th>Available Multiple Dates</th>
<th>Everyone else</th>
<th>1 student</th>
<th>1 student</th>
<th>May 28</th>
<th>May 31</th>
<th>Jun 1</th>
<th>10 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration of Independence Multiple Discussion</td>
<td>Available Multiple Dates</td>
<td>Due Multiple Dates</td>
<td>10 pts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On the Assignments Page, the graded discussion shows there are multiple users and dates assigned to the discussion. Hover over the text to view date availability or due dates.
How do I assign a graded discussion to a course group?

You can create a graded discussion for a course group by using the Group Discussion checkbox. Canvas uses group sets to assign group discussions, and each group within the group set that is assigned to the discussion is required to complete the discussion.

You will need to assign a group set as part of the discussion. You can add an existing group set, or you can create a new group set as part of the assignment and add students to groups later. However, if you create a group set with self sign-up or manual group assignments, you will not be able to use the group set until users have been added to the subgroups.

When differentiating groups in graded discussions, students can only view the discussion if they are a member of an assigned group. Otherwise the discussion does not appear in the group's discussions page. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

You can still view the links to all groups that are in the group set (as with any other group discussion). However, if you do not select a group in the differentiated assignments list, the group does not show a differentiated due date.

When Multiple Grading Periods are enabled in a course, graded discussions are also respected against closed grading periods.

Note: Please ensure all students have been added to a group before assigning a group set to the group discussion. If a student is not added to a group and replies to the discussion, the student's reply will be part of the original discussion topic. Replies on the original discussion topic can be viewed by clicking the View the full discussion link in SpeedGrader.
Open Discussions

In Course Navigation, click the Discussions link.

Add Discussion

Click the Add Discussion button.
Enter Discussion Details

1. Topic Title

2. HTML Editor
   
   Enter a title [1] and add content [2] to your discussion.

Select Graded Discussion

Options
- [ ] Allow threaded replies
- [ ] Users must post before seeing replies
- [ ] Enable podcast feed
- [x] Graded
- [ ] Allow liking

Click the **Graded** checkbox.
Select Group Discussion

Click the **This is a Group Discussion** checkbox.

Select Group Set

Click the **Group Set** drop-down menu to select which groups will be assigned [1] or create a new group category [2].

**Note:** Groups created by students cannot be used for Group Discussions and do not appear in the drop-down menu.
Assign to Everyone

By default, Canvas will set your discussion for everyone in your course. This option means all users in the course regardless of section will be assigned the assignment. All students will still be assigned to a group based on the previously selected group set.
Assign to Group

To create the discussion for a specific group in the group set, click the Everyone remove icon [1], then start to type in the name of a group [2]. Search fields are dynamic; when the group name appears, click the name. Lists are not scrollable.

You can include more than one group in the To field, as long as they are to be assigned the same due and availability dates.
Edit Due and Availability Dates

In the date fields, add your preferred date(s) with the following options:

- **Due [1]**: Set the date and time that the discussion is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From [2]**: Set the date and time when the discussion will become available.
- **Until [3]**: Set the date and time when the discussion will no longer be available.

**Note**: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a discussion, the course and local times are displayed for reference.
Add Additional Dates

To add new Due and Availability Dates for other users in your course, click the Add Date button.
Remove Dates

You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your discussion, click the Save & Publish button [1]. If you want to create a draft of your discussion and publish it later, click the Save button [2].
View Due Date Warning

Not all sections will be assigned this item.

Would you like to go back to include:
- History 101
- History 101 - MWF
- History 101 - TTH

Even when you aren't adding sections, you will see a warning message asking you if you want to add sections.

You can click the Continue button [1] if you don't want to add any other sections to the assignment, or click the Go Back button [2] to go back and add sections.

Note: This warning message will not appear if everyone in the course or all course sections are assigned.
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the graded discussion again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the graded discussion against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion due date to be past the date of the closed grading period.
View Assignment Dates

This is a graded discussion: 10 points possible

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 15</td>
<td>Group 2</td>
<td></td>
<td>Mar 19 at 11:59pm</td>
</tr>
<tr>
<td>Mar 14 at 2pm</td>
<td>Group 1</td>
<td></td>
<td>Mar 16 at 11:59pm</td>
</tr>
</tbody>
</table>

Since this is a group discussion, each group has its own conversation for this topic. Here are the ones you have access to:

- Group 1
- Group 2

Note: for differentiated group topics, some threads may not have any students assigned.

Revolution Topic Discussion

View the dates and users assigned to the assignment.
How do I assign a graded discussion to a course section?

When creating or editing a graded discussion, you can assign a graded discussion to a specific course section. Availability date functionality is still available for each graded discussion.

Only the section(s) specified in the discussion details can view the graded discussion.

When using differentiated assignments with the Gradebook, the graded discussion appears as a column for all students, but grade cells are grayed out for students who have not been included in the discussion. Grades cannot be assigned for students who have not been included in the graded discussion, and graded discussions that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

Open Discussions

In Course Navigation, click the Discussions link.
Add Discussion

Click the Add Discussion button.

Enter Discussion Details

1. Topic Title

2. HTML Editor

Enter a title [1] and add content [2] to your discussion.
Set Graded Discussion

Options

☐ Allow threaded replies
☐ Users must post before seeing replies
☐ Enable podcast feed
☑ Graded
☐ Allow liking

Click the Graded checkbox.

Enter Grading Details

Points Possible

Display Grade as Points

Assignment Group Assignments

Peer Reviews

☐ Require Peer Reviews

Enter the number of points possible [1]. Select the Grading Type [2] and Assignment Group [3], and assign Peer Reviews [4], if any.
Assign to Section

By default, Canvas will set your assignment for everyone in your course. To create the assignment for a specific section, click the **Everyone** remove icon [1], then start to type in the name of a section [2]. When the section name appears, click the name. *Lists are not scrollable.*

You can include more than one section in the To field as long as the section is to be assigned the same due and availability dates.
Edit Due and Availability Dates

In the date fields, add your preferred date(s) with the following options:

- **Due [1]**: Set the date and time that the Assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From [2]**: Set the date and time when the Assignment will become available.
- **Until [3]**: Set the date and time when the Assignment will no longer be available.

**Note**: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.
Add Additional Dates

To add another section with a different due date and availability dates, click the Add button.
Remove Dates

You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your assignment, click the Save & Publish button [1]. If you want to create a draft of your assignment and publish it later, click the Save button [2].
View Due Date Warning

If you do not add course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the Continue button [1] if you don't want to add any sections to the assignment, or click the Go Back button [2] to go back and add additional sections.

**Note:** This warning message will not appear if Everyone or all course sections are assigned to the assignment.
View Date Error

If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the graded discussion against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the discussion due date to be past the date of the closed grading period.
View Graded Discussion Dates

Based on the materials in this module, describe at least two of the amendments in the Bill of Rights. In your description, be sure to express what those rights impact in your day to day life.

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.

To view users and due dates for the discussion, click the Show Due Dates link.

View the dates assigned to the graded discussion.
View Assignments Page

On the Assignments Page, the graded discussion shows there are multiple users and dates assigned to the discussion. Hover over the text to view date availability.
How do I reply to a discussion as an instructor?

You can easily reply to any discussion, threaded or focused. However, the reply process varies depending on the type of discussion.

Note: The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion

Click the name of the Discussion.
Reply to Discussion

**Course Introductions**

Welcome to US History! This week’s discussion is simply to introduce yourself to class. Please answer the following questions:

1. What is your name? Do you have a nickname?
2. What is your favorite food?
3. What are your hobbies?

In addition to answering the above questions, reply to 1 of your classmates. Note you must post your answers before you can see anyone other replies.

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. You can also attach files [2]. Once you finish, click the Post Reply button [3].

View Your Reply

I can't wait to meet all of you on the first day of class!

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 show an outline icon if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain a solid dot.
Reply to a Comment in a Focused Discussion

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

1. Click to select the text editor.
2. Click to attach a file.
3. Click to post your reply.
Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. You can also attach files [2]. Once you finish, click the Post Reply button [3].

View Your Reply

Doug Roberts
10:22am

I can't wait to meet all of you on the first day of class!

Doug Roberts
10:31am

Let me know if you have any questions before class starts next week.

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

1. Click on the HTML Editor to start typing your reply.
2. Add any attachments you want to include.
3. Click Post Reply to submit your message.
Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. You can also attach files [2]. Once you finish, click the Post Reply button [3].

View Your Reply

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.

Doug Roberts
Yesterday

Reading and writing are fantastic hobbies to have, Max. Glad to have you in my class!

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 unread icon next to your post will immediately change to the read icon if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, it will show the unread icon until you manually mark the post as read.
How do I view and sort discussion replies as an instructor?

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

- **Course Introductions**
  - Last post at Apr 12 at 10:03am
  - Due Apr 13 at 11:59pm

- **Bill of Rights Discussion**
  - Last post at Apr 12 at 10am
  - Due Jun 29 at 11:59pm
Click the name 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]. To view deleted replies, click the **Show** button [3]. You can also collapse and expand all discussion replies [4].

To subscribe to a discussion, click the **Subscribe** button [5]. 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, 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 **edit the discussion topic**, click the **Edit** button [6].

To open options for the discussion, click the **Options** icon [7]. Options allows you to mark all existing posts (replies) as read, delete the discussion, and close the discussion for comments. If your discussion is graded, you can view the rubric for the discussion, if any, as well as access SpeedGrader to grade the discussion.

You can view how many unread and replies are in a thread [8]. The number on the left indicates unread replies, while the number on the right indicates the total number of replies.
Note: The Discussions page supports keyboard shortcuts. To view a list of keyboard shortcuts, press the Comma key.

View Graded Discussion

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 icon [3] will show the rubric for the graded discussion, if any, as well as a link to SpeedGrader.
View Group Discussion

If a discussion is a group discussion, you can view the groups that have access to the discussion. To access and view the group discussion, click the group links.

Group discussions only appear for students if they are a member of the group.
Discussion replies are shown in order of post date. In discussion replies, the unread icon indicates the reply is new and unread [1]. The read icon indicates a reply is read [2]. When you navigate away from the discussion or refresh the page, Canvas automatically marks the replies as read. After Canvas has changed the reply status, you can manually mark discussion replies as read or unread at any time.

You can also change your Discussion Settings so you can manually mark discussion replies as read.
**View Threaded Discussion**

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

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)

If you allow students 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.

If you set up the discussion 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.

View Enrollment Notice

Nora Sanderson [inactive]
4:31pm

Hi I'm Nora and I like waffles. My hobbies include waffle eating contests, bicycling and making paper airplanes.

Reply
If a discussion includes a reply from an inactive student, a label displays next to the student’s name. Inactive student graded discussions can still be graded in SpeedGrader, but students do not receive any notifications about their discussion and cannot view course grades.

View Reply Settings

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].

To edit or delete the reply, click the Edit or Delete links [3].
View Graded Discussion Settings

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.

Graded discussions also include an Open in SpeedGrader link to grade the discussion replies.

Reply to Discussion

1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.
3. My hobbies are video games, philosophy, and writing.
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 mark discussion replies as read or unread as an instructor?

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

---

[Image: Declaration of Independence Topic Discussion]

Last post at May 23 at 1:50pm

Due Jun 1 at 11:59pm

[Image: To Sign or Not to Sign Discussion]

Last post at May 23 at 1:47pm

Due May 23 at 11:59pm

Click the discussion you want to view.

View Posts

---

1. **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.

   [Reply]

2. **Doug Roberts**
   Tuesday

   Sushi is the best! What’s your favorite sushi place in town?

   [Reply]

The read icon indicates the reply has been read [1]. The unread icon indicates a reply is new or unread [2].
Mark Post as Unread

To change a read post to unread, click the read icon 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 unread icon next to the post you wish to change.
Verify Post as Read

View the post now marked as read.

**Note:** If a post's state is manually changed, the post will not change states (become read or unread) unless you manually change it again.
How do I change discussion settings to manually mark discussion replies as read as an instructor?

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**

[Edit Discussions Settings]

<table>
<thead>
<tr>
<th>My Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Manually mark posts as read</td>
</tr>
</tbody>
</table>

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**

[Cancel] **Save Settings**

Click the **Save Settings** button.
How do I like a reply in a course discussion as an instructor?

If you have allowed liking for a course discussion, you can like discussion replies.

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion

[Canvas interface screenshot showing discussions and options to like replies]
Click the name of the discussion.

**Like Discussion 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.

Like icon

Locate the reply and click the Like icon.

**View Liked Discussion**

Joe Rogers  
Jan 5, 2018

1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.

1. My hobbies are video games, philosophy, and writing.

Like icon (1 like)
The Like icon also displays the total number of times a reply has been liked [2].
How do I pin a discussion in a course?

You can pin discussions so students will see them at the top of the Discussions index page. Such discussions could include short-run discussions, discussions that only run for a single week, and any other discussions that students should specifically pay attention to. You can also pin discussions within student groups.

If you pin several discussions to the Pinned Discussion section, you can [move or reorder discussions](#) within the section.

**Note:** Students do not see the Pinned Discussions section when the page does not include pinned discussions.

Open Discussions

In Course Navigation, click the **Discussions** link.
Pin Discussion

Locate the discussion and click the Options icon [1], then click the Pin link [2]. You can also drag a discussion to the Pinned Discussions section.

View Discussion

View the pinned discussion in the Pinned Discussions section.
Unpin Discussion

To unpin a discussion, locate the discussion and click the Options icon [1], then click the Unpin link [2]. You can also drag the discussion to the Discussions section.
How do I subscribe to a discussion as an instructor?

By default, you will automatically be subscribed to all discussion threads you create in your courses and be notified when new comments are posted to the topic.

If you allow TAs or students to create discussions in your course, you will not be automatically subscribed to discussions they create. You can manually subscribe to discussions created by TAs or students in your course. If you reply to a discussion, you will automatically be subscribed to that discussion and will be notified of updates unless you manually unsubscribe. Please also note that you cannot subscribe to individual threads within a threaded discussion.

Notes:

- You must specify your Notification Preferences to receive updates for subscribed discussions.
- You cannot subscribe to discussions posted within student groups.
- If you import course content from another Canvas course, you must manually subscribe to imported discussions to receive notifications.

Open Discussions

In Course Navigation, click the Discussions link.
Subscribe on Discussions Index Page

You can subscribe to an entire discussion from the Discussions index page. Locate to the discussion you want to subscribe to and click the Subscribe icon.

Note: The Subscribe icon will turn green when you are subscribed.

Unsubscribe on Discussions Index Page

To unsubscribe from a discussion, locate to the discussion you want to unsubscribe from and click the Subscribe icon.

Note: The Subscribe icon will appear as an outline when you are unsubscribed.
Subscribe within Discussion

You can also subscribe within a discussion. Click the name of the discussion you want to subscribe to.

Subscribe to Discussion

Click the Subscribe button.
Note: The Subscribe button will become green when you are subscribed to the discussion topic.

Unsubscribe from Discussion

To unsubscribe from a discussion, click the green Subscribed button.

Note: The Subscribed button will become a gray Subscribe button when you are unsubscribed from a discussion topic.
How do I delete a discussion in a course?

You can delete a discussion or graded discussion at any time.

**Note**: When Multiple Grading Periods are enabled in a course, graded discussions are not currently validated against closed grading periods. Deleting a graded discussion may affect the total grade for students in your course.

Open Discussions

In Course Navigation, click the **Discussions** link. There are two ways to delete a discussion topic.

Delete from Discussions Page

![Delete from Discussions Page](image)
To delete a discussion from the index page, locate the discussion. Click the Options icon [1] and click the Delete link [2].

Delete from Individual Discussion

To delete a discussion individually, click the title of the discussion.

Delete Discussion

Click the Options icon [1], then click the Delete link [2].
Confirm Deletion

Are you sure you want to delete this discussion?

Click the OK button.
How do I enable a podcast feed for a discussion in a course?

You can insert a podcast feed for your discussion topics. A podcast is a way to distribute digital content for download on the Internet. A podcast feed is the file you use to distribute your discussion for users who want to subscribe through external podcasting channels.

**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 **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. Create a podcast feed for the discussion by clicking the **Enable podcast feed** checkbox.
Include Replies in Podcast

Attachment

Options

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Include student replies in podcast feed
- Graded
- Allow liking

Click the Include Replies in podcast feed checkbox to include the replies of students in the podcast feed.

Save and Publish

1. Cancel
2. Save & Publish
3. Save

If you are ready to publish your discussion, click the Save & Publish button [1]. If you want to create a draft of your discussion and publish it later, click the Save button [2].
When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

**View Podcast Feed**

**Revolution Topic Discussion**

Doug Roberts

Based on the materials in this module, describe the key elements that led to the Revolution. In your description, be sure to include common myths about the events leading up to the Revolution.

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.

This topic is locked until May 28, 2019 at 12am.

**Remove Podcast Feed**

**Options**

- Allow threaded replies
- Users must post before seeing replies
- **Enable podcast feed**
- Include student replies in podcast feed
- Graded
- Allow liking
If you need to remove the podcast feed from your Discussion, edit the discussion and uncheck the Enable podcast feed checkbox.
How do I use peer review discussions in a course?

A peer review discussion enables students to provide feedback on another student's reply to a class discussion. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other.

Peer reviews can only be added as part of a graded discussion. Unlike peer review assignments, discussions cannot be assigned anonymously.

Also unlike assignments, discussions do not allow students to complete peer reviews for students in other groups. When you require peer reviews for a group discussion, students can only complete peer reviews for discussion replies made by other students in their group.

View Peer Review Discussions

When you or a TA create a peer review graded discussion, you can assign peer reviews manually or you can have Canvas assign them automatically [1].

When a peer review has been assigned, students can view a notification in their Dashboard To Do sidebar or Activity Stream [2]. Students will also receive an email notification.
To complete a peer review, students must review the discussion and leave a comment on the submission details page [1].

Students cannot view previously submitted comments by any other reviewers, including comments by TAs or other instructors.

You can also assign a rubric to the graded discussion. If the discussion includes a rubric [2], students must only complete the rubric to complete the peer review. However, you can choose to ask your students to also leave a comment in the comment sidebar. The rubric score is used for an assessment opinion only; you must review the graded discussion and assign the final grade.

View Peer Review Grades

Students do not receive a grade for completing a peer review. If you want to assign extra points for peer reviews, you can create a No Submission assignment in the Gradebook and assign points manually. The Peer Review page for the discussion will show the names of students who have completed the peer review.
How do I create a peer review discussion?

When creating a discussion, you can require students to comment and provide feedback of another student's work. Peer reviews can only be created with graded discussions and do not have an anonymous option.

For peer reviews, you can choose to manually assign peer reviews or automatically assign peer reviews. To complete the peer review, students are required to leave at least one comment. If you include a rubric, they are only required to complete the rubric.

Note: To learn how graded discussion and peer review due dates appear in a student's To Do list, view the Peer Review Tips PDF.

Open Discussions

In Course Navigation, click the Discussions link.

Add Discussion

To create a new discussion, click the Add Discussion button.
Select Graded Option

Create a graded discussion by selecting the **Graded** checkbox.

Require Peer Reviews

Select the **Require Peer Reviews** checkbox.

Assign Peer Reviews

**How to Assign Peer Reviews**

1. Manually Assign Peer Reviews
2. Automatically Assign Peer Reviews
Determine if you are going to manually assign peer reviews [1] or automatically assign peer reviews [2]. Select the radio button next to the option you prefer.

Automatically Assign Peer Reviews

If you automatically assign peer reviews, the menu will expand. In the Reviews Per User field [1], enter the number of reviews each student will be required to complete. In the Assign Reviews field [2], use the calendar icon to select a date or manually enter a date for when peer reviews will be assigned to students.

Note: If automatically assigning peer reviews, the assign reviews date must come after the discussion due date. If left blank, Canvas will use the discussion due date as the peer review due date.

Save and Publish
If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

**View Published Discussion**

View the published discussion.
You can also attach a rubric to the discussion for students to fill out when completing peer reviews. To add a rubric to the graded discussion, click the Options icon [1] then click the Add Rubric link [2].
How do I automatically assign peer reviews for a discussion?

If you automatically assign peer reviews, Canvas will assign peer reviews to students automatically once they have submitted their own discussion reply.

You can also tell Canvas to automatically assign peer reviews after an assignment due date has passed.

Notes:

- It may take up to one hour for Canvas to assign peer reviews.
- When using peer reviews with Groups, it is best practice to [manually assign peer review discussions to students](#). Additionally, if the student has not submitted the assignment or submits the assignment after the due date, the student will not automatically be assigned a peer review and you must manually assign one.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the title of the discussion.

Edit Discussion

Click the Edit button.
Automatically Assign Peer Reviews

1. Click the Require Peer Reviews checkbox.
2. Click the Automatically Assign Peer Reviews radio button.
3. Decide how many Reviews Per User are needed.
4. In the Assign Reviews field, use the calendar icon to select a date or manually enter a date for when peer reviews will be assigned to students. The assign reviews date must come after the discussion due date. If left blank, Canvas will use the discussion due date.

Save Discussion

Click the Save button.
Click the Options icon [1] and then click the Peer Reviews link [2].
View Assigned Peer Reviews

**Articles of Confederation vs. Constitution Topic**

**Discussion Peer Reviews**

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

- **Boone, Emily**
  - [x] Doe, Jessica
  - Give Emily Boone another submission to assess

- **Doe, Jessica**
  - [x] Boone, Emily
  - Give Jessica Doe another submission to assess

- **Johnson, Max**
  - None Assigned
  - Give Max Johnson another submission to assess

Canvas will automatically assign a peer review to the student. Assigned peer reviews appear underneath the student names. A **check mark** [1] indicates a peer review has been completed. A **caution triangle** [2] indicates a peer review still needs to be completed.

**Note:**

- It may take up to one hour for Canvas to assign peer reviews.
- If the student has not posted their discussion reply or posts their reply after the due date [3], the student will not automatically be assigned a peer review and you must manually assign one.
You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

To send a reminder, hover your mouse over the assigned peer review and click the Reminder icon [1]. To cancel a peer review, click the Delete icon [2].
Automatically Assign Reviews

You can assign peer reviews to those users who have submitted but don't already have reviews assigned by clicking the button below.

1. Enter the number of reviews per user
2. Click the Assign Peer Reviews button.

In the sidebar, you can also assign multiple peer reviews to students who have posted to the discussion but don't already have reviews assigned to them. Enter the number of reviews per user [1] then click the Assign Peer Reviews button [2].
How do I manually assign peer reviews for a discussion?

Manually assigning peer reviews allows you to choose which students will be assigned peer reviews.

Notes:

- When manually assigning peer reviews, students can complete their assigned peer reviews without having to post their own discussion reply first. If you require students to post to the discussion before being able to complete a peer review, you must automatically assign peer reviews.
- If a student enrollment is deleted or becomes inactive, students will no longer be assigned to complete a peer review for the deleted or inactive enrollment. However, peer reviews already completed by the deleted/inactive enrollment will still display for students and instructors. If peer reviews have already been assigned, you may need to adjust assigned peer reviews.

Open Discussions

In Course Navigation, click the Discussons link.
Open Discussion

Click the title of the discussion.

Open Peer Reviews

Click the Options icon [1] then click the Peer Reviews link [2].
Manually Assign Peer Reviews

Articles of Confederation vs. Constitution Topic
Discussion Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

Boone, Emily
None Assigned
Give Emily Boone another submission to assess

Doe, Jessica
None Assigned
Give Jessica Doe another submission to assess

Below the name of a student, click the Add icon.

Select Student

Boone, Emily
None Assigned
Give Emily Boone another submission to assess
[ Select Student ] Add

Click the Select Student drop-down menu.
Select the peer you would like the student to review [1]. Remember, a student cannot review themselves. Click the Add button [2] to assign the review.

View Assigned Peer Reviews

**Articles of Confederation vs. Constitution Topic**

**Discussion Peer Reviews**

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

**Boone, Emily**

1. **Doe, Jessica**
   - Give Emily Boone another submission to assess 

**Doe, Jessica**

2. **Boone, Emily**
   - Give Jessica Doe another submission to assess 

Assigned peer reviews appear underneath the students name. A check mark [1] indicates a peer review as been completed. A caution triangle [2] indicates a peer review still needs to be completed.
Manage Peer Review

**Articles of Confederation vs. Constitution Topic**

**Discussion Peer Reviews**

Student peer reviews will be considered complete when students have commented at least once on the page and filled out the rubric form for the assignment.

**Boone, Emily**

✓ Doe, Jessica

Give Emily Boone another submission to assess

**Doe, Jessica**

Give Jessica Doe another submission to assess

**Johnson, Max**

None Assigned

Give Max Johnson another submission to assess

You can also remind students who still need to complete their assigned peer review(s). Peer review reminders are sent as notifications.

To send a reminder, hover your mouse over the assigned peer review and click the Reminder icon [1]. To cancel a peer review, click the Delete icon [2].

To manually assign or reassign a peer review, click the Give [student name] another submission to assess link [3].
How can I require students to reply to a course discussion before they see other replies?

You can require that students reply to a discussion before they see any of the other students' replies.

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:

- Enter your topic title in the topic title field [1].
- Use the Rich Content Editor to format your content [2].
- Require users to reply to the discussion before viewing other replies by clicking the Users must post before seeing replies check box [3].

Save and Publish

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].
When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

**Student View Discussion**

Based on the materials in this module, describe the importance of the Declaration of Independence as well as at least 3 key points raised by the Founding Fathers.

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.

Students will see a ‘Replies are only visible to those who have posted at least one reply’ message when they view the Discussion topic.
**Note:** Sometimes students will work around this requirement by deleting their posts. You can change your course settings to keep students from deleting their posts.
How do I edit or delete student discussion replies in a course?

As an instructor, you have the ability to edit or delete discussion replies within your course. This setting helps you moderate your course and remove any inappropriate or otherwise unwanted posts.

You can also choose to view or hide all deleted replies in a discussion. By default, deleted replies are hidden in a discussion.

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion
Click the name of a discussion.

Open Reply Options

Locate the reply you want to modify and click the Options icon.

Edit Reply

To edit a student reply, click the Edit link.
Save Edits

Make your edits in the Rich Content Editor [1]. When you are finished, click the Done button [2].

1. My name is Emily Boone. Some people call me Emmy, but I don't like being called Emmy. Call me Emily, please!
2. I love pizza with pineapples and extra cheese.
3. I like to explore abandoned buildings and I love urban birdwatching.
Verify Edit

Emily Boone
9:09am

1. My name is Emily Boone. Some people call me Emmy, but I don't like being called Emmy. Call me Emily, please!

2. I love pizza with pineapples and extra cheese.

3. I like to explore abandoned buildings and I love urban birdwatching.

Edited by Doug Roberts on Sep 12 at 9:12am

Canvas will post a note after the entry that indicates 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 Reply

To delete a student reply, open the Options icon and click the Delete link.

Confirm Delete

Are you sure you want to delete this entry?

Cancel OK

To delete the entry, click the OK button.
Show Deleted Replies

To view deleted replies, click the Show button.
You can view deleted replies that have been deleted by the user [1].

A deleted reply will include the name of the user who deleted it, and the date and time the post was deleted.

**Note:** If a reply is deleted that has received its own reply [2], the deleted reply is never hidden and always shows to all users as being deleted.
How do I embed an image in a discussion reply as an instructor?

You can insert an image file directly into discussion replies using the image icon. You can embed an image from a website URL, upload and embed an image from your Canvas files, or an embed image from 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.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the discussion name.

Create Reply

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. You can choose an image from a website URL [1], an image from your Canvas files [2], or an image from Flickr [3]. If you need help with one of the three image options, please reference the chapter on the Rich Content Editor.
Update Reply

When you have located the image, click the **Update** button.
Post Reply

Click the Post Reply button.
Here's an image from the Thomas Jefferson Memorial:
How do I attach a file to a discussion reply as an instructor?

You can attach a file to a Discussion reply using the attachment icon. Attached files are also uploaded to your Personal Files in the unfiled folder.

Notes:

- You can only upload one attachment in your reply. Once an attachment is posted to a discussion post, the attachment cannot be deleted.
- Instructors have the option to not allow students to attach files to Discussions. If you cannot attach a file, this feature has been disabled.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the name of the discussion you want to participate in.

Create Reply

Create a new discussion entry by clicking the Reply text field.
Attach File

After adding content using the Rich Content Editor to the discussion reply [1], click the Attach link [2].

**Note:** If you cannot attach a file, this feature has been disabled.

Browse for File

Depending on your browser, click the Choose File or Browse button to locate personal files on your computer.
Select File Upload

<table>
<thead>
<tr>
<th>Name</th>
<th>Kind</th>
<th>Date Modified</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec_of_Independence_2017</td>
<td>Micros...(.docx)</td>
<td>10:47 AM</td>
<td>169 KB</td>
</tr>
<tr>
<td>George_Washington Paper</td>
<td>Micros...(.docx)</td>
<td>11/15/17</td>
<td>150 KB</td>
</tr>
<tr>
<td>Revolution Research</td>
<td>Micros...(.docx)</td>
<td>11/15/17</td>
<td>150 KB</td>
</tr>
</tbody>
</table>

In the file window, locate and click the name of the file [1]. Click the Choose or Open button [2].

**Note:** You can only upload one attachment in your reply.
Post Reply

Click the Post Reply button.

View Discussion Reply

Doug Roberts
10:55am

Read the attached document about the Declaration of Independence. Reply here if you have any questions.

Dec_of_Independence_2017.docx

View your discussion reply. Your attached file will appear under the text.
How do I link to a YouTube video in a discussion reply as an instructor?

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 name.
Create Reply

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 icon.
Insert Link

Type or copy/paste the YouTube URL in the text box [1]. By default, a small embedded image of the video will appear, showing the video you have selected. The link will also include a small thumbnail with an embedded video. Add alt text for the video in the Alt text for inline preview field [2]. If you do not want to include the embedded video, click the Disable inline previews for this link checkbox [3]. When you are ready to insert the video link into the Rich Content Editor, click the Insert Link button [4].
Post Reply

Click the Post Reply button to post your discussion reply.

View Discussion Reply

Doug Roberts
11:26am

Link

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 allow students to create a course discussion?

You can allow students to create a new discussion by changing the settings from the Discussions page. When this setting is enabled, discussions created by students become part of the course and are included in future course copies and exports unless the discussions are deleted.

The course discussion student setting can also be changed from the Course Settings page.

Note: If a student creates a discussion that includes a file, the file will be added to the unfiled folder in course files.

Open Discussions

In Course Navigation, click the Discussions link.

Open Settings

In Course Navigation, click the Discussions link.

Click the Settings icon.
Edit Discussion Settings

My Settings

- Manually mark posts as read

Student Settings

- Create discussion topics
- Edit and delete their own posts
- Attach files to discussions

Check the **Create discussion topics** checkbox.
How do I allow students to like replies in a discussion?

You can allow students to like replies in a discussion. If a discussion allows liking, users will see a Like icon within each discussion reply. By default, liking is available to all users in the course; however, you can choose to restrict the option to graders only.

The Like icon is enabled on a per-discussion basis.

Learn how to like a discussion reply.

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. Allow liking by clicking the Allow liking checkbox.

Set Liking Options

- Allow liking
- Only graders can like
- Sort by likes

You can also select two additional options when allowing discussion likes.
Only graders can like: select this checkbox if you want to limit the liking functionality to only graders in the course, which means only users with the Edit Grades permission can see the Like link. However, all users will still see the total number of likes for each reply.

Sort by likes: select this checkbox if you want the discussion to sort replies by the number of likes. Sorting cannot be changed by any users unless you remove the sorting setting. This option may take at least 10 seconds to cache the page and view sorting appropriately.

Discussion replies are sorted in descending order. In threaded discussions, replies retain the associated parent. For example, a new discussion may receive two replies. Then, Reply 1 gets individual replies a, b, and c, and Reply 2 gets individual reply d. If Reply 2 itself is liked, and reply b is liked, the discussion threads will be sorted first with Reply 2 (and reply d), then Reply 1 with reordered replies of b, a, and c.

Save and Publish

If you are ready to publish your discussion, click the Save & Publish button. If you want to create a draft of your discussion and publish it later, click the Save button.

When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the Publish button.
How do I allow students to attach files to a course discussion?

You can allow students to attach files to a discussion by changing the settings from the Discussions page. Any attachments added to an ungraded discussion by a student are copied to the student's user files and count against the user quota. However, attachments added to a graded discussion are not counted against the quota.

This setting can also be changed from the Course Settings page.

Note: If a student creates a discussion with an attached file, the file will be added to course files in the unfiled folder.

Open Discussions

In Course Navigation, click the Discussions link.

Open Settings

Click the Settings icon.
Edit Discussion Settings

Edit Discussions Settings

My Settings

☑️ Manually mark posts as read

Student Settings

☐ Create discussion topics

☐ Edit and delete their own posts

☑️ Attach files to discussions

Cancel  Save Settings

Check the Attach files to discussions checkbox.

**Note:** Unchecking this option will restrict students from attaching files within Discussions. This permission affects posts in new discussion topics, discussion replies, and discussions within course groups.
How do I allow students to edit and delete their own discussion posts in a course?

You can allow students to edit and delete their own discussion posts by changing the settings from the Discussions page. This setting can also be changed from the Course Settings page.

Note: When enabled, this setting also applies to group discussions.

Open Discussions

In Course Navigation, click the Discussions link.

Open Settings

Click the Settings icon.
Edit Discussion Settings

Check the **Edit and delete their own posts** checkbox.

**Note:** Unchecking this option will restrict students from editing and deleting their own Discussion posts. This permission affects posts in new discussion topics, discussion replies, and discussions within course groups.
How do I close a discussion for comments in a course?

To manually stop students from posting replies to discussion posts, you can use the Close for Comments option.

Notes:
- You can automatically set your post to close for comments on a specific date by creating discussion availability dates.
- For graded discussions, the Close for Comments option will not appear until after the discussion due date.

Open Discussions

In Course Navigation, click the Discussions link.
Close from Discussions Page

To close a discussion from the index page, locate the discussion. Click the **Options** icon [1] and click the **Close for Comments** link [2].

Open for Comments

To open a discussion for comments, locate the Closed for Comments section. Locate the discussion and click the **Options** icon [1], then click the **Open for Comments** link [2].
Close from Individual Discussion

To close comments within an individual discussion, click the title of the discussion.

Close for Comments

Click the Options icon [1], then click the Close for Comments link [2].
Open for Comments

To open a discussion for comments, click the Options icon [1] and click the Open for Comments link [2].
How do I set up a graded discussion to be sent to my institution's student information system (SIS)?

If your institution is using a student information system (SIS) for grading purposes, you can set up a graded discussion to be sent back to the SIS. However, you must first specify which graded discussion(s) in the course should be sent to your SIS as part of the grade publishing process. Each graded discussion must be modified individually. However, your institution may have already enabled an option for all graded discussions to be configured for your SIS.

Once a graded discussion is set up to be sent to your SIS, the Assignment Index Page lets you enable or disable a graded discussion by clicking the SIS sync icon next to the graded discussion.

Each SIS requires specific setup procedures to properly post grades for graded discussions. Depending on how graded discussions are assigned to students, some discussions may not be supported. For details and troubleshooting tips, view the appropriate help document for your SIS integration:

- Instructor Help: Canvas and PowerSchool (Legacy)
- Instructor Help: Canvas and PowerTeacher Pro
- Instructor Help: Canvas and Skyward
- Instructor Help: Canvas and InfiniteCampus

Note: The Banner integration does not require any assignment setup and only pulls total grades from the Gradebook.

Open Discussions

In Course Navigation, click the Discussions link.
Add Discussion

Click the Add Discussion button.

Edit Discussion

To set up a graded discussion that has already been created, click the name of the discussion [1] and click the Edit button [2].
Select Graded Discussion

In the discussion details, check the **Graded** checkbox.

Sync to SIS

- Points Possible: 10
- Display Grade as: Points
- Sync to SIS: Include this assignment's grades when syncing to your school's Student Information System
- Assignment Group: Discussions

Check the **Sync to [SIS]** checkbox.

The [SIS] label may display the name of your institution's SIS.
Save Discussion

Click the Save button.

Note: For new discussions, you can click the Save & Publish button.

View Discussion Errors

If you cannot save your graded discussion and you receive an error message, your institution may limit assignment names and/or require due dates. The error will show which requirement needs to be resolved before the graded discussion can be enabled to be synced to your SIS. Correct the error then save the graded discussion again.
ePortfolios
How do I use the ePortfolio Getting Started Wizard as an instructor?

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

My ePortfolios

[Doug's ePortfolio]
4 pages  last updated Jul 12 at 11:36am

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.

[Getting Started Wizard]

→ Go to the Actual ePortfolio

Click the Getting Started Wizard link.
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, students, and 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.
View Let's Do It

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.

Ready to get started? You can always get back to this wizard from any page by clicking the "Help How Do I...?" link.
How do I create a new ePortfolio as an instructor?

You can create a new ePortfolio in your user settings.

Notes:

- If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.
- If you are using a Free-for-Teacher account, you cannot publish a course until you have verified your email address.

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

Make an 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 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 create a new ePortfolio as an instructor?

You can create a new ePortfolio in your user settings.

Notes:

- If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.
- If you are using a Free-for-Teacher account, you cannot publish a course until you have verified your email address.

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

Make an 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].
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

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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:

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 create a new ePortfolio section as an instructor?

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

My ePortfolios

Doug's ePortfolio
4 pages  last updated Jul 12 at 11:36am

Click the title of the ePortfolio.

Open Sections

Doug's ePortfolio
Doug Roberts

Home

- Organize Sections
- ePortfolio Settings

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 as an instructor?

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

My ePortfolios

[Folder] Doug's ePortfolio
6 pages  last updated Jul 12 at 1:32pm

Click the title of the ePortfolio.

Organize Sections

Doug's ePortfolio
Doug Roberts

Home
About
Materials

• [Folder] Organize Sections
• ePortfolio Settings

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

- Add Section
- ePortfolio
- Settings

Click the Done Editing button.
How do I edit the default page in my ePortfolio section as an instructor?

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

My ePortfolios

Doug's ePortfolio
6 pages   last updated Jul 12 at 1:32pm

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](#), [HTML/Embedded Content](#), [Course Submissions](#), or [Image/File Uploads](#).
Save Page

Click the Save Page button.

View Page

Welcome

This portfolio includes a few of the projects we've completed in this class. Take a look around and let me know if you have any questions.

View your changes to the default page.
How do I create a new page in my ePortfolio section as an instructor?

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.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Folder: Doug's ePortfolio
6 pages  last updated Jul 12 at 2:33pm

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

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).
Manage Page

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.
View Page Settings

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

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 Submissions [3], or Image/File Uploads [4].
Save Page

Click the Save Page button.
How do I add rich text content to my ePortfolio page as an instructor?

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

My ePortfolios

[ Doug’s ePortfolio ]

6 pages  last updated Jul 12 at 2:33pm

Click the title of the ePortfolio.

Select Page

Home  Organize/Manage Pages

Pages for this section

[ Welcome ]
Lesson Plans
Resources
Presentations
Writing

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.

Note: The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.

Save Changes

Click the Save Page button.
Welcome

This portfolio includes a few of the materials I have created as a professor. Take a look around and let me know what you think!

View the changes you made to the page.
How do I upload a file or image to my ePortfolio page as an instructor?

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

**My ePortfolios**

- Doug's ePortfolio
  - 6 pages
  - last updated Jul 12 at 2:33pm

Click the title of the ePortfolio.

Select Page

<table>
<thead>
<tr>
<th>Home</th>
<th>Organize/Manage Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pages for this section</td>
<td></td>
</tr>
</tbody>
</table>

- Welcome
- Lesson Plans
- Resources
- Presentations
- Writing

Click the title of the page you wish to edit.

Edit Page

- Edit This Page

- Back to Portfolio Dashboard

Click the Edit This Page button.
Add Image or File

Add Content

- Rich Text Content
- HTML/Embedded Content
- Course Submission
- **Image/File Upload**

Click on the **Image/File Upload** link.

Choose File

Select a file to include on this page:

- my files

Or upload a new file:

- Choose File

50 MB user file quota applies

Click the **Choose File** button.
Select File

Locate the file [1] and click the Open button [2].
Upload File

**Image/File Upload**

Select a file to include on this page:

- my files

Or upload a new file:

Choose File doug.jpg

50 MB user file quota applies


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.
Welcome

This portfolio includes a few of the materials I have created as a professor.

Take a look around and let me know what you think!

View the changes you made to the page.
How do I organize my ePortfolio pages as an instructor?

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

My ePortfolios

- Doug's ePortfolio
  6 pages  last updated Jul 12 at 2:33pm

Click the title of the ePortfolio.

Organize/Manage Pages

Home  Organize/Manage Pages

Pages for this section

- Welcome
- Lesson Plans
- Resources
- Presentations
- Writing

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.
View Page Settings

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 add HTML/embedded content to my ePortfolio page as an instructor?

You can add HTML or embedded content to your ePortfolio page.

**Note:** Canvas only supports secure video URLs (HTTPS) for embedding.

Open ePortfolios

In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].
Open ePortfolio

My ePortfolios

[Doug's ePortfolio]

6 pages  last updated Jul 12 at 2:33pm

Click the title of the ePortfolio.

Open Page

Home  Organize/Manage Pages

Pages for this section

Welcome
Lesson Plans
Resources
Presentations
Writing
Just for Fun

Click the page you want to edit.

Edit Page

Edit This Page

← Back to Portfolio Dashboard
Click the **Edit This Page** button.

### Add HTML/Embedded Content Box

#### Add Content

- Rich Text Content
- **HTML/Embedded Content**
- Course Submission
- Image/File Upload

[Cancel] [Preview] [Save Page]

Click the **HTML/Embedded Content** link.

### Edit Content Box

#### HTML/Embedded Content

Copy and paste your HTML code into the box below:

```html
<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.

View Page

Just for Fun

Check out this video!

View the changes you made to the page.
How do I preview a page in my ePortfolio as an instructor?

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

My ePortfolios

Doug's ePortfolio
6 pages  last updated Jul 12 at 2:33pm

Click the title of the ePortfolio.

Select Page

Home  Organize/Manage Pages

Welcome
Lesson Plans
Resources
Presentations
Writing

Click the page you want to edit.
Edit This Page

Click the Edit This Page button.

Preview Page

Click the Preview button.
This portfolio includes a few of the materials I have created. Take a look and let me know what you think!

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 download the contents of my ePortfolio as an instructor?

You can download the contents of your ePortfolio as a zip file.

Note: ePortfolio downloads do not include comments.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Doug's ePortfolio

6 pages  last updated Jul 12 at 2:33pm

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 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/2?verifier=eZB2hL4531UwWdMkzVno5DYtCGfAUi7xkAJFt

Recent Submissions

Click any submission to add it to a new page in your ePortfolio.

Genetics Quiz 1 Bio 101 Fall 2014

Theory Bio 101 Fall 2014

Basic Principles of Biology Bio 101 Fall 2014

Photosynthesis Bio 101 Fall 2014

Photosynthesis Bio 101 Fall 2014

Genetics Quiz 2 Bio 101 Fall 2014

Download the contents of this ePortfolio as a zip file

Delete this ePortfolio

To download your ePortfolio, click the Download the contents of this ePortfolio as a zip file link.
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 do I retrieve assignments from previous courses in my ePortfolio as an instructor?

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

My ePortfolios

[Doug's ePortfolio]
6 pages  last updated Jul 12 at 2:33pm

Click the title of the ePortfolio.

Open Page

Home  Organize/Manage Pages

Pages for this section

Welcome
Lesson Plans
Resources
Presentations
Writing

Click the title of the page.

Edit Page

Edit This Page

← Back to Portfolio Dashboard

Click the Edit This Page button.
Open Course Submission

Add Content

- Rich Text Content
- HTML/Embedded Content
- Course Submission
- Image/File Upload

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.

View Page

I completed this paper as part of a research project.

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 can I share a private ePortfolio as an instructor?

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

My ePortfolios

Doug's ePortfolio

6 pages  last updated Jul 12 at 2:33pm

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 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/2?verifier=eEZ2hHLF51Uxd4dVtegJWo5DY3CGIfAUzUeJkFt

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 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/2?verifier=18UzUeJkFtt

Recent Submissions

Click any submission to add it to a new page in your ePortfolio.

- Genetics Quiz 1  Bio 101 Fall 2014
- Theory  Bio 101 Fall 2014

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 an instructor?

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

My ePortfolios

[Doug's ePortfolio]
6 pages  last updated Jul 12 at 2:33pm

Click the title of the ePortfolio.

Open ePortfolio Settings

Doug's ePortfolio
Doug Roberts

- Home
- About
- Materials
- Organize Sections
- 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 enable comments in my ePortfolio as an instructor?

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

My ePortfolios

- Doug's ePortfolio
  6 pages  last updated Jul 12 at 2:33pm

Click the title of the ePortfolio.

Select Page

- Home
- Organize/Manage Pages
  - Pages for this section
    - Welcome
    - Lesson Plans
    - Resources
    - Presentations
    - Writing

Click the title of the page you want to enable comments on.

Edit Page

- Edit This Page
  - Back to Portfolio Dashboard

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.

<table>
<thead>
<tr>
<th>Doug Roberts</th>
<th>Jul 13 at 12:04pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Thanks for sharing this!</td>
<td></td>
</tr>
</tbody>
</table>

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 delete my ePortfolio as an instructor?

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

My ePortfolios

Doug's ePortfolio
6 pages  last updated Jul 12 at 2:33pm

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 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".

Recent Submissions
Click any submission to add it to a new page in your ePortfolio.

- Genetics Quiz 1  Bio 101 Fall 2014
- Theory  Bio 101 Fall 2014
- Basic Principles of Biology  Bio 101 Fall 2014
- Photosynthesis  Bio 101 Fall 2014
- Photosynthesis  Bio 101 Fall 2014
- Genetics Quiz 2  Bio 101 Fall 2014

Download the contents of this ePortfolio as a zip file

Click the Delete this ePortfolio link.
Confirm Deletion

Delete this ePortfolio

You currently have 7 pages in this ePortfolio. Are you sure you want to delete the entire ePortfolio?

Delete ePortfolio  Cancel

Click the Delete ePortfolio button.
External Apps (LTI)
How do I use the Canvas App Center in a course?

The App Center is your gateway to powerful teaching tools that are easily integrated into a Canvas Course.

Open Settings

- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- SCORM
- Chat
- Settings

In Course Navigation, click the Settings link.

Open Apps

- Course Details
- Sections
- Navigation
- Apps
- Feature Options

Click the Apps tab.
View App Center

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI apps that work great with Canvas.

The App Center shows all apps available in your course [1]. You can also filter by installed [2] and not installed [3], or use the search field to locate a specific app [4].
To view a quick description of an app, hover over the app. To view all details, click the app.
View App Details

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

Khan Academy

Search for and embed Khan Academy videos into course material. Khan Academy focuses on short lessons on math, science, etc. Uses the embedded player so students earn points for watching videos.

Currently no search functionality is provided through the Khan Academy API so we can’t add search, but once that's supported on their side we’ll definitely add it.

On the details page, you can view a description of the app [1]. When you are ready to install the app with the proper credentials, you can add the app as a tool for your course [2].

Note: The Canvas App Center does not always contain all the information about an app. You may want to visit the Edu App Center for complete information about the external app you want to configure.
View App Configurations

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

To view existing apps and configurations in your course, click the View App Configurations button.

View Account-Level Apps

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvabaden</td>
<td>1</td>
</tr>
<tr>
<td>Canvas Data Portal</td>
<td>2</td>
</tr>
<tr>
<td>Canvas Parent</td>
<td>3</td>
</tr>
</tbody>
</table>

You can view all configured apps in your course.
Apps that have been configured by your Canvas admin at the account level display a Lock icon [1]. You can view the placement of the app by clicking the Information icon [2]. The placement shows the location(s) of the app, such as Course Navigation or the Rich Content Editor, so you know where it appears in your course.

Manage Course-Level Apps

To view configurations for a course-level external app, click the app's Settings icon [1]. To edit the app, click the Edit link [2]. To view placements for the app, click the Placements link [3]. To Delete the app, click the Delete link [4].

View App Placements

App Placements shows the places in Canvas where your app can be used.
**Note:** You may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.
How do I add an external app in a course?

There are many places where you can find Apps to use in your courses. You can add external apps in the Canvas App Center, the Edu App Center, or through vendor-provided tools.

Once configured, external apps may be able to be added to Modules, Course Navigation, the Rich Content Editor, and Assignments. The external app should include information about where the app can be placed in Canvas.

View Canvas App Center

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

Located in Course Settings, the App Center is your gateway to powerful teaching tools that are easily integrated into a Canvas account or Canvas course. These apps can be installed into Canvas with one click.
If your institution does not have the Canvas App Center configured, the Edu App Center is an index lists of all current Canvas-compatible External Apps and is updated frequently.

Each app provides details that you can use to configure apps manually, by URL, or by XML.

Use Vendor-Provided Tools
Many vendors use their own external tool integrations. Vendors will have their own landing pages with instructions on how to configure and use the tool. Some vendors may provide a common cartridge that will import the tools for you. However, any app used by a vendor will require a key and secret provided by the vendor and need to be configured manually, by URL, or by XML.
How do I configure an external app for a course using a URL?

One way to configure an app for a course is by using a URL.

To learn more about configuring external apps, visit the Edu App Center.

Note: Configuring an external app is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings

In Course Navigation, click the Settings link.

Open Apps

Click the Apps tab.
View App Configurations

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

To configure an app, click the **View App Configurations** button.

Add New App

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

Click the **Add App** button.
Set Configuration Type

Select the Configuration Type drop-down menu and set the configuration type to **By URL**.

**Add App Details**

Enter the name of the app in the **Name** field [1]. Enter the consumer key in the **Consumer Key** field [2] and the shared secret in the **Shared Secret** field [3]. This key and shared secret will be provided by the vendor or (if using the Edu App Center) provided by the website.

**Note:** There are some apps that do not require a consumer key or shared secret, so pay attention to the configuration directions.
Add Configuration URL

In the **Configuration URL** field [1], enter the URL for the app. Apps are configured and recommended to be entered as secure links (HTTPS).

Click the **Submit** button [2].
Verify App

This tool has already been installed in this context. Would you like to install it anyway?

If the app has already been added in the account, Canvas verifies that you still want to install the app. To continue, click the Yes, Install Tool button.

View App

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Biblioteca Virtual</td>
<td></td>
</tr>
<tr>
<td>Canvas Commons</td>
<td></td>
</tr>
<tr>
<td>Canvas Data</td>
<td></td>
</tr>
<tr>
<td>Chat</td>
<td></td>
</tr>
<tr>
<td>Google Apps</td>
<td></td>
</tr>
<tr>
<td>Khan Academy</td>
<td></td>
</tr>
<tr>
<td>Khan Academy</td>
<td>1</td>
</tr>
<tr>
<td>O365</td>
<td></td>
</tr>
<tr>
<td>OdysseyWare</td>
<td></td>
</tr>
</tbody>
</table>
View the external app.

To manage the app, click the **Settings** icon [1]. To edit the app, click the **Edit** link [2]. To see the places where the app appears in Canvas, click the **Placements** link [3]. To delete the app, click the **Delete** link [4].

**Note:** When you click the Placements link, you may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.
How do I configure an external app for a course using XML?

One way to configure an app for a course is by using XML.

To learn more about configuring external apps, visit the Edu App Center.

Note: Configuring an external app is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings

In Course Navigation, click the Settings link.

Open Apps

Click the Apps tab.
View App Configurations

**External Apps**

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

To configure an app, click the **View App Configurations** button.

**Add New App**

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

Click the **Add App** button.
Set Configuration Type

Select the Configuration Type drop-down menu and set the configuration type to Paste XML.

Add App Details

Enter the name of the app in the Name field [1]. Enter the consumer key in the Consumer Key field [2] and the shared secret in the Shared Secret field [3]. This key and shared secret will be provided by the vendor or (if using the Edu App Center) provided by the website.

Note: There are some apps that do not require a consumer key or shared secret, so pay attention to the configuration directions.
Enter Configuration XML

Copy the XML code in the paste XML here field [1]. Click the Submit button to link the app [2].

Verify App

This tool has already been installed in this context. Would you like to install it anyway?

No, Cancel Installation  Yes, Install Tool
If the app has already been added in the account, Canvas verifies that you still want to install the app. To continue, click the Yes, Install Tool button.

View App

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Biblioteca Virtual</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Canvas Commons</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Canvas Data</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Chat</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Google Apps</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Khan Academy</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Khan Academy</td>
<td>![Icon]</td>
</tr>
<tr>
<td>O365</td>
<td>![Icon]</td>
</tr>
<tr>
<td>OdysseyWare</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>

View the linked app.

To manage the app, click the Settings icon [1]. To edit the app, click the Edit link [2]. To see the places where the app appears in Canvas, click the Placements link [3]. To delete the app, click the Delete link [4].

Note: When you click the Placements link, you may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.
How do I configure an external app for a course using an LTI 2 Registration URL?

Some similarity detection external apps can be configured using an LTI 2 registration URL. This lesson shows how to add an external tool using a URL provided by the external app provider. To learn more about configuring apps, visit the Edu App Center.

**Note:** Configuring external apps is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings

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

**Open Apps**

Click the **Apps** tab.
View App Configurations

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

To configure an app, click the View App Configurations button.

Add New App

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

Click the Add App button.

Select Configuration Type

Click the Configuration Type drop-down menu and select By LTI 2 Registration URL.
Add Registration URL

In the **Registration URL** field, enter the URL for the app.

Apps are configured and recommended to be entered as secure links (HTTPS).

Launch Registration Tool

Click the **Launch Registration Tool** button.

**Note:** You may have to confirm settings or provide additional information in the Registration Tool.

Verify App

This tool has already been installed in this context. Would you like to install it anyway?

If the app has already been added in the course, Canvas verifies the you still want to install the app.
To continue, click the Yes, Install Tool button.

View App

View the external app.

To manage the app, click the Settings icon [1]. To edit the app, click the Edit link [2]. To see the places where the app appears in Canvas, click the Placements link [3]. To delete the app, click the Delete link [4].
How do I configure a manual entry external app for a course?

You can manually configure an external app in your course. However, configuring an external app by URL is more common.

To learn more about configuring external apps, visit the Edu App Center.

Note: Manually configuring an external app is a course permission. If you cannot configure an external app, your institution has restricted this feature.

Open Settings

In Course Navigation, click the Settings link.

Open Apps

Click the Apps tab.
View App Configurations

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

To configure an app, click the View App Configurations button.

Add App

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

Click the Add App button.
Set Configuration Type

Select the Configuration Type drop-down menu and set the configuration type to Manual Entry.

Add App Details

Enter the name of the app in the Name field [1]. Enter the consumer key in the Consumer Key field [2] and the shared secret in the Shared Secret field [3]. This key and shared secret will be provided by the vendor or (if using the Edu App Center) provided by the website.

Note: There are some apps that do not require a consumer key or shared secret, so pay attention to the configuration directions.

Add Launch URL and Domain


In the **Launch URL** field [1], enter the Launch URL (source of the iframe for the link) to match the app to Canvas. Example: https://www.launchurl.com

You can choose to enter a domain in the **Domain** field [2]. The domain is optional and may be included with or replace launch URL. Type the appropriate URL or domain in the Domain field. Example: domain.com

**Note:** URLs must be iframe enabled and accept POST requests. Additionally, apps are configured and recommended to be entered as secure links (HTTPS). 

**Set Privacy**

![Privacy Dropdown Menu]

Select the Privacy drop-down menu to set the privacy settings:

1. **Anonymous:** No identifying information about the user will be sent to the vendor
2. **Email Only:** The user’s email is the only identifying information sent to the vendor.
3. **Name Only:** The user’s name is the only identifying information sent to the vendor.
4. **Public:** Various identifying information (name, email, Canvas ID, SIS ID of the course, SIS ID of the user, etc.) is sent to the vendor.
Add Custom Fields and Descriptions

Type a custom field in Custom Fields [1]. Type a description of the app in the Description field [2].

Submit App

Click the Submit button.
Verify App

This tool has already been installed in this context. Would you like to install it anyway?

If the app has already been added in the account, Canvas verifies that you still want to install the app. To continue, click the Yes, Install Tool button.

View App
View the newly configured app.

To manage the app, click the Settings icon [1]. To edit the app, click the Edit link [2]. To see the places the app will appear, click the Placements link [3]. To delete the app, click the Delete link [4].

Note: When you click the Placements link, you may see a No Placements Enabled message. This message indicates that the app does not have any specified placements within Canvas. However, the app will still work as intended.
How do I view my user files as an instructor?

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.

Note: When using the Rich Content Editor in a course, you cannot access files from your user files. To add files to a course, the file must reside in the files for the course. However, you can embed images from your user files using the Rich Content Editor.

Open User 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]. If you are enrolled in any courses as a student, files that have been submitted as assignments do not apply to the user quota and are stored in the unfiled folder.
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.
- If your institution enables you to upload a profile picture, the **Profile pictures** folder [2] stores photos that you upload as a profile picture.
- The **Unfiled** folder [3] stores files that you attach to discussion topics or discussion replies.

My Files also includes any additional folders you create to organize your files, as well as any files not uploaded to a specific folder. If you have a student role in any courses, any files in the My Files folder that are not related to assignment submissions count toward your user quota.

<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><img src="attachment_icon.png" alt="Conversation attachments" /></td>
<td>Oct 22, 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="attachment_icon.png" alt="Copy pasta" /></td>
<td>Jun 7, 2017</td>
<td>Jun 7, 2017</td>
<td>Doug Roberts</td>
<td>53 KB</td>
</tr>
<tr>
<td><img src="attachment_icon.png" alt="Data exports" /></td>
<td>Dec 14, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="attachment_icon.png" alt="Profile pictures" /></td>
<td>Apr 12, 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="attachment_icon.png" alt="Unfiled" /></td>
<td>Nov 15, 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
View Assignment Submission Folders

If you have a student role in any courses, the Submissions folder 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.

**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
Your course folders display below your user files [1]. If your Canvas admin added you to a group, group folders also display below the course folders [2].

You can easily move and organize files from your group, course, and user files.

You can also view course files and group files directly from the course or group. You can drag and drop files from your user files into a course or group folder.
How do I view course files as an instructor?

Course files include any content uploaded to your course. By default, each course has 500 MB of storage space in Canvas (Free-for-Teacher accounts are limited to 250 MB). Administrators can change the quota for the entire institution or on a course-by-course basis. Files uploaded to your course will not count towards your personal file quota.

If the Course Files link is shown in the Course Navigation menu, course files can be viewed by any user in the course. Learn how to manage Course Navigation links.

Note: When using the Rich Content Editor in a course, you cannot access files from your user files. To add files to a course, the file must reside in the files for the course. However, you can embed images from your user files using the Rich Content Editor.

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 view your user quota and what percentage of that quota has been used [2]. Learn how to manage course files. If you want to see the files for all your courses, click the All My Files link [3].
View Files for All Courses

Canvas displays your User Files page with all course folders displayed below your user files.
How do I view group files as an instructor?

As an instructor, you may be added to a group within your institution. Groups files include any content uploaded to your group workspace.

Group files include uploaded assignment submissions, files for projects, and other group-related items. By default, each group has 50 MB of storage space in Canvas. Administrators can change the quota for the entire institution or on a group-by-group basis.

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 deleting files.

Open Groups

- In Global Navigation, click the Groups link [1], then click the name of the group [2].
Open Files

In Groups Navigation, click the Files link.

View Group Files

<table>
<thead>
<tr>
<th>Faculty Group 1 › Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Continuing Education</td>
</tr>
<tr>
<td>Department Directory</td>
</tr>
<tr>
<td>Test Results</td>
</tr>
</tbody>
</table>
All files can be viewed by all group members [1].

Please note that all group members hold the same permissions, so one group member can delete or move files uploaded by another group member. Group files are published by default.

You can view the quota for your group and what percentage of that quota has been used [2]. Files that have been submitted as group assignments do not apply to the group quota.

If you want to see the Files for all your groups, click the All My Files link [3]. Canvas will display your User Files page with all group folders displayed below your user files.

Learn more about how to use Files as an instructor.
How do I use Files as an instructor?

As an instructor, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to 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 have access to files (documents, images, media, etc.) in three different feature areas:

- **User files**, located in your user profile
- **Course files**, located in each course where you are enrolled
- **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. Click the arrows next to the folder name to expand all folders.

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.

**Navigate File Headings**

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] and the name of the person who modified the file (if modified by another user) [4], and the size of the file [5].

Courses and groups may display a column for usage rights. If enabled, the column displays the user right (copyright) for the file [6].

You can also view the published status [7] for all files.

Files are sorted alphabetically. To sort files, click the name of any column heading.
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.

For courses and groups using usage rights, **set the user right (copyright) for a file** [4]. You must set a user right for a file before it can be published. Files that do not contain a usage right display as a warning icon.

**Change the state of the file** [5]. 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]
- Manage file to restrict access [2]
- Download the file [3] (when selecting more than one file, option appears to download as a zip file)
- Move the file [4]
- Manage Usage Rights for the file [5]
- Delete the file [6]

You can also manage some or all options for a selected file within the file's Options menu [7].
### View Blueprint Course

<table>
<thead>
<tr>
<th>File Name</th>
<th>Last Updated</th>
<th>Size</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas_VPAT.pdf</td>
<td>Jun 12, 2017</td>
<td>117 KB</td>
<td></td>
</tr>
<tr>
<td>Certificate of Achievement.docx</td>
<td>Jun 12, 2017</td>
<td>448 KB</td>
<td></td>
</tr>
<tr>
<td>Course Resources</td>
<td>Jun 12, 2017</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Course_Logo_2.png</td>
<td>Jun 12, 2017</td>
<td>50 KB</td>
<td></td>
</tr>
</tbody>
</table>

If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.
How do I move and organize my files as an instructor?

You can move and organize the files in your course by dragging and dropping files or using the Move options for each file. Files are always organized in alphabetical order, so you are not able to rearrange the organizational structure of files, but to locate a file you can always sort files by column.

Open Files

People
Pages
Files
Outcomes
Quizzes
Conferences
Collaborations

In Course Navigation, click the Files link.
Move File via Move Button or Options Icon

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 Options 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.

**Note:** Instructors can drag and drop files from their personal files into course files.
You can also move a file from the right pane to the left pane.

**Move Multiple Files**

To select multiple files, press the command key (Mac) or the control key (Windows) while clicking the line of each file you want to select.

To select all files, press 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.
What types of media files can I upload in Canvas as an instructor?

Canvas can upload specific image, video, and audio files as user content.

When you upload audio and media files using the media tool in the Rich Content Editor, Canvas converts files up to 500 MB. 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.

When you upload a file to your course, group, or user files, Canvas converts the file into a format supported by your browser. However, Canvas does not support uploading files larger than 5 GB to your user files. 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.

Canvas files have quota limits set for each user area: user (personal) files, course 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. All files uploaded into a course count against the course quota. For students, any attachments added as part of a graded assignment submission are uploaded into user files but are not counted against the user quota.

Note: If you upload a file that is not supported by the Canvas media player, you can have users download the file to view outside of Canvas.

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
• WMV – Windows Media
How do I rename a file as an instructor?

You can rename your files at any time using the Rename option in the file's settings menu.

**Note:** If you add a file to another area of Canvas (e.g. Modules or Assignments) and then rename the file in Course 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 Course Files before adding them to other content areas.

Open Files

- Discussions
- People
- Pages
- **Files**
- Outcomes
- Quizzes
- Conferences

In Course Navigation, click the **Files** link.
Rename File

To rename a file, click the line item for the file [1].

Click the Options 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 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].

**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 an instructor?

Folders can be used to organize files in your course, group, or personal files.

Open Files

- Discussions
- People
- Pages
- [Files]
- Outcomes
- Quizzes
- Conferences

In Course, User, or Group Navigation, click the Files link.

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 file, press 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

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 Options 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 a course?

You can add a file to your course by uploading a file. You can also import files using the course import tool in Course Settings.

As an instructor, you can drag and drop files from your personal files into course files.

Notes:

• Canvas does not support file uploads larger than 5 GB.
• Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

Open Files

In Course Navigation, click the Files link.
Click the **Upload** button.
Open File

Click the title of the file you want to upload [1] and click the Open button [2].
Upload Files via Drag and Drop

Some web browsers contain a unique feature that 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 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>Assignments</td>
<td>Jan 31, 2018</td>
<td>--</td>
<td>--</td>
<td>✔</td>
</tr>
<tr>
<td>Cell Anatomy.pdf</td>
<td>Jan 31, 2018</td>
<td>Jan 31, 2018</td>
<td>Doug Roberts</td>
<td>316 KB</td>
</tr>
<tr>
<td>DNA Assignment.pdf</td>
<td>Jan 31, 2018</td>
<td>Jan 31, 2018</td>
<td>Doug Roberts</td>
<td>25 KB</td>
</tr>
<tr>
<td>Documents</td>
<td>Jan 31, 2018</td>
<td>--</td>
<td>--</td>
<td>✔</td>
</tr>
<tr>
<td>Images</td>
<td>Apr 13, 2016</td>
<td>--</td>
<td>--</td>
<td>✔</td>
</tr>
<tr>
<td>Intro to Genetics.docx</td>
<td>Jan 31, 2018</td>
<td>Jan 31, 2018</td>
<td>Doug Roberts</td>
<td>183 KB</td>
</tr>
<tr>
<td>Other Files</td>
<td>Apr 13, 2016</td>
<td>--</td>
<td>--</td>
<td>✔</td>
</tr>
<tr>
<td>What is Energy_.docx</td>
<td>4:44pm</td>
<td>4:44pm</td>
<td>101 KB</td>
<td>✔</td>
</tr>
<tr>
<td>What is Energy?.docx</td>
<td>Jan 31, 2018</td>
<td>Jan 31, 2018</td>
<td>Doug Roberts</td>
<td>101 KB</td>
</tr>
</tbody>
</table>

View your new file in the course.

**Note:** If you are using Usage Rights, you must set the [file usage rights](#) before the file can be published.
How do I preview a file as an instructor?

You can preview a file in a course, group, or personal file storage area.

Open Files

In Course Navigation, click the Files link.
## Open File

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By</th>
<th>Size</th>
</tr>
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</tr>
<tr>
<td>Documents</td>
<td>Jan 31, 2018</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Images</td>
<td>Apr 13, 2016</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Other Files</td>
<td>Apr 13, 2016</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

Click the name of the file you want to preview.

## Open File via Toolbar

<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>Assignments</td>
<td>Jan 31, 2018</td>
<td>--</td>
<td>--</td>
<td>316 KB</td>
</tr>
<tr>
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<td>Jan 31, 2018</td>
<td>Jan 31, 2018</td>
<td>Doug Roberts</td>
<td>183 KB</td>
</tr>
</tbody>
</table>
You can also click the line item for the file [1] and click the View icon [2].

Preview File


The preview toolbar displays the file and file information details, as well as a link to download the file.
How do I upload ZIP files as an instructor?

You can import ZIP files to Canvas through Files or Course Settings.

Through Course Settings, you must upload the ZIP file to an existing folder in Files. You cannot create new folders through the Course Import Tool.

ZIP files containing internal folder structure retain that folder structure upon upload.

If you do not know how to create a ZIP file, please consult your computer operating system's user guide.

Notes:

- If you are using Usage Rights, you must set the file usage rights before the files can be published.
- Canvas does not support file uploads larger than 5 GB.

Import through Files

You can import a ZIP file directly in Files. In Course Navigation, click the Files link.
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

Would you like to expand the contents of "All Assignments.zip" into the current folder, or upload the zip file as is?

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 Upload Progress

You can track the progression of the upload by monitoring the progress bar.
View Files

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By Size</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
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<td>1:17pm</td>
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<td></td>
</tr>
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<td>assignment_3.docx</td>
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<td>171 KB</td>
<td></td>
</tr>
<tr>
<td>assignment.docx</td>
<td>1:17pm</td>
<td>1:17pm</td>
<td>166 KB</td>
<td></td>
</tr>
<tr>
<td>assignment_final.docx</td>
<td>1:17pm</td>
<td>1:17pm</td>
<td>171 KB</td>
<td></td>
</tr>
<tr>
<td>commentstostudent.docx</td>
<td>1:17pm</td>
<td>1:17pm</td>
<td>24 KB</td>
<td></td>
</tr>
</tbody>
</table>

Your files will be uploaded to Files in Canvas.

Import through Course Settings

- Outcomes
- Quizzes
- Conferences
- Collaborations
- SCORM
- Chat
- Settings

You can also import files through the Course Import Tool in Course Settings. In Course Navigation, click the Settings link.
Import Content into this Course

Click the **Import Course Content** button.
In the Content Type drop-down menu, select the `Unzip .zip file into folder` option.
Choose File

Import Content

Content Type: Unzip .zip file into folder

Source: Choose File
No file chosen

Upload to: Select Folder

Click the Choose File button.
Open File

Click the title of the file you want to import [1] and click the Open button [2].
Select Folder

In the Upload to drop-down menu, select the folder where you want to upload your files.

**Note:** You must upload the file to an existing folder. You cannot create new folders through this feature.
Import File

Import Content

- **Content Type**: Unzip .zip file into folder
- **Source**: Choose File: All Assignments.zip
- **Upload to**: - Assignments

Click the **Import** button.

View Import Progress

Current Jobs

<table>
<thead>
<tr>
<th>File Import</th>
<th>All Assignments.zip</th>
<th>Jul 13 at 1:24pm</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Import</td>
<td>All Assignments.zip</td>
<td>Jul 13 at 1:17pm</td>
<td>Completed</td>
</tr>
<tr>
<td>Course Copy</td>
<td>Biology 101 Winter 2017</td>
<td>May 10 at 3:29pm</td>
<td>Completed 2 issues</td>
</tr>
</tbody>
</table>
The Current Jobs menu displays the status of your import. Running reports display a menu bar with the time remaining to generate the report.

Import statuses include queued, running, completed, and failed.

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>1:17pm</td>
<td>1:17pm</td>
<td></td>
<td>171 KB</td>
</tr>
<tr>
<td>assignment_3.docx</td>
<td>1:17pm</td>
<td>1:17pm</td>
<td></td>
<td>171 KB</td>
</tr>
<tr>
<td>assignment.docx</td>
<td>1:17pm</td>
<td>1:17pm</td>
<td></td>
<td>166 KB</td>
</tr>
<tr>
<td>assignment_final.docx</td>
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<td>1:17pm</td>
<td></td>
<td>171 KB</td>
</tr>
<tr>
<td>commentstostudent.doc</td>
<td>1:17pm</td>
<td>1:17pm</td>
<td></td>
<td>24 KB</td>
</tr>
</tbody>
</table>

Open Files and view your imported files.
How do I bulk upload files to a course?

If you have a lot of files to add to your course, you can bulk upload them.

Notes:

- You can also bulk upload files by dragging and dropping the files into Canvas from your computer. However, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the ZIP file into your course.
- If you are using Usage Rights, you must set the file usage rights before the files can be published.
- Canvas does not support file uploads larger than 5 GB.

Open Files

In Course Navigation, click the Files link.

Upload Files

Click the Upload button.
Open Files

Select the files you want to upload to your course [1]. Click the Open button [2].

View Upload Process

View the progress bars for the file uploads.
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>Biological Evolution.pdf</td>
<td>9:19pm</td>
<td>9:19pm</td>
<td></td>
<td>12 KB</td>
</tr>
<tr>
<td>Biological classification.</td>
<td>9:19pm</td>
<td>9:19pm</td>
<td></td>
<td>12 KB</td>
</tr>
<tr>
<td>Unit 1 Assignment.docx</td>
<td>9:19pm</td>
<td>9:19pm</td>
<td>Doug Rob...</td>
<td>93 KB</td>
</tr>
<tr>
<td>BiologyPoster.jpg</td>
<td>9:04pm</td>
<td>9:04pm</td>
<td></td>
<td>919 KB</td>
</tr>
</tbody>
</table>

View the added files.
How do I delete a file or folder as an instructor?

You can delete a file or folder in courses, groups, or personal files. Once a file or folder is deleted, it cannot be recovered.

Note: The Unfiled Folder stores documents, graphics, and any other files from your account that you have posted to different areas of Canvas, such as Discussions. Deleting these items within current courses may create broken links and submissions.

Open Files

<table>
<thead>
<tr>
<th>Discussions</th>
<th>People</th>
<th>Pages</th>
<th>Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcomes</td>
<td>Quizzes</td>
<td>Conferences</td>
<td></td>
</tr>
</tbody>
</table>

In Course Navigation, click the Files link.
Delete File

To delete a file, click the line item for the file [1]. Click the **Delete** icon [2]. Or click the **Options** icon [3] and then click the **Delete** link [4].
Delete Folder

To delete a folder, click the line item for the folder [1]. Click the Delete icon [2]. Or click the Options icon [3] and then click the Delete link [4].

Confirm Delete

Click the OK button.
How do I download a single file as an instructor?

You can download a single file from any file storage area in Canvas.

Open Files

Discussions
People
Pages
Files
Outcomes
Quizzes
Conferences

In Course Navigation, click the Files link.
Download File

Click the line item for the file [1]. Click the Download icon [2]. Or click the Options 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.
How do I download a folder in ZIP format as an instructor?

You can download folders from your files in a ZIP format.

Open Files

- Announcements
- Discussions
- People
- Pages
- Files
- Outcomes
- Quizzes

In Course Navigation, click the Files link.
Download Folder

Click the line item for the folder [1]. Click the Download icon [2]. Or click the Options icon [3] and then click the Download link [4].

View Download Progress

Monitor the progress of your download.
Open ZIP File

Your ZIP file will download to your computer. Open the appropriate folder to view the file. To open the file, either double click to open it (MAC users) or right-click the file and select Extract All (PC users).
How do I restrict files and folders to students in Canvas?

Users can edit permissions for files, including setting the state of the file (published or unpublished), restrict file access to students who have the link, or schedule availability dates for the files.

When the link restriction is set (only available to students with the link), the file can only be viewed if they are given the link to the file. However, this option only allows files to be hidden from students in Course Files. This functionality is not valid outside of the Files feature. For instance, if a file with a link restriction is added to a Module or Assignment, the file can always be viewed by students.

When the student availability date restriction is set, students can view the name and information for the file. In addition to Course Files, files with an availability date restriction can be viewed anywhere in Canvas (such as when the file is added to Modules or Assignments), but the file will be locked and they cannot view the actual file until the specified date.

Note: You can also restrict a file or folder as part of setting usage rights for files or setting usage rights for folders.

Open Files

In Course Navigation, click the Files link.
By default course files are visible and accessible to all users [1]. Teachers and TAs can restrict files and folders [2], which means the content will only be accessible to teachers and TAs in the course as long as the file is not placed to a content area outside of Files (e.g. Modules, Assignments).

To edit a permission, click a file’s published or unpublished icon [3].

Manage Visibility in Student Files

[Image of file permissions interface]
The default restriction option is to make the file only available to students with the link. The *Not visible in student files* option makes the file available to students who are given a link to the file. The file will be hidden to students in Course Files.

**Note:** This hidden option only applies to Course Files; if you add this file to another area of Canvas, such as Assignments or Modules, all students can view the file.

**Schedule Student Availability**

Schedule student availability gives students a window of time to view the file. If you select this option, the file can be viewed by students in Course Files as well as anywhere in Canvas (such as when the file is added to Modules or Assignments), but the file will be locked and they cannot view the actual file until the specified date.

To set student availability dates, enter the starting date for the file to be available in the **Available From** field [1]. If applicable, enter the date when students can no longer allow students to view the file in the **Available Until** field [2]. You can use the calendar to enter a date, or you can enter a date manually.

With manual entries, the setting for Available From and Available Until is set up to only accept input in very specific format. You will be able to set the availability dates by using one of the following inputs:

- dd/mm/yyyy 00:00 (24hr) Ex. 27/02/2013 23:59
- dd/mm/yyyy 00:00am/pm Ex. 27/02/2013 11:59pm
- Mon Da 00:00am/pm Ex. Feb 27 11:59pm
- Mon Da 00:00 (24hr) Ex. Feb 27 23:59
Note that the time field is optional and if not selected it will default to 12am.

**Update File**

Click the **Update** button.

**View File**

View the restricted status for the file. Hover over the icon to view the details.
How do I set usage rights and user access for a course file?

If usage rights is enabled in your course, you have to set a usage right (copyright) for each file you upload to your course. Usage rights must be assigned to files before files can be published to the course. If a file or multiple files are located in a folder, you can set usage rights through folders.

Note: Usage Rights is currently a course opt-in feature. To enable usage rights, learn how to manage feature options in the course features lesson.

Open Files

- Discussions
- People
- Pages
- Files
- Outcomes
- Quizzes
- Conferences

In Course Navigation, click the Files link.
Manage Usage Rights

Click the line item for the file [1]. Click the Options icon [2] and the Manage Usage Rights link [3]. You can also click the file’s warning icon [4], or the Files toolbar Manage Usage Rights link [5].
Select Usage Right

In the **Usage Right** drop-down menu [1], select one of five usage rights. If you are an instructor and are not sure which usage right applies to your file, please consult your institutional admin for guidance:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to fair use exception (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under [Creative Commons](https); this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].
Set File Access

You can also set access to the file. By default, the file is unpublished. You can also publish the file or restrict access.

To select file access, click the radio button next to the access type. You can change the access at any time.

Save File

Click the Save button.

View 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>13-Lepidosaurs[1].ppt</td>
<td>Jan 20, 2019</td>
<td>Jan 20, 2019</td>
<td></td>
<td>9.4 MB</td>
</tr>
<tr>
<td>Assignments</td>
<td>Oct 19, 2018</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell Anatomy.pdf</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td></td>
<td>316 KB</td>
</tr>
<tr>
<td>DNA Assignment.pdf</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td></td>
<td>25 KB</td>
</tr>
</tbody>
</table>
View the updated file.
How do I set usage rights and user access for a course file folder?

If usage rights is enabled in your course, you can set usage rights for all files that currently exist within the folder. Folders themselves cannot hold a usage right attribute, so the folder passes the usage right to the existing files in the folder at the time the usage right was defined. Therefore, you can create a folder, add all files to the folder, and then define the usage right for the folder and apply the right to all files at once.

This action does not apply to any files added to the folder after the usage right is set. If additional files are added at a later time, you will have to reset the usage right for the folder or set file usage rights individually.

Note: Usage Rights is currently a course opt-in feature. To enable usage rights, learn how to manage feature options in the course features lesson.

Open Files

In Course Navigation, click the Files link.
Manage Usage Rights

Click the line item for the folder [1]. Click the Usage Rights icon [2]. Or click the Options icon [3] and select the Manage Usage Rights link [4].
In the **Usage Right** drop-down menu [1], select one of five usage rights. If you are an instructor and are not sure which usage right applies to all the files in your folder, please consult your institutional admin for guidance:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to fair use exception (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under [Creative Commons](https); this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].
Set Folder Access

You can also manage access at this time:

- Publish
- Unpublish
- Not visible in student files
- Schedule student availability

You can also set access to all files in the folder. By default, all files are unpublished. You can also publish the folder or restrict access.

To select access to the files in the folder, click the radio button next to the access type.

Note: This action does not apply to any files added to the folder after the usage right is set. If additional files are added at a later time, you will have to reset the usage right for the folder or set file usage rights individually.

Save Folder

Click the Save button.

Open Folder
Click the name of the folder with the usage right.

**View Files**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By</th>
<th>Size</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomes Virtual Lab.pdf</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td></td>
<td>170 KB</td>
<td></td>
</tr>
<tr>
<td>CK12_MS Concepts Physical Scienc...</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td></td>
<td>426 KB</td>
<td></td>
</tr>
<tr>
<td>InvertDiversityTeachPrep.pdf</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td></td>
<td>283 KB</td>
<td></td>
</tr>
<tr>
<td>microquiz.pdf</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td></td>
<td>55 KB</td>
<td></td>
</tr>
</tbody>
</table>

View the usage right and status applied to all files in the folder.
How do I edit an HTML file in a course?

To edit an HTML file in your course, you will need to download your previously uploaded HTML file to your computer, edit and save your HTML file, and then upload your HTML file again.

Open Files

In Course Navigation, click the Files link.
Download HTML File

Click the line item for the file [1]. Click the Download icon [2]. Or click the Options icon [3] and then click the Download link [4].

Open HTML 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.

Edit HTML File

After you open the HTML file, edit the file using a text or HTML editor on your computer. Save the file.

Upload HTML File

In Files, click the Upload button.
Open HTML File

Click the title of the file you want to upload [1] and click the Open button [2].
Replace Duplicate HTML File

An item named "Biology Syllabus.html" already exists in this location. Do you want to replace the existing file?

To replace the existing file with the edited file, click the Replace button.

Preview HTML File

Click the name of the file and preview the HTML file.
What types of files can be previewed in Canvas?

Canvas supports a variety of document types that can be converted in Canvas. If the submitted file is an assignment and Canvas DocViewer supported file type, the file will be rendered by DocViewer in SpeedGrader. If the submitted file is not an assignment or a DocViewer supported file type, the file will be rendered by Google Previewer.

Canvas supports previews for documents up to 100 MB and 999 pages.

**Note:** SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.

### Document Preview Files

The following file types are supported for Canvas DocViewer:

<table>
<thead>
<tr>
<th>.doc</th>
<th>.odt</th>
<th>.sxi</th>
</tr>
</thead>
<tbody>
<tr>
<td>.docx</td>
<td>.pdf</td>
<td>.sxw</td>
</tr>
<tr>
<td>.odf</td>
<td>.ppt</td>
<td>.xlsx</td>
</tr>
<tr>
<td>.odg</td>
<td>.pptx</td>
<td>.xls</td>
</tr>
<tr>
<td>.odp</td>
<td>.rtf</td>
<td>.txt</td>
</tr>
<tr>
<td>.ods</td>
<td>.sxc</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** HTML located within a text file (.txt) cannot be previewed or annotated in DocViewer and must be downloaded to view the content.

### Document Preview Fonts

The following fonts are supported for Canvas DocViewer:

<p>| AR PL UMing | DejaVu Sans | IPA Mincho |
| Light (CN, HK, TW, TWE) | Extra Light Book Bold Oblique | |
| | | Regular |</p>
<table>
<thead>
<tr>
<th></th>
<th>Bold Oblique Condensed</th>
</tr>
</thead>
</table>
| **AR PL UKai**  
  Book (CN, HK, TW, TWE) | **DejaVu Sans Condensed**  
  Book  
  Bold  
  Oblique  
  Bold Oblique  
  Condensed  
  Condensed Bold  
  Condensed Oblique  
  Condensed Bold Oblique | **Times New Roman**  
  Regular  
  Italic  
  Bold  
  Bold Italic |
| **Arial**  
  Regular  
  Bold  
  Italic  
  Bold Italic | **Georgia**  
  Regular  
  Italic  
  Bold  
  Bold Italic | **Verdana**  
  Regular  
  Italic  
  Bold  
  Bold Italic |
| **Arial Narrow**  
  Regular  
  Italic  
  Bold Italic | **IPAP Mincho**  
  Regular | **Un Batang**  
  Regular  
  Bold |
| **Arial Unicode**  
  Regular  
  Bold | **IPA Gothic**  
  Regular | **Un Dinaru**  
  Regular  
  Bold  
  Light |
| **Calibri**  
  Regular  
  Bold  
  Italic  
  Bold Italic | **IPAP Gothic**  
  Regular | **Un Dotum**  
  Regular  
  Bold |
| **DejaVu Serif**  
  Book  
  Bold  
  Italic  
  Bold Italic | **Meiryo**  
  Regular | **Un Graphic**  
  Regular  
  Bold |
<table>
<thead>
<tr>
<th>Font</th>
<th>Font</th>
<th>Font</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dotum</td>
<td>M Hei PRC</td>
<td>Un Gungseo</td>
</tr>
<tr>
<td>Regular</td>
<td>Regular</td>
<td>Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambria</td>
<td>M Hei HK Medium</td>
<td>Un Pilgi</td>
</tr>
<tr>
<td>Regular</td>
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<td>Regular</td>
</tr>
<tr>
<td>Bold</td>
<td></td>
<td>Bold</td>
</tr>
<tr>
<td>Italic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bold Italic</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambria Math</td>
<td>MingLiu</td>
<td>Wingdings 1</td>
</tr>
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<td>Regular</td>
<td>Regular</td>
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<tr>
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<tr>
<td>Comic Sans</td>
<td>Monotype Sorts</td>
<td>Wingdings 2</td>
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<tr>
<td>Regular</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courier New</td>
<td>Palace Script MT</td>
<td>Wingdings 3</td>
</tr>
<tr>
<td>Regular</td>
<td>Regular</td>
<td>Regular</td>
</tr>
<tr>
<td>Italic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bold Italic</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DejaVu Serif Condensed</td>
<td>SimSun</td>
<td></td>
</tr>
<tr>
<td>Book</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>Bold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bold Italic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condensed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condensed Bold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condensed Italic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condensed Bold Italic</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DejaVu Sans Mono</td>
<td>Symbol</td>
<td></td>
</tr>
<tr>
<td>Book</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>Oblique</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bold Oblique</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Image Preview Files

The following image files are supported for Canvas DocViewer:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>.bmp</td>
<td>.jpg</td>
<td>.tif</td>
</tr>
<tr>
<td>.jpeg</td>
<td>.png</td>
<td>.tiff</td>
</tr>
</tbody>
</table>
What types of media files can I upload in Canvas as an instructor?

Canvas can upload specific image, video, and audio files as user content.

When you upload audio and media files using the media tool in the Rich Content Editor, Canvas converts files up to 500 MB. 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.

When you upload a file to your course, group, or user files, Canvas converts the file into a format supported by your browser. However, Canvas does not support uploading files larger than 5 GB to your user files. 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.

Canvas files have quota limits set for each user area: user (personal) files, course 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. All files uploaded into a course count against the course quota. For students, any attachments added as part of a graded assignment submission are uploaded into user files but are not counted against the user quota.

**Note:** If you upload a file that is not supported by the Canvas media player, you can have users download the file to view outside of Canvas.

### 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
• WMV – Windows Media
How do I view my Microsoft Office 365 files in Canvas as an instructor?

If you have 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

Log In

Click the "Log In" button to log in.
This screen will refresh after successfully logging in.

Log In

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

View the files and folders in your OneDrive folder.

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>IMSCC131CanvasResults9.14.16.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>
<th>Name</th>
<th>Modified</th>
<th>File Size</th>
</tr>
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</tr>
<tr>
<td>IMSCC131CanvasResults9.14.16.doc</td>
<td>14 Sep 13:11</td>
<td>104.5KB</td>
</tr>
</tbody>
</table>

To open a file, click the name of the file.
View File

Unit 1 Assignment

Overview of Pre-Colonial to 1789

Objective

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.
How do I view my Google Drive files in Canvas as an instructor?

If you have 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 incognito 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 the Course Navigation Menu.

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

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].

To view the linked Google Drive email or to sign out of your Google account, click the Account button [4].

Search for Files

To search for a file, enter the name of the file and click the Enter (Return) key on your keyboard.
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].

**View File**

![Document for collaboration](image)

This document is for collaboration between members of all the groups in this class. Leave any comments here.

In a new browser window, view the file in your Google account.
How do I customize my Courses list as an instructor?

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 Card View 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>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌟 American Sign Language</td>
<td>ASL</td>
<td>Summer 2017</td>
<td>Teacher</td>
<td>No</td>
</tr>
<tr>
<td>🌟 Basic Photography</td>
<td></td>
<td></td>
<td>Teacher</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].

In the Dashboard, any courses you have with an instructor role will be listed first, followed by TA roles and any other custom instructor-based roles. Your courses with student roles are listed last.

Notes:

- After you have manually favorited at least one course, Canvas automatically favorites any new published course enrollments for you.
- You can only favorite active courses.

View Unpublished Courses

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>🌟 American Sign Language</td>
<td>ASL</td>
<td>Summer 2017</td>
<td>Teacher</td>
<td>No</td>
</tr>
<tr>
<td>🌟 Basic Photography</td>
<td></td>
<td></td>
<td>Teacher</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Unpublished courses can be identified by using the Published column [1]. You can favorite unpublished courses [2].
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>History 101 Fall 2016</td>
<td>American History (MWF)</td>
<td>2016 Fall</td>
<td>Teacher</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Fall 2014</td>
<td></td>
<td>2014 Fall-2</td>
<td>Teacher</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Summer 2015</td>
<td></td>
<td>2015 Summer</td>
<td>Teacher</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, users can unfavorite the course by toggling the star icon.
How do I log in to Canvas as an instructor?

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 and Free-for-Teacher 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.
Find Canvas URL via 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.
Find Canvas URL via Canvas Login Page

You can also visit canvas.instructure.com and click the Find My School link to search for your institution's Canvas instance.
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 use the Global Navigation Menu as an instructor?

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.
The Dashboard is the landing page after a user logs in to Canvas. The Dashboard can be toggled to a course view or recent activity view and shows notifications for all current Canvas courses.
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.
To view your Calendar, click the Calendar link.
View Inbox

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.
If you are an instructor and your institution is participating in Canvas Commons, you can access Commons with the Commons link.
View Help

To get help with Canvas, click the Help link [1]. Select the help option that is relevant to your needs [2].

Note: Depending on your user role and 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 get help with Canvas as an instructor?

You can get help with Canvas by using the Help menu. Depending on your user role, 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.

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 (Students Only)** [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 (Non-Students Only)** [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
View Custom Links

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 (Students)

The **Ask Your Instructor a Question** link allows students to contact an instructor or TA in any of their 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.
Search Canvas Guides

The **Search the Canvas Guides** link helps users search Canvas documentation for information about features in Canvas.
Report a Problem

The **Report a Problem** link helps users 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.
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 (Non-Students)**

The **Ask the Community link** allows users with an instructor-, TA-, or designer-based role 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 users to submit feature ideas to Canvas. This link directs to the Feature Ideas space in the Canvas Community.
How do I log in to Canvas as an instructor?

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 and Free-for-Teacher 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.
Find Canvas URL via 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.
You can also visit canvas.instructure.com and click the **Find My School** link to search for your institution's Canvas instance.
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 use the Dashboard as an instructor?

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.

Note: If your institution has enabled the Course Setup Tutorial, the Dashboard is responsive to the full width of the browser.

Open Dashboard

In Global Navigation, click the Dashboard link.
The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of two views: Card View or Recent Activity View.

- **Card View**: displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)
- **Recent Activity View**: displays all recent activity for all courses
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

To change your Dashboard view, click the Options menu and select your preferred viewing option.
How do I view my favorite courses in the Card View Dashboard as an instructor?

The Card View Dashboard 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. Depending on your institution's preference, this the Card View may be your default Dashboard.

The Card View Dashboard also includes the Dashboard sidebar, which includes items in your To-Do list and includes a link to the global Grades page.

You can change your Dashboard view at any time using the Dashboard Options icon.

Note: If your institution has enabled the Course Setup Tutorial, the Dashboard course cards are responsive to the full width of the browser. Depending on a user's browser's resolution, the Dashboard course display more than three course cards in a single row.

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 course enrollments.

### View Card Details

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.

An unread icon on the Discussions or Announcements tab indicates that there is a new discussion or announcement in the course [3]. The number in the icon indicates the number of new items.
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.

Notes:

- This feature does not currently apply to the global Grades page and Dashboard sidebar elements such as the To Do list.
- Course nicknames are limited to 59 characters.
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 Settings 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.
Move Course Cards

You can also move a course card to another location in the Dashboard. Click the Options menu [1] and select the Move tab [2]. Depending on the placement of the existing card, you can move the card to the top of the Dashboard, ahead or behind a specific card, or to the bottom of the Dashboard [3].

Once a dashboard card has been reordered, new courses added to the dashboard always display at the end of all existing courses.
Drag and Drop Course Cards

You can also manually drag and drop a course card to another location in the Dashboard. Click on a course card and drag it to the desired location.
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 use the Dashboard as an instructor?

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.

Note: If your institution has enabled the Course Setup Tutorial, the Dashboard is responsive to the full width of the browser.

Open Dashboard

In Global Navigation, click the Dashboard link.
The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of two views: Card View or Recent Activity View.

- **Card View**: displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)
- **Recent Activity View**: displays all recent activity for all courses
View Global Announcement

Campus Closed
Due to inclement weather, campus is closed today.
This is a message for Documentation Canvas

Dashboard

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

To change your Dashboard view, click the Options menu and select your preferred viewing option.
How do I use the Global Navigation Menu as an instructor?

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.
The Dashboard is the landing page after a user logs in to Canvas. The Dashboard can be toggled to a course view or recent activity view and shows notifications for all current Canvas courses.
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.
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.
If you are an instructor and your institution is participating in Canvas Commons, you can access Commons with the Commons link.
View Help

To get help with Canvas, click the Help link [1]. Select the help option that is relevant to your needs [2].

Note: Depending on your user role and 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 To Do list and sidebar in the Dashboard as an instructor?

In the Card View Dashboard and the Recent Activity Dashboard, the sidebar contains a 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 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 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.
View Instructor Sections

The sidebar helps you manage grading in all of 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 shows all items that require grading in Canvas, regardless of due date [1]. 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. Some assignments may display multiple due dates.

The **Coming Up** section shows assignments and events coming due in the next seven days [2]. Items can include ungraded quizzes and assignments that do not require a submission, though these assignment types do not display in the To Do grading list for instructors. Some items may display multiple due dates. The Coming Up section displays up to 20 items ordered according to date.

If your Canvas admin has granted you permission to create courses, you may see the **Start a New Course** button [3], which would allow you to create a new Canvas Course.

The **View Grades** button links to the [Dashboard Grades](#) page and displays the overall grade average for all your active courses [4].
Manage Sidebar Items

Each section item indicates how many items need to be graded [1].

If a section contains more items than are listed, a link will appear under the list that you can use to view all to-do 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:** When an item is removed, the item can only be restored to the To Do section if a new submission is received for that assignment, or if an existing submission for the assignment still requires grading.
How do I view my favorite courses in the Card View Dashboard as an instructor?

The Card View Dashboard 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. Depending on your institution's preference, this the Card View may be your default Dashboard.

The Card View Dashboard also includes the Dashboard sidebar, which includes items in your To-Do list and includes a link to the global Grades page.

You can change your Dashboard view at any time using the Dashboard Options icon.

Note: If your institution has enabled the Course Setup Tutorial, the Dashboard course cards are responsive to the full width of the browser. Depending on a user's browser's resolution, the Dashboard course display more than three course cards in a single row.

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 course enrollments.

**View Card Details**

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.

An unread icon on the Discussions or Announcements tab indicates that there is a new discussion or announcement in the course [3]. The number in the icon indicates the number of new items.
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.

Notes:

• This feature does not currently apply to the global Grades page and Dashboard sidebar elements such as the To Do list.
• Course nicknames are limited to 59 characters.
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 Settings 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.
Move Course Cards

You can also move a course card to another location in the Dashboard. Click the Options menu [1] and select the Move tab [2]. Depending on the placement of the existing card, you can move the card to the top of the Dashboard, ahead or behind a specific card, or to the bottom of the Dashboard [3].

Once a dashboard card has been reordered, new courses added to the dashboard always display at the end of all existing courses.
Drag and Drop Course Cards

You can also manually drag and drop a course card to another location in the Dashboard. Click on a course card and drag it to the desired location.
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].
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 global activity for all my courses in the Recent Activity Dashboard as an instructor?

The Recent Activity Dashboard 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

The Recent Activity Dashboard also includes the Dashboard sidebar, which includes items in your To-Do list and includes a link to the global Grades page.

You can change your Dashboard view at any time using the Dashboard Options icon.

Notes:

- Notifications in the Recent Activity Dashboard will not display for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only display in the Recent Activity Dashboard 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

Click the Options icon [1] and then click the Recent Activity link [2].

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 an unread icon [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 view grades in the Dashboard as an instructor?

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.

Open Grades

In the Dashboard sidebar, click the View Grades button.
The Courses I’m Teaching heading show the name of each course and the current overall grade average [1], which displays the number of students who are part of the average score. If no grades have been assigned, the grade appears as *no grade* [2].

To view grading details in the Gradebook, click the name of the course [3].

To view *interactions with your students* and student activity in the course, click the *Student Interactions Report* link [4].

**Note:** You can also access the Student Interactions Report from the People page in a specific course.
How do I view all my Canvas courses as an instructor?

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

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.

In the All Courses section, you can customize the courses list and mark courses as favorites [6]. Favorite courses display in the Card View Dashboard.

<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 Sign Language</td>
<td>ASL</td>
<td>Summer 2017</td>
<td>Teacher</td>
<td>No</td>
</tr>
<tr>
<td>Basic Photography</td>
<td></td>
<td></td>
<td>Teacher</td>
<td>Yes</td>
</tr>
<tr>
<td>Test Course</td>
<td></td>
<td>Test Terms</td>
<td>Teacher</td>
<td>No</td>
</tr>
</tbody>
</table>
View Past Enrollments

Past Enrollments

<table>
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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>History 101 Fall 2016</td>
<td>American History (MWF)</td>
<td>2016 Fall</td>
<td>Teacher</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Fall 2014</td>
<td></td>
<td>2014 Fall-2</td>
<td>Teacher</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Summer 2015</td>
<td></td>
<td>2015 Summer</td>
<td>Teacher</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. Prior users 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

Future Enrollments

<table>
<thead>
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<tbody>
<tr>
<td>Test Course</td>
<td></td>
<td>Test Terms</td>
<td>Teacher</td>
<td>No</td>
</tr>
<tr>
<td>Basic Written Communications</td>
<td></td>
<td></td>
<td>Teacher</td>
<td>No</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 instructors from accessing courses before the term begins. If a future course does not include a link [1], the course cannot be viewed until the term start date.

If a future course does include a link [2], you can access the course before the term start date.

**Note:** Some institutions may not allow future enrollments to display in the Courses page.
View Groups

<table>
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<tr>
<th>Group</th>
<th>Course</th>
<th>Term</th>
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<tr>
<td>Faculty Group 1</td>
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<td></td>
</tr>
<tr>
<td>Fall Festival Group</td>
<td>Documentation Canvas</td>
<td></td>
</tr>
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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 view all my Canvas courses as an instructor?

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

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.

In the All Courses section, you can customize the courses list and mark courses as favorites [6]. Favorite courses display in the Card View Dashboard.

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</tr>
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<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. Prior users 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>
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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 instructors from accessing courses before the term begins. If a future course does not include a link [1], the course cannot be viewed until the term start date.

If a future course does include a link [2], you can access the course before the term start date.

Note: Some institutions may not allow future enrollments to display in the Courses page.
View Groups

**My Groups**

<table>
<thead>
<tr>
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</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 view my instructor groups in Canvas?

As an instructor, you may be part of institutional groups created by your Canvas admins. Canvas helps you access your instructor groups in the Course Navigation menu. If you do not see any groups listed, you have not been enrolled in a group.

Note: Instructor groups are separate from course groups. You can access and manage course groups from within a course.

Open Groups

In Global Navigation, click the Groups link [1], then view your groups [2]. To view all your groups, click the All Groups link [3].
View Groups

### Current Groups

<table>
<thead>
<tr>
<th>Group</th>
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### Previous Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team A</td>
<td>Biology 101 Fall 2015</td>
</tr>
</tbody>
</table>

Groups are organized into Current Groups [1] and Previous Groups [2].

**View Current Groups**

<table>
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</table>

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**

<table>
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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.
How do I customize my Courses list as an instructor?

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 Card View 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

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</tr>
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</table>

To favorite a course, click the star next to a course [1]. Courses with filled stars show the course is a favorite [2].

In the Dashboard, any courses you have with an instructor role will be listed first, followed by TA roles and any other custom instructor-based roles. Your courses with student roles are listed last.

Notes:

- After you have manually favorited at least one course, Canvas automatically favorites any new published course enrollments for you.
- You can only favorite active courses.

View Unpublished Courses

All Courses

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<thead>
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Unpublished courses can be identified by using the Published column [1]. You can favorite unpublished courses [2].
View Past Enrollments

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<tr>
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</tr>
<tr>
<td>🌟 Bio 101 Fall 2014</td>
<td></td>
<td>2014 Fall-2</td>
<td>Teacher</td>
<td>Yes</td>
</tr>
<tr>
<td>🌟 Bio 101 Summer 2015</td>
<td></td>
<td>2015 Summer</td>
<td>Teacher</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, users can unfavorite the course by toggling the star icon.
How do I view my institution's Public Course Index as an instructor?

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. Learn how to include your course in the [public course index](#).

Open Courses

In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].
Browse More Courses

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>★ American Sign Language</td>
<td>ASL</td>
<td>Summer 2017</td>
<td>Teacher</td>
<td>No</td>
</tr>
<tr>
<td>★ Basic Photography</td>
<td></td>
<td></td>
<td>Teacher</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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].

**Search Courses**

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 an instructor?

You can get help with Canvas by using the Help menu. Depending on your user role, 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.

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 (Students Only)** [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 (Non-Students Only)** [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
View Custom Links

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 (Students)

The **Ask Your Instructor a Question** link allows students to contact an instructor or TA in any of their 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 users search Canvas documentation for information about features in Canvas.
Report a Problem

The Report a Problem link helps users 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 (Non-Students)**

![Help]

- **Ask Your Instructor a Question**
  Questions are submitted to your instructor

- **Search the Canvas Guides**
  Find answers to common questions

- **Report a Problem**
  If Canvas misbehaves, tell us about it

- **Ask the Community**
  Get help from a Canvas expert

- **Submit a Feature Idea**
  Have an idea to improve Canvas?

The **Ask the Community link** allows users with an instructor-, TA-, or designer-based role 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 users 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 an instructor?

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].
Grades
How do I export grades from the Gradebook?

You can export scores from the Gradebook and download them to your computer as a CSV file. Exports are sorted first by assignment group as they appear on the Assignments Index page, then by assignment placement within an assignment group.

Notes about CSV files:

- Some columns that appear in the CSV file are read-only columns calculated by rules or percentages set in Canvas. Any changes made to these columns will be ignored when you re-upload the file to your course.
- For assignment group columns, changes made to assignment scores will automatically be included in the assignment group calculation in the Gradebook.
- CSV downloads honor multiple grading periods. The Gradebook exports the grading period being viewed in the Gradebook. For All Grading Periods, if the option to view total grades is not enabled, Total Score columns and assignment group totals are not included in the download.
- The Total Score displayed in the Gradebook reflects each student's score at the time of viewing, taking into account whether the instructor has muted assignments, assignment due dates, etc. The CSV download includes read-only columns for current and final scores. Current score reflects the total while ignoring unsubmitted assignments, and the final score counts unsubmitted assignments as zero. Muted assignments are unposted grades and shown in separate columns for unposted current score and unposted final score, respectively.
- If a student has submitted an assignment multiple times, the CSV file only accounts for the most recent submission.
- Concluded and inactive enrollments are not included in the CSV file unless their respective option, Show Concluded Enrollments or Show Inactive Enrollments, is enabled in the Gradebook Settings menu.
- Complete/incomplete assignments are shown as full or no credit (e.g. for a 10-point assignment, 10 or 0).
Open Grades

In Course Navigation, click the Grades link.

Export Scores

Click the Export button [1], then click the CSV File link [2].

When the export is completed, Canvas will download the CSV file automatically to your computer.
If you navigate away from the page during the export, the CSV file will appear as a previous download in the Gradebook export drop-down menu so it can be downloaded again. The Gradebook will show the date and time you requested the export.

If you made changes to the Gradebook after exporting a file and want to export a new file, click the CSV File link again.

**Note:** Gradebook export files include the date and time of the download to differentiate between multiple exports. The export filename format is YYYY-MM-DDTHHMM, followed by the course name.

**Edit Scores**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student ID</td>
<td>SIS User ID</td>
<td>SIS Login ID</td>
<td>Section</td>
<td>Introduction</td>
<td>Unit 1 Discus</td>
<td>Unit 2 Discus</td>
<td>Expectations</td>
<td>Unit 1 Assign</td>
</tr>
<tr>
<td>2</td>
<td>Points Possible</td>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Boone, Emily</td>
<td>76</td>
<td>emily.boone</td>
<td>History 101 - Section B</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Doe, Jessica</td>
<td>172</td>
<td>jessica.doe</td>
<td>History 101 - Section B</td>
<td>13</td>
<td>13</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Johnson, Ma</td>
<td>168</td>
<td>max.johnson</td>
<td>History 101 - Section B</td>
<td>12</td>
<td>12</td>
<td>14</td>
<td>12</td>
<td>21</td>
</tr>
<tr>
<td>6</td>
<td>Jones, Bruce</td>
<td>158</td>
<td>bruce.jones</td>
<td>History 101 - Section B</td>
<td>14</td>
<td>15</td>
<td>14</td>
<td>14</td>
<td>23</td>
</tr>
<tr>
<td>7</td>
<td>Sanderson, N</td>
<td>38</td>
<td>nors.sanders</td>
<td>History 101 - Section B</td>
<td>14</td>
<td>14</td>
<td>15</td>
<td>15</td>
<td>24</td>
</tr>
<tr>
<td>8</td>
<td>Smith, Jane</td>
<td>40</td>
<td>jane.smith</td>
<td>History 101 -</td>
<td>14</td>
<td>10</td>
<td>15</td>
<td>14</td>
<td>24</td>
</tr>
</tbody>
</table>

Edit the scores in Microsoft Excel. Make sure to save the file as a .csv file type.

Once you have made changes, you can [upload it to your course](#).
View Read-Only Columns

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>(read only)</th>
<th>(read only)</th>
<th>(read only)</th>
<th>(read only)</th>
<th>(read only)</th>
<th>(read only)</th>
<th>(read only)</th>
<th>(read only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>330</td>
<td>56.21</td>
<td>54.3</td>
<td>15.14</td>
<td>17.97</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Jessica Gile</td>
<td>172</td>
<td>96.67</td>
<td>96.11</td>
<td>18.89</td>
<td>A</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>168</td>
<td>95.29</td>
<td>96.36</td>
<td>15.42</td>
<td>18.89</td>
<td>A</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>158</td>
<td>81.33</td>
<td>80</td>
<td>10.56</td>
<td>13.06</td>
<td>B</td>
<td>B</td>
<td>F</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>167</td>
<td>94</td>
<td>95.2</td>
<td>15.14</td>
<td>18.61</td>
<td>A</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Nora Sanders</td>
<td>58</td>
<td>85.53</td>
<td>84</td>
<td>12.81</td>
<td>16.02</td>
<td>B</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>40</td>
<td>94.07</td>
<td>92.63</td>
<td>15</td>
<td>18.41</td>
<td>A-</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Test Student</td>
<td>425</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

The CSV download includes read-only columns displaying current and final scores. These columns display for each assignment group in a course and for final course grades.

1. **Current Score**: Reflects scores for submitted, unmuted assignments
2. **Unposted Current Score**: Reflects scores for submitted and muted assignments but excludes unsubmitted assignment scores
3. **Final Score**: Reflects overall score including unsubmitted assignments as zero but excluding muted assignments
4. **Unposted Final Score**: Reflects total score, including unsubmitted assignments as zero and muted assignments
5. **Current Grade**: Reflects course grade based on submitted, unmuted assignments
6. **Unposted Current Grade**: Reflects course grade based on submitted and muted assignments but excludes unsubmitted assignment scores
7. **Final Grade**: Reflects course grade including unsubmitted assignments as zero but excluding muted assignments
8. **Unposted Final Grade**: Reflects overall course grade, including unsubmitted assignments as zero and muted assignments
How do I use the Gradebook?

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Gradebook Individual View.

Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader.

Open Grades

In Course Navigation, click the Grades link.
View Gradebook

The top of the Gradebook includes sorting options and settings you can use to organize your Gradebook [1], which will populate the select student data [2] and assignment data [3].

The Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click on the **Keyboard** icon [4] or press the Comma key.

Switch to Individual View

**Gradebook: Individual View**

*Note: Grades and notes will be saved automatically after moving out of the field.*
The Gradebook has two views. The Default Gradebook allows you to see all students and assignments at the same time. Individual View allows instructors to assess one student and one assignment at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings. You can switch Gradebook views at any time.

Learn more about the Gradebook Individual View.

Filter Students

By default, your course shows all active students. If your course includes more than one section, you can filter your Gradebook by section [1]. You can also search for a student by name or secondary ID [2]. When a section filter is applied in the Gradebook, SpeedGrader also filters the student list by students in the same section.

View Grading Periods

When Multiple Grading Periods are enabled in a course, you can sort the Gradebook by grading period by clicking the Grading Period drop-down menu.
View Settings

In the Settings drop-down menu, you can specify settings that apply to your entire Gradebook, including:

1. View Gradebook History
2. Show/Hide Student Names
3. Sort columns by due date, points, or assignment group (once an initial sorting view is chosen, only the alternative option is displayed in the menu)
4. Treat ungraded submissions as zeros (this option may be restricted when multiple grading periods are enabled)
5. Show/Hide Concluded Enrollments
6. Show/Hide Inactive Enrollments
7. Show/Hide Notes Column
View Student Information

For student information, the Gradebook, displays each student's name and section [1]. Names are sorted by first name last name, though you can also set your Gradebook to display via sortable name.

If a student includes a secondary ID, which is the student's login information, the ID displays in the Secondary ID field [2].

If you enabled the Notes column in your Gradebook settings, you can add notes about individual students.

**Note:** You can also hide student names in the Gradebook to eliminate bias.

Sort Student Information

To sort columns, click the heading of a column and use the blue arrow to sort the content in ascending or descending order. You can sort Student Name and Secondary ID columns.
View Individual Grades

To view a student's Grades page, click the student's name. This page shows you how a student views his or her grades and also allows you to view individual comments, scoring details, and rubric results.

View Test Student

If you have enabled Student View, the Test Student is shown at the end of the Gradebook and is automatically added to every section in your course. Test Student data does not factor into course analytics.

If you want to remove the test student completely, you must remove the test student from your section enrollments.
Each column in the Gradebook represents an assignment, graded discussion, or quiz. Each column displays the assignment title, total points, and each student’s grade. Icons and colors represent assignments and submission statuses within Canvas. You can sort, resize, and reorder any assignment column. To remove a column from the Gradebook, you must delete the assignment from your course.

With Assignments in the Gradebook you can:

- Evaluate both individual and group work
- Enter and edit scores
- Leave comments for your students
- View total grades as a point value instead of a percentage (by default, total grades are shown as a percentage with two decimal places)
- Excuse an assignment, discussion, or quiz for a student or multiple students
- Exclude an assignment from the final grade

Add Columns

Assignment columns are automatically added every time you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.
You can also manually add a column by downloading the Gradebook CSV file, adding a new column, giving the column a title, and uploading the CSV file. Please be aware that assignments uploaded in CSV files are automatically published.

**View Differentiated Assignments**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Historical Video Assignment Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas@</td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td></td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>bruce.jones.canvas@</td>
<td></td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td>joe.rogers.canvas@g</td>
<td></td>
</tr>
<tr>
<td>Sanderson, Nor,</td>
<td>horasanderson.canvas</td>
<td></td>
</tr>
<tr>
<td>Smith, Jane</td>
<td>jane.smith.canvas@g</td>
<td></td>
</tr>
</tbody>
</table>

When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment. Grades cannot be assigned to students who are not part of the assignment; those assignments are not factored into overall grades.

On the student grades page, students can only view assignments that have been assigned to them.

Differentiated assignments are also used in MasteryPaths.

**Note:** Differentiated assignments also apply to grading periods. If a student is not part of an assignment in the specific grading period, the assignment is also grayed out.
View Assignment Options

For each Assignment, you can set one or more options:

1. View assignment details
2. View the assignment in SpeedGrader
3. Send a message to your students
4. Set a default grade
5. Curve grades
6. Download Submissions (this option is only available once submissions are received)
7. Mute an assignment
The assignment groups shown in the Gradebook match the assignment groups created in the Assignments page. If your assignment groups are weighted, the weighted grade displays below the group title, and the assignment score earned by each student is multiplied by the weight.
View Total Grade

Grade totals are displayed in the Total column of the Gradebook. You can move the total column to the front of the Gradebook if preferred. Additionally, if your assignment groups are not weighted, you can view the totals as a point value instead of a percentage.

Assignment group weights are reflected in the total grade. The assignment grade earned by the students is multiplied by the assignment group weight and is then reflected in the Total column.

Import and Export Grades

To bulk manage student grades in the Gradebook, you can also Download Scores (.csv) and Upload Scores (from .csv).

Note: The Gradebook Export CSV file data matches the current filter(s) and settings shown in the Gradebook.
How do I view assignments or students individually in the Gradebook?

The Gradebook Individual View allows instructors to assess one student and one assignment at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and assignment and contains all the same settings that are available in the default Gradebook View (the view that shows all students in a course).

If you are not familiar with the settings and other options in the Gradebook, click the feature links throughout this lesson to learn more about how the feature works in the default view.

Like all Gradebook tabs, Individual View is persistent. Therefore, once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to the default view.

Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader.

Open Gradebook

In Course Navigation, click the Grades link.
Switch to Individual View

Click the **Switch to Individual View** button.

Select Section

In the section drop-down menu, select the section you want to view.
Select Grading Period

When Multiple Grading Periods are enabled in a course, in the Grading Period drop-down menu, select the grading period you want to view.

Note: You can only manage grades for assignments in a current or future grading period. Once the close date for a grading period has passed, you cannot edit grades for the prior grading period.

Sort Assignments

In the sort assignments drop-down menu, select how to sort assignments:

1. By Assignment Group and Position
2. Alphabetically
3. By Due Date

Select Gradebook Settings

1. Treat Ungraded as 0
2. Hide Student Names
3. Show Concluded Enrollments
4. Show Notes in Student Info
5. Show Totals as Points on Student Grade Page

To select any settings you want to display in the Gradebook Individual View, click the checkbox next to the setting description:

1. Treat Ungraded Assignments as 0 (this option may be restricted when multiple grading periods are enabled)
2. Hide Student Names
3. Show Concluded Enrollments
4. Show content from the Notes Column in Student Info
5. Show Totals as Points instead of Percentage on Student Grade Page (only available if you are using unweighted assignment groups in your course)
You can also select additional Gradebook settings by clicking the appropriate button:

1. **Download Scores** in a CSV file
2. **Upload Scores** in a CSV file
3. **View Grading History**

**Select Student**

**Content Selection**

Select a student

- **No Student Selected**
- Previous Student
- Next Student

Select an assignment

- **No Assignment Selected**
- Previous Assignment
- Next Assignment

In the Student drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the **Next Student** button [2].
Remember, student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.

**Select Assignment**

In the Assignment drop-down menu [1], select the student’s assignment you want to view. If you want to view the first assignment in your course, click the **Next Assignment** button [2].

Remember, assignments will be displayed according to your sorting preference in the Global Settings drop-down menu.
Once you select a student and an assignment, the Grading, Student Information, and Assignment Information sections will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.

Depending on selected Gradebook settings, you have the option to modify the Gradebook as available within the Grades and Assignment Information sections:

**Grades**

- [Enter or edit grades](#)
- [Excuse the assignment](#)
- View Submission Details: [Add a comment](#) and view more details in [SpeedGrader](#)
- Add information to the [Notes column](#)
- View Grades and Assignment groups (if any); when grading periods are weighted and the All Grading Periods options is selected, the Grades section displays the weight of each grading period
- View final grade (this option may be restricted when multiple grading periods are enabled)
Assignment Information

- See assignment in SpeedGrader
- Download all submissions (this function is a bulk download of all student assignment submissions, regardless of section, but the Download All Submissions button is not available for quizzes)
- Mute the assignment
- Send a message to students
- Set default grade
- Curve grades

View Next Student or Assignment

Content Selection

Select a student
Doe, Jessica

Previous Student  Next Student

Select an assignment
Position Paper

Previous Assignment  Next Assignment

To view the next student, click the Next Student button [1].

To view the next assignment, click the Next Assignment button [2].

You can always select individual students and/or assignments by clicking each respective drop-down menu.
Switch to Default Gradebook

Gradebook: Individual View

*Note: Grades and notes will be saved automatically after moving out of the field.*

To switch to the Default Gradebook, click the **Switch to Default Gradebook** link.
How do I enter and edit grades in the Gradebook?

Most likely you will use the SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, you can manually enter and edit scores in the Gradebook.

You can also use a CSV file to upload and download scores.

Notes:

- The Gradebook is generally designed for one instructor role to enter grades at a time. Because of how the Gradebook loads and stores data in the browser, multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. For more details on grading limitations, please see the lesson about how to use SpeedGrader.
- When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment or an assigned section. Grades cannot be assigned to students who are not part of the assignment or section; those assignments are not factored into overall grades.
- Once a student receives a grade for an assignment, the grade will always apply to the student’s current and final score. If you unassign a student or section to a differentiated assignment you have previously graded, the grade will only be removed from grading calculations if you excuse the assignment for the student.
- When Multiple Grading Periods are enabled in a course, you cannot edit grades for any assignment that has at least one student in a closed grading period.
- The Gradebook History page records all grade changes in the Gradebook and can be accessed at any time.
In Course Navigation, click the Grades link.

**Locate Student Score**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Points for Peer Review Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td></td>
</tr>
</tbody>
</table>

Click the assignment cell located in the row of the student whose score you want to enter.

**Enter New Score**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Points for Peer Review Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>25 / 25</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td></td>
</tr>
</tbody>
</table>

Scores are entered according to the assignment's Display Grade setting. Scores can be entered as one of five options: points, complete/incomplete, letter grade, percentage, and GPA.

**Note:** When you reach the end of a column, pressing the Return or Enter key advances to the top of the next column.
Enter Points Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Revolution Topic Discussion Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily History 101 and History 100</td>
<td>emily.boone.canvas</td>
<td>9 / 10</td>
</tr>
<tr>
<td>Doe, Jessica History 101 and History 100</td>
<td>jessica.doe.canvas</td>
<td>8</td>
</tr>
</tbody>
</table>

To enter a points grade, enter the number of points in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Enter Complete or Incomplete Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Articles of Confederation vs. Cons. Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily History 101 and History 100</td>
<td>emily.boone.canvas</td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica History 101 and History 100</td>
<td>jessica.doe.canvas</td>
<td>X</td>
</tr>
</tbody>
</table>

To enter a complete or incomplete grade, double click in the cell until the desired icon appears. Complete grades are represented by a checkmark. Incomplete grades are represented by an X icon.

Enter Letter Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>The Declaration of Independence: Out of 50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily History 101 and History 100</td>
<td>emily.boone.canvas</td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica History 101 and History 100</td>
<td>jessica.doe.canvas</td>
<td>B 42</td>
</tr>
</tbody>
</table>

To enter a letter grade, enter the letter in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard). Canvas automatically calculates the number of points corresponding to the highest value in the range represented by the letter grade.
## Enter Percentage Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Patriotism or Treason? Colonist vs....</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>85%</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td></td>
</tr>
</tbody>
</table>

To enter a percentage grade, enter the percent in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

## Enter GPA Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Declaration of Independence Topic...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>3.3</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td>3.3</td>
</tr>
</tbody>
</table>

To enter a GPA grade, enter the number which corresponds to the GPA scale defined by the grading scheme and press Return (on a MAC keyboard) or Enter (on a PC keyboard).
View Excessive Points Alert

If an excessive amount of points is added to a student’s grade, Canvas will generate an alert notifying that the student was awarded an unusually high grade. You can either keep or correct the point value.

Excessive points can occur in the following situations:

- The amount entered is 50% above the total points possible
- An extra digit is entered (e.g. 500 instead of 50)
- An assignment is given negative points

Edit Score

To edit an existing score in the Gradebook, click the assignment cell for the score and enter the new score. Then press Return (on a MAC keyboard) or Enter (on a PC keyboard).
Delete Score

To manually delete a score from the Gradebook, click the assignment cell for the score and click the delete key. Then press Return (on a MAC keyboard) or Enter (on a PC keyboard).

View Deleted Score

View the deleted score and the ungraded submission.
How do I use grading periods in a course?

If your course includes Multiple Grading Periods, grading periods created at the account level automatically display in your course and can be filtered in the Assignments Index Page, the Gradebook, and the student Grades page.

Grading periods consist of a specific date range that define the grading period. Grading periods also include a close date as to when you can no longer edit grades in a grading period. Grading periods can also be weighted. To view grading period date ranges and any weighted grading periods, you can view the grading periods in a course.

At the course level, Canvas validates all assignments against closed grading periods in Canvas. For a complete overview of the Multiple Grading Periods feature and current limitations associated with close dates, please view the Close Dates for Grading Periods document in the Canvas Community.

View Assignments

When you create an assignment, by default each assignment is assigned to everyone. However, the assignment can be differentiated among course sections, course groups, or individual students.
When grading periods are enabled, the due date of the assignment determines the grading period where the assignment appears in the Gradebook. If no due date is set, the assignment defaults to the last grading period available for the course.

When grading periods are weighted, assignments outside of grading periods do not count toward the final grade.

**Note:** The Assign field cannot be edited for anyone if the due date is in a closed grading period. However, you can add additional differentiated assignments with due dates outside the closed grading period. Assignments with due dates in open grading periods cannot be edited from an open grading period to a date in a closed grading period, but the due date can be edited to any date within an open grading period. These restrictions do not apply to availability dates, which can be set to overlap a grading period.

**View Gradebook**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>A Closer Look: The United States Out of 15</th>
<th>A Closer Look: The United States Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas@</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td></td>
<td>EX</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>bruce.jones.canvas@</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Gradebook lists grading periods for the course in a drop-down menu. By default, the Gradebook displays the current grading period. However, you can view and filter grades by previous or future grading period.
Grading periods are arranged by date, with the newest grading period listed first.

Assignments are grouped in the grading period according to the published assignment due date (unpublished assignments never appear in the Gradebook). If there is no due date for the published assignment, the assignment defaults to the latest grading period. *Grading periods cannot be selected within an individual assignment.*

In the grading periods menu [1], viewing the All Grading Periods option [2] displays all course assignments. However, you can view the assignments that appear during a specified period by selecting the name of the grading period [3].

You can only edit grades for assignments in a current or future grading period. Once the close date for a grading period has passed, you cannot edit grades for the prior grading period.
View Differentiated Assignments

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Historical Video Assignment Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas@</td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td></td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>bruce.jones.canvas@</td>
<td></td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td>joe.rogers.canvas@</td>
<td></td>
</tr>
<tr>
<td>Sanderson, Nor</td>
<td>nora.sanderson.can</td>
<td></td>
</tr>
<tr>
<td>Smith, Jane</td>
<td>jane.smith.canvas@</td>
<td></td>
</tr>
</tbody>
</table>

Assignments cannot overlap grading periods except with differentiated assignments. When differentiated assignment dates overlap grading periods, the assignment appears in each appropriate grading period.

- If a student is not part of an assignment in the specific grading period, the assignment is grayed out.
- If a student is part of a differentiated assignment with no due date, the assignment appears in the last available grading period.
- If a student is part of multiple differentiated assignments, the grading period shows the assignment in the grading period of the latest date.

Display Total Grades for All Grading Periods

When using the Multiple Grading Periods feature, you may be able to view total grades in the All Grading Periods view. This grades view also includes displaying assignment group totals. Viewing total grades in a course is managed by your Canvas administrator.

By default, viewing total grades in the All Grading Periods view is disabled in a course and affects the global Grades view, courses Grades view, and the instructor Gradebook.
Students have one of two options from the global Grades page. When viewing total grades is disabled [1], students do not have the option to view All Grading Periods. They can only view the grade for a specific grading period in the course.

When viewing total grades is enabled [2], students can select the All Grading Periods option and can view the appropriate grade.
In the course Grades page, a student’s view of their total grade may be limited.

When viewing total grades is disabled, students cannot view the total grade calculation in either the sidebar or the bottom of the grades page. Calculations also include assignment totals for weighted assignment groups. Hiding total grades impacts calculations for student What-If Grades.

When viewing total grades is enabled, students can still view the total grade for All Grading Periods and any assignment group calculations.
View Gradebook

Hiding and displaying total grades also applies to the Gradebook and sets whether or not you can view the total grade column and any weighted assignment groups.

Hide Grades in Individual Grading Periods

Courses I'm Taking

History 101

When viewing total grades is disabled, students can still view total grades for an individual grading period unless you hide student totals in Course Settings. When this setting is enabled, students will not be able to view any totals in their global grades page or course grades page.

View Closed Grading Periods

At the course level, Canvas validates all assignments against closed grading periods in Canvas. You cannot edit assignments in closed grading periods. If an assignment is in a closed grading period, the assignment shows that the submission is in a closed grading period. Learn how to view the date range of a course grading period.
Students are not affected by closed grading periods in their Grades page.

Note: For current limitations associated with the close date feature, please view the Close Dates for Grading Periods document in the Canvas Community.

Export Gradebook

When you download scores from the Gradebook, you can export assignment scores and total grades for all grading periods or for specific grading periods.

To export Gradebook scores for all assignments associated with a specific grading period, select the grading period from the Grading Period drop-down menu [1]. Then click the Export button [2]. The CSV includes any selected grading period information; however, assignment group totals in the CSV calculate based on all grading periods.

The CSV file displays a total grade for the specific grading period being viewed. However, if the instructor exports the All Grading Periods Gradebook view, the CSV honors whether or not total grades can be viewed. Current and total columns are only shown if the Display Total feature option is enabled for the course.
How do I use the icons and colors in the Gradebook?

There are different icons and colors in the new Gradebook. Depending on how you grade assignments (manually or otherwise), you will see different icons or colors.

Icons and colors are simply gradebook indicators to assist you with course grading. All assignments count toward a student’s total grade unless they are excused assignments.

Submission Type Icons

The following icons represent different assignment functions in the Gradebook:

- **Discussion Icon** [1]: Graded discussion submitted, but not graded
- **Document Icon** [2]: File upload submitted or external tool assignment submitted, not graded
- **Text Icon** [3]: Text entry submitted, not graded
- **Upload Failed Icon** [4]: Google Drive or Microsoft Office 365 assignment submission upload failed.
- **Uploading Icon** [5]: Google Drive or Microsoft Office 365 assignment submission is queued for upload.
- **Filmstrip Icon** [6]: Media recording submitted, not graded
- **Link Icon** [7]: Website URL submitted, not graded
- **Quiz Icon** [8]: 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
- **Muted Icon** [9]: Assignment muted.
- When weighted assignment groups are not enabled, the total column also includes a warning icon notifying you that the grade you see differs from the grade the students see because one or more graded assignments are muted.
- If an assignment column displays a muted icon and all cells are grayed out, the assignment is anonymous, moderated, or both.

Grading Types

<table>
<thead>
<tr>
<th>Grading Type</th>
<th>Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dash [1]</td>
<td>No submission</td>
</tr>
<tr>
<td>Number [2]</td>
<td>Points grade</td>
</tr>
<tr>
<td>Check Icon [3]</td>
<td>Complete grade</td>
</tr>
<tr>
<td>X Icon [4]</td>
<td>Incomplete grade</td>
</tr>
<tr>
<td>Letter [5]</td>
<td>Letter grade</td>
</tr>
<tr>
<td>Percentage [6]</td>
<td>Percentage grade</td>
</tr>
<tr>
<td>GPA [7]</td>
<td>GPA scale</td>
</tr>
<tr>
<td>EX [8]</td>
<td>Excused assignment</td>
</tr>
</tbody>
</table>

Note: In the Total column, you will see a percentage that represents your total grade at that time. Next to the percentage you will see the letter grade you have, based on the percentage.
### Differentiated Assignments

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Historical Video Assignment Out of 25</th>
<th>The Bill of Rights Quiz Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>📈</td>
<td>✗</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas@</td>
<td>📈</td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td>📈</td>
<td>✗</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>bruce.jones.canvas@</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td>joe.rogers.canvas@</td>
<td>📈</td>
<td></td>
</tr>
<tr>
<td>Sanderson, Nora</td>
<td>noora.sanderson.canvas</td>
<td>📈</td>
<td></td>
</tr>
<tr>
<td>Smith, Jane</td>
<td>jane.smith.canvas@</td>
<td>📈</td>
<td></td>
</tr>
<tr>
<td>Student, Test</td>
<td>4e375261abcb9da</td>
<td>📈</td>
<td></td>
</tr>
</tbody>
</table>

If your course uses **differentiated assignments**, students who were not assigned an assignment, graded discussion, or a quiz do not include a dash in their submission cells. Additionally, the cells are grayed out.
Warning Icons

The following icons represent different warnings in the Gradebook:

- **Blue Warning Icon [1]:** Notifies you that the assignment is part of an assignment group with no points possible and cannot be included in the final grade calculation, or the assignment does not count toward the final grade.

- **Black Warning Icon [2]:** Notifies you that the final score does not include one of the assignment groups because the group has zero points possible (the warning will tell you which assignment group is affected). This icon only displays in the total column related to assignment group errors.

You can correct the assignment group warnings by making sure a weighted assignment group has an assignment worth more than zero points, or, if an assignment is supposed to have zero points, adding another assignment with more than zero points to the assignment group.
Colors

There are different colors with various meanings in the Gradebook. Here you can see what each color represents:

- **Yellow Shading** [1]: Resubmitted assignment
- **Pink Shading** [2]: Late submission
- **Gray Lined Shading** [3]: Dropped grade

Closed Grading Periods

If your course uses multiple grading periods, submission cells for an entire assignment in a closed grading period are grayed out in the Gradebook. Assignments in a closed grading period cannot be edited.
If you created an assignment that uses an originality checker, the Gradebook displays originality score icons in the Gradebook. To view details of the score, click the icon and view more details in SpeedGrader:

- **Gray icon [1]:** Originality report has not been generated yet
- **Color icon [2]:** Originality report has returned a score; the color is based on the originality percentage score
How do I mute or unmute an assignment in the Gradebook?

By default, Canvas allows students to see assignment grades as soon as the instructor has graded the assignment. In some cases, instructors may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, an instructor can choose to mark an assignment as muted. Students can still see and submit a muted assignment. Only the grade will be hidden. You can also mute assignments in SpeedGrader.

A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a Mute icon on the student grades page so students know the assignment is muted. Students will be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved assignments for the assignment, until the assignment is unmuted. In Gradebook exports and reports, muted grades are part of unposted grades.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

If you do not want students to be able to view their total grade, you can hide the total grade from students.

Notes:

• If you make changes to a muted assignment, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you unmute the assignment, the total grade in the student’s view will update accordingly.
• Anonymous and moderated assignments are muted by default. Moderated assignments cannot be unmuted until final grades have been posted.
• Students can see peer review comments when an assignment is muted. However, students cannot see instructor comments until after the assignment is unmuted.
• If you unmute an assignment with varied due dates, all students will receive score results at the same time.
• Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
• Students will not be able to see their quiz responses while a quiz is muted.
Open Grades

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

Open Assignment Menu

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Position Paper Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily History 101 and H</td>
<td>emily.boone.canvas</td>
<td>8</td>
</tr>
<tr>
<td>Doe, Jessica History 101 and H</td>
<td>jessica.doe.canvas@</td>
<td>8</td>
</tr>
</tbody>
</table>

Hover over the name of the assignment. Click the drop-down menu.
Mute Assignment

Click the **Mute Assignment** link.
Confirm Mute Assignment

Mute Assignment

Are you sure you want to mute this assignment? While this assignment is muted, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that this assignment is muted.

Once you have muted this assignment, you can begin sending notifications again by clicking the "Unmute Assignment" link.

Click the Mute Assignment button.
View Mute Assignment

<table>
<thead>
<tr>
<th>Position Paper</th>
<th>Assignments 30.00% of grade</th>
<th>Discussions 30.00% of grade</th>
<th>Quizzes 20.00% of grade</th>
<th>Extra Credit 10.00% of grade</th>
<th>Summaries 10.00% of grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>96.67%</td>
<td>64%</td>
<td>-</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>86.67%</td>
<td>100%</td>
<td>-</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>83.33%</td>
<td>100%</td>
<td>-</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>66.15%</td>
<td>0%</td>
<td>-</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>73.57%</td>
<td>100%</td>
<td>-</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>93.33%</td>
<td>0%</td>
<td>-</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>96.67%</td>
<td>0%</td>
<td>-</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

This grade differs from the student's view of the grade because some assignments are muted.

View the muted icon for the assignment [1]. In the Total column [2], the Gradebook displays a mute icon, warning that your grade view is different from the student's grade view because of the muted assignment.

Notes:
- The Total column only displays graded assignments that have been muted. Assignments that are set as Not Graded are not affected.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
Unmute Assignment

To unmute the assignment, click the assignment drop-down menu and click the Unmute Assignment link.

Note: Moderated assignments cannot be unmuted until final grades have been posted.

Confirm Unmute Assignment

Click the Unmute Assignment button.
How do I view assignment details in the Gradebook?

Follow these steps to view the statistics and other details of an assignment in the Gradebook.

Open Gradebook

In Course Navigation, click the Grades link.

Open Assignment Drop-down Menu

Under the assignment title, click the drop-down menu.
Open Assignment Details

Click the Assignment Details link.

View Assignment Details

Grade statistics for: A Closer Look: The United States Constitution Written Response 2

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Score:</td>
<td>15.71</td>
</tr>
<tr>
<td>High Score:</td>
<td>21</td>
</tr>
<tr>
<td>Low Score:</td>
<td>6</td>
</tr>
<tr>
<td>Total Graded Submissions:</td>
<td>7 submissions</td>
</tr>
</tbody>
</table>

View the details for the assignment. You can see the average score, high and low score, and the number of total graded submissions. When you are finished click the close icon to return to the Gradebook.
How do I upload changes to the Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook. New assignments will automatically be published in your course. If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your Gradebook changes (e.g., Excel).

If you don’t want to create a new CSV file, you can always download the CSV from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.

If you create a column for a new assignment, Canvas will ask how you want to import the assignment. New assignments upload with the following settings:

- Assignment Group: Assignments
- Submission Type: No submission
- Due date for: Everyone

Notes:

- The Gradebook CSV file downloads complete/incomplete assignments as full or no credit (e.g. for a 10-point assignment, 10 or 0). Scores with full or partial credit upload as a complete assignment; scores with zero upload as an incomplete assignment.
- CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status or comments.
- Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment’s grading scheme.
- All changes made to non-read-only columns are included in the upload. However, read-only columns are automatically ignored in the upload.
- When multiple grading periods is enabled, CSV file uploads cannot create new assignments. Currently new assignments must be created in the Canvas interface. Additionally, CSV files are verified against grading period close dates; grades cannot be changed for any assignment in a closed grading period.
- An upload will not recognize assignments named Current Score, Current Points, Final Score, Final Points, or Final Grade.
- To upload changes to the Gradebook with student or assignment names containing special characters, please ensure the file is saved as a UTF-8 CSV.


**View Example CSV File**

Columns in gray are required. *SIS columns are only required if your institution uses SIS imports.*

Existing assignments include an Assignment ID, which should be left intact to help Canvas identify the assignment. New Assignments do not require an ID when uploading a CSV file.

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>SIS User ID*</th>
<th>SIS Login ID*</th>
<th>Section</th>
<th>Existing Assignment (ID)</th>
<th>New Assignment</th>
<th>Current Score (entire course)</th>
<th>Final Score (entire course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John</td>
<td>12345</td>
<td></td>
<td></td>
<td>Section 2</td>
<td>46</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>King, Ben</td>
<td>12346</td>
<td></td>
<td></td>
<td>Section 3</td>
<td>34</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>12347</td>
<td></td>
<td></td>
<td>Section 2</td>
<td>38</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boono, Emily</td>
<td>12348</td>
<td></td>
<td></td>
<td>Section 1</td>
<td>40</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilson, Jack</td>
<td>12349</td>
<td></td>
<td></td>
<td>Section 1</td>
<td>44</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For new files, save the file as Grades-Course_Name.csv.

**Required columns and order**

- Student Name
- Student ID
- SIS User ID (only required if you use SIS)
- SIS Login ID (only required if you use SIS)
- Section
- Assignment (this can be for an existing assignment or a new assignment; retain IDs for existing assignments)
Open Gradebook

In Course Navigation, click the Grades link.

Upload Scores

Click the Import button.

Choose File

What should the CSV file look like?
Choose a CSV file to upload:
Choose File No file chosen
Click the Choose File or Browse button (depending on your browser).

**Open File**

Locate the CSV file [1] then click the **Open** button [2].

**Upload Data**

Click the **Upload Data** button.
Upload New Data

Upload Gradebook: History 101

There was some stuff I couldn't figure out with the data that you uploaded:

You uploaded some assignments that don't appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment.

If you add a new column to the CSV file and then upload the file, Canvas will ask you what you want to do with the new column. In the drop-down menu, choose the A new assignment option [1]. Then assign the number of points possible [2]. Click the Continue button [3].

Note: When multiple grading periods is enabled, CSV file uploads cannot create new assignments.
**Save Changes**

### Upload Gradebook: History 101

<table>
<thead>
<tr>
<th>Student</th>
<th>Constitution Review From</th>
<th>Constitution Review To</th>
<th>Revolution Topic Discussion From</th>
<th>Revolution Topic Discussion To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td></td>
<td></td>
<td>9.2</td>
<td>3.7</td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td></td>
<td>Excused</td>
<td>Excused</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: You uploaded some assignments that had no grade changes detected. They have been hidden.

Review the changes made to your Gradebook [1].

If you upload assignments with no grade changes, they will be hidden from the upload.

Click the **Save Changes** button [2].
View Updated Gradebook

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Constitution Review</th>
<th>Revolution Topic Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emily Boone</strong></td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>-</td>
<td>3.7</td>
</tr>
<tr>
<td>History 101 and Histo</td>
<td></td>
<td></td>
<td>EX</td>
</tr>
<tr>
<td><strong>Max Johnson</strong></td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>-</td>
<td>EX</td>
</tr>
<tr>
<td>History 101 and Histo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bruce Jones</strong></td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>History 101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Joe Rogers</strong></td>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>History 101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nora Sanderson</strong></td>
<td><a href="mailto:nora.sanderson.canvas@gmail.com">nora.sanderson.canvas@gmail.com</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>History 101 and Histo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Jane Smith</strong></td>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>History 101 and Histo</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View the updated data in the Gradebook.
How do I use the Gradebook?

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Gradebook Individual View.

Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader.

Open Grades

In Course Navigation, click the Grades link.
View Gradebook

The top of the Gradebook includes sorting options and settings you can use to organize your Gradebook [1], which will populate the select student data [2] and assignment data [3].

The Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click on the Keyboard icon [4] or press the Comma key.

Switch to Individual View

Gradebook: Individual View

*Note: Grades and notes will be saved automatically after moving out of the field.*
The Gradebook has two views. The Default Gradebook allows you to see all students and assignments at the same time. Individual View allows instructors to assess one student and one assignment at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings. You can switch Gradebook views at any time.

Learn more about the Gradebook Individual View.

Filter Students

By default, your course shows all active students. If your course includes more than one section, you can filter your Gradebook by section [1]. You can also search for a student by name or secondary ID [2]. When a section filter is applied in the Gradebook, SpeedGrader also filters the student list by students in the same section.

View Grading Periods

When Multiple Grading Periods are enabled in a course, you can sort the Gradebook by grading period by clicking the Grading Period drop-down menu.
View Settings

In the Settings drop-down menu, you can specify settings that apply to your entire Gradebook, including:

1. View Gradebook History
2. Show/Hide Student Names
3. Sort columns by due date, points, or assignment group (once an initial sorting view is chosen, only the alternative option is displayed in the menu)
4. Treat ungraded submissions as zeros (this option may be restricted when multiple grading periods are enabled)
5. Show/Hide Concluded Enrollments
6. Show/Hide Inactive Enrollments
7. Show/Hide Notes Column
View Student Information

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily History 101 and H</td>
<td>emily.boone.canvas</td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica History 101 and H</td>
<td>jessica.doe.canvas@</td>
<td></td>
</tr>
<tr>
<td>Johnson, Max History 101 and H</td>
<td>max.johnson.canvas</td>
<td></td>
</tr>
</tbody>
</table>

For student information, the Gradebook, displays each student's name and section [1]. Names are sorted by first name last name, though you can also set your Gradebook to display via sortable name.

If a student includes a secondary ID, which is the student's login information, the ID displays in the Secondary ID field [2].

If you enabled the Notes column in your Gradebook settings, you can add notes about individual students.

**Note:** You can also hide student names in the Gradebook to eliminate bias.

Sort Student Information

To sort columns, click the heading of a column and use the blue arrow to sort the content in ascending or descending order. You can sort Student Name and Secondary ID columns.
View Individual Grades

To view a student’s Grades page, click the student’s name. This page shows you how a student views his or her grades and also allows you to view individual comments, scoring details, and rubric results.

View Test Student

If you have enabled Student View, the Test Student is shown at the end of the Gradebook and is automatically added to every section in your course. Test Student data does not factor into course analytics.

If you want to remove the test student completely, you must remove the test student from your section enrollments.
View Assignments

Each column in the Gradebook represents an assignment, graded discussion, or quiz. Each column displays the assignment title, total points, and each student’s grade. Icons and colors represent assignments and submission statuses within Canvas. You can sort, resize, and reorder any assignment column. To remove a column from the Gradebook, you must delete the assignment from your course.

With Assignments in the Gradebook you can:

- Evaluate both individual and group work
- Enter and edit scores
- Leave comments for your students
- View total grades as a point value instead of a percentage (by default, total grades are shown as a percentage with two decimal places)
- Excuse an assignment, discussion, or quiz for a student or multiple students
- Exclude an assignment from the final grade

Add Columns

Assignment columns are automatically added every time you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.
You can also manually add a column by downloading the Gradebook CSV file, adding a new column, giving the column a title, and uploading the CSV file. Please be aware that assignments uploaded in CSV files are automatically published.

### View Differentiated Assignments

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Historical Video Assignment</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas@</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>bruce.jones.canvas@</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td>joe.rogers.canvas@g</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanderson, Nor</td>
<td>nora.sanderson.cam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Jane</td>
<td>jane.smith.canvas@</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment. Grades cannot be assigned to students who are not part of the assignment; those assignments are not factored into overall grades.

On the student grades page, students can only view assignments that have been assigned to them.

Differentiated assignments are also used in MasteryPaths.

**Note:** Differentiated assignments also apply to grading periods. If a student is not part of an assignment in the specific grading period, the assignment is also grayed out.
View Assignment Options

For each Assignment, you can set one or more options:

1. View assignment details
2. View the assignment in SpeedGrader
3. Send a message to your students
4. Set a default grade
5. Curve grades
6. Download Submissions (this option is only available once submissions are received)
7. Mute an assignment
View Assignment Groups

The assignment groups shown in the Gradebook match the assignment groups created in the Assignments page. If your assignment groups are weighted, the weighted grade displays below the group title, and the assignment score earned by each student is multiplied by the weight.

<table>
<thead>
<tr>
<th>Assignments 30.00% of grade</th>
<th>Discussions 30.00% of grade</th>
<th>Quizzes 20.00% of grade</th>
<th>Extra Credit 10.00% of grade</th>
<th>Summaries 10.00% of grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>-</td>
<td></td>
<td>☝️ 100% A</td>
</tr>
<tr>
<td>100%</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td></td>
<td>☝️ 100% A</td>
</tr>
<tr>
<td>100%</td>
<td>86%</td>
<td>-</td>
<td>-</td>
<td></td>
<td>☝️ 93% A</td>
</tr>
<tr>
<td>93%</td>
<td>83%</td>
<td>-</td>
<td>-</td>
<td></td>
<td>☝️ 88% B</td>
</tr>
<tr>
<td>87.25%</td>
<td>89%</td>
<td>44.44%</td>
<td>-</td>
<td></td>
<td>☝️ 77.2% C</td>
</tr>
<tr>
<td>92.31%</td>
<td>96.5%</td>
<td>100%</td>
<td>-</td>
<td></td>
<td>☝️ 95.8% A</td>
</tr>
<tr>
<td>100%</td>
<td>76%</td>
<td>-</td>
<td>-</td>
<td></td>
<td>☝️ 88% B</td>
</tr>
</tbody>
</table>
View Total Grade

<table>
<thead>
<tr>
<th>Assignments 30.00% of grade</th>
<th>Discussions 30.00% of grade</th>
<th>Quizzes 20.00% of grade</th>
<th>Extra Credit 10.00% of grade</th>
<th>Summaries 10.00% of grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>-</td>
<td></td>
<td>☑️ 100% A</td>
</tr>
<tr>
<td>100%</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td></td>
<td>☑️ 100% A</td>
</tr>
<tr>
<td>100%</td>
<td>86%</td>
<td>-</td>
<td>-</td>
<td></td>
<td>☑️ 93% A</td>
</tr>
<tr>
<td>93%</td>
<td>83%</td>
<td>-</td>
<td>-</td>
<td></td>
<td>☑️ 88% B</td>
</tr>
<tr>
<td>87.25%</td>
<td>89%</td>
<td>44.44%</td>
<td>-</td>
<td></td>
<td>☑️ 77.2% C</td>
</tr>
<tr>
<td>92.31%</td>
<td>96.5%</td>
<td>100%</td>
<td>-</td>
<td></td>
<td>☑️ 95.8% A</td>
</tr>
<tr>
<td>100%</td>
<td>76%</td>
<td>-</td>
<td>-</td>
<td></td>
<td>☑️ 88% B</td>
</tr>
</tbody>
</table>

Grade totals are displayed in the Total column of the Gradebook. You can move the total column to the front of the Gradebook if preferred. Additionally, if your assignment groups are not weighted, you can view the totals as a point value instead of a percentage.

Assignment group weights are reflected in the total grade. The assignment grade earned by the students is multiplied by the assignment group weight and is then reflected in the Total column.

Import and Export Grades

To bulk manage student grades in the Gradebook, you can also Download Scores (.csv) and Upload Scores (from .csv).

Note: The Gradebook Export CSV file data matches the current filter(s) and settings shown in the Gradebook.
How do I create assignment columns for non-submission assignments in the Gradebook?

Columns in the Gradebook are only created by adding an assignment in Canvas. If you need to create a column in the Gradebook to use for manual grading, you can create a No Submission or On Paper assignment.

*No Submission* assignments are when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, create an assignment that involves multiple scores, or give extra credit.

*On Paper* assignments are when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes. When student view the assignment, they see a Submitting: on paper notice.

To create multiple columns at once, you can upload changes to the Gradebook.

**Note**: The Gradebook only shows published, graded assignments, so *Not Graded assignment types* will not appear.

Open Assignments

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

Click the Add Assignment button.

Enter Assignment Details

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Note: No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.
Set Submission Type

In the Submission Type drop-down menu, select the **No Submission** option or **On Paper** option.

Save and Publish

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

**Note:** Assignments do not appear in the Gradebook until they are published.
View Gradebook

In Course Navigation, click the Grades link.

View Assignment Column
View your assignment in the Gradebook.

Student View

Points for Peer Review

<table>
<thead>
<tr>
<th>Due</th>
<th>Aug 31 by 11:59pm</th>
<th>Points</th>
<th>25</th>
<th>Submitting: on paper</th>
</tr>
</thead>
</table>

This is a placeholder for points awarded in the peer review assignment.

When students view the assignment, they will not see the Submit Assignment button. They can view the details and point value for the assignment.

Points for Peer Review

<table>
<thead>
<tr>
<th>Due</th>
<th>Aug 31 by 11:59pm</th>
<th>Points</th>
<th>25</th>
<th>Submitting: on paper</th>
</tr>
</thead>
</table>

This is a placeholder for points awarded in the peer review assignment.

Note: On Paper assignments also show Submitting: on paper to help students identify the submission preference.
How do I hide student names in the Gradebook?

By default, student names are shown in the Gradebook. However, you can hide student names in the Gradebook to remove bias in grading. Hiding names also hides secondary IDs. Because hiding names is a Gradebook setting and not a course setting, this feature does not guarantee that all assignments will be graded anonymously.

This feature hides names for all students displayed in the Gradebook. By default, only active students are shown. Inactive and concluded enrollments are not shown of the Gradebook unless enabled in the Gradebook settings.

Note: Hiding names in the Gradebook is a separate option from hiding names in SpeedGrader.

Open Grades

In Course Navigation, click the Grades link.
Hide Student Names

To hide student names, click the **Settings** icon [1] and select the **Hide Student Names** option [2].

View Hidden Names

After choosing the **Hide Student Names** options, you will only see Student in your gradebook.
Show Student Names

To view student names, click the Show Student Names option in the drop-down menu.
How do I enter and edit grades in the Gradebook?

Most likely you will use the SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, you can manually enter and edit scores in the Gradebook.

You can also use a CSV file to upload and download scores.

Notes:

• The Gradebook is generally designed for one instructor role to enter grades at a time. Because of how the Gradebook loads and stores data in the browser, multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. For more details on grading limitations, please see the lesson about how to use SpeedGrader.
• When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment or an assigned section. Grades cannot be assigned to students who are not part of the assignment or section; those assignments are not factored into overall grades.
• Once a student receives a grade for an assignment, the grade will always apply to the student's current and final score. If you unassign a student or section to a differentiated assignment you have previously graded, the grade will only be removed from grading calculations if you excuse the assignment for the student.
• When Multiple Grading Periods are enabled in a course, you cannot edit grades for any assignment that has at least one student in a closed grading period.
• The Gradebook History page records all grade changes in the Gradebook and can be accessed at any time.

Open Grades
In Course Navigation, click the Grades link.

Locate Student Score

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Points for Peer Review Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>Jessica.doe.canvas@</td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td></td>
</tr>
</tbody>
</table>

Click the assignment cell located in the row of the student whose score you want to enter.

Enter New Score

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Points for Peer Review Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>25 / 25</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>Jessica.doe.canvas@</td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td></td>
</tr>
</tbody>
</table>

Scores are entered according to the assignment's Display Grade setting. Scores can be entered as one of five options: points, complete/incomplete, letter grade, percentage, and GPA.

Note: When you reach the end of a column, pressing the Return or Enter key advances to the top of the next column.
Enter Points Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Revolution Topic Discussion Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>9 / 10</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td>8</td>
</tr>
</tbody>
</table>

To enter a points grade, enter the number of points in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Enter Complete or Incomplete Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Articles of Confederation vs. Cons... Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>X</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td></td>
</tr>
</tbody>
</table>

To enter a complete or incomplete grade, double click in the cell until the desired icon appears. Complete grades are represented by a checkmark. Incomplete grades are represented by an X icon.

Enter Letter Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>The Declaration of Independence: ... Out of 50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>A</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td>B 42</td>
</tr>
</tbody>
</table>

To enter a letter grade, enter the letter in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard). Canvas automatically calculates the number of points corresponding to the highest value in the range represented by the letter grade.
Enter Percentage Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>Patriotism or Treason? Colonist vs.... Out of 30</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td>Declaration of Independence Topi... Out of 10</td>
</tr>
</tbody>
</table>

To enter a percentage grade, enter the percent in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Enter GPA Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>3.3</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td>3.3</td>
</tr>
</tbody>
</table>

To enter a GPA grade, enter the number which corresponds to the GPA scale defined by the grading scheme and press Return (on a MAC keyboard) or Enter (on a PC keyboard).
If an excessive amount of points is added to a student's grade, Canvas will generate an alert notifying that the student was awarded an unusually high grade. You can either keep or correct the point value.

Excessive points can occur in the following situations:

- The amount entered is 50% above the total points possible
- An extra digit is entered (e.g. 500 instead of 50)
- An assignment is given negative points

Edit Score

To edit an existing score in the Gradebook, click the assignment cell for the score and enter the new score. Then press Return (on a MAC keyboard) or Enter (on a PC keyboard).
Delete Score

To manually delete a score from the Gradebook, click the assignment cell for the score and click the delete key. Then press Return (on a MAC keyboard) or Enter (on a PC keyboard).

View Deleted Score

View the deleted score and the ungraded submission.
How do I excuse an assignment for a student in the Gradebook?

As needed, you can use the Gradebook to excuse a student from an assignment, discussion, or quiz. You can also excuse a student from a group assignment. Excused assignments are not calculated as part of a student’s total grade.

When an assignment is excused, the assignment page and the student grade page will show the student that he or she has been excused from the assignment. Students cannot submit excused assignments.

Open Grades

In Course Navigation, click the Grades link.

Select Assignment

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Points for Peer Review Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>-</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td>-</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td>-</td>
</tr>
</tbody>
</table>
Locate the student and the assignment you want to excuse.

**Excuse Assignment**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Points for Peer Review</th>
<th>Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>EX</td>
<td>/ 25</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the Gradebook cell, type EX. Then press the Enter key.

**View Excused Assignment**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Points for Peer Review</th>
<th>Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>EX</td>
<td>/ 25</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View that the assignment has been excused for the student.
How do I view the history of all grading changes in the Gradebook?

You can view the history of all Gradebook changes in your course using the Gradebook History page. Gradebook History is a read-only log that allows you to see who graded each assignment. Options are available to filter grading history by student, grader, assignment, and date.

For quizzes, you can view historical data for any regraded quizzes.

**Note:** Gradebook history displays changes made within the last 365 days.

Open Grades

- Home
- Assignments
- Announcements
- Discussions
- Grades
- People
- Pages

In Course Navigation, click the Grades link.
Open Gradebook History

Click the Settings icon [1] and select the View Gradebook History link [2].
The Gradebook History page displays recent grade changes in the course. Each grade change lists the date of the change [1], the student whose grade was changed [2], the grader who changed the grade [3], and the assignment where the grade was changed [4].

Additionally, you can view a summary of the grade before it was changed [5], after it was changed [6], and the current grade for the assignment [7].

Note: If you are grading in a course where you can only interact with users in your same section, the Gradebook history page will only display results for users within your same section.
View Anonymous Assignments in Gradebook History

Any grade changes related to an anonymously graded assignment do not include student names in the search results [1].

If the anonymous grading option is removed from the assignment at a later time, the Gradebook History page displays an icon showing that the assignment was previously graded anonymously [2].

View Filters

If you want to locate a specific grade change, you can filter grading history by student [1], grader [2], assignment [3], and start or end date [4].
Filter by Name

To filter grading history by student, grader, or assignment, start typing the name in the search filter. [1] Canvas will automatically populate matching names. Select the name from the results [2].

Filter by Date

If you also want to filter grading history by start or end date, click the date field [1] and then select a date from the calendar [2].
Apply Filter

<table>
<thead>
<tr>
<th>Student</th>
<th>Grader</th>
<th>Assignment</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A Closer Look: The Unit</td>
<td>October 23, 2017</td>
<td>October 25, 2017</td>
</tr>
</tbody>
</table>

To apply your specified filters, click the Filter button.
How do I leave comments for students in the Gradebook?

If you want to leave simple feedback for your students, you can leave a text comment directly from the Gradebook.

Note: You can also grade assignments from the comments window in the Gradebook. However, you cannot add a comment and assign a grade at the same time.

Open Gradebook

In Course Navigation, click the Grades link.
Open Comment Window

Locate the student and assignment. Hover over the grade cell and click the Discussion icon.

Add Comment

Type your comment in the Add a comment field.
Add Comment to Group Assignment

Comments on group submissions that are not graded individually are sent to the whole group [1].

Individually graded group assignments include commenting options. To send your comment to one student in a group, select Send comment to this student only [2]. To send your comment to the whole group, select Send comment to the whole group [3].
If a student's Google Drive or Microsoft Office 365 submission failed to upload, an *Upload Failed* icon displays. Click the download submission link to view the error.
Post Comment

Jessica Doe

Articles of Confederation vs. Constitution Topic Discussion

Grade: Complete out of 10

Update Grade

More details in the SpeedGrader

Add a comment

Post Comment

Click the Post Comment button.
Where there is more than one comment for an assignment, comments will be listed in chronological order with the oldest comments appearing at the top and the newer comments appearing near the bottom.

After you have posted your comment, the comment window will close automatically.
View SpeedGrader

If you want to view the assignment in SpeedGrader, or if you want to remove your comment, open the comment window again and click the More details in the SpeedGrader link.
How do I send a message to my students from the Gradebook?

You can use the Gradebook to send messages to your students. Message subjects are filtered based on specific assignment categories:

- **Haven't submitted yet**—students who haven't submitted the assignment. *This category does not include students who have been manually awarded a grade, even if they did not submit the assignment.* Once a grade has been awarded for an assignment (either automatically or manually), Canvas no longer verifies actual submissions.
- **Haven't been graded**—students whose assignments have not yet been graded (submitted or unsubmitted).
- **Scored less than [point value]**—students who earned a grade on their assignment less than X number of points.
- **Scored more than [point value]**—students who earned a grade on their assignment more than X number of points.

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

Open Gradebook

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

In the Gradebook, hover over the assignment title and click the drop-down menu [1]. Click the Message Students Who... link [2].

Select Message Category

Message Students for Articles of Confederation vs. Constitution Topic Discussion

Message students who...

for Articles of Confederation vs. Constitution Topic Discussion

Haven't submitted yet

Subject:

No submission for Articles of Confederation vs. Constitution Topic Discussion

Message:

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

In the drop-down menu [1], select the category of students you want to message. Based on real-time data, Canvas will show the names of the students who fall in the category you selected [2]. You can also remove students from the message by clicking the **Remove** icon.

Canvas will also generate a subject line based on the category [3], but you can edit the subject line if needed.

### Send Message

<table>
<thead>
<tr>
<th>Message Students for Articles of Confederation vs. Constitution Topic Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Message students who...</strong></td>
</tr>
<tr>
<td>for Articles of Confederation vs. Constitution Topic Discussion</td>
</tr>
<tr>
<td>Haven't submitted yet</td>
</tr>
<tr>
<td>Nora Sanderson</td>
</tr>
<tr>
<td>Jane Smith</td>
</tr>
<tr>
<td>Bruce Jones</td>
</tr>
<tr>
<td>Joe Rogers</td>
</tr>
<tr>
<td>Max Johnson</td>
</tr>
<tr>
<td>Jessica Doe</td>
</tr>
<tr>
<td>Emily Boone</td>
</tr>
<tr>
<td><strong>Subject:</strong> No submission for Articles of Confederation vs. Constitution Topic Discussion</td>
</tr>
<tr>
<td><strong>Message:</strong> Please submit to the Articles of Confederation vs. Constitution Topic Discussion as soon as possible.</td>
</tr>
</tbody>
</table>

Type a message to the students in the message field [1]. Click the **Send Message** button [2].

**Note:** Although one message most likely will be sent to multiple students at the same time, each student will receive an individual message.
How do I set a default grade for an assignment?

If you want to set a default grade for a certain assignment, use the assignment drop-down menu. This will allow you to input scores for students who do not have scores or to overwrite already entered scores.

Note: When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.

Open Grades

In Course Navigation, click the Grades link.
Open Assignment Drop-down Menu

Hover over the assignment title and click the drop-down menu.

Set Default Grade

Click the Set Default Grade link.
Create Default Grades

Type the default grade value in the text box [1]. If you would like to overwrite existing grades for the assignment, select the Overwrite already-entered grades checkbox [2]. Click the Set Default Grade button [3].

Verify Default Grades

Click the OK button to view the new default grades.
View New Grades

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Position Paper Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas</td>
<td>8</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas@</td>
<td>8</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas</td>
<td>9 / 10</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>bruce.jones.canvas@</td>
<td>8</td>
</tr>
</tbody>
</table>

Default grades are automatically entered for all students who do not have a grade. Grades can be changed by clicking the default grade and typing in an updated score.
How do I curve grades in the Gradebook?

You can use the Gradebook to curve grades for an assignment. In the academic community, curving grades is advisable if only a certain number of students can pass, or when you require a fixed distribution of grades distributed throughout the class.

To curve grades, Canvas asks for an average curve score and then adjusts the scores as a bell curve 66% around the average score. For instance, if the average score is the equivalent of a C, Canvas would distribute mostly C- and C+ scores, distributing outward down the curve to Bs and Ds, and then ultimately As and Fs. This type of scoring creates a predictable distribution, but it means that students will compete against their classmates for scoring.

To learn more about how curved grades are calculated, view the Curving Grades in Canvas PDF.

Note:

- Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
- Student grades will be impacted differently based on where they are in the distribution of scores. Perfect scores will not be affected by curving grades.
- When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.

Open Gradebook

In Course Navigation, click the Grades link.
Open Assignment Drop-down Menu

Hover over the assignment title and click the drop-down menu.

Curve Grades

Click the Curve Grades link.
Set Curve Score

In the **Average Score** field [1], type the average grade for the curve score. The graph above the Average Score field will change depending on what score is entered and give you an approximation of what the new scores would look like [2]. You can adjust the average score as necessary to produce a desired grading outcome.

You can assign zeros to students who did not submit their assignments by clicking the **Assign zeroes to unsubmitted students** checkbox [3]. To curve grades, click the **Curve Grades** button [4].

**Note:**

- Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
- Student grades will be impacted differently based on where they are in the distribution of scores.
View Updated Scores

7 Student scores updated

In a pop-up window, Canvas will show you how many scores were updated. Click the OK button.

View Curved Grades

<table>
<thead>
<tr>
<th>Position Paper</th>
<th>Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

View the new grades for the assignment.
How do I mute or unmute an assignment in the Gradebook?

By default, Canvas allows students to see assignment grades as soon as the instructor has graded the assignment. In some cases, instructors may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, an instructor can choose to mark an assignment as muted. Students can still see and submit a muted assignment. Only the grade will be hidden. You can also mute assignments in SpeedGrader.

A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a Mute icon on the student grades page so students know the assignment is muted. Students will be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved assignments for the assignment, until the assignment is unmuted. In Gradebook exports and reports, muted grades are part of unposted grades.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

If you do not want students to be able to view their total grade, you can hide the total grade from students.

Notes:

- If you make changes to a muted assignment, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you unmute the assignment, the total grade in the student’s view will update accordingly.
- Anonymous and moderated assignments are muted by default. Moderated assignments cannot be unmuted until final grades have been posted.
- Students can see peer review comments when an assignment is muted. However, students cannot see instructor comments until after the assignment is unmuted.
- If you unmute an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- Students will not be able to see their quiz responses while a quiz is muted.
In Course Navigation, click the Grades link.

Hover over the name of the assignment. Click the drop-down menu.
Mute Assignment

Click the **Mute Assignment** link.
Confirm Mute Assignment

Mute Assignment

Are you sure you want to mute this assignment? While this assignment is muted, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that this assignment is muted.

Once you have muted this assignment, you can begin sending notifications again by clicking the "Unmute Assignment" link.

Click the **Mute Assignment** button.
### View Mute Assignment

<table>
<thead>
<tr>
<th>Position Paper Out of 10</th>
<th>Assignments 30.00% of grade</th>
<th>Discussions 30.00% of grade</th>
<th>Quizzes 20.00% of grade</th>
<th>Extra Credit 10.00% of grade</th>
<th>Summaries 10.00% of grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>96.67%</td>
<td>64%</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>86.67%</td>
<td>100%</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>83.33%</td>
<td>100%</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>66.15%</td>
<td>0%</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>73.57%</td>
<td>100%</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>93.33%</td>
<td>0%</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>96.67%</td>
<td>0%</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This grade differs from the student's view of the grade because some assignments are muted.

View the muted icon for the assignment [1]. In the Total column [2], the Gradebook displays a mute icon, warning that your grade view is different from the student's grade view because of the muted assignment.

**Notes:**

- The Total column only displays graded assignments that have been muted. Assignments that are set as Not Graded are not affected.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
Unmute Assignment

To unmute the assignment, click the assignment drop-down menu and click the **Unmute Assignment** link.

**Note**: Moderated assignments cannot be unmuted until final grades have been posted.

Confirm Unmute Assignment

Click the **Unmute Assignment** button.
How do I view a student's Grades page in a course?

As an instructor, you can access the Grades page for a student in your course. This Grades page shows you how a student views his or her grades in the course and also allows you to add individual comments to group submission assignments. You can choose to restrict options in the grades page to students, such as hiding grade summary totals and grade distribution graphs.

You can also view the grades page for a generic student in Student View.

Notes:

- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by muted (unposted) assignments, outstanding manually graded quiz questions, weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.
- Student Grades can also be viewed from a student's user details page.

Open Grades

In Course Navigation, click the Grades link.
Select Student

Click the name of the student.

View Student Context Card

If you have enabled the Student Context Card feature option, click the Grades button.
In the Grades page, a student can view the name of the assignment [1], the due date [2], the score or assignment status [3], the total number of points for the assignment [4], the assignment upload status (Office 365 or Google Drive files only) [5], and any rubrics [6] and comments [7].

If allowed, the student can view distribution graphs in the assignment scoring details [8], as well as his or her total grade and assignment groups in the course.

Notes:

- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by muted assignments, outstanding manually graded quiz questions, weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.
- When your course includes grading periods, the student Grades sidebar displays assignment groups when an individual grading period is being viewed. However, groups only display if the groups are active as part of the selected grading period. An assignment group displays if the group has at least one assignment due for the student in the selected grading period.
- When grading periods are weighted and the All Grading Periods option is selected, the sidebar displays the weights of each grading period.
View Assignment Details

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Assignment 1</td>
<td>Sep 7 by 11:59pm</td>
<td>15</td>
</tr>
<tr>
<td>Story Corps Response</td>
<td>Sep 10 by 11:59pm</td>
<td>10</td>
</tr>
<tr>
<td>Novel Analysis Essay</td>
<td>Sep 14 by 11:59pm</td>
<td>100</td>
</tr>
</tbody>
</table>

You can also view assignment details, preview assignments, and view feedback the same way a student experiences assignments in Canvas. The assignment details page is also where a student views any annotated feedback you may add to an assignment.

To view submission details, click the name of the group assignment.
For group assignments, the submission details page may include individual comments added to a group assignment.

By default, group assignments that award the same grade to all group members do not display comments for individual students when grading group assignments in SpeedGrader. Comments made in SpeedGrader and from the Submissions Details page on group assignments that are not graded individually are sent to the whole group [1].

However, individually graded group assignments include commenting options. To send your comment to one student in a group, select Send comment to this student only [2]. To send your comment to the whole group, select Send comment to the whole group [3].

Individual comments also appear in the Submission Comments filter in Conversations.
How do I view a student's submission details page in a course?

You can view the details for a student's submission by accessing the assignment from the student's Grades page. The submission details page shows you how a student views their assignment submissions and feedback in Canvas.

On the submission details page you can view the time the assignment was submitted, any comments left on the submission, and preview and download the submission. You can also leave comments about the submission, including leaving a comment for an individual student on a group assignment.

Open Grades

- Home
- Assignments
- Discussions
- Grades
- People
- Pages
- Files

in Course Navigation, click the Grades link.
Select Student

Click the name of the student whose submission details page you would like to view.

View Context Card

If your institution has enabled Student Context cards, click the Grades button.
Note: If this feature is not available, your institution has not enabled student context cards.

Select Assignment

<table>
<thead>
<tr>
<th>Name</th>
<th>Due Date</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revolution Topic Discussion</td>
<td>Oct 16 by 11:59pm</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td>Abraham Lincoln Essay</td>
<td>Oct 22 by 11:59pm</td>
<td>-</td>
<td>50</td>
</tr>
<tr>
<td>Position Paper</td>
<td>Oct 23 by 11:59pm</td>
<td>22</td>
<td>25</td>
</tr>
<tr>
<td>History Overview</td>
<td>Oct 24 by 11:59pm</td>
<td>-</td>
<td>11</td>
</tr>
<tr>
<td>The Bill of Rights Quiz</td>
<td>Oct 29 by 11:59pm</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td>A Closer Look: Response 2</td>
<td>Oct 30 by 11:59pm</td>
<td>-</td>
<td>25</td>
</tr>
</tbody>
</table>

On the student’s grades page, click the name of the assignment.
In the submission details page you can view details about the assignment submission.

In the submission details area [1], you can view the time the assignment was submitted, the student's grade, and a link to view the rubric, if attached.

In the submission area [2], you can download a copy of the submission or view feedback on the submission in DocViewer.

In the sidebar [3], you can view comments left on the assignment by you, other graders, or peer reviewing students. You can also add a new comment or attach a file.
When a Google Drive or Microsoft Office 365 assignment submission fails to upload, an *Upload Failed* icon next to the assignment link [1].

If a Google Drive or Microsoft Office 365 assignment upload is queued for submission, an *Uploading* icon displays next to the assignment link [2].
For group assignments, the submission details page may include individual comments added to a group assignment [1].

By default, group assignments that award the same grade to all group members do not display comments for individual students when grading group assignments in SpeedGrader. Comments made in SpeedGrader and from the Submissions Details page on group assignments that are not graded individually are sent to the whole group [2].

However, individually graded group assignments include commenting options. To send a comment to one student in a group, select **Send comment to this student only** [3]. To send a comment to the whole group, select **Send comment to the whole group** [4].

Individual comments also appear in the [Submission Comments filter](https://canvas.instructure.com) in Conversations.
How do I view my students' total grades as a point value instead of a percentage in the Gradebook?

You can switch your students' total grades from a percentage to a point value in the Gradebook. By default, total grades are shown as a percentage with two decimal places.

Notes:

- This feature is available only if you use unweighted assignment groups in your course. When assignment groups are weighted, points cannot be displayed for the total grade.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled. This feature also limits viewing the total grade in the student Grades page.
- When Multiple Grading Periods are enabled in a course and grading periods are weighted, points cannot be displayed for the total grade.

Open Grades

In Course Navigation, click the Grades link.
Open Total Column Menu

Access the Gradebook for your course and scroll to the Total column. Hover your cursor over the column header until the blue toggle arrow appears.

Switch to Points

Click the blue toggle arrow and select the **Switch to points** menu option.
Canvas will confirm you want to switch to points. If you do not want to see this warning message for your course again, click the Don't show... checkbox [1].

Click the Continue button [2].

View Point Values

View your students’ point values in the Total column.
Switch to Percentages

You can switch back to percentages by clicking the blue toggle arrow in the Total column and selecting **Switch to percent**. By default, total grades are shown as a percentage with two decimal places.

Canvas will confirm you want to switch to a percentage. If you do not want to see this warning message for your course again, click the **Don't show...** checkbox [1].

Click the **Continue** button [2].
How do I sort columns in the Gradebook?

Once you have filtered student enrollments or sections in your Gradebook, you can sort the Gradebook columns by student name, secondary id, total grade, individual assignment, assignment group (if you have assignment groups set up), and assignment due date. You can also resize and rearrange the columns in the Gradebook.

Note: Gradebook columns are persistent, meaning the columns will stay in the order they are arranged.

Open Grades

In Course Navigation, click the Grades link.
Sort by Student Name

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>History 101 and H</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>History 101 and H</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>History 101 and H</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>History 101 and H</td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td>History 101 and H</td>
</tr>
<tr>
<td>Sanderson, Nor</td>
<td>History 101 and H</td>
</tr>
<tr>
<td>Smith, Jane</td>
<td>History 101 and H</td>
</tr>
<tr>
<td>Student, Test</td>
<td>History 101, Hist</td>
</tr>
</tbody>
</table>

To sort students in ascending or descending order by last name, click the **Student Name** column title. The column shows student names (first name, last name) but is sorted by last name. If Student View has been activated, the Test Student will be shown at the end of the student list.

**Note:** To view and sort your Gradebook via sortable name (last name, first name), you can enable the [Sortable Name Feature Option](#) in Course Settings.
Sort by Secondary ID

<table>
<thead>
<tr>
<th>Secondary ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
</tr>
<tr>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
</tr>
<tr>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
</tr>
<tr>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
</tr>
<tr>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
</tr>
<tr>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
</tr>
<tr>
<td><a href="mailto:nora.sanderson.canvas@gmail.com">nora.sanderson.canvas@gmail.com</a></td>
</tr>
<tr>
<td>4e375261abcb9da813a93</td>
</tr>
</tbody>
</table>

To sort students in ascending or descending order by the student's secondary ID, click the **Secondary ID** column title.
To sort students in ascending or descending order by grade percentages, click the **Total** grade percentage column title. The Total column may also display a point value.

**Note:** When [Multiple Grading Periods](#) are enabled in a course, options available in the Total column may be restricted.
Sort by Individual Assignment

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>The Declaration of Independence: A ...</th>
<th>Out of 50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, Bruce</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>F</td>
<td>15</td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
<td>C</td>
<td>38</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>B</td>
<td>42</td>
</tr>
<tr>
<td>Sanderson, Nor</td>
<td><a href="mailto:nora.sanderson.canvas@gmail.com">nora.sanderson.canvas@gmail.com</a></td>
<td>B+</td>
<td>44</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>A-</td>
<td>46</td>
</tr>
<tr>
<td>Smith, Jane</td>
<td><a href="mailto:jiane.smith.canvas@gmail.com">jiane.smith.canvas@gmail.com</a></td>
<td>A</td>
<td>48</td>
</tr>
<tr>
<td>Boone, Emily</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>EX</td>
<td></td>
</tr>
<tr>
<td>Student, Test</td>
<td>4e375261abcb9da813a93</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

To sort within an individual assignment, click any space within the assignment column title. To sort assignment scores in ascending or descending order, click the black arrow [1]. Students with incomplete submissions (no submission or no assigned score) will always sort to the bottom [2].

Sort by Assignment Group

<table>
<thead>
<tr>
<th>Assignments 30.00% of grade</th>
<th>Discussions 30.00% of grade</th>
<th>Quizzes 20.00% of grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>66.15%</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>93.33%</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>96.67%</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>95%</td>
<td>64%</td>
<td>-</td>
</tr>
<tr>
<td>86.67%</td>
<td>100%</td>
<td>-</td>
</tr>
</tbody>
</table>
To sort an assignment group by percentage in ascending or descending order, click the name of the assignment group. You can only sort by assignment groups if you have added assignment groups to the assignments page.

**Note:** Viewing Assignment Groups in the Gradebook may be restricted when multiple grading periods are enabled.

**Arrange Columns**

You can arrange columns by assignment group or by due date in the Gradebook Settings menu.

**Note:** The first time you open the Settings menu, the menu displays both arrangement options, and you can select which option you want to use to arrange your columns. However, after you have selected an option, you can always switch between them.

**Arrange Columns by Assignment Group**

To arrange the columns in the Gradebook by assignment group, click the Arrange columns by assignment group link.
Arrange Columns by Due Date

To arrange the columns in the Gradebook by due dates, click the **Arrange columns by due date** link.

When using **differentiated assignments**, dates are ordered according to student assignments. If an assignment is assigned to everyone, dates are ordered by latest assignment due date. If an assignment is not assigned to everyone (differentiated by section, group, or individual), dates are ordered by the assignment creation order.

Resize Columns

To change the size of the columns, hover your cursor between columns until you see the resize cursor. You can hide a column by dragging the cursor so that the column becomes smaller and disappears. You can make a column reappear by dragging the cursor back out.
Reorder Columns

<table>
<thead>
<tr>
<th>Position Paper</th>
<th>Group Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of 10</td>
<td>Out of 25</td>
</tr>
</tbody>
</table>

To reorder columns, hover your cursor over the column header you want to move until you see the hand cursor. Then drag and drop the column where you want it.
How do I move the Total column in the Gradebook?

You can move the Total column to the front of the Gradebook to quickly see an overview of student progress in your course.

Notes:

• Moving the Total column to the front is persistent according to browser. It will stay in front until you switch browsers or move it back to the end.
• Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.

Open Grades

In Course Navigation, click the Grades link.
Access the Gradebook for your course and scroll to the Total column. Hover your cursor over the column header until the blue toggle arrow appears.

**Move to Front**

Click the blue toggle arrow and select the Move to front menu option.
### View Total Column

View the Total column in front of the Gradebook.

### Move to End

You can move the Total column back to the end of the Gradebook at anytime by clicking the blue toggle arrow in the Total column and selecting **Move to end**.
How do I use the Notes column in the Gradebook?

You can use a Notes column in the Gradebook to keep track of extra information in your course, such as SIS IDs or just general student notes. The Notes column is not visible to students.

Note: Instructors can only show and hide the Notes column. Admins can use the API to create additional columns, but they cannot be hidden.

Open Grades

In Course Navigation, click the Grades link.
Show Notes Column

Click the Settings icon [1] and click the Show Notes Column link [2].
Insert Comments

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Notes</th>
<th>Course Introductions Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas@gmail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas@gmail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas@gmail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>bruce.jones.canvas@gmail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td><a href="mailto:joe.rogers.canvas@gmail.cc">joe.rogers.canvas@gmail.cc</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanderson, Nora</td>
<td>flora.sanderson.canvas@gmail</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To make a comment, click the note field for the appropriate student [1] and enter your note in the text field [2]. The note field allows up to 255 characters. To save your comment, click the Save button [3].

View Comments

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Notes</th>
<th>Course Introductions Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>emily.boone.canvas@gmail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>jessica.doe.canvas@gmail</td>
<td>Needs to participate</td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>max.johnson.canvas@gmail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>bruce.jones.canvas@gmail</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
View your comments in the Notes column. You can view the full comment by resizing the column or re-clicking the notes text field.

**Note:** When you navigate away from the Gradebook, any changes to the size of the columns will be lost.

**Hide Notes Column**

To hide the Notes Column in the Gradebook, click the **Settings** icon [1] and click the **Hide Notes Column** link [2].

**Note:** You can toggle between the show/hide notes column link without losing your notes.
How do I view grades for concluded student enrollments in the Gradebook?

You can view the grades of concluded student enrollments, but you cannot change the grades.

Grades can also be viewed when viewing concluded enrollments in the People page.

Note: When you view concluded enrollments in the Gradebook, concluded enrollments also show in downloaded CSV files and SpeedGrader assignment submissions.

Open Grades

In Course Navigation, click the Grades link.
Open Gradebook Settings

Click the **Settings** drop-down menu [1], then select the **Show Concluded Enrollments** link [2].

View Grades

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
</tr>
<tr>
<td>Rogers, Joe [concluded]</td>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
</tr>
<tr>
<td>Sanderson, Nora</td>
<td>nora.sanderson.canvas@gn</td>
</tr>
</tbody>
</table>
View the concluded student in the Gradebook. You will not be able to edit the grades.
How do I view grades for inactive student enrollments in the Gradebook?

You can view the grades of inactive student enrollments in the Gradebook. Grades can still be edited. However, inactive students cannot access the course, so they cannot view grades or receive any submission comments or feedback. Learn more about inactive enrollments in the Canvas Enrollment Status Comparison PDF.

Note: When you view inactive enrollments in the Gradebook, inactive enrollments also show in downloaded CSV files and SpeedGrader assignment submissions.

Open Grades

In Course Navigation, click the Grades link.
Open Gradebook Settings

Click the Settings drop-down menu [1], then select the Show Inactive Enrollments link [2].

View Grades

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Course Introductions Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td><img src="1" alt="Image" /></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td><img src="1" alt="Image" /></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td><img src="1" alt="Image" /></td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>-</td>
</tr>
<tr>
<td><strong>Rogers, Joe</strong></td>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
<td><img src="1" alt="Image" /></td>
</tr>
<tr>
<td>Sanderson, Nora</td>
<td><a href="mailto:nora.sanderson.canvas@gmail.com">nora.sanderson.canvas@gmail.com</a></td>
<td>-</td>
</tr>
</tbody>
</table>
View the inactive student in the Gradebook.
How do I download all student submissions for an assignment in the Gradebook?

If you want to download all student submissions for an assignment, you can download them from the Gradebook in a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline. If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file. You can also download assignments from the assignment page.

Bulk downloads can be used for the following submission types: file uploads, text entries (displayed as HTML files), website URLs (displayed as HTML files), and Google Docs submissions.

In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).
- When anonymous grading is enabled, student names are not included in the names of downloaded files.

Notes:

- After downloading student files, you can re-upload all student submissions in the Gradebook. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.
- Submissions for concluded student enrollments aren't included in submission downloads. Additionally, if there are no submissions available for download, the Download Submissions link will not display.
Open Grades

In Course Navigation, click the Grades link.

Open Assignment

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Assignment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>A Closer Look: The United States ... Out of 15</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>T</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
<td>0%</td>
</tr>
<tr>
<td>Sanderson, Nora</td>
<td><a href="mailto:nora.sanderson.canvas@gmail.com">nora.sanderson.canvas@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Smith, Jane</td>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>
Hover over the assignment title and click the drop-down menu.

**Download Submissions**

To download all the assignment submissions as a .zip file, click the **Download Submissions** link.

**Note:** If there are no submissions available for download, the Download Submissions link will not display in the menu.

**View Progress**

**Download Assignment Submissions**

Your student submissions are being gathered and compressed into a zip file. This may take some time, depending on the size and number of submission files.

Gathering Files (5.000%)...
View the progress of the file compression by tracking the progress bar.

**Download File**

Your student submissions are being **gathered** and compressed into a zip file. This may take some time, depending on the size and number of submission files.

When the file is finished processing, download the file by clicking the Click here to download link [1]. Canvas will also include the size of the download file as part of the link for your reference.

To close the download window [2], click the close icon.
Open ZIP File

Once the file has been downloaded, locate the ZIP file on your computer [1]. To open the file, either double click to open it (MAC users) or right-click the file and select Extract All (PC users).

When the file expands, click the submissions folder [2] to view the assignment submissions [3].
How do I upload all student submissions for an assignment in the Gradebook?

When you download all student submissions from the Gradebook, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

Notes:

- Files must be compressed as a ZIP file for upload. If you are not sure how to create a ZIP file, please contact your administrator or consult your computer’s software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

Open Grades

In Course Navigation, click the Grades link.
Open Assignment

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>A Closer Look: The United States ... Out of 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>T</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>-</td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
<td>0%</td>
</tr>
<tr>
<td>Sanderson, Nora</td>
<td><a href="mailto:nora.sanderson.canvas@gmail.com">nora.sanderson.canvas@gmail.com</a></td>
<td>-</td>
</tr>
<tr>
<td>Smith, Jane</td>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
<td>-</td>
</tr>
</tbody>
</table>

Hover over the assignment title and click the drop-down menu.
Re-Upload Submissions

Click the Re-Upload Submissions link.
Choose File

Re-Upload Submission Files

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

Make sure you don't change the names of the submission files so we can recognize them.

Click the Choose File button.
Open File

Click the file name to choose the file [1]. Then click the Open button [2].
Upload Files

Re-Upload Submission Files

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

*Make sure you don't change the names of the submission files so we can recognize them.*

Choose File submissions (18).zip

Upload Files

Click the Upload Files button.
View Uploaded Submissions

A Closer Look: The United States Constitution Written Response

1 Submissions Upload

Attached files to the following user submissions

- Emily Boone
  - emily_boone_assignment.pdf

- Jessica Doe
  - Assignment.pdf

Ignored the following files

- johnsonmax_late_168_text.html
- rogersjoe_167_text.html

Done! We took the files you uploaded and attached them with a short comment to each user's submission page for this assignment. The students will get a notification that a new comment was added.

There were some files we didn’t know what to do with. They have not been added to anyone's submission page. You can see the list to the left.

Canvas will confirm your files have been uploaded and associated with student submissions. If any files were ignored in the upload, those files will also be listed.

Note: Depending on your computer’s operating system, your upload may include hidden files with a ._ prefix. Canvas will ignore these types of files, as well as any files that do not match the file name of any students’ original submission.
How do I export grades from the Gradebook?

You can export scores from the Gradebook and download them to your computer as a CSV file. Exports are sorted first by assignment group as they appear on the Assignments Index page, then by assignment placement within an assignment group.

Notes about CSV files:

- Some columns that appear in the CSV file are read-only columns calculated by rules or percentages set in Canvas. Any changes made to these columns will be ignored when you re-upload the file to your course.
- For assignment group columns, changes made to assignment scores will automatically be included in the assignment group calculation in the Gradebook.
- CSV downloads honor multiple grading periods. The Gradebook exports the grading period being viewed in the Gradebook. For All Grading Periods, if the option to view total grades is not enabled, Total Score columns and assignment group totals are not included in the download.
- The Total Score displayed in the Gradebook reflects each student’s score at the time of viewing, taking into account whether the instructor has muted assignments, assignment due dates, etc. The CSV download includes read-only columns for current and final scores. Current score reflects the total while ignoring unsubmitted assignments, and the final score counts unsubmitted assignments as zero. Muted assignments are unposted grades and shown in separate columns for unposted current score and unposted final score, respectively.
- If a student has submitted an assignment multiple times, the CSV file only accounts for the most recent submission.
- Concluded and inactive enrollments are not included in the CSV file unless their respective option, Show Concluded Enrollments or Show Inactive Enrollments, is enabled in the Gradebook Settings menu.
- Complete/incomplete assignments are shown as full or no credit (e.g. for a 10-point assignment, 10 or 0).
Open Grades

In Course Navigation, click the Grades link.

Export Scores

Click the Export button [1], then click the CSV File link [2].

When the export is completed, Canvas will download the CSV file automatically to your computer.
If you navigate away from the page during the export, the CSV file will appear as a previous download in the Gradebook export drop-down menu so it can be downloaded again. The Gradebook will show the date and time you requested the export.

If you made changes to the Gradebook after exporting a file and want to export a new file, click the CSV File link again.

**Note:** Gradebook export files include the date and time of the download to differentiate between multiple exports. The export filename format is YYYY-MM-DDTHHMM, followed by the course name.

### Edit Scores

![CSV File Input](image)

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>SIS User ID</td>
<td>SIS Login ID</td>
<td>Section</td>
<td>Introduction</td>
<td>Unit 1 Discus</td>
<td>Unit 2 Discus</td>
<td>Expectations</td>
<td>Unit 1 Assign</td>
<td></td>
</tr>
<tr>
<td>Boone, Emily</td>
<td>76</td>
<td>emily.boone</td>
<td>History 101 - Section B</td>
<td>12</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>172</td>
<td>jessica.doe</td>
<td>History 101 - Section B</td>
<td>13</td>
<td>13</td>
<td>10</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Ma</td>
<td>168</td>
<td>max.johnson</td>
<td>History 101 - Section B</td>
<td>12</td>
<td>14</td>
<td>12</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>158</td>
<td>bruce.jones</td>
<td>History 101 - Section B</td>
<td>14</td>
<td>15</td>
<td>14</td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanderson, N</td>
<td>38</td>
<td>nors.sanders</td>
<td>History 101 - Section B</td>
<td>14</td>
<td>15</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Jane</td>
<td>40</td>
<td>jane.smith</td>
<td>History 101 -</td>
<td>14</td>
<td>10</td>
<td>15</td>
<td>14</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

Edit the scores in Microsoft Excel. Make sure to save the file as a .csv file type.

Once you have made changes, you can [upload it to your course](#).
The CSV download includes read-only columns displaying current and final scores. These columns display for each assignment group in a course and for final course grades.

1. **Current Score**: Reflects scores for submitted, unmuted assignments
2. **Unposted Current Score**: Reflects scores for submitted and muted assignments but excludes unsubmitted assignment scores
3. **Final Score**: Reflects overall score including unsubmitted assignments as zero but excluding muted assignments
4. **Unposted Final Score**: Reflects total score, including unsubmitted assignments as zero and muted assignments
5. **Current Grade**: Reflects course grade based on submitted, unmuted assignments
6. **Unposted Current Grade**: Reflects course grade based on submitted and muted assignments but excludes unsubmitted assignment scores
7. **Final Grade**: Reflects course grade including unsubmitted assignments as zero but excluding muted assignments
8. **Unposted Final Grade**: Reflects overall course grade, including unsubmitted assignments as zero and muted assignments

<table>
<thead>
<tr>
<th>Student ID</th>
<th>SIS User ID</th>
<th>SIS Login ID</th>
<th>Section</th>
<th>Current Score</th>
<th>Unposted Current Score</th>
<th>Current Grade</th>
<th>Unposted Current Grade</th>
<th>Current Grade</th>
<th>Final Score</th>
<th>Unposted Final Score</th>
<th>Final Grade</th>
<th>Unposted Final Grade</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>350</td>
<td>emily.boone</td>
<td>History</td>
<td>58.21</td>
<td>54.3</td>
<td>15.14</td>
<td>17.95</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Jessica Day</td>
<td>122</td>
<td>jessica.day</td>
<td>History</td>
<td>98</td>
<td>96.67</td>
<td>16.21</td>
<td>18.89</td>
<td>A</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>168</td>
<td>max.johnson</td>
<td>History</td>
<td>95.29</td>
<td>96.35</td>
<td>15.42</td>
<td>18.89</td>
<td>A</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>158</td>
<td>bruce.jones</td>
<td>History</td>
<td>81.33</td>
<td>80</td>
<td>10.56</td>
<td>13.06</td>
<td>B</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>167</td>
<td>joe.rogers</td>
<td>History</td>
<td>94</td>
<td>95.2</td>
<td>15.14</td>
<td>18.61</td>
<td>A</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Nora Sanders</td>
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<td>nora.sanders</td>
<td>History</td>
<td>85.53</td>
<td>84</td>
<td>12.61</td>
<td>16.02</td>
<td>B</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>40</td>
<td>jane.smith</td>
<td>History</td>
<td>94.67</td>
<td>92.63</td>
<td>15</td>
<td>18.41</td>
<td>A</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Test Student</td>
<td>425</td>
<td>555d55deee3</td>
<td>History</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>
How do I upload changes to the Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook. New assignments will automatically be published in your course. If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your Gradebook changes (e.g., Excel).

If you don't want to create a new CSV file, you can always download the CSV from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.

If you create a column for a new assignment, Canvas will ask how you want to import the assignment. New assignments upload with the following settings:

- Assignment Group: Assignments
- Submission Type: No submission
- Due date for: Everyone

Notes:

- The Gradebook CSV file downloads complete/incomplete assignments as full or no credit (e.g., for a 10-point assignment, 10 or 0). Scores with full or partial credit upload as a complete assignment; scores with zero upload as an incomplete assignment.
- CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status or comments.
- Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment's grading scheme.
- All changes made to non-read-only columns are included in the upload. However, read-only columns are automatically ignored in the upload.
- When multiple grading periods is enabled, CSV file uploads cannot create new assignments. Currently new assignments must be created in the Canvas interface. Additionally, CSV files are verified against grading period close dates; grades cannot be changed for any assignment in a closed grading period.
- An upload will not recognize assignments named Current Score, Current Points, Final Score, Final Points, or Final Grade.
- To upload changes to the Gradebook with student or assignment names containing special characters, please ensure the file is saved as a UTF-8 CSV.

•
For new files, save the file as Grades-Course_Name.csv.

**Required columns and order**

- Student Name
- Student ID
- SIS User ID (only required if you use SIS)
- SIS Login ID (only required if you use SIS)
- Section
- Assignment (this can be for an existing assignment or a new assignment; retain IDs for existing assignments)

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>SIS User ID</th>
<th>SIS Login ID</th>
<th>Section</th>
<th>Existing Assignment (ID)</th>
<th>New Assignment</th>
<th>Current Score (entire course)</th>
<th>Final Score (entire course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John</td>
<td>12345</td>
<td></td>
<td></td>
<td>Section 2</td>
<td>50</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>King, Ben</td>
<td>12346</td>
<td></td>
<td></td>
<td>Section 3</td>
<td>46</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>12347</td>
<td></td>
<td></td>
<td>Section 2</td>
<td>38</td>
<td>5</td>
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<tr>
<td>Boon, Emily</td>
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<td></td>
<td>Section 1</td>
<td>40</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilson, Jack</td>
<td>12349</td>
<td></td>
<td></td>
<td>Section 1</td>
<td>44</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Open Gradebook

In Course Navigation, click the Grades link.

Upload Scores

Click the Import button.

Choose File

What should the CSV file look like?

Choose a CSV file to upload:

No file chosen
Click the Choose File or Browse button (depending on your browser).

**Open File**

- Locate the CSV file [1] then click the Open button [2].

**Upload Data**

Click the Upload Data button.
Upload New Data

Upload Gradebook: History 101

There was some stuff I couldn't figure out with the data that you uploaded:

You uploaded some assignments that don’t appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment.

If you add a new column to the CSV file and then upload the file, Canvas will ask you what you want to do with the new column. In the drop-down menu, choose the **A new assignment** option [1]. Then assign the number of points possible [2]. Click the **Continue** button [3].

**Note:** When multiple grading periods is enabled, CSV file uploads cannot create new assignments.
Save Changes

### Upload Gradebook: History 101

<table>
<thead>
<tr>
<th>Student</th>
<th>Constitution Review</th>
<th>Revolution Topic Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>Emily Boone</td>
<td></td>
<td>9.2</td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: You uploaded some assignments that had no grade changes detected. They have been hidden.

Review the changes made to your Gradebook [1].

If you upload assignments with no grade changes, they will be hidden from the upload.

Click the Save Changes button [2].
View Updated Gradebook

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Constitution Review</th>
<th>Revolution Topic Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>-</td>
<td>3.7</td>
</tr>
<tr>
<td>History 101 and Histo</td>
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<td></td>
<td>EX</td>
</tr>
<tr>
<td>Max Johnson</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>-</td>
<td>EX</td>
</tr>
<tr>
<td>History 101 and Histo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>History 101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>History 101</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Nora Sanderson</td>
<td><a href="mailto:nora.sanderson.canvas@gmail.com">nora.sanderson.canvas@gmail.com</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>History 101 and Histo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>History 101 and Histo</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View the updated data in the Gradebook.
How do I post final grades as a moderator for a moderated assignment with one grader?

When an assignment is set as a moderated assignment, the moderator can use the grade summary page to view all grades awarded by one grader. If anonymous grading is enabled for the assignment, the names of the students, grader—or both—may be displayed anonymously, respectively.

You can select grades directly in the grade summary page. You can choose to bulk apply all grades from the grader or set a custom grade. If the bulk apply button is not available in the assignment, assignment submissions have been graded by multiple graders and grades for each student must be selected individually.

Moderated assignments are automatically muted in the Gradebook, and students cannot view any comments or grades until final grades are posted.

Notes:

- Moderated grading is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- Moderated grades can only be managed directly through the grade summary page.
- Students can only view comments in the submission that is selected for the final grade; they cannot view comments from any other provisional grade reviews. If you want to include any comments from additional reviewers, you will have to copy the comments manually into the submission selected for the final grade.
- Individual graders can review comments within each submission at any time.
- If a grader uses Canvas DocViewer annotations, students can only view the annotations in the assessment that was selected or copied as the final grade. In copied reviews, students can view the original reviewer’s annotations as well as any annotations added by the moderator. Please note that if instructor annotations are marked as anonymous, instructor annotations and comments will not include the name of the instructor.
- Once grades are posted, the grade in the Grade Summary Page page cannot be changed; all content is considered read-only for historical reference. However, after final grades have been posted, grades can be changed in the Gradebook, if necessary. The Gradebook History page records all grade changes in the Gradebook and can be accessed at any time.
Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

Click the title of the assignment.

Open Moderate Page

[Published] [Edit] [Moderate]
Click the Moderate button.

Confirm Final Grades

Grade Summary

Position Paper

<table>
<thead>
<tr>
<th>Grader</th>
<th>Accept Grades</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Doe</td>
<td>Accept</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Jessica Doe</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nora Sanderson</td>
<td>19</td>
<td>-</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>20</td>
<td>-</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>18</td>
<td>-</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>17</td>
<td>-</td>
</tr>
</tbody>
</table>

Confirm all students have received a grade by a grader.

Note:
- If anonymous grading is enabled for the assignment, the names of the students, graders—or both—may be displayed anonymously, respectively.

View SpeedGrader Submissions

<table>
<thead>
<tr>
<th>Student</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nora Sanderson</td>
<td>-</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>-</td>
</tr>
</tbody>
</table>
If you want to view a submission in SpeedGrader, click the name of the student.

**Note:** If the assignment is also anonymous, the anonymized student names link to the submission for that specific student.

### Accept All Grades

To select all the grades as final grades, click the **Accept** button [1]. Once selected, the Grade Summary page confirms the grades have been accepted [2].

**Notes:**

- If the **Accept** button is grayed out, or if the assignment does not display the Accept button at all, one or more submissions have been **graded by multiple graders** and includes grading conflicts that you must resolve manually.
- Accepting grades for a grader cannot be undone. However, you can change a final grade assigned to a student by assigning a custom grade, if needed.
Set Custom Grade

<table>
<thead>
<tr>
<th>Student</th>
<th>Jessica Doe</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nora Sanderson</td>
<td>19</td>
<td>19 (Jessica Doe)</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>19</td>
<td>19 (Jessica Doe)</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>19</td>
<td>20 (Custom)</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>19</td>
<td>20 (Custom)</td>
</tr>
</tbody>
</table>

If you want to enter a custom grade for a student at any time, select the grade in the drop-down menu [1]. In the grade field [2], highlight the existing grade, and then type in the new grade according to the assignment's grading scheme. Click the Enter/Return key on your keyboard.

The previously selected grade from the grader is saved and overrides the custom grade [3].

Post Grades

When you are ready to publish grades, click the **Post** button.

**Note:** Once a grade is published, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.
Confirm Grades

Are you sure you want to do this? It cannot be undone and will override existing grades in the gradebook.

Canvas confirms you want to publish grades to the Gradebook. To continue, click the OK button.

View Confirmation

Grades were successfully published to the gradebook.

Attention! Grades cannot be modified from this page as they have already been posted.

Grade Summary

Position Paper

Grader: Jessica Doe
Accept Grades: Accepted

Grades Posted

Display to Students

Canvas confirms grades were posted to the Gradebook. Grades in the Grade Summary Page cannot be changed.
Display Grades

When you are ready to unmute the assignment and display grades to students, click the **Display to Students** button.

Confirm Grades

Canvas confirms you want to display grades to students. To continue, click the **OK** button.

View Confirmation

Grade Summary

Position Paper

Grader | Accept Grades | Graded | Grades Visible to Students
---|---|---|---
Jessica Doe | ![Accepted](image) | ![Grades Posted](image) | ![Grades Visible to Students](image)
Canvas confirms grades were unmuted and displayed to students.
How do I post final grades as a moderator for a moderated assignment with multiple graders?

When an assignment is set as a moderated assignment, the moderator can use the grade summary page to view all grades awarded by one grader and compare them to grades awarded by another grader. If anonymous grading is enabled for the assignment, the names of the students, graders—or both—may be displayed anonymously, respectively.

You can select grades directly in the grade summary page. If a submission has only received one grader from one grader, you can bulk apply all grades from that grader. However, if a submission has received multiple grades from multiple graders, grades for each student must be selected individually.

Moderated assignments are automatically muted in the Gradebook, and students cannot view any comments or grades until final grades are posted.

Notes:

- Moderated grading is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- Moderated grades can only be managed directly through the grade summary page.
- Students can only view comments in the submission that is selected for the final grade; they cannot view comments from any other provisional grade reviews. If you want to include any comments from additional reviewers, you will have to copy the comments manually into the submission selected for the final grade.
- If a grader uses Canvas DocViewer annotations, students can only view the annotations in the assessment that was selected or copied as the final grade. In copied reviews, students can view the original reviewer's annotations as well as any annotations added by the moderator. Please note that if instructor annotations are marked as anonymous, instructor annotations and comments will not include the name of the instructor.
- Once grades are posted, the grade in the Grade Summary Page page cannot be changed; all content is considered read-only for historical reference. However, after final grades have been posted, grades can be changed in the Gradebook, if necessary. The Gradebook History page records all grade changes in the Gradebook and can be accessed at any time.
Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

Click the title of the assignment.
Open Moderate Page

![Moderate button]

Click the Moderate button.

Confirm Final Grades

<table>
<thead>
<tr>
<th>Grader</th>
<th>Accept Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanne Kelly</td>
<td>Accept</td>
</tr>
<tr>
<td>Stewart Fisher</td>
<td>Accept</td>
</tr>
<tr>
<td>Dylan Bond</td>
<td>Accept</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Joanne Kelly</th>
<th>Stewart Fisher</th>
<th>Dylan Bond</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Kerr</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Andrew Arnold</td>
<td>-</td>
<td>17</td>
<td>18</td>
<td>-</td>
</tr>
<tr>
<td>Evan Arnold</td>
<td>20</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Lily Bailey</td>
<td>-</td>
<td>19</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Pippa Berry</td>
<td>18</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Yvonne Alsup</td>
<td>-</td>
<td>-</td>
<td>20</td>
<td>-</td>
</tr>
</tbody>
</table>

Confirm all students have received a grade by a grader.

**Note:**

- If anonymous grading is enabled for the assignment, the names of the students, graders—or both—may be displayed anonymously, respectively.
### View SpeedGrader Submissions

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Arnold</td>
<td>–</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td><strong>Evan Arnold</strong></td>
<td>20</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Lily Bailey</td>
<td>–</td>
<td>19</td>
<td>–</td>
</tr>
<tr>
<td>Pippa Berry</td>
<td>18</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Yvonne Alsop</td>
<td>–</td>
<td>–</td>
<td>20</td>
</tr>
</tbody>
</table>

If you want to view a submission by a specific grader in SpeedGrader, click the name of the student.

**Note:** If the assignment is also anonymous, the anonymized student names link to the submission for that specific student.

### Accept All Grades

#### Grade Summary

**Revolution: To Sign or Not to Sign**

<table>
<thead>
<tr>
<th>Grader</th>
<th>Accept Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanne Kelly</td>
<td>✅ Accept</td>
</tr>
<tr>
<td>Stewart Fisher</td>
<td>Accept</td>
</tr>
<tr>
<td>Dylan Bond</td>
<td>Accept</td>
</tr>
</tbody>
</table>

#### Grade Summary

**Revolution: To Sign or Not to Sign**

<table>
<thead>
<tr>
<th>Grader</th>
<th>Accept Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanne Kelly</td>
<td>✅ Accepted</td>
</tr>
<tr>
<td>Stewart Fisher</td>
<td>Accept</td>
</tr>
<tr>
<td>Dylan Bond</td>
<td>Accept</td>
</tr>
</tbody>
</table>

If an individual student's submission has only been graded by one grader, you can select all the grades from that grader as final grades by clicking the Accept button [1]. Once selected, the Grade Summary page confirms the grades have been accepted [2].
If a grader grades a submission that has already been graded by another grader, the Accept button for those graders will be grayed out, as one or more submissions have grading conflicts that you must resolve and assign an individual grade.

**Notes:**

- Accepting grades for a grader cannot be undone. However, you can change a final grade assigned to a student by assigning a custom grade, if needed.
- If the **Accept** button does not display in the page at all, all graders have graded multiple student submissions, and all final grades must be selected individually.

**Select Individual Grades**

<table>
<thead>
<tr>
<th>Student</th>
<th>Joanne Kelly</th>
<th>Stewart Fisher</th>
<th>Dylan Bond</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Kerr</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Andrew Arnold</td>
<td>-</td>
<td>17</td>
<td>18</td>
<td>-</td>
</tr>
<tr>
<td>Evan Arnold</td>
<td>20</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

If a submission has received multiple grades, select the final grade for the student by clicking the **Final Grade** drop-down menu and selecting the preferred grade.
Set Custom Grade

If you want to enter a custom grade for a student at any time, select the grade in the drop-down menu [1]. In the grade field [2], highlight the existing grade, and then type in the new grade according to the assignment’s grading scheme. Click the Enter/Return key on your keyboard.

The previously selected grade from the grader is saved and overrides the custom grade [3].

Post Grades

When you are ready to publish grades, click the Post button.

Note: Once a grade is published, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.
Confirm Grades

Are you sure you want to do this? It cannot be undone and will override existing grades in the gradebook.

[Image: Confirm grades dialog box with Cancel and OK buttons]

Canvas confirms you want to publish grades to the Gradebook. To continue, click the OK button.

View Confirmation

[Image: Confirmation message with grades posted status]

Attention! Grades cannot be modified from this page as they have already been posted.

Grade Summary

Revolution: To Sign or Not to Sign

[Image: Grade summary with grades posted status]

Canvas confirms grades were posted to the Gradebook. Grades in the Grade Summary Page cannot be changed.

Display Grades

[Image: Display grades dialog box with grades posted status and Display to Students button]

When you are ready to unmute the assignment and display grades to students, click the Display to Students button.
Confirm Grades

Are you sure you want to display grades for this assignment to students?

[OK]

Canvas confirms you want to display grades to students. To continue, click the OK button.

View Confirmation

Grades were successfully published to the gradebook.

Attention! Grades cannot be modified from this page as they have already been posted.

Grade Summary
Revolution: To Sign or Not to Sign

[Grades Posted] [Grades Visible to Students]

Canvas confirms grades were unmuted and displayed to students.
How do I sync grades to Banner?

If your institution is using Banner as a Student Information System (SIS), you can use the Gradebook to pass final grades back to Banner. Banner must be preconfigured for your account to use this feature. Additionally, course grading scheme must be enabled to publish letter grades. Verify you have an enabled course grading scheme.

When grades are sent, Canvas will immediately initiate the grades transfer, but you may need to wait a few minutes before data appears in Banner.

Grades can be re-published with new grade values to Banner until the grades are rolled.

Note: If the Publish Grades to SIS option is not available to you, please contact your Canvas administrator.

Open Grades

In Course Navigation, click the Grades link.
Verify Grades

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>81.71% B-</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>88% B+</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>85.71% B</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>57.33% F</td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
<td>75.33% C</td>
</tr>
<tr>
<td>Sanderson, Nora</td>
<td><a href="mailto:nora.sanderson.canvas@gmail.com">nora.sanderson.canvas@gmail.com</a></td>
<td>84% B</td>
</tr>
<tr>
<td>Smith, Jane</td>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
<td>87% B+</td>
</tr>
</tbody>
</table>

Ensure letter grades are correct in the Gradebook Total column by reviewing all assignments and grades in the Gradebook before exporting.

Notes:

- Canvas will publish the Final Grade to Banner, meaning any ungraded assignments with a point value will be calculated as zero. The Gradebook does not display a Final Grade column.
- Muted assignments will not be included in the grades passed to Banner. Verify all assignments are unmuted before publishing the Final Grade.
Export Gradebook

If you want to confirm grades in the CSV file, click the Export button [1]. After opening the CSV file, double check the Final Grade column [2]. If the Final Grade is inaccurate, review the Gradebook for ungraded assignments or missing grades and repeat the previous steps.
Sync Grades to SIS

Click the **Settings** icon [1] and select the **Sync grades to SIS** link [2].

Sync Grades to SIS

In the Course Settings Grade Syncing tab, click the **Sync grades to SIS** button.
Confirm Sync

Are you sure you want to sync these grades to the student information system? You should only do this if all your grades have been finalized.

Click the OK button.

When grades are synced, Canvas will immediately initiate the grades transfer, but you may need to wait a few minutes before data appears in Banner. Once you receive the confirmation email, verify students received the correct grade.
How do I sync grades to the legacy PowerTeacher gradebook in PowerSchool?

If your institution is using the legacy PowerTeacher gradebook in PowerSchool as a student information system (SIS), you can use the Canvas Gradebook to pass grades back to PowerSchool. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

View the PowerSchool integration video.

Notes:

- This integration requires the Post Grades to SIS feature option. Learn how to manage course features.
- PowerSchool requires specific setup procedures before you can post grades. Depending on how assignments are assigned to students, some grades may not be able to be passed back to PowerSchool. For PowerSchool details and troubleshooting tips, view the Legacy PowerTeacher Gradebook Instructor Help document in the Canvas Community.

Open Grades

In Course Navigation, click the Grades link.
Sync Grades

Click the Post Grades button.

Export Grades

If your Gradebook does not include a Sync Grades button, you can sync PowerSchool grades in the Export menu.
### Ignore Errors

Canvas notifies you if there are any errors with your submission [1]. Errors usually occur because of a duplicate assignment name, the assignment is missing a due date, or both.

A red dot displays next to the error(s).

To ignore the error(s), click the **Ignore These** button [2].

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: The United States Constit</td>
<td>Jun 1, 2017 at 11:59pm</td>
</tr>
<tr>
<td></td>
<td>Thu Jun 1, 2017 11:59am</td>
</tr>
<tr>
<td></td>
<td>Aug 18, 2017 at 11:59pm</td>
</tr>
<tr>
<td></td>
<td>Fri Aug 18, 2017 11:59am</td>
</tr>
<tr>
<td>Historical Video Assignment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Patriotism or Treason? Colonist vs. British</td>
<td>Jul 14, 2017 at 11:59pm</td>
</tr>
<tr>
<td></td>
<td>Fri Jul 14, 2017 11:59pm</td>
</tr>
</tbody>
</table>
Correct Errors

Sync Grades to SIS

No Assignments with Errors, Click Continue

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: Response 1</td>
<td>Jun 1, 2017 at 11:59pm</td>
</tr>
<tr>
<td>A Closer Look: Response 2</td>
<td>Aug 18, 2017 at 11:59pm</td>
</tr>
<tr>
<td>Historical Video Assignment</td>
<td>Jul 14, 2017</td>
</tr>
<tr>
<td>Patriotism or Treason?</td>
<td>Jul 14, 2017 at 11:59pm</td>
</tr>
</tbody>
</table>

If you want to correct the error(s), update the error field(s) as appropriate.

Once the Gradebook no longer contains assignment errors, click the Continue button.
Sync Grades

Canvas displays the number of assignments that will be sent to PowerSchool. Click the Sync Grades button.

**Note:** It may take a few minutes for data to appear in PowerSchool.
How do I sync grades to PowerTeacher Pro in PowerSchool?

If your institution is using the PowerTeacher Pro gradebook in PowerSchool as a student information system (SIS), you can use the Canvas Gradebook to pass grades back to PowerSchool. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

Unlike the legacy PowerTeacher gradebook, PowerTeacher Pro does not validate any assignments in the Grades page as validations for assignment names and dates are part of the assignment setup process.

Notes:

- This integration requires prior configuration in Canvas. For assistance, please contact your Canvas admin.
- PowerSchool requires specific setup procedures before you can post grades. Depending on how assignments are assigned to students, some grades may not be able to be passed back to PowerSchool. For PowerSchool details and troubleshooting tips, view the PowerTeacher Pro Gradebook Instructor Help document in the Canvas Community.

Open Grades

In Course Navigation, click the Grades link.
Sync Grades

Click the Export menu and select the option to sync to your institution's SIS.

Sync Now

Click the Sync Now button.
Open Monitoring and Reporting

In Course Navigation, click the Monitoring and Reporting link.

Note: Depending on when your SIS was implemented, the Monitoring and Reporting link may be named Grade Sync.

View Reporting Tab

The Sync Status page defaults to the Reporting tab, where you can view the status of the sync request.

In the search field [1], you can search for a specific sync request by course, section, or user SIS ID.

You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page [2]. You can filter syncs by Cancelled, Errors, Failed, In Progress, In Queue, and Success.
Each status type displays the number of sync requests for each status [3]. To filter by a specific status type, click the name of the status.

**View Sync Tab**

To manage grade passback options, click the Sync tab [1].

To run a bulk grade passback for all grades in your course, click the Submit button [2]. Running a bulk grade passback sends every grade in the gradebook to your SIS. This option can be used if you notice a discrepancy between your Canvas and PowerTeacher gradebooks.

To schedule a sync to run daily, select the Scheduled Daily Sync checkbox [3]. This option sends any new grades that were updated for assignments set to sync to SIS. To save your daily sync setting, click the Save button [4].
How do I sync grades to Infinite Campus?

If your institution is using the Infinite Campus gradebook as a student information system (SIS), you can use the Canvas Gradebook to pass grades back to Infinite Campus. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

Infinite Campus does not validate any assignments in the Grades page as validations for assignment names and dates are part of the assignment setup process.

Infinite Campus requires specific setup procedures to properly post grades for assignments. For details and troubleshooting tips, please view the Instructor Help: Canvas and Infinite Campus document in the Community.

Notes:

- This integration requires prior configuration in Canvas. For assistance, please contact your Canvas admin.

Open Grades

In Course Navigation, click the Grades link.
Sync Grades

Click the Export menu and select the Sync to Infinite Campus option.

Sync Now

Are you sure you want to sync your grades with InfiniteCampus GPB Test at this time?

Click the Sync Now button.
Confirm Sync

We have received your request to synchronize grades. After the grades are processed, you should see them in InfiniteCampus GPB Test.

Confirm that your request was received to sync grades with Infinite Campus.

Open Monitoring and Reporting

In Course Navigation, click the Monitoring and Reporting link.

Note: Depending on when your SIS was implemented, the Monitoring and Reporting link may be named Grade Sync.
View Reporting Tab

The Sync Status page defaults to the Reporting tab, where you can view the status of the sync request.

In the search field [1], you can search for a specific sync request by course, section, or user SIS ID.

You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page [2]. You can filter syncs by Cancelled, Errors, Failed, In Progress, In Queue, and Success.

Each status type displays the number of sync requests for each status [3]. To filter by a specific status type, click the name of the status.
View Sync Tab

To manage grade passback options, click the Sync tab [1].

To run a bulk grade passback for all grades in your course, click the Submit button [2]. Running a bulk grade passback sends every grade in the gradebook to your SIS. This option can be used if you notice a discrepancy between your Canvas and Infinite Campus gradebooks.

To schedule a sync to run daily, select the Scheduled Daily Sync checkbox [3]. This option sends any new grades that were updated for assignments set to sync to SIS. To save your daily sync setting, click the Save button [4].
How do I sync grades to Skyward?

If your institution is using Skyward as a Student Information System (SIS), you can use the Gradebook to pass final grades back to Skyward. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

To pass back assignments, an assignment group must match a grading category in Skyward. You can also pass back individual sections instead of the entire course.

When grades are sent, Canvas will immediately initiate the grades transfer, but you may need to wait a few minutes before data appears in Skyward.

Note: Skyward requires specific setup procedures before you can post grades. Depending on how assignments are assigned to students, some grades may not be able to be passed back to Skyward. For Skyward details and troubleshooting tips, view the Skyward Instructor Help document in the Canvas Community.

Open Grades

In Course Navigation, click the Grades link.
Sync Grades

Click the **Sync Grades** button.

The name of the button may differ for each institution, but the button is located next to the Individual View button and matches the name of the Skyward LTI Tool. You can view the name of the tool by viewing the [Configured Apps](#) in Course Settings.

Export Grades

If your Gradebook does not include a Sync Grades button, you can sync Skyward grades in the **Export** menu.

Select Section

By default, Skyward shows assignments for all sections. To select a specific section, find the section in the **Section** drop-down menu.
Exclude Errors

Canvas will notify you if there are any errors with your submission.

A warning icon will display next to the error(s) with a description of the specific error [1].

To correct the error(s), click the Edit icon [2] next to the assignment. Then return to the Gradebook.

To exclude the assignment from the grades sync, click the Exclude link [3].

To exclude all assignments with errors, click the Exclude All button [4].
Sync Grades

Canvas will confirm the number of assignments that will be sent to Skyward. Click the Continue button.

View Confirmation

Success! We have received your request to post grades. After the grades are processed, you should see them in your SIS gradebook.

View the confirmation message.

It may take a few minutes for data to appear in Skyward.
How do I treat ungraded assignments as zero in the Gradebook?

As an instructor, you can view student grades as if all ungraded assignments are worth zero points in the Gradebook. This feature, called Treat Ungraded as 0, is located in Gradebook Settings. Treat Ungraded as 0 is a visual change and does not affect any grades. This setting shows the change in Gradebook calculations if ungraded assignments were given scores of zero. Enabling this option has no effect outside of the Gradebook; students cannot see any difference in their grade pages. Similarly, TAs or other instructors in the course will not see any change in their view of the Gradebook. Only the user who enables this option will see the affected grades.

When the Treat Ungraded as 0 setting is enabled, assignments that do not have a grade will be treated as if a student received a score of zero. You can disable this setting in the Gradebook at any time. Even when this setting is enabled, Canvas will not populate zeros in the Gradebook. Dashes will still display for each student submission.

Notes:

- If multiple grading periods are enabled in a course and the All Grading Periods filter is applied, Treat Ungraded as 0 will not display in Gradebook Settings. A grading period must be selected for the Treat Ungraded as 0 option to appear in Gradebook Settings.
- This feature affects the configuration of the Total Column in the Gradebook, which also applies to CSV Exports. The CSV file displays columns for the Current and Final scores: the Current score reflects the total while ignoring unsubmitted assignments (option disabled), and the Final score counts unsubmitted assignments as zero (option enabled). Learn more about downloading scores from the Gradebook.
Open Grades

In Course Navigation, click the Grades link.

Open Gradebook Settings

Click the Settings icon.
Treat Ungraded as 0

Click the Treat Ungraded as 0 link.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Assignments 30.00% of grade</th>
<th>Discussions 30.00% of grade</th>
<th>Quizzes 20.00% of grade</th>
<th>Extra Credit 10.00% of grade</th>
<th>Summaries 10.00% of grade</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>49.17%</td>
<td>27.43%</td>
<td>67.9%</td>
<td>0%</td>
<td></td>
<td>① 40.62% F</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>57.06%</td>
<td>12.5%</td>
<td>52.11%</td>
<td>0%</td>
<td></td>
<td>① 34.77% F</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>46.67%</td>
<td>14.29%</td>
<td>43.83%</td>
<td>0%</td>
<td></td>
<td>① 30.06% F</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>34.12%</td>
<td>0%</td>
<td>42.25%</td>
<td>0%</td>
<td></td>
<td>① 20.76% F</td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
<td>60.59%</td>
<td>12.5%</td>
<td>49.3%</td>
<td>0%</td>
<td></td>
<td>① 35.32% F</td>
</tr>
<tr>
<td>Sanderson, Nora</td>
<td><a href="mailto:nora.sanderson.canvas@gmail.com">nora.sanderson.canvas@gmail.com</a></td>
<td>70.34%</td>
<td>0%</td>
<td>42.25%</td>
<td>0%</td>
<td></td>
<td>① 32.84% F</td>
</tr>
<tr>
<td>Smith, Jane</td>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
<td>70.34%</td>
<td>0%</td>
<td>42.25%</td>
<td>0%</td>
<td></td>
<td>① 32.84% F</td>
</tr>
<tr>
<td>Student, Test</td>
<td>Ae375261abc9da813394</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td></td>
<td></td>
<td>① 0% F</td>
</tr>
</tbody>
</table>
The assignment groups and total columns will automatically factor in all scores of zero into the overall percentages for each student.
How do I get to SpeedGrader from the Gradebook?

You can access an assignment in SpeedGrader directly from the Gradebook.

Note: SpeedGrader displays assignment submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments.

Open Gradebook

In Course Navigation, click the Grades link.
Open Assignment Drop-down Menu

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Plant Genetics Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>emily.boone.canvas</td>
<td>A 60</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>jessica.doe.canvas</td>
<td>A 60</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>max.johnson.canvas</td>
<td>A 60</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>bruce.jones.canvas</td>
<td>A 60</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>joe.rogers.canvas</td>
<td>A 60</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>nora.sanderson.canvas</td>
<td>A 60</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>jane.smith.canvas</td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>fcafa4d131d27d30</td>
<td></td>
</tr>
</tbody>
</table>

Hover over the name of the assignment you want to grade and click the arrow that appears.
Open SpeedGrader

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Plant Genetics Paper Out of 60</th>
<th>Research Paper Out of 35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>emily.boone.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>jessica.doe.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>max.johnson.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>bruce.jones.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>joe.rogers.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>nora.sanderson.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>jane.smith.canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>fcfa4d131d27d303</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the SpeedGrader link.
View SpeedGrader

---

View SpeedGrader.
New Gradebook
How do I use the New Gradebook?

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Gradebook Individual View. However, Individual View currently does not support settings and options from the New Gradebook.

Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader.

Open Grades

In Course Navigation, click the Grades link.
View Gradebook

The top of the Gradebook includes global sorting options and settings you can use to organize your Gradebook [1], which will populate the selected student data [2] and assignment data [3].

The New Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click on the Keyboard icon [4] or press the Comma key.

View Gradebook Menu

The main Gradebook allows you to see all students, assignments, and grades. In the Gradebook menu, you also switch between several options as available:
Learning Mastery [1] displays the Learning Mastery Gradebook, which assesses outcome standards being used in Canvas courses. This gradebook is a course-level feature option.

Individual View [2] allows you to assess one student and one assignment at a time and is fully accessible for screen readers. Individual View currently does not support settings and options from the New Gradebook.

Gradebook History [3] displays the Gradebook History page, which logs recent grade changes in the course according to student, grader, assignment, and date.

You can switch between gradebooks at any time.

View Gradebook Viewing Options

The View menu allows you to filter and sort the Gradebook according to several viewing options:

- **Arrange By [1]:** arrange columns by default, assignment name, due date, points, or module
- **Filters [2]:** filter columns by type (assignment group, section, modules, and grading period, if applicable)
- **Statuses [3]:** view and change the color for a grading status (late, missing, resubmitted, dropped, and excused)
- **Columns [4]:** show or hide the notes column and the unpublished assignments column
View Actions Menu

The Actions menu allows you to sync grades to your institution's student information system (SIS), if applicable.

To bulk manage student grades in the Gradebook, you can also import grades [2] and export grades [3].

Note: Currently the Gradebook Export CSV file data includes all Gradebook data regardless of filtered or sorting options.

Search Students

By default, your course shows all active students. In the Search field, you can search for an individual student by name or by SIS ID.

View Gradebook Settings

The Gradebook Settings allow you to apply Late Policies or a Final Grade Override in your course.
View Late Policies

The Late Policies tab allows you to apply late policies in your course.

The Missing Submission policy allows you to automatically apply a grade for submissions labeled as Missing [1]. A submission is labeled Missing when the due date has passed and the assignment has not been submitted.

The Late Submission policy allows you to automatically apply a defined penalty to submissions with a status of Late [2]. A submission is labeled Late when it is submitted past the due date. Additionally, you can define a threshold under which a student will not be scored, regardless of how late the submission is when submitted.
The Advanced tab allows you to apply a Final Grade Override in your course [1]. If enabled, you can enter an override grade for a student that is different from the grade automatically calculated by Canvas [2].
The Student Name column displays each student's name and may also include a student's secondary ID, if enabled. You can hover over the column header and view the Student Name menu [1], which allows the following options:

- Sort and display student names by specific criteria and secondary info
- Show inactive and concluded enrollments

To view a student's Grades page, click the student's name [2].

If you have enabled Student View in Course Settings, the Test Student is shown at the end of the Gradebook and is automatically added to every section in your course. Test Student data does not factor into course analytics.
If you want to remove the test student completely, you must remove the test student from your section enrollments in Course Settings.

**View Assignment Column**

<table>
<thead>
<tr>
<th>History Overview</th>
<th>Research Paper</th>
<th>Bill of Rights Topic Discus...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of 11</td>
<td>Out of 35</td>
<td>Out of 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>0</td>
<td>35</td>
<td>✓</td>
</tr>
<tr>
<td>0</td>
<td>30</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>×</td>
</tr>
<tr>
<td>0</td>
<td>32</td>
<td>×</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>35</td>
<td>✓</td>
</tr>
</tbody>
</table>

Each column in the Gradebook represents a published assignment in the Assignments page. Each column displays the assignment title, total points, and each student's grade.

To view the assignment, click the name of the assignment [1].

For each assignment, you can hover over the column header and view the Assignment menu [2], which allows the following options:

- Sort assignments by grade or status (missing or late)
- Message students who fit within specific assignment criteria
- Curve grades
- Set default grade
- Mute or unmute the assignment
- Enter grades as a specific value: point, percentage, or grading scheme (this option is only for grading convenience and does not affect the actual grade; not available for complete/incomplete assignment types)
- Download submissions and re-upload submissions (supported in file uploads only)

Icons and colors represent assignments and submission statuses within Canvas, including differentiated assignments, grading periods, and MasteryPaths.
Add Columns

Assignment columns are automatically added every time you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.

You can manually add a column as part of importing grades to the Gradebook. However, assignments imported in the CSV file are automatically published.

You can also create non-submission or on-paper assignments to add to the Gradebook for manual grading.

Enter Grades

![Gradebook interface](image)

When entering grades, the New Gradebook displays crosshairs and highlighting across the row and column for improved orientation.

To enter grades, type the grade as supported by assignment type directly in the Gradebook cell [1].

You can also enter grades and change the submission status by clicking the Grade Detail Tray icon [2].
View Grade Detail Tray

The Grade Detail Tray allows you to enter or edit grades [1], change the status of a submission [2], and leave comments [3] for the student [3].

View Assignment Groups and Total Column
The assignment groups shown in the Gradebook match the assignment groups created in the Assignments page [1].

If your assignment groups are weighted, the weighted grade displays below the group title [2]. Assignment group weights are reflected in the total grade. The assignment grade earned by the students is multiplied by the assignment group weight.

Grade totals from assignment groups are calculated in the Total column of the Gradebook [3]. You can hover over the column header to view the Total column menu [4], which allows you to sort by grade and move the total column to the front of the Gradebook. Additionally, if your assignment groups are not weighted, you can view the totals as a point value instead of a percentage.
How do I arrange columns in the New Gradebook?

You can arrange any column in the Gradebook according to your preference. You can use a preset arrangement by assignment name, due date, points, or module, or you can manually arrange columns. You can also manually increase and decrease the width of any column.

The option to arrange columns affects all the columns in the Gradebook. To only view specific columns, you can also filter columns by type.

Open Grades

In Course Navigation, click the Grades link.
Arrange Columns

Click the View menu [1], then click the **Arrange By** link [2]. The default order is the order set in the Assignments page.
Arrange by Assignment Name

To arrange columns by assignment name, select the Assignment Name - A-Z option or Assignment Name - Z-A option.
Arrange by Due Date

To arrange columns by due date, select the Due Date - Oldest to Newest option or Due Date - Newest to Oldest option.

Assignments without due dates are considered to be new assignments.
Arrange by Points

To arrange columns by point value, select the Points - Lowest to Highest option or Points - Highest to Lowest option.
Arrange by Module

To arrange columns by module, select the Module - First to Last option or Module - Last to First option.

Modules are arranged according to the order in the Modules page.
Manually Arrange Columns

You can also manually arrange columns. To manually arrange an assignment column, click the column heading and drag the heading to your desired location. Manual placement is persistent in the Gradebook until the column is reordered.

Notes:

- When columns have been manually reordered, any new assignment added to the Gradebook displays at the end of the Gradebook. To place the assignment in its intended location, either manually arrange the new assignment, or reset your Gradebook order by arranging your columns with one of the options in the View menu.
- If the Total column is visible in your course, you can also move the Total column to the front of the Gradebook. The Total column can be manually arranged among the Student Name and Notes column only.
You can manually increase or decrease the size of any individual assignment column in the Gradebook. Hover over the assignment header. When the cross-hairs icon appears, drag the assignment column to the desired width. Column width is persistent in the Gradebook until the column is resized.

<table>
<thead>
<tr>
<th>Research Paper Out of 35</th>
<th>Bill of Rights Topic Discu... Out of 10</th>
<th>Road to Revolution: Patr... Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>✓</td>
<td>A</td>
</tr>
<tr>
<td>35</td>
<td>✓</td>
<td>A-</td>
</tr>
<tr>
<td>30</td>
<td>✓</td>
<td>B</td>
</tr>
<tr>
<td>28</td>
<td>×</td>
<td>B-</td>
</tr>
<tr>
<td>32</td>
<td>×</td>
<td>B+</td>
</tr>
<tr>
<td>29</td>
<td>✓</td>
<td>A-</td>
</tr>
<tr>
<td>35</td>
<td>✓</td>
<td>C</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
How do I filter columns by type in the New Gradebook?

The Filter menu allows the Gradebook to be filtered by assignment group, section, modules, and grading period (if applicable).

When a filter option is selected, the filter menu displays at the top of the Gradebook. Multiple filters can be used at the same time.

Currently when selecting a filter, the filter retains the last viewed selection. For instance, if the Sections filter is set to a specific section and then completely removed as a filter option, the Gradebook continues to display all results from the last selected section. To ensure you can always view all items in the Gradebook, be sure to change the filter so it shows all results before removing the filtering option.

The option to filter columns affects all assignments within the filter. You can also arrange columns within filter results.

Open Grades

In Course Navigation, click the Grades link.
Filter Columns

Click the View menu [1], then click the Filters link [2]. More than one filter can be applied at any time.
View Assignment Groups

To filter by assignment group, click the Assignment Groups option.

The Assignment Groups menu displays at the top of the Gradebook [1]. Click the menu to select the assignment group you want to view [2].
View Grading Periods

When Multiple Grading Periods are enabled in a course, you can filter the Gradebook by grading period. To filter by grading period, click the **Grading Periods** option.

The Grading Periods menu displays at the top of the Gradebook [1]. Click the menu to select the grading period you want to view [2].
View Modules

To filter by modules, click the **Modules** option.

The Modules menu displays at the top of the Gradebook [1]. Click the menu to select the module you want to view [2].
View Sections

To filter by section, click the Sections option.

The Sections menu displays at the top of the Gradebook [1]. Click the menu to select the section you want to view [2]. When a section filter is applied in the New Gradebook, SpeedGrader also displays assignment submissions for the same section.
Remove Filters

To remove a filter, click the View menu [1] and click the Filters link [2]. Select the filter that you want to remove from the Gradebook [3]. When a filter is removed from the Gradebook, all menu option filters are also removed [4].
How do I use assignment groups and the Total column in the New Gradebook?

You can customize the Total column in your Gradebook. The Total column can be moved to the front of the Gradebook or sorted to display grades in an ascending or descending order.

You can switch your students' total grades from a percentage to a point value in the Gradebook. By default, total grades are shown as a percentage with two decimal places.

Notes:

- Viewing total grades as a point value is available only if you use unweighted assignment groups in your course. When assignment groups are weighted, points cannot be displayed for the total grade.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled. This feature also limits viewing the total grade in the student Grades page.
- When Multiple Grading Periods are enabled in a course and grading periods are weighted, points cannot be displayed for the total grade.

Open Grades

In Course Navigation, click the Grades link.
Open Total Column Menu

Hover over the Total column header and click the More Options menu.

Sort Total Column

To sort the Gradebook by ascending or descending total grades, click the Sort by link [1], then select the Grade - Low to High or Grade - High to Low option [2].
Switch to Points

By default, total grades are shown as a percentage with two decimal places.

If your course uses unweighted assignment groups, you can view your students' total grades as points. Click the **Display as Points** link.

Canvas confirms you want to switch the total grade view. If you do not want to see this warning message for your course again, click the **Don't show...** checkbox [1].

Click the **Continue** button [2].
Switch to Percentages

You can switch back to percentages by clicking the Total menu icon and selecting Display as Percentage.

Move Total Column

To move the Total column to the front of the Gradebook, click the Move to Front link.
How do I sort and display student names in the Student Name column in the New Gradebook?

The Student Name column displays the students in your course. You can view options to sort names and display names by either first or last name. You can also choose to view concluded and inactive enrollments.

Additionally, the Secondary Info menu allows secondary information to display below the student's name. Options include the student's section, SIS, ID, Login ID, or no display. Only one secondary information option can be displayed at one time.

Note: Student names display according to the Sortable Name listed in a user's personal account settings.

Open Grades

In Course Navigation, click the Grades link.
Open Student Name Menu

Hover over the Student Name column header and select the More Options menu.
Sort Names Alphabetically

To sort names alphabetically, select the **Sort by** link. By default, names display from A-Z. To sort in descending order, click the **Z-A** option.
Display Name Order

To display names in a specific name order, select the Display as link. By default, names display as first name, last name. To sort in descending order, click the Last, First Name option.
View Secondary Info

To view secondary information for students, select the **Secondary info** link. You can have the Student Name column display each student's section [1], SIS ID [2], Integration ID [3], or Login ID [4]. You can also choose to have the column display no secondary information [5].
Show Enrollments

To view grades for inactive or concluded enrollments, view the Show section and select the Inactive enrollments or Concluded enrollments link. You can view both enrollment types at the same time in the Gradebook.
How do I view grades for inactive or concluded student enrollments in the New Gradebook?

You can view the grades for inactive and concluded student enrollments in the Gradebook. However, depending on the enrollment type, you may not be able to perform certain actions. Learn more about enrollments types in the Canvas Enrollment Status Comparison PDF.

For concluded student enrollments, all content in the Gradebook is read only and cannot be changed. Grades can also be viewed when viewing concluded enrollments in the People page.

For inactive student enrollments, grades can still be edited. However, inactive students cannot access the course, so they cannot view grades or receive any submission comments or feedback.

Note: Inactive and concluded enrollments also show in downloaded CSV files and SpeedGrader assignment submissions.

Open Grades

In Course Navigation, click the Grades link.
Open Student Name Menu

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Research Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Out of 35</td>
</tr>
<tr>
<td>Emily Boone</td>
<td>-</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>35</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>30</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>28</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>32</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>29</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>35</td>
</tr>
</tbody>
</table>

Hover over the Student Name column header and select the More Options menu.

Show Inactive Enrollments

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Research Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Out of 35</td>
</tr>
<tr>
<td>Emily Boone</td>
<td>-</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>35</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>30</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>28</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>32</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>29</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>35</td>
</tr>
</tbody>
</table>

- Inactive enrollments
- Concluded enrollments
To view inactive enrollments, select the **Inactive enrollments** link.

**View Inactive Enrollments**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Research Paper Out of 35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>-</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>35</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>30</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>28</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>29</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>35</td>
</tr>
<tr>
<td>Test Student</td>
<td>-</td>
</tr>
</tbody>
</table>

View the inactive student in the Gradebook. You will be able to edit the grades. However, the student will not be able to access the course to view the grades or any submission comments or feedback.
Show Concluded Enrollments

To view concluded enrollments, select the **Concluded enrollments** link.

View Concluded Enrollments
View the concluded student in the Gradebook. You will not be able to edit the grades.
How do I use the Notes column in the New Gradebook?

You can use a Notes column in the Gradebook to keep track of extra information in your course, such as extra student information or general notes. The Notes column is not visible to students.

Notes:

- Instructors can only show and hide the Notes column. Admins can use the API to create additional columns, but they cannot be hidden.
- The Notes column is included in the gradebook export CSV file, and you can add notes via CSV import.

Open Grades

In Course Navigation, click the Grades link.
Show Notes Column

Click the **View** menu [1] and click the **Notes** link [2].
## Insert Comments

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Notes</th>
<th>Research Paper Out of 35</th>
<th>Bill of Rights Topic Discussed Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>35</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>30</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>28</td>
<td>×</td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>29</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>35</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

To make a comment, click the note field for the appropriate student [1] and enter your note in the text field [2]. The note field allows up to 255 characters. To save your comment, click the Save button [3].
View Comments

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Notes</th>
<th>Research Paper Out of 35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td></td>
<td>–</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>Needs to participate.</td>
<td>35</td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td>28</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td>35</td>
</tr>
</tbody>
</table>

View your comments in the Notes column. You can view the full comment by resizing the column or re-clicking the notes text field.

**Note:** When you navigate away from the Gradebook, any changes to the size of the columns will be lost.
Hide Notes Column

To hide the Notes column in the Gradebook, click the View menu [1] and click the Notes link [2].

Note: Hiding the Notes column does not lose any changes.
How do I view the Unpublished Assignments column in the New Gradebook?

By default, you can view unpublished assignments in the Gradebook. This setting can be turned off at any time.

When unpublished assignments are visible in the Gradebook, unpublished assignments display with a gray background. Unpublished assignment columns do not include a dash indicating that grades cannot be entered. Additionally, assignment menu options are not available until the assignment is published.

Unpublished assignments are not visible to students.

Open Grades

In Course Navigation, click the Grades link.
Show Unpublished Assignments

Click the View menu [1] and click the Unpublished Assignments link [2].
## View Unpublished Assignment

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Gradebook</th>
<th>View</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View the unpublished assignment column. You can view the assignment name, but the cells are grayed out and are not editable until the assignment is published.
Hide Unpublished Assignment

To hide unpublished assignments, click the View menu [1] and click the Unpublished Assignments link [2].
How do I create assignment columns for non-submission assignments in the New Gradebook?

Columns in the Gradebook are only created by adding an assignment in Canvas. If you need to create a column in the Gradebook to use for manual grading, you can create a No Submission or On Paper assignment.

*No Submission* assignments are when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, create an assignment that involves multiple scores, or give extra credit.

*On Paper* assignments are when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes. When students view the assignment, they see that the assignment will be submitted on paper.

To create multiple columns at once, you can upload changes to the Gradebook.

Notes:

- The Gradebook will display unpublished assignments, but you can not enter grades for unpublished assignments.
- Not Graded assignment types will not appear in the Gradebook.

Open Assignments

In Course Navigation, click the Assignments link.
Add Assignment

Click the Add Assignment button.

Enter Assignment Details

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Note: No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.
Set Submission Type

In the Submission Type drop-down menu, select the No Submission option or On Paper option.

Save and Publish

If you are ready to publish your assignment, click the Save & Publish button [1]. If you want to create a draft of your assignment and publish it later, click the Save button [2].

Note: Along with published assignments, the Gradebook will display unpublished assignments by default, but you can not enter grades for unpublished assignments.

Student View

Points for Peer Review

| Due  | Aug 31 by 11:59pm | Points | 25 | Submitting on paper |

This is a placeholder for points awarded in the peer review assignment.
When students view a no submission or on-paper assignment, they will not see the Submit Assignment button. They can view the details and point value for the assignment. The Submitting section will indicate whether the submission is on-paper or if no submission is required.
How do I use the icons and colors in the New Gradebook?

The Gradebook includes several icons and colors that may display in the assignment columns, assignment groups, and Total column. Icons and colors are simply gradebook indicators to assist you with course grading. All published assignments count toward a student's total grade unless they are excused assignments.

### Submission Type Icons

The Gradebook displays one **Assignment Icon** [1], regardless of assignment type, to note a submission that needs to be graded. A submission is noted as needing to be graded in the following conditions:

- A submission has been received but has not been graded
- A submission was graded but the grade was removed by the instructor
- A submission was resubmitted
- A quiz was submitted, but is 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

A **muted assignment** is indicated by the **Muted Icon** [2]. Additional situations apply:

- When weighted assignment groups are not enabled, the total column also includes a warning icon notifying you that the grade you see differs from the grade the students see because one or more graded assignments are muted.
- If an assignment column displays a muted icon and all cells are grayed out, the assignment is moderated.

### Grading Types

Each grading type shows up differently in the Gradebook. Here you can see how each grading type is represented:

- **Dash [1]:** No submission
- **Number [2]:** Points grade
- **Check Icon [3]:** Complete grade
- **X Icon [4]:** Incomplete grade
- **Letter [5]:** Letter grade
- **Percentage [6]:** Percentage grade
- **GPA [7]:** GPA scale
- **Excused [8]:** Excused assignment

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Research Paper</th>
<th>Bill of Rights Test</th>
<th>Declaration</th>
<th>Articles of Confederation</th>
<th>To Sign or Not to Sign DL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>–</td>
<td>✓</td>
<td>A</td>
<td>93%</td>
<td>3.7</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>35</td>
<td>✓</td>
<td>A-</td>
<td>85%</td>
<td>4</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>30</td>
<td>✓</td>
<td>B</td>
<td>70%</td>
<td>3.3</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>28</td>
<td>×</td>
<td>B+</td>
<td>100%</td>
<td>3.3</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>32</td>
<td>×</td>
<td>B-</td>
<td>60%</td>
<td>2.7</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>29</td>
<td>✓</td>
<td>A-</td>
<td>90%</td>
<td>3.3</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>35</td>
<td>✓</td>
<td>C</td>
<td>–</td>
<td>4</td>
</tr>
<tr>
<td>Test Student</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

Each grading type shows up differently in the Gradebook. Here you can see how each grading type is represented:
Column Warning Icons

The Black Warning Icon [1] notifies you that the final score does not include one of the assignment groups because the group has zero points possible (the warning will tell you which assignment group is affected). This icon only displays in the total column related to assignment group errors.

You can correct the assignment group warnings by making sure a weighted assignment group has an assignment worth more than zero points, or, if an assignment is supposed to have zero points, adding another assignment with more than zero points to the assignment group.

The Red Warning Icon [2] notifies you that the entered grade is not supported in the grading scheme. Canvas will also display an invalid grade warning message when an invalid grade is entered.
Grade Detail Tray Warning Icon

The Grade Detail Tray Warning Icon displays a warning icon for assignments that are not calculated as part of the final grade. This icon displays if the **Do not count this assignment towards the final grade** option is selected, or if the assignment is in a weighted assignment group with no weighted percentage.

The Grade Detail Tray also reflects if an assignment is muted.
The New Gradebook includes a default set of colors that indicate various statuses for assignments:

- Blue [1]: Late submission
- Red [2]: Missing submission
- Green [3]: Resubmitted assignment
- Orange [4]: Dropped grade
- Yellow [5]: Excused assignment

Status colors in your Gradebook may vary, as you can change the status colors for each status in the Gradebook. However, you cannot change the status names.

Gradebook rows alternate white and gray shading, so some colors may seem darker if they display in a row with gray shading.
Differentiated Assignments

When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment and do not include a dash. Grades cannot be assigned to students who are not part of the assignment; those assignments are not factored into overall grades.

In the student grades page, students can only view assignments that have been assigned to them.

Differentiated assignments are also used in MasteryPaths.
### Closed Grading Periods

If your course uses multiple grading periods, submission cells for an entire assignment in a closed grading period are grayed out in the Gradebook. Assignments in a closed grading period cannot be edited.

### Disabled Columns

If a column is disabled, it will appear grayed out.
Some columns are completely disabled until the status of the assignment is changed. Disabled columns do not include dashes in the Gradebook cells, which indicates that grades cannot be entered, and display a gray background.

Disabled columns are labeled for unpublished assignments [1] and anonymous assignments [2]. Grades cannot be entered for unpublished assignments until the assignment is published. For anonymous assignments, grade cells do not display any content, including the Needs Grading icons, until the assignment is unmuted.

**Note:** The Anonymous label supersedes the Muted label. Assignments that are both anonymous and moderated display as anonymous, though the Grade Detail Tray displays the assignments as being muted. Moderated muted assignments can be updated in the Gradebook, but any entered grades will be overwritten once final grades are posted.

**Turnitin Icons**

<table>
<thead>
<tr>
<th>Gradebook</th>
<th>View</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Turnitin Assignment 3</td>
<td>Turnitin Assignment 2</td>
</tr>
<tr>
<td></td>
<td>Out of 10</td>
<td>Out of 25</td>
</tr>
<tr>
<td>Emily Boone</td>
<td>8</td>
<td>23</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>–</td>
<td>22</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

If you create a Turnitin assignment, the Gradebook displays Turnitin score icons in the Gradebook. To view details of the score, click the icon and view more details in SpeedGrader:

- **Gray icon** [1]: Originality report has not been generated yet
- **Color icon** [2]: Originality report has returned a score; the color is based on the originality percentage score
How do I sort an individual assignment column in the New Gradebook?

Each individual assignment column includes options to sort by grade and assignment status.

When sorting by status, each grade only displays one status. Sorting may affect any assignments that have been dropped according to a drop rule in the assignments page. The dominant status is always shown, so if an assignment is missing or late but is also a dropped grade, the dropped grade status will be shown. However, you can view the Grade Detail Tray to view additional details about the grade.

Note: Sorting is not available for anonymous assignments.

Open Grades

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

<table>
<thead>
<tr>
<th>Articles of Confederation</th>
<th>93%</th>
<th>🎓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of 10</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hover over the assignment column header and click the **More Options** menu.
Click the **Sort by** link, then select the option how you want to sort the column.
To sort by grade, select the **Grade - Low to High** or **Grade - High to Low** option.
Sort by Missing

To sort by missing status, select the **Missing** option.
Sort by Late

To sort by late status, select the **Late** option.
How do I change the color for a grading status in the New Gradebook?

The Status option allows you to change the default colors in the Gradebook. Each color is a default associated with a Gradebook status: late (blue), missing (red), resubmitted (green), dropped (orange), or excused (yellow). Colors can be adjusted by selecting a default color or using a supported hex code.

Colors are a per-user, per-course setting, so the colors you set in your course do not apply to any other user who may view the Gradebook, and they do not apply to the New Gradebook in any other course. Additionally, status names cannot be changed.

Note: Some colors may seem darker if they display in a Gradebook row that has an alternating gray background.

Open Grades

In Course Navigation, click the Grades link.
Open Statuses

In the View menu [1], click the **Statuses** link [2].
Change Color Status

View the color defined for each status.

To change a color value, click the More Options link.
Select the new color for the status. The check mark indicates the selected color [1], and the hex color code displays in the text field [2].

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.

Click the **Apply** button [3].
Close Statuses

Click the Done button.
How do I mute or unmute an assignment in the New Gradebook?

By default, Canvas allows students to see assignment grades as soon as the instructor has graded the assignment. In some cases, instructors may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, an instructor can choose to mark an assignment as muted. Students can still see and submit a muted assignment. Only the grade will be hidden. You can also mute assignments in SpeedGrader.

A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a Mute icon on the student grades page so students know the assignment is muted. Students will be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved assignments for the assignment, until the assignment is unmuted. In Gradebook exports and reports, muted grades are part of unposted grades.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

If you do not want students to be able to view their total grade, you can hide the total grade from students.

Notes:

- If you make changes to a muted assignment, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you unmute the assignment, the total grade in the student’s view will update accordingly.
- Anonymous and moderated assignments are muted by default. Moderated assignments cannot be unmuted until final grades have been posted.
- Students can see peer review comments when an assignment is muted. However, students cannot see instructor comments until after the assignment is unmuted.
- If you unmute an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- Students will not be able to see their quiz responses while a quiz is muted.
Open Grades

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

Hover over the assignment column header and click the **More Options** menu.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Research Paper</th>
<th>Bill of Rights Topic Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>–</td>
<td>✓</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>35</td>
<td>✓</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>30</td>
<td>✓</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>28</td>
<td>✗</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>32</td>
<td>✗</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>29</td>
<td>✓</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>35</td>
<td>✓</td>
</tr>
<tr>
<td>Test Student</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>
Mute Assignment

Click the Mute Assignment link.
Confirm Mute Assignment

Click the **Mute Assignment** button.
View Mute Assignment

<table>
<thead>
<tr>
<th>Class Survey Out of 10 MUTED</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90.25% A-</td>
</tr>
<tr>
<td></td>
<td>88.98% B+</td>
</tr>
<tr>
<td></td>
<td>83.05% B-</td>
</tr>
<tr>
<td></td>
<td>62.02% D-</td>
</tr>
<tr>
<td></td>
<td>77.75% C+</td>
</tr>
<tr>
<td></td>
<td>89.83% B+</td>
</tr>
<tr>
<td></td>
<td>84.46% B</td>
</tr>
</tbody>
</table>

View the muted icon for the assignment [1]. In the Total column [2], the Gradebook displays a mute icon, warning that your grade view is different from the student's grade view because of the muted assignment.

Notes:

- The Total column only displays graded assignments that have been muted. Assignments that are set as Not Graded are not affected.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
Unmute Assignment

To unmute the assignment, hover over the assignment column header and click the More Options menu [1], then click the Unmute Assignment link [2].

**Note:** Moderated assignments cannot be unmuted until final grades have been posted.
Confirm Unmute Assignment

This assignment is currently muted. That means students can't see their grades and feedback. Would you like to unmute now?

Click the Unmute Assignment button.
How do I send a message to students from the New Gradebook?

You can use the Gradebook to send messages to your students. Message subjects are filtered based on specific assignment categories:

- **Haven't submitted yet**—students who haven't submitted the assignment. *This category does not include students who have been manually awarded a grade, even if they did not submit the assignment.* Once a grade has been awarded for an assignment (either automatically or manually), Canvas no longer verifies actual submissions.
- **Haven't been graded**—students whose assignments have not yet been graded (submitted or unsubmitted).
- **Scored less than [point value]**—students who earned a grade on their assignment less than X number of points.
- **Scored more than [point value]**—students who earned a grade on their assignment more than X number of points.

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

Open Gradebook

In Course Navigation, click the **Grades** link.
Open Assignment Menu

Hover over the assignment column header and click the More Options menu.
Message Students

Click the **Message Students Who** link.
Select Message Category

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

In the drop-down menu [1], select the category of students you want to message. Based on real-time data, Canvas will show the names of the students who fall in the category you selected [2]. You can also remove students from the message by clicking the Remove icon.

Canvas will also generate a subject line based on the category [3], but you can edit the subject line if needed.
Send Message

Message Students for Articles of Confederation vs. Constitution Topic Discussion

Message students who...
for Articles of Confederation vs. Constitution Topic Discussion

Haven't submitted yet

Nora Sanderson, Jane Smith, Bruce Jones, Joe Rogers, Max Johnson, Jessica Doe, Emily Boone

Subject:
No submission for Articles of Confederation vs. Constitution Topic Discussion

Message: 1

Please submit to the Articles of Confederation vs. Constitution Topic Discussion as soon as possible.

2
Send Message

Type a message to the students in the message field [1]. Click the Send Message button [2].

Note: Although one message most likely will be sent to multiple students at the same time, each student will receive an individual message.
How do I change the status of a submission in the New Gradebook?

As needed, you can use the Grade Detail Tray to change the status for an assignment, discussion, or quiz submission. Available statuses include late, missing, excused, or none (no status). You can also change the status for a group assignment. Assignments with a late or missing status will display a label on the student's grades page indicating the status. If you do not want status labels displayed on a student's grades page, set the assignment status to None.

Excused assignments are not calculated as part of a student's total grade. Currently, points are not automatically deducted for assignments with a late status.

When an assignment is excused, the assignment page and the student grade page will show the student that he or she has been excused from the assignment. Students cannot submit excused assignments.

Note: You can change the status colors for each status in the Gradebook; however, you cannot change the status names.

Open Grades

In Course Navigation, click the Grades link.
Open Grade Detail Tray

<table>
<thead>
<tr>
<th>Student Name</th>
<th>To Sign or Not to Sign Detail Tray Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>3.7 / 10</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>4</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>3.3</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>2.7</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>3.3</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>Excused</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>4</td>
</tr>
<tr>
<td>Test Student</td>
<td>-</td>
</tr>
</tbody>
</table>

Locate the student name and assignment where you want to change the status. Click the Gradebook cell and click the Grade Detail Tray icon.
View Assignment Status

The Status section of the Grade Detail Tray displays available status options. Any selected status is applied immediately. Depending on the assignment's settings and student submissions, a status may already be selected for you.

**Note:** Color status is only visible in the Gradebook and does not affect the student Grades page.
Select No Status

To select no status, click the **None** radio button.

The None status indicates that no status exists, or that the assignment was turned in before the due date.

You can also update any late or missing assignment to have no status if you do not want a label displayed in the student's grades page.
Select Late Status

To select a Late status, click the **Late** radio button.

The Late status indicates an assignment that was submitted after the due date. You can enter a number of how many days late the student submitted the assignment.

**Note:** Currently, the Late field is for reference only and has no effect on the student's grade.
Select Missing Status

To select a Missing status, click the **Missing** radio button.

The Missing status indicates an online assignment that has not been submitted and is past the due date.

Select Excused Status

To select an Excused status, click the **Excused** radio button.
The Excused status indicates that the student has been excused from making a submission. Students are not able to submit excused assignments, and excused assignments are not calculated in the student's total grade. You can also excuse an assignment by typing EX in the assignment cell.

**View Assignment Status in Gradebook**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>To Sign or Not to Sign DI... Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>-</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>4</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>3.3</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>2.7</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>3.3</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>Excused</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>4</td>
</tr>
<tr>
<td>Test Student</td>
<td>-</td>
</tr>
</tbody>
</table>

Assignment cells in the Gradebook will display the color assigned to the corresponding status.
Student View Assignment Status

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Status</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Video Assignment</td>
<td>Oct 17 by 11:59pm</td>
<td></td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>The Bill of Rights Quiz</td>
<td>Oct 25 by 3pm</td>
<td>LATE 1</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Bill of Rights Topic Discussion</td>
<td>Oct 27 by 6:59pm</td>
<td>MISSING 2</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td>Road to Revolution: Patriotism or Treason</td>
<td>Oct 31 by 11:59pm</td>
<td></td>
<td>EX 3</td>
<td>10</td>
</tr>
</tbody>
</table>

The student grades page will display a label corresponding to the status setting in the Gradebook. Labels will display for late assignments [1] or missing assignments [2]. Excused assignments are noted by EX in the points column.

Assignments with no status (none) [4] do not display a label in the Status column of the student grades page.
How do I download all student submissions for an assignment in the New Gradebook?

If you want to download all student submissions for an assignment, you can download them from the Gradebook in a bulk download. All submissions are downloaded as a single ZIP file that you can use to grade submissions on your computer offline. If a student has resubmitted an assignment, only the most recent submission will be included in the ZIP file. You can also download assignments from the assignment page.

Bulk downloads can be used for the following submission types: file uploads, text entries (displayed as HTML files), website URLs (displayed as HTML files), and Google Docs submissions.

In bulk downloads, Canvas automatically amends the file name for each submission type:

- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).
- When anonymous grading is enabled, student names are not included in the names of downloaded files.

Note: After downloading student files, you can re-upload all student submissions in the Gradebook. However, you cannot change the names of the submission files. Otherwise Canvas will not be able to recognize the files that should be replaced.

Open Grades

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

<table>
<thead>
<tr>
<th>Student Name</th>
<th>The Declaration of Indep...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>📌 80</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>📌 80</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>📌 80</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>–</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>📌 80</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>F</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>Excused</td>
</tr>
<tr>
<td>Test Student</td>
<td>–</td>
</tr>
</tbody>
</table>

Hover over the assignment column header and click the More Options menu.
## Download Submissions

<table>
<thead>
<tr>
<th>Student Name</th>
<th>The Declaration of independence</th>
<th>History Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the **Download Submissions** link.

## View Progress

Download Assignment Submissions

↓ **Your student submissions are being gathered** and compressed into a zip file. This may take some time, depending on the size and number of submission files.

Gathering Files (5.000%)...
View the progress of the file compression by tracking the progress bar.

**Download File**

Download Assignment Submissions

Your student submissions are being gathered and compressed into a zip file. This may take some time, depending on the size and number of submission files.

Finished! Redirecting to file...

Click here to download 79.1 KB

When the file is finished processing, download the file by clicking the Click here to download link [1]. Canvas will also include the size of the download file as part of the link for your reference.

To close the download window, click the Close icon [2].
Open ZIP File

Once the file has been downloaded, locate the ZIP file on your computer [1]. To open the file, either double click to open it (MAC users) or right-click the file and select Extract All (PC users).

When the file expands, click the submissions folder [2] to view the assignment submissions [3].
How do I upload all student submissions for an assignment in the New Gradebook?

When you download all student submissions from the Gradebook, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

Notes:

- Files must be compressed as a ZIP file for upload. If you are not sure how to create a ZIP file, please contact your administrator or consult your computer’s software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

Open Grades

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

<table>
<thead>
<tr>
<th>Student Name</th>
<th>The Declaration of Indep...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Out of 50</td>
</tr>
<tr>
<td>Emily Boone</td>
<td>20</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>0</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>20</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>0</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>0</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>F</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>Excused</td>
</tr>
<tr>
<td>Test Student</td>
<td>0</td>
</tr>
</tbody>
</table>

Hover over the assignment column header and click the More Options menu.
Re-Upload Submissions

<table>
<thead>
<tr>
<th>Student Name</th>
<th>The Declaration of independence</th>
<th>History Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the Re-Upload Submissions link.
Choose File

Re-Upload Submission Files

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

Make sure you don't change the names of the submission files so we can recognize them.

Choose File No file chosen

Upload Files

Click the Choose File button.
Click the file name to choose the file [1]. Then click the Open button [2].
Upload Files

Re-Upload Submission Files

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

*Make sure you don't change the names of the submission files so we can recognize them.*

Choose File submissions (18).zip

Upload Files

Click the Upload Files button.
View Uploaded Submissions

A Closer Look: The United States Constitution Written Response

1 Submissions Upload

Attached files to the following user submissions

- Emily Boone
  - emily_boone_assignment.pdf

- Jessica Doe
  - Assignment.pdf

Ignored the following files

- johnsonmax_late_168_text.html
- rogersjoe_167_text.html

Canvas will confirm your files have been uploaded and associated with student submissions. If any files were ignored in the upload, those files will also be listed.

Note: Depending on your computer’s operating system, your upload may include hidden files with a ._ prefix. Canvas will ignore these types of files, as well as any files that do not match the file name of any students’ original submission.
How do I enter and edit grades in the New Gradebook?

Most likely you will access SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, you can manually enter and edit grades in the Gradebook.

Assignments in the Gradebook are always shown with the assignment’s point value. However, you can change the assignment to display grades for a specific grading type.

You can also use a CSV file to import grades.

Notes:

- When using differentiated assignments, the assignment appears as a column for all students, but grade cells are grayed out for students who are not part of the assignment or an assigned section. Grades cannot be assigned to students who are not part of the assignment or section; those assignments are not factored into overall grades.
- Once a student receives a grade for an assignment, the grade will always apply to the student’s current and final grade. If you unassign a student or section to a differentiated assignment you have previously graded, the grade will only be removed from grading calculations if you excuse the assignment for the student.
- When Multiple Grading Periods are enabled in a course, you cannot edit grades for any assignment that has at least one student in a closed grading period.
- The Gradebook History page records all grade changes in the Gradebook and can be accessed at any time.

Open Grades

In Course Navigation, click the Grades link.
### Locate Student Assignment

<table>
<thead>
<tr>
<th>Student Name</th>
<th>The Declaration of Indep...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Out of 50</td>
</tr>
<tr>
<td>Emily Boone</td>
<td>80</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>80</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>80</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>80</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>80</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>F</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>Excused</td>
</tr>
<tr>
<td>Test Student</td>
<td>-</td>
</tr>
</tbody>
</table>

Locate the student name and assignment where you want to enter a grade.
Enter Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Research Paper</th>
<th>Out of 35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>33 / 35</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grades are entered according to the assignment's Display Grade setting. Grades can be entered as one of five options: points, complete/incomplete, letter grade, percentage, and GPA. You can change the assignment to display grades for a specific grading type.

**Note:** When you reach the end of a column, pressing the Return or Enter key advances to the top of the next column.
Enter Points Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Research Paper</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Out of 35</td>
<td></td>
</tr>
<tr>
<td>Emily Boone</td>
<td>33 / 35</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To enter a points grade, enter the number of points in the cell and press the Return key (on a MAC keyboard) or the Enter key (on a PC keyboard).
Enter Complete or Incomplete Grade

To enter a complete or incomplete grade, click the drop-down menu in the cell and select the desired icon. Grading options include complete, incomplete, ungraded, and excused.
Enter Letter Grade

Click the drop-down menu and select a letter grade from the menu.
You can also manually enter a letter grade. Enter the letter which corresponds to the letter scale defined by the grading scheme and press the Return key (on a MAC keyboard) or the Enter key (on a PC keyboard).

### View Letter Grade Validation Error

If you enter a letter grade that is not supported in the grading scheme, the cell displays an invalid grade warning icon. Canvas will also display an invalid grade warning message.
Enter Percentage Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Articles of Confederation... Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>93%</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>70%</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>60%</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>100%</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>90%</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>–</td>
</tr>
<tr>
<td>Test Student</td>
<td>–</td>
</tr>
</tbody>
</table>

To enter a percentage grade, enter the percent in the cell and press the Return key (on a MAC keyboard) or the Enter key (on a PC keyboard).
Enter GPA Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>A Closer Look: Response 2</th>
<th>Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1 and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excused</td>
<td></td>
</tr>
</tbody>
</table>

To enter a GPA grade, click the drop-down menu and select the desired grade from the menu.
You can also enter the number which corresponds to the GPA scale defined by the grading scheme and press the Return key (on a MAC keyboard) or the Enter key (on a PC keyboard).

**View GPA Grade Validation Error**

If you enter a letter grade that is not supported in the grading scheme, the cell displays an invalid grade warning icon. Canvas will also display an invalid grade warning message.
Edit Grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Research Paper Out of 35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>33 / 35</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>35</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>30</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>28</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>32</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>29</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>35</td>
</tr>
<tr>
<td>Test Student</td>
<td>–</td>
</tr>
</tbody>
</table>

To edit an existing grade in the Gradebook, click the assignment cell for the grade.

To assign a new grade, enter the new grade. To delete the grade, click the Delete key.

To apply the edited grade, press the Return key (on a MAC keyboard) or the Enter key (on a PC keyboard).
Enter Grade via Grade Detail Tray

Grades can also be entered in the Grade Detail Tray according to the assignment's display grade setting. To open the tray, click an assignment cell for a student and click the Grade Detail Tray icon [1]. In the Grade field [2], enter the grade for the student.

To advance to the next student, click the arrow icon [3].
If an excessive amount of points is added to a student’s grade, Canvas will generate an alert notifying that the student was awarded an unusually high grade. You can either keep or correct the point value.

Excessive points can occur in the following situations:

- The amount entered is 50% above the total points possible
- An extra digit is entered (e.g. 500 instead of 50)
- An assignment is given negative points
How do I enter grades for an individual assignment as a specific grading type in the New Gradebook?

Each assignment grade defaults to the point value set in the assignment. However, the Enter Grades as menu allows you to view the assignment grade to be viewed by percentage. For Letter Grade or GPA assignments, the grade can also be displayed by the grading scheme set for the assignment.

You can change this option before grading in the Gradebook, or if you've graded an assignment from SpeedGrader, you can change the grades display after they've been assigned. The Grade Detail Tray also displays the assignment grade with the preferred Enter Grades as option.

Viewing or entering grades using the Enter Grades as option is for grading convenience only and does not affect the actual grade. In the student Grades page, students will always view the point value and the default grade display set in the assignment.

The following grade entry behavior is supported for each applied option in the Enter Grades menu:

**Set to Points**—enter grades as points or percentage

- Point entries display as points (e.g. entering 10 for a 10-point assignment displays as 10 points).
- Percentage entries are calculated as a percentage but displayed as the equivalent point value of the percentage (e.g. entering 90% for a 10-point assignment displays as 9 points).
- Grading scheme entries are not supported.

**Set to Percentage**—enter grades as percentage or grading scheme (if set in the assignment)

- Point values are not supported. Entries without a percent symbol are always calculated as a percentage (e.g. entering 20 as a point value calculates and displays as 20%).
- Percentage entries display as a percentage (e.g. entering 80% for a 10-point assignment displays as 80%). The percent symbol is not required.
- Grading scheme values calculate according to the assignment’s grading scheme and display as the highest percentage for the corresponding range in the grading scheme (e.g. in a grading scheme where B ranges from 84% to <87%, entering a B displays as 86%). Course grading schemes are not supported.

**Set to Grading Scheme**—enter grades as points, percentage, or grading scheme

- Point entries calculate according to the equivalent grading scheme of the point value (e.g. in a grading scheme where B ranges from 84% to <87%, entering 26 for a 30-point assignment calculates as 86.67% and displays as a B).
- Percentage entries are calculated as percentages but displayed as the equivalent grading scheme for the percentage (e.g. in a grading scheme where A ranges from 94% to 100%, entering 94% displays as an A).
- Grading scheme values display as the grading scheme value according to the assignment’s grading scheme (entering an A displays as an A). Course grading schemes are not supported.
Note: The Enter Grades as option is not available for complete/incomplete assignment types.

Open Grades

In Course Navigation, click the Grades link.
**Open Assignment Menu**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Assignment</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>Patricism or Treason? C...</td>
<td>B-</td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td>Out of 30</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>History 101 Section 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hover over the assignment title and click the **More Options** icon.
View Grade Entry

Select the **Enter Grades as** option [1] and view the current grade display option [2]. Unless changed, the assignment defaults to the grade display set in the assignment.

All assignments display the Points and Percentage options.

Additionally, Letter Grade assignments display the grading scheme option.

**Note:** The Enter Grades as option is not available for complete/incomplete assignment types.
If you want to enter grades and have them display in the gradebook using a different grading value, select your preferred grading display as supported for the assignment.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Patriotism or Treason? C...</th>
<th>Revolution Review</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Out of 30</td>
<td>Out of 10</td>
</tr>
<tr>
<td>Emily Boone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 101 Section 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1 and...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sort by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Message Students Who</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curve Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set Default Grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mute Assignment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter Grades as [Points]

Percentage

✓ Grading Scheme
## View Grades

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Patriotism or Treason? C... Out of 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>25</td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
</tbody>
</table>

In the assignment column, any existing grades will calculate and display according to your grade display preference.

## Enter Grades

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Patriotism or Treason? C... Out of 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>25</td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>80%/30</td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 2</td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
</tr>
<tr>
<td>History 101 Section 1</td>
<td></td>
</tr>
</tbody>
</table>

For new grades, enter a grade value according to your grading preference as supported: points, percentage, or grading scheme.
The entered grade will be calculated appropriately and displayed according to the grade display option.

View Grade Warning

If you enter a grade that is not validated through the grading scheme, you will see an invalid grade warning message. A warning icon also displays in the cell with the invalid grade.
How do I get to SpeedGrader from the New Gradebook?

You can access an assignment in SpeedGrader directly from the Gradebook.

Notes:
- SpeedGrader displays assignment submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments.
- When a section filter is applied in the New Gradebook, SpeedGrader also displays assignment submissions for the same section.

Open Gradebook

In Course Navigation, click the Grades link.
Open Grade Detail Tray

Click any assignment cell and click the **Grade Detail Tray** icon.
Open SpeedGrader

Click the SpeedGrader link.
How do I curve grades in the New Gradebook?

You can use the Gradebook to curve grades for an assignment. In the academic community, curving grades is advisable if only a certain number of students can pass, or when you require a fixed distribution of grades distributed throughout the class.

To curve grades, Canvas asks for an average curve score and then adjusts the scores as a bell curve 66% around the average score. For instance, if the average score is the equivalent of a C, Canvas would distribute mostly C- and C+ scores, distributing outward down the curve to Bs and Ds, and then ultimately As and Fs. This type of scoring creates a predictable distribution, but it means that students will compete against their classmates for scoring.

To learn more about how curved grades are calculated, view the Curving Grades in Canvas PDF.

Note:
- Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
- Student grades will be impacted differently based on where they are in the distribution of scores. Perfect scores will not be affected by curving grades.
- When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.

Open Gradebook

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

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Position Paper</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

Hover over the assignment column header and click the **More Options** menu.
**Curve Grades**

Click the Curve Grades link.
Set Curve Score

In the Average Score field [1], type the average grade for the curve score. The graph above the Average Score field will change depending on what score is entered and give you an approximation of what the new scores would look like [2]. You can adjust the average score as necessary to produce a desired grading outcome.

You can assign zeros to students who did not submit their assignments by clicking the Assign zeroes to unsubmitted students checkbox [3]. To curve grades, click the Curve Grades button [4].

Note:

- Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
- Student grades will be impacted differently based on where they are in the distribution of scores.
View Updated Scores

Canvas displays how many scores were updated. Click the OK button.

View Curved Grades

<table>
<thead>
<tr>
<th>Gradebook</th>
<th>View</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Position Paper</td>
<td>Out of 25</td>
</tr>
<tr>
<td>Emily Boone</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

View the new grades for the assignment.
How do I set a default grade for an assignment in the New Gradebook?

If you want to set a default grade for a certain assignment, use the assignment drop-down menu. This will allow you to input scores for students who do not have scores or to overwrite already entered scores.

**Note:** When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.

Open Grades

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

Hover over the assignment column header and click the More Options menu.
Set Default Grade

Click the **Set Default Grade** link.
Create Default Grades

Type the default grade value in the text box [1]. If you would like to overwrite existing grades for the assignment, select the Overwrite already-entered grades checkbox [2].

Click the Set Default Grade button [3].

Verify Default Grades

Click the OK button.
View New Grades

Default grades are automatically entered for all students who do not have a grade. Grades can be changed by clicking the default grade and typing in an updated score.
How do I apply a Missing Submission policy in the New Gradebook?

The Missing Submission policy lets you automatically apply a grade for all missing submissions in the New Gradebook. A submission is labeled missing when the due date has passed and it has not been submitted. Only submissions with a status of Missing will be affected by the Missing Submission policy. The Missing Submission policy is set per course.

The Missing Submission policy allows you to define a grade that will be granted for missing submissions as a percentage of the total points possible. The percent entered is multiplied by the total points possible on the assignment and the resulting value will be awarded to missing submissions. For example, if the Missing submission grade is set to 20% and the assignment is worth 10 points, all missing submissions for that assignment will be awarded a grade of 2 points (10 points possible x 20% = 2 points awarded). To award all missing submissions with a grade of 0, the Missing submission grade can be set to 0%.

Notes:

- If a submission is received after the due date, the Missing label will be automatically replaced by the Late label. However, any label can be manually removed in the Grade Detail Tray.
- Setting a Missing Submission policy affects all assignments in a course, including assignments with due dates in the past. To exclude a specific assignment, mark the submission as something other than Missing in the Grade Detail Tray.
- Applying a missing submission policy will not affect previously graded missing submissions. Therefore, the Missing Submission policy should be set up when a course is created prior to creating assignments.
- The Missing Submission policy will not affect submissions in closed grading periods or submissions for concluded enrollments.
- The Missing Submission policy will not be automatically applied to No Submission or On Paper assignments. However, a Missing label can be added in the Grade Detail Tray.
- Enabling a Missing Submission policy in the New Gradebook will remove the option to revert to the old Gradebook.
Open Grades

In Course Navigation, click the Grades link.

Open Gradebook Settings

Click the Settings icon.

View Late Policies

In Gradebook Settings, view the Late Policies tab.
Apply Missing Submission Policy

Click the **Automatically apply grade for missing submissions** checkbox. Selecting this checkbox will automatically apply the grade you set for any missing submissions in the course.

Set Missing Submission Percentage

Set a percentage in the **Missing submission grade** field.
Update Settings

Click the Update button.

View Grades

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Historical Video Assign...</th>
<th>Out of 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View the affected grades in the Gradebook.
In the Grade Detail Tray, you can view details about the submission. When a submission applies to a missing policy, the Grade Detail Tray displays the given grade. To remove the late penalty from a submission, enter a grade in the grade field. Once a grade has been manually assigned, the Missing submission policy will no longer apply.

Please note that manually entering a grade will not remove the Missing label. To remove the Missing label, choose a status other than Missing in the Grade Detail Tray.
How do I apply a Late Submission policy in the New Gradebook?

The Late Submission policy allows you to automatically deduct points on all late submissions. A submission is labeled late when it has been submitted past the due date. Only assignments with a status of Late will be affected by the Late Submission policy. The late policy will be applied to a submission when it is graded.

The Late Submission policy allows you to define a percentage of the total points possible on an assignment that will be deducted for late submissions. Points can be deducted per day or hour the submission is late. For example, if the Deduct field is set to 10%, the interval is selected for Day, and the assignment is worth 10 points, 1 point will be deducted per day. If a submission is 2 days late, and the student is awarded full points, their final grade on the assignment would be 8 points (2 days late x 1 point deduction per day = 2 point Late Penalty).

Additionally, you can define the lowest possible grade that can be given to a student. For example, if the Late Submission policy is set to deduct 10% per day for late submissions, and a student submits 8 days late to an assignment worth 10 points, the student’s grade would be 2 points if they were awarded full credit on the assignment (8 days late x 1 point deducted per day = 8 point Late Penalty). However, if the Lowest grade possible is set to 60%, the student's grade will be adjusted to 6 points.

Notes:

- Setting a Late Submission policy affects all assignments in a course, including assignments with due dates in the past. To exclude a specific assignment, mark the submission as something other than Late in the Grade Detail Tray.
- For the calculation of the Late Penalty, days late will be rounded up to the next whole number. For example, if a student submits 1.3 days late, the Late Penalty will treat the student as 2 days late. This behavior also applies for hour durations.
- Applying a deduction to late submissions will automatically affect any previously graded submissions. Therefore, the Late Submission policy should be set up when a course is created prior to creating assignments.
- The Late Submission policy will not affect submissions in closed grading periods or submissions for concluded enrollments.
- The Late Submission policy will not be automatically applied to No Submission or On Paper assignments. However, a Late label can be added in the Grade Detail tray.
- Enabling a Late Submission policy in the New Gradebook will remove the option to revert to the old Gradebook.
Open Grades

In Course Navigation, click the Grades link.

Open Gradebook Settings

Click the Settings icon.

View Late Policies

In Gradebook Settings, view the Late Policies tab.
Apply Late Submission Policy

Click the **Automatically apply deduction to late submissions** checkbox.

**Note:** Selecting this checkbox will automatically apply the deduction you set for any late submissions in the course that have previously been graded as well as apply to future late submissions you grade.

Set Deduction
To set the percentage you want late submissions to be deducted, set a percentage in the **Deduct** field [1]. Then set the interval for which you would like Canvas to deduct points in the **For each late** drop-down menu [2]. Available interval options are Day or Hour.

**Set Lowest Possible Grade**

- **Automatically apply deduction to late submissions**
  - **Deduct**: 10%
  - **For each late**: Day

- **Lowest possible grade**: 60%

To set the lowest grade a student can be awarded for a late submission, set a percentage in the **Lowest possible grade** field.

**Update Settings**

Click the **Update** button.
View Grades

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>25</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>18</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>20</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
</tr>
</tbody>
</table>

View the affected grades in the Gradebook.
View Grade Detail Tray

In the Grade Detail Tray, you can view details about the student's grade and adjust settings on each student's individual submission.

In the Grade info section [1], you can view or edit the grade you awarded the student for their submission, the late penalty deduction, and the student's final grade on the assignment.

In the Status section [2], you can view how many days late the student submitted the assignment and adjust the amount of days late in the interval field. You can also manually change the submission to a status other than Late, but please note that changing the status will remove any late penalties that had been automatically applied to the student's submission.
If you set a late policy, and then adjust any of the parameters, Canvas will display a warning to notify you that changing the late policy will affect previously graded submissions. To exclude a submission from the late penalty you will have to manually change a submission's status to something other than late in the Grade Detail Tray.
How do I override a student's final grade in the New Gradebook?

The Final Grade Override allows you to enter a final grade for students that is different from the grade automatically calculated by Canvas in the New Gradebook. You can enter a letter grade or a percentage. A letter grade results in the lower bound of the grading scheme. A percentage is retained as the override score.

An override can be applied to final grades in grading periods, but the overridden grades from the grading period will not affect the student's total final course grade.

Students can view the overridden grade in their Grades page. However, students will not know the score has been overridden.

Notes:

- Final Grade Override is currently a course opt-in feature. To enable the final grade override, learn how to manage course features.
- When a grader, such as an instructor or TA, enables the Final Grade Override option, the Override column displays for all graders in the course. Likewise, the Override column will be hidden if disabled by another grader in the course.
- The override column is included in Gradebook exports. However, overridden grades cannot be changed through a Gradebook import.
- If your SIS accepts final grades through grade passback, any entered override grades are included in SIS syncs in place of the calculated final grade.
- After the final grade override feature option has been enabled in a course, both the New Gradebook and Final Grade Override options cannot be disabled.
- Final grade override actions are not recorded in the Grading History page, which only records changes for individual assignments.
- If the student context card feature option is enabled for an account, the student context card displays the override grade for a student.
Open Grades

In Course Navigation, click the Grades link.

Open Gradebook Settings

Click the Settings icon.

Select Final Grade Override

1. Late Policies
2. Advanced
3. Allow final grade override

[Submit Button]
In Gradebook Settings, open the Advanced tab [1] and then click the Allow final grade override checkbox [2]. Click the Update button [3].

Enter Override Grade

<table>
<thead>
<tr>
<th>Total</th>
<th>Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>43.33% F</td>
<td>-</td>
</tr>
<tr>
<td>23.33% F</td>
<td>-</td>
</tr>
<tr>
<td>74.14% C</td>
<td>78</td>
</tr>
<tr>
<td>52.63% F</td>
<td>-</td>
</tr>
</tbody>
</table>

The override column displays at the far right of the Gradebook. Locate the student whose grade you want to override and enter a percentage or a letter grade in the Override column.

To delete an overridden grade, click the grade cell and click the Delete key.
View Override Grade

<table>
<thead>
<tr>
<th>Total</th>
<th>Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>43.33% F</td>
<td></td>
</tr>
<tr>
<td>23.33% F</td>
<td></td>
</tr>
<tr>
<td>74.14% C</td>
<td>C+</td>
</tr>
<tr>
<td>52.63% F</td>
<td></td>
</tr>
</tbody>
</table>

View the overridden grade.
How do I leave comments for students in the New Gradebook?

If you want to leave simple feedback for your students, you can leave a text comment directly from the Gradebook.

Open Gradebook

In Course Navigation, click the Grades link.
Open Grade Detail Tray

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Assignment</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>Historical Video Assign...</td>
<td>F</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
<td>25/25</td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Locate the student name and assignment where you want to leave a comment. Click the Gradebook cell and click the Grade Detail Tray icon.
Add Comment

Type your comment in the Comments field [1] and click the Submit button [2].
View Comment

Where there is more than one comment for an assignment, comments will be listed in chronological order with the oldest comments appearing at the top and the newer comments appearing near the bottom [1].

To delete your comment, click the Delete icon [2].
Edit Comment

To edit your comment, click the Edit icon [1] and make your edits in the comment box [2]. When you have finished editing your comment, click the Submit button [3]. The time stamp of the edited comment will indicate the comment has been edited [4].
How do I import grades in the New Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook. New assignments will automatically be published in your course. If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your Gradebook changes (e.g., Excel).

If you don't want to create a new CSV file, you can always download the CSV from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.

If you create a column for a new assignment, Canvas will ask how you want to import the assignment. New assignments upload with the following settings:

- Assignment Group: Assignments
- Submission Type: No submission
- Due date for: Everyone

Notes:

- The Gradebook CSV file downloads complete/incomplete assignments as full or no credit (e.g. for a 10-point assignment, 10 or 0). Scores with full or partial credit upload as a complete assignment; scores with zero upload as an incomplete assignment.
- CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status or comments.
- Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment's grading scheme.
- All changes made to non-read-only columns are included in the upload. However, read-only columns are automatically ignored in the upload.
- When multiple grading periods is enabled, CSV file uploads cannot create new assignments. Currently new assignments must be created in the Canvas interface. Additionally, CSV files are verified against grading period close dates; grades cannot be changed for any assignment in a closed grading period.
- An upload will not recognize assignments named Current Score, Current Points, Final Score, Final Points, or Final Grade.
- To upload changes to the Gradebook with student or assignment names containing special characters, please ensure the file is saved as a UTF-8 CSV.
View Example CSV File

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>SIS User ID*</th>
<th>SIS Login ID*</th>
<th>Section</th>
<th>Existing Assignment (ID)</th>
<th>New Assignment</th>
<th>Current Score (entire course)</th>
<th>Final Score (entire course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John</td>
<td>12345</td>
<td></td>
<td></td>
<td>Section 2</td>
<td>46</td>
<td>8</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>King, Ben</td>
<td>12346</td>
<td></td>
<td></td>
<td>Section 3</td>
<td>34</td>
<td>6</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>12347</td>
<td></td>
<td></td>
<td>Section 2</td>
<td>38</td>
<td>5</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Boona, Emily</td>
<td>12348</td>
<td></td>
<td></td>
<td>Section 1</td>
<td>40</td>
<td>4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Wilson, Jack</td>
<td>12349</td>
<td></td>
<td></td>
<td>Section 1</td>
<td>44</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For new files, save the file as Grades-Course_Name.csv.

Required columns and order

- Student Name
- Student ID
- SIS User ID (only required if you use SIS)
- SIS Login ID (only required if you use SIS)
- Section
- Assignment (this can be for an existing assignment or a new assignment; retain IDs for existing assignments)
Open Gradebook

In Course Navigation, click the Grades link.
Upload Scores

Click the Actions menu [1] and then click the Import button [2].

Choose File

Choose a CSV file to upload:

Choose File No file chosen

Click the Choose File or Browse button (depending on your browser).
Open File

Locate the CSV file [1] then click the **Open** button [2].

Upload Data

Click the **Upload Data** button.
Upload New Data

If you add a new column to the CSV file and then upload the file, Canvas will ask you what you want to do with the new column. In the drop-down menu, choose the **A new assignment** option [1]. Then assign the number of points possible [2]. Click the **Continue** button [3].

**Note:** When multiple grading periods is enabled, CSV file uploads cannot create new assignments.
Save Changes

Upload Gradebook: History 101

<table>
<thead>
<tr>
<th>Student</th>
<th>Constitution Review From</th>
<th>To</th>
<th>Declaration of Independence Topic D... From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td></td>
<td></td>
<td>9.2</td>
<td>3.7</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td></td>
<td></td>
<td>EX</td>
<td>EX</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: You uploaded some assignments that had no grade changes detected. They have been hidden.

Review the changes made to your Gradebook [1].

If you upload assignments with no grade changes, they will be hidden from the upload.

Click the Save Changes button [2].
View Updated Gradebook

<table>
<thead>
<tr>
<th>Student Name</th>
<th>View</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constitution Review</td>
<td>View</td>
<td>Actions</td>
</tr>
<tr>
<td>Out of 10</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Emily Boone</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

View the updated data in the Gradebook.
How do I publish final grades for a moderated assignment in the New Gradebook?

A moderated assignment supports up to two provisional grades and one moderator grade. However, provisional grades are not included in the Gradebook and are only visible to moderators. Students cannot view any comments or grades until the grade is published. You can either select grades directly in the Moderate page or you can select grades when reviewing the moderated assignment submission and comments.

**Note:** Once a grade is published, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.

Open Assignments

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

Search for Assignment

+ Group + Assignment

Assignments

30% of Total 1 Rule

Moderated Assignment
20 pts

A Closer Look: The United States Constitution Written Response 1
Articles of Confederation and the Constitution Module | Available until Apr 19 |
Due Feb 5 at 5:29pm | 20 pts

Click the title of the assignment.
Open Moderate Page

Click the Moderate button.

**Note:** Your assignment must be published before you can add students to the moderation set.
Confirm Final Grades

Select students for review

<table>
<thead>
<tr>
<th>Student</th>
<th>1st Reviewer</th>
<th>2nd Reviewer</th>
<th>Moderator</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nora Sanderson</td>
<td>22</td>
<td>23</td>
<td>SpeedGrader</td>
<td>22</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>20</td>
<td>24</td>
<td>SpeedGrader</td>
<td>24</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>18</td>
<td>24</td>
<td>SpeedGrader</td>
<td>24</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>24</td>
<td>23</td>
<td>SpeedGrader</td>
<td>24</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>25</td>
<td>24</td>
<td>SpeedGrader</td>
<td>25</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>19</td>
<td>23</td>
<td>SpeedGrader</td>
<td>23</td>
</tr>
<tr>
<td>Emily Boone</td>
<td>22</td>
<td>22</td>
<td>SpeedGrader</td>
<td>22</td>
</tr>
</tbody>
</table>

Confirm each student has a final grade in the Grade column.

If a student does not yet have a final grade, you can apply a grade by locating the grade and clicking the grade's radio button. You can also review the moderated assignment in SpeedGrader.

Post Grades

When you are ready to publish grades, click the Post button.

**Note:** Once a grade is published, the grade in the Moderate page cannot be changed; all content is considered read-only for historical reference. However, grades can still be changed in the Gradebook.
Confirm Grades

Are you sure you want to do this? It cannot be undone and will override existing grades in the gradebook.

Canvas confirms you want to publish grades to the Gradebook. To continue, click the OK button.

View Posted Grades

Canvas confirms grades were posted to the Gradebook. Grades in the Moderate page cannot be changed.
How do I view the history of all grading changes in the New Gradebook?

You can view the history of all Gradebook changes in your course using the Gradebook History page. Gradebook History is a read-only log that allows you to see who graded each assignment. Options are available to filter grading history by student, grader, assignment, and date.

For quizzes, you can view historical data for any regraded quizzes.

**Note:** Gradebook history displays changes made within the last 365 days.

Open Grades

- Home
- Assignments
- Announcements
- Discussions
- Grades
- People
- Pages

In Course Navigation, click the Grades link.
View Grading History

Click the Gradebook menu [1] and select the Gradebook History... link [2].
View Gradebook History

The Gradebook History page displays recent grade changes in the course. Each grade change lists the date of the change [1], the student whose grade was changed [2], the grader who changed the grade [3], and the assignment where the grade was changed [4].

Additionally, you can view a summary of the grade before it was changed [5], after it was changed [6], and the current grade for the assignment [7].

**Note:** If you are grading in a course where you can only interact with users in your same section, the Gradebook history page will only display results for users within your same section.
View Anonymous Assignments in Gradebook History

Any grade changes related to an anonymously graded assignment do not include student names in the search results [1].

If the anonymous grading option is removed from the assignment at a later time, the Gradebook History page displays an icon showing that the assignment was previously graded anonymously [2].

View Filters

If you want to locate a specific grade change, you can filter grading history by student [1], grader [2], assignment [3], and start or end date [4].
### Filter by Name

To filter grading history by student, grader, or assignment, start typing the name in the search filter. [1] Canvas will automatically populate matching names. Select the name from the results [2].

<table>
<thead>
<tr>
<th>Date</th>
<th>Student</th>
<th>Grade</th>
<th>Assignment</th>
<th>Start Date</th>
<th>Before</th>
<th>After</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 17, 2018 at 2:14pm</td>
<td>Jessica Doe</td>
<td>Doug Roberts</td>
<td>A Closer Look: The United States Constitution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 17, 2018 at 1:50pm</td>
<td>Bruce Jones</td>
<td>Doug Roberts</td>
<td>Written Response 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Filter by Date

If you also want to filter grading history by start or end date, click the date field [1] and then select a date from the calendar [2].

<table>
<thead>
<tr>
<th>Date</th>
<th>Student</th>
<th>Grade</th>
<th>Assignment</th>
<th>Start Date</th>
<th>Before</th>
<th>After</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 17, 2018 at 2:14pm</td>
<td>Jessica Doe</td>
<td>Doug Roberts</td>
<td>A Closer Look: R</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 17, 2018 at 1:50pm</td>
<td>Bruce Jones</td>
<td>Doug Roberts</td>
<td>Historical Video Assignment</td>
<td>15/25</td>
<td>19/25</td>
<td>19/25</td>
<td></td>
</tr>
<tr>
<td>Jan 17, 2018 at 1:50pm</td>
<td>Bruce Jones</td>
<td>Doug Roberts</td>
<td>Historical Video Assignment</td>
<td>15/25</td>
<td>19/25</td>
<td>19/25</td>
<td></td>
</tr>
</tbody>
</table>
Apply Filter

<table>
<thead>
<tr>
<th>Gradebook History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student</strong></td>
</tr>
<tr>
<td>▼</td>
</tr>
<tr>
<td>▼</td>
</tr>
</tbody>
</table>

To apply your specified filters, click the Filter button.
How do I view a student's Grades page in a course from the New Gradebook?

As an instructor, you can access the Grades page for a student in your course. This Grades page shows you how a student views his or her grades in the course and also allows you to add individual comments to group submission assignments. You can choose to restrict options in the grades page to students, such as hiding grade summary totals and grade distribution graphs.

You can also view the grades page for a generic student in Student View.

Notes:
- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by muted assignments, outstanding manually graded quiz questions, weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.
- Student Grades can also be viewed from a student's user details page.

Open Grades

In Course Navigation, click the Grades link.
Access Grades via Student Name

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>Historical Video Assign... Out of 25</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>22</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>25</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>19</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>20</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
</tr>
</tbody>
</table>

Click the name of the student.
If your institution has enabled the student context cards feature option for your entire account, you can view the context card for a student by clicking the student’s name. To view a student’s grades page from the context card, click the Grades button.

**Note:** If this feature is not available, your institution has not enabled student context cards.
Access Grades via Grade Detail Tray

You can also access the student's grades page from the Grade Detail Tray. Click the assignment cell for a student and click the Grade Detail Tray icon [1]. Then click the name of the student [2].
View Student Grades

In the Grades page, you can see how a student views their grades in the course. Students can view the name of the assignment [1], the due date [2], the assignment status [3], the score or assignment submission type [4], the total number of points for the assignment [5], and any comments [6] and rubrics [7].

If allowed, the student can view distribution graphs in the assignment scoring details [8], as well as his or her total grade and assignment groups in the course.

Notes:

- The student's grades shown in the Grades page may vary from the grades shown in the Gradebook. The student's Grades page is affected by muted assignments, outstanding manually graded quiz questions, weighted assignment groups, and weighted grading periods. The Gradebook always contains the most current and accurate information about a student's current grade.

- When your course includes grading periods, the student Grades sidebar displays assignment groups when an individual grading period is being viewed. However, groups only display if the groups are active as part of the selected grading period. An assignment group displays if the group has at least one assignment due for the student in the selected grading period.

- When grading periods are weighted and the All Grading Periods option is selected, the sidebar displays the weights of each grading period.
View Assignment Details

<table>
<thead>
<tr>
<th>Assignment Details</th>
<th>Due Date</th>
<th>Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road to Revolution: Patriotism or Treason</td>
<td>Oct 31 by 11:59pm</td>
<td>10 (A)</td>
<td></td>
</tr>
<tr>
<td>The Articles of Confederation and the Constitution Quiz</td>
<td>Nov 1 by 11:59pm</td>
<td>9</td>
<td>MISSING</td>
</tr>
<tr>
<td>Declaration of Independence Topic Discussion</td>
<td>Nov 2 by 3pm</td>
<td>X</td>
<td>10</td>
</tr>
</tbody>
</table>

You can also view assignment details, preview assignments, and view feedback the same way a student experiences assignments in Canvas. The assignment details page is also where a student views any annotated feedback you may add to an assignment.

To view submission details, click the name of the group assignment.

View Group Assignment Comments

Submission Details

Group Assignment
Emily Boone submitted Jan 18 at 8:52am

Good job on the assignment!
Doug Roberts, Jan 16 at 2:45pm

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

Save
For group assignments, the submission details page may include individual comments added to a group assignment.

By default, group assignments that award the same grade to all group members do not display any individual comments when grading group assignments in SpeedGrader. Likewise in SpeedGrader, you cannot add comments for an individual user in a group assignment.

However, the assignment details page allows you to leave individual comments for the student in group assignments where all members get the same grade. To reply to the student (and not all group members), do not select the **Send Comment to the Whole Group** checkbox.

Individual comments also appear in the Submission Comments filter in Conversations.
How do I export grades in the New Gradebook?

You can export scores from the Gradebook and download them to your computer as a CSV file.

**Notes about CSV files:**

- Some columns that appear in the CSV file are read-only columns calculated by rules or percentages set in Canvas. Any changes made to these columns will be ignored when you re-upload the file to your course.
- When a grading period filter is applied in the New Gradebook, the export displays the filtered grading period results.
- For assignment group columns, changes made to assignment scores will automatically be included in the assignment group calculation in the Gradebook.
- The Total Score displayed in the Gradebook reflects each student’s score at the time of viewing, taking into account whether the instructor has muted assignments, assignment due dates, etc. The CSV download includes read-only columns for current and final scores. Current score reflects the total while ignoring unsubmitted assignments, and the final score counts unsubmitted assignments as zero. Muted assignments are unposted grades and shown in separate columns for unposted current score and unposted final score, respectively.
- If a student has submitted an assignment multiple times, the CSV file only accounts for the most recent submission.
- Concluded and inactive enrollments are not included in the CSV file unless their respective option, [Show Concluded Enrollments](#) or [Show Inactive Enrollments](#), is enabled in the Gradebook Settings menu.
- Complete/incomplete assignments are shown as full or no credit (e.g. for a 10-point assignment, 10 or 0).
- If you have the Final Grade Override option enabled in your course, the Gradebook export will include the override grade. However, overridden grades cannot be changed through a Gradebook import.
Open Grades

In Course Navigation, click the Grades link.
Export Scores

Click the Actions menu [1], then click the Export link [2].

When the export is completed, Canvas will download the CSV file automatically to your computer.
If you navigate away from the page during the export, the CSV file will appear as a previous download in the Actions menu so it can be downloaded again. The Gradebook will show the date and time you requested the export.

If you made changes to the Gradebook after exporting a file and want to export a new file, click the Export link again.

**Note**: Gradebook export files include the date and time of the download to differentiate between multiple exports. The export filename format is YYYY-MM-DDTHHMM, followed by the course name.

**Edit Scores**

Edit the scores in Microsoft Excel. Make sure to save the file as a CSV file type.
Once you have made changes, you can upload it to your course.

View Read-Only Columns

The CSV download includes read-only columns displaying current and final scores. These columns display for each assignment group in a course and for final course grades.

1. **Current Score**: Reflects scores for submitted, unmuted assignments
2. **Unposted Current Score**: Reflects scores for submitted and muted assignments but excludes unsubmitted assignment scores
3. **Final Score**: Reflects overall score including unsubmitted assignments as zero but excluding muted assignments
4. **Unposted Final Score**: Reflects total score, including unsubmitted assignments as zero and muted assignments
5. **Current Grade**: Reflects course grade based on submitted, unmuted assignments
6. **Unposted Current Grade**: Reflects course grade based on submitted and muted assignments but excludes unsubmitted assignment scores
7. **Final Grade**: Reflects course grade including unsubmitted assignments as zero but excluding muted assignments
8. **Unposted Final Grade**: Reflects overall course grade, including unsubmitted assignments as zero and muted assignments

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>SIS User ID</th>
<th>SIS Login ID</th>
<th>Section</th>
<th>Points Possible</th>
<th>1: Current Score</th>
<th>2: Unposted Current Score</th>
<th>3: Final Score</th>
<th>4: Unposted Final Score</th>
<th>5: Current Grade</th>
<th>6: Unposted Current Grade</th>
<th>7: Final Grade</th>
<th>8: Unposted Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>350</td>
<td>emily.boone</td>
<td>emily.boone: History 101</td>
<td>56.21</td>
<td>54.5</td>
<td>15.14</td>
<td>17.92</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>172</td>
<td>jessica.doe</td>
<td>jessica.doe: History 101</td>
<td>98</td>
<td>96.67</td>
<td>16.11</td>
<td>18.89</td>
<td>A</td>
<td>A</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>168</td>
<td>max.johnson</td>
<td>max.johnson: History 101</td>
<td>95.29</td>
<td>96.36</td>
<td>15.42</td>
<td>18.89</td>
<td>A</td>
<td>A</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>159</td>
<td>b.jones</td>
<td>b.jones: History 101</td>
<td>81.33</td>
<td>80</td>
<td>10.56</td>
<td>13.06</td>
<td>B</td>
<td>B</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Rogers</td>
<td>167</td>
<td>joe.rogers</td>
<td>joe.rogers: History 101</td>
<td>94</td>
<td>92.2</td>
<td>12.14</td>
<td>18.61</td>
<td>A</td>
<td>A</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nora Sanders</td>
<td>38</td>
<td>norasanders</td>
<td>norasanders: History 101</td>
<td>85.33</td>
<td>84</td>
<td>12.61</td>
<td>16.02</td>
<td>B</td>
<td>B</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>40</td>
<td>janesmith</td>
<td>janesmith: History 101</td>
<td>94.67</td>
<td>92.63</td>
<td>15</td>
<td>18.41</td>
<td>A-</td>
<td>A-</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>425</td>
<td>555d55d6ee3</td>
<td>History 101</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How do I sync grades to Banner in the New Gradebook?

If your institution is using Banner as a Student Information System (SIS), you can use the Gradebook to pass final grades back to Banner. Banner must be preconfigured for your account to use this feature. Additionally, a course grading scheme must be enabled to publish letter grades.

When grades are sent, Canvas will immediately initiate the grades transfer, but you may need to wait a few minutes before data appears in Banner.

Grades can be re-published with new grade values to Banner until the grades are rolled.

**Note:** If the Publish Grades to SIS option is not available to you, please contact your Canvas administrator.

Open Grades

In Course Navigation, click the Grades link.
Verify Grades

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>94.74% A</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>96.84% A</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>97.89% A</td>
</tr>
<tr>
<td>Nora Sanderson</td>
<td>87.14% B+</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>81.43% B-</td>
</tr>
</tbody>
</table>

Ensure letter grades are correct in the Gradebook Total column by reviewing all assignments and grades in the Gradebook before exporting.

Notes:

- Canvas will publish the Final Grade to Banner, meaning any ungraded assignments with a point value will be calculated as zero. The Gradebook does not display a Final Grade column.
- Muted assignments will not be included in the grades passed to Banner. Verify all assignments are unmuted before publishing the Final Grade.
Export Gradebook

If you want to confirm grades in the CSV file, click the Export link [1]. After opening the CSV file, double check the Final Grade column [2]. If the Final Grade is inaccurate, review the Gradebook for ungraded assignments or missing grades and repeat the previous steps.
Sync Grades to SIS

Click the Actions menu [1] and select the Sync to Post Grades link [2].

Sync Grades to SIS

In the Course Settings Grade Syncing tab, click the Sync grades to SIS button.
Confirm Sync

Are you sure you want to sync these grades to the student information system? You should only do this if all your grades have been finalized.

- [ ] Cancel
- [X] OK

Click the OK button.

When grades are synced, Canvas will immediately initiate the grades transfer, but you may need to wait a few minutes before data appears in Banner. Once you receive the confirmation email, verify students received the correct grade.

Open Monitoring and Reporting

In Course Navigation, click the Monitoring and Reporting link.

Note: Depending on when your SIS was implemented, the Monitoring and Reporting link may be named Grade Sync.
View Sync Status

View the status of the sync request. In the search field [1], you can search for a specific sync request.

You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page [2].

Each status type displays the number of sync requests for each status [3]. To filter by a specific status type, click the name of the status.
How do I sync grades to PowerTeacher Pro in PowerSchool in the New Gradebook?

If your institution is using the PowerTeacher Pro gradebook in PowerSchool as a student information system (SIS), you can use the Canvas Gradebook to pass grades back to PowerSchool. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

Unlike the legacy PowerTeacher gradebook, PowerTeacher Pro does not validate any assignments in the Grades page as validations for assignment names and dates are part of the assignment setup process.

In Canvas, your institution may be using one of two Gradebook views: the standard Gradebook or the New Gradebook.

Notes:
- This integration requires prior configuration in Canvas. For assistance, please contact your Canvas admin.
- PowerSchool requires specific setup procedures before you can post grades. Depending on how assignments are assigned to students, some grades may not be able to be passed back to PowerSchool. For PowerSchool details and troubleshooting tips, view the PowerTeacher Pro Gradebook Instructor Help document in the Canvas Community.

Open Grades

In Course Navigation, click the Grades link.
Sync Grades

Click the Actions menu [1] and then click the Sync to Post Grades link [2].

Sync Now

Click the Sync Now button.
Open Monitoring and Reporting

In Course Navigation, click the Monitoring and Reporting link.

Note: Depending on when your SIS was implemented, the Monitoring and Reporting link may be named Grade Sync.

View Reporting Tab

The Sync Status page defaults to the Reporting tab, where you can view the status of the sync request.

In the search field [1], you can search for a specific sync request by course, section, or user SIS ID.

You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page [2]. You can filter syncs by Cancelled, Errors, Failed, In Progress, In Queue, and Success.
Each status type displays the number of sync requests for each status [3]. To filter by a specific status type, click the name of the status.

**View Sync Tab**

- **Reporting**
- **Sync**

Run a bulk grade passback request for this course

Submit [2]

Scheduled Daily Sync [3]

*Sync will run daily between 12 to 7 AM MST*

Save [4]

To manage grade passback options, click the **Sync** tab [1].

To run a bulk grade passback for all grades in your course, click the **Submit** button [2]. Running a bulk grade passback sends every grade in the gradebook to your SIS. This option can be used if you notice a discrepancy between your Canvas and PowerTeacher gradebooks.

To schedule a sync to run daily, select the **Scheduled Daily Sync** checkbox [3]. This option sends any new grades that were updated for assignments set to sync to SIS. To save your daily sync setting, click the **Save** button [4].
How do I sync grades to the legacy PowerTeacher gradebook in PowerSchool in the New Gradebook?

If your institution is using the legacy PowerTeacher gradebook in PowerSchool as a student information system (SIS), you can use the Canvas Gradebook to pass grades back to PowerSchool. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

View the [PowerSchool integration video](#).

Notes:

- This integration requires the Post Grades to SIS feature option. Learn how to manage course features.
- PowerSchool requires specific setup procedures before you can post grades. Depending on how assignments are assigned to students, some grades may not be able to be passed back to PowerSchool. For PowerSchool details and troubleshooting tips, view the [Legacy PowerTeacher Gradebook Instructor Help document](#) in the Canvas Community.

Open Grades

In Course Navigation, click the **Grades** link.
Sync Grades

Click the Actions menu [1] and then click the Sync to Post Grades link [2].
Ignore Errors

Canvas notifies you if there are any errors with your submission [1]. Errors usually occur because of a duplicate assignment name, the assignment is missing a due date, or both.

A red dot displays next to the error(s).

To ignore the error(s), click the Ignore These button [2].
Correct Errors

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: Response 1</td>
<td>Jun 1, 2017 at 11:59pm</td>
</tr>
<tr>
<td>A Closer Look: Response 2</td>
<td>Aug 18, 2017 at 11:59pm</td>
</tr>
<tr>
<td>Historical Video Assignment</td>
<td>Jul 14, 2017</td>
</tr>
<tr>
<td>Patriotism or Treason?</td>
<td>Jul 14, 2017 at 11:59pm</td>
</tr>
</tbody>
</table>

If you want to correct the error(s), update the error field(s) as appropriate.

Once the Gradebook no longer contains assignment errors, click the Continue button.
Sync Grades

Canvas displays the number of assignments that will be sent to PowerSchool. Click the Sync Grades button.

**Note:** It may take a few minutes for data to appear in PowerSchool.

Open Monitoring and Reporting

In Course Navigation, click the Monitoring and Reporting link.
Note: Depending on when your SIS was implemented, the Monitoring and Reporting link may be named Grade Sync.

View Reporting Tab

The Sync Status page defaults to the Reporting tab, where you can view the status of the sync request.

In the search field [1], you can search for a specific sync request by course, section, or user SIS ID.

You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page [2]. You can filter syncs by Cancelled, Errors, Failed, In Progress, In Queue, and Success.

Each status type displays the number of sync requests for each status [3]. To filter by a specific status type, click the name of the status.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course SIS ID</th>
<th>Requested By</th>
<th>Requested Date</th>
<th>Post Date</th>
<th>Retried Date</th>
<th>Request Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Statistics</td>
<td>~994_100</td>
<td>Oxana Jurovec</td>
<td>07/30/18 12:01PM</td>
<td>07/30/18 12:01PM</td>
<td></td>
<td>Assignment Grades</td>
<td>✔️</td>
</tr>
<tr>
<td>AP Statistics</td>
<td>~994_100</td>
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<td>07/29/18 12:01PM</td>
<td>07/29/18 12:01PM</td>
<td></td>
<td>Assignment Grades</td>
<td>✔️</td>
</tr>
</tbody>
</table>
View Sync Tab

To manage grade passback options, click the **Sync** tab [1].

To run a bulk grade passback for all grades in your course, click the **Submit** button [2]. Running a bulk grade passback sends every grade in the gradebook to your SIS. This option can be used if you notice a discrepancy between your Canvas and PowerTeacher gradebooks.

To schedule a sync to run daily, select the **Scheduled Daily Sync** checkbox [3]. This option sends any new grades that were updated for assignments set to sync to SIS. To save your daily sync setting, click the **Save** button [4].
How do I sync grades to Infinite Campus in the New Gradebook?

If your institution is using the Infinite Campus gradebook as a student information system (SIS), you can use the Canvas Gradebook to pass grades back to Infinite Campus. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

Infinite Campus does not validate any assignments in the Grades page as validations for assignment names and dates are part of the assignment setup process.

Infinite Campus requires specific setup procedures to properly post grades for assignments. For details and troubleshooting tips, please view the Instructor Help: Canvas and Infinite Campus document in the Community.

Notes:

- This integration requires prior configuration in Canvas. For assistance, please contact your Canvas admin.

Open Grades

In Course Navigation, click the Grades link.
Sync Grades

Click the Actions menu [1] and then click the Sync to Infinite Campus link [2].

Sync Now

Are you sure you want to sync your grades with InfiniteCampus GPB Test at this time?

Click the Sync Now button.
Confirm Sync

We have received your request to synchronize grades. After the grades are processed, you should see them in InfiniteCampus GPB Test.

Confirm that your request was received to sync grades with Infinite Campus.

Open Monitoring and Reporting

In Course Navigation, click the Monitoring and Reporting link.

Note: Depending on when your SIS was implemented, the Monitoring and Reporting link may be named Grade Sync.
View Reporting Tab

The Sync Status page defaults to the Reporting tab, where you can view the status of the sync request.

In the search field [1], you can search for a specific sync request by course, section, or user SIS ID.

You can also filter by status. By default, the Everything status is selected, which displays all sync results in the page [2]. You can filter syncs by Cancelled, Errors, Failed, In Progress, In Queue, and Success.

Each status type displays the number of sync requests for each status [3]. To filter by a specific status type, click the name of the status.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course SIS ID</th>
<th>Requested By</th>
<th>Requested Date</th>
<th>Post Date</th>
<th>Retried Date</th>
<th>Request Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Statistics</td>
<td>-904_100</td>
<td>Oksana Jurasevic</td>
<td>07/30/18 12:01PM</td>
<td>07/30/18 12:01PM</td>
<td></td>
<td>Assignment Grades</td>
<td>✔️  ✔️</td>
</tr>
<tr>
<td>AP Statistics</td>
<td>-904_100</td>
<td>Oksana Jurasevic</td>
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<td></td>
<td>Assignment Grades</td>
<td>✔️  ✔️</td>
</tr>
</tbody>
</table>
View Sync Tab

To manage grade passback options, click the **Sync** tab [1].

To run a bulk grade passback for all grades in your course, click the **Submit** button [2]. Running a bulk grade passback sends every grade in the gradebook to your SIS. This option can be used if you notice a discrepancy between your Canvas and Infinite Campus gradebooks.

To schedule a sync to run daily, select the **Scheduled Daily Sync** checkbox [3]. This option sends any new grades that were updated for assignments set to sync to SIS. To save your daily sync setting, click the **Save** button [4].
How do I sync grades to Skyward in the New Gradebook?

If your institution is using Skyward as a Student Information System (SIS), you can use the Gradebook to pass final grades back to Skyward. Grades are passed back if an assignment is specifically included as part of the grades transfer. You can include grades for assignments, graded discussions, and quizzes on a per-assignment basis.

To pass back assignments, an assignment group must match a grading category in Skyward. You can also pass back individual sections instead of the entire course.

When grades are sent, Canvas will immediately initiate the grades transfer, but you may need to wait a few minutes before data appears in Skyward.

**Note:** Skyward requires specific setup procedures before you can post grades. Depending on how assignments are assigned to students, some grades may not be able to be passed back to Skyward. For Skyward details and troubleshooting tips, view the [Skyward Instructor Help document](https://community.canvaslms.com/docs/DOC-12345) in the Canvas Community.

---

**Open Grades**

In Course Navigation, click the **Grades** link.
Sync Grades

Click the Actions menu [1] and then click the Sync to Post Grades link [2].

The name of the button may differ for each institution, but the button is located in the Actions menu and matches the name of the Skyward LTI Tool. You can view the name of the tool by viewing the Configured Apps in Course Settings.

Select Section

By default, Skyward shows assignments for all sections. To select a specific section, find the section in the Section drop-down menu.
Exclude Errors

Canvas will notify you if there are any errors with your submission.

A warning icon will display next to the error(s) with a description of the specific error [1].

To correct the error(s), click the Edit icon [2] next to the assignment. Then return to the Gradebook.

To exclude the assignment from the grades sync, click the Exclude link [3].

To exclude all assignments with errors, click the Exclude All button [4].
Sync Grades

Canvas will confirm the number of assignments that will be sent to Skyward. Click the Continue button.

View Confirmation

Success! We have received your request to post grades. After the grades are processed, you should see them in your SIS gradebook.

View the confirmation message.

It may take a few minutes for data to appear in Skyward.
How do I use the Learning Mastery Gradebook to view outcome results in a course from the New Gradebook?

The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students.

The default view in the Learning Mastery Gradebook is to view all students at the same time, but you can also view students individually using Learning Mastery Gradebook Individual View.

Note: The Learning Mastery Gradebook is currently a course opt-in feature. To enable this gradebook, visit the Feature Options tab in Course Settings.

Open Grades

- Home
- Assignments
- Announcements
- Discussions
- Grades
- People
- Pages

In Course Navigation, click the Grades link.
Click the **Gradebook** menu [1], then click the **Learning Mastery** link [2].

**View Learning Mastery Gradebook**
The Learning Mastery Gradebook is organized like the assignments gradebook with the student names and sections on the left [1]. Similar to the assignments gradebook, you can click a student's name to link to their Grades page. Each column consists of a course outcome and the outcome grade for each student [2]. Also like the assignments gradebook, the columns can be sorted, resized, and reordered. Click an outcome column heading to sort the outcome by student name [3].

The Learning Mastery Gradebook also contains a sidebar that shows the outcome levels for the course [4]. The sidebar can be minimized and expanded by toggling the gray arrow icon at the top of the sidebar. You can filter outcomes or students that have no outcome results [5]. You can also export a report of student outcomes [6].

The Learning Mastery Gradebook displays 20 students per page. Use the numbered page navigation buttons to view additional students on other pages [7].

**Note:** The Hide outcomes and Hide students filters persist for the course while using the same web browser.

**Switch to Individual View**

The Gradebook has two views. The **Default Gradebook** allows you to see all students and outcomes at the same time. **Individual View** allows instructors to assess one student and one outcome at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings. You can switch Gradebook views at any time.

Learn more about the [Learning Mastery Gradebook Individual View](#).
Individual student scores within each outcome are based on outcome values. The first number indicates the score the student earned. The second number indicates the mastery threshold, which is the minimum the students need to achieve mastery for the outcome. For instance, if a student earns a score of 5/3, the student has earned 2 points above the base mastery threshold of 3 points. If a student achieves a score of 1/3, the student has not achieved enough points to reach the mastery threshold.
Hover over the outcome title to view a breakdown of a specific outcome. The circle graph shows how the individual student scores were divided into the outcomes criterion ratings.
**View Course Mastery Levels**

Scores are color-coded to show outcomes and the level attained by each student: exceeds mastery (dark green) meets mastery (light green), near mastery (yellow), and well below mastery (red). Toggle the boxes in the sidebar to filter scores for a specific level.

Score levels are calculated based on half of the outcome mastery threshold. For example, if the mastery threshold is 3 points, half of 3 is 1.5. Scores between 1.6 and 2.9 are counted near mastery, while scores less than 1.5 are considered remedial. Therefore, a student score of 2/3 would be above 1.5 and count as near mastery.
View Course Statistics

Outcome statistics for the entire course or a course section can be viewed according to course average, course median, or course mode. Select the preferred statistic from the drop-down menu next to the score indicator for each outcome.

The course average is calculated by adding all the earned scores then dividing the total of the mastery scores. The course mode is calculated by finding the score that occurs most often. The course median is calculated by sorting the scores in ascending order, then finding the middle score. These course statistics also display color-coded level results based on the outcome results.

Note: If an outcome is aligned to multiple items, the gradebook statistics will always generate from the student’s highest outcome score within that course.
Export Report

Click the All Sections drop-down menu [1] to view by section. Click the export report link [2] to download a CSV file of the Learning Mastery Gradebook.

View Report

The student learning outcomes report will include the following columns in the CSV file:

- Student Name
- Student ID
- [Outcome] result
- [Outcome] mastery points

**Note:** All learning outcomes in the Learning Mastery Gradebook will be included in the report.

### Student View

On the Student Grades page, you can choose to let each student see his or her outcome scores by clicking the Learning Mastery tab. Students can view the outcomes and expand them to view individual outcome items.

To show students their outcome scores, visit Course Settings and open the Feature Options tab. Then enable the Student Learning Mastery Gradebook Feature Option.

**Note:** Outcome names are the same as in the Learning Mastery Gradebook unless you create a custom name for the student view. Learn to create custom Outcome names.
How do I view outcomes or student results individually in the Learning Mastery Gradebook from the New Gradebook?

The Learning Mastery Gradebook Individual View allows instructors to assess one student and one outcome at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and outcome and contains all the same settings that are available in the Learning Mastery Gradebook Default View (the view that shows all students in a course).

If you are not familiar with the settings and other options in the Learning Mastery Gradebook, click the feature links throughout this lesson to learn more about how the feature works in Default View.

Like all Gradebook tabs, Individual View is persistent. Therefore, once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to Default View.

Open Gradebook

In Course Navigation, click the Grades link.
Switch to Individual View

Click the Learning Mastery menu [1] and then click the Individual View... link [2].

Select a Section

In the section drop-down menu, select the section you want to view.
To hide student names in the Gradebook Individual View, select the **Hide Student Names** checkbox [1]. To download scores in a CSV file, click the **Download Results (.csv)** button [2].
Select Student

In the Student drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the **Next Student** button [2].

Remember, student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.
Select Outcome

Content Selection

Select a student
No Student Selected

Previous Student  Next Student

Select an outcome
No Outcome Selected

Previous Outcome  Next Outcome

In the Assignment drop-down menu [1], select the outcome you want to view. If you want to view the first outcome in your course, click the Next Outcome button [2].
View Gradebook Information

Result

Result for: 1.1.c
Current Mastery Score: 1.8 out of 3

Student Information

Jessica Doe
Secondary ID: jessica.doe.canvas@gmail.com
Sections: History 101, History 101 - TTH

Outcome Information

1.1.c

Calculation Method: highest
Example: Mastery score reflects the highest score of a graded assignment or quiz.
- Item scores: 1, 4, 2, 3
- Final score: 4

Total results: 10

<table>
<thead>
<tr>
<th>Average Score</th>
<th>High Score</th>
<th>Low Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.92</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

Once you select a student and an outcome, the Result, Student Information, and Outcome Information will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.
View Next Student or Outcome

Content Selection

Select a student

Johnson, Max

Previous Student

Next Student

1

Select an outcome

1.1.d

Previous Outcome

Next Outcome

2

To view the next student, click the **Next Student** button [1].

To view the next outcome, click the **Next Outcome** button [2].

You can always select individual students and/or outcomes by clicking each respective drop-down menu.

Switch Gradebooks

Gradebook: Individual View

*Note: Grades and notes will be saved automatically after moving out of the field.*

To switch to the Default Learning Mastery Gradebook, click the **Gradebook** drop-down menu and then click the **Gradebook...** link.
Groups
How do I view all groups in a course as an instructor?

Canvas has two types of groups: student groups and group sets. Student groups can be created by either an instructor or a student and are self-organized by students. Group sets are groups that you create to use for graded assignments.

Open People

In Course Navigation, click the People link.

View Group Sets
If at least one group has been created in the course, the People page defaults to the Everyone tab [1], which displays all users in your course. Otherwise, the page asks you to add a group set using the Add Group Set button [2]. You can add a group set at any time.

### View User Groups

Once you create a group set in the course, the group set displays as a linked tab for easy access to the group set information [1]. You can click any tab to view a group set for a user group.

You can also click the Options menu [2] and select the View User Groups link [3]. The page will open the first group set in the course.

When you view a group set, the outlined tab shows the group set you are viewing. Click any tab to view another group set.
As part of creating a group set, groups are also created manually or automatically.

By default, all groups are collapsed in the page. You can expand each group and see which students are assigned to each group in the group set, if any, by clicking the arrow next to the group name [1].

Once students are participating in a group, you can open the group Options menu and view content and activity within a group [2].
If a group includes an inactive student, a label displays next to the student’s name. Inactive student group submissions can still be graded in SpeedGrader, but students do not receive any notifications about their assignment and cannot view course grades. Students can view the student's name but will not know the student is inactive. To improve the group experience for all group members, inactive students should be moved to another group.
Manage Group Set

To manage the details of the group set, click the Options menu [1].

To edit the group set, click the Edit link [2].

To clone the group set, click the Clone Group Set link [3]. Cloning a group set will copy the entire group set, including all groups, group leaders, and memberships. You can also create a new name to differentiate the cloned group set. If you do not change the name, the group name will remain the same but identified as a clone.

If you want to modify a group but the group includes student submissions, you should clone the group instead of modifying the group memberships. Modifying the group may have unintended consequences for student grades.

To delete the group set, click the Delete link [4]. Deleting a group set also deletes all the groups within the group set.
How do I add a group set in a course?

Group sets house the different groups within a course. Before creating a new group set, you may want to view the existing group sets. You can also clone an existing group set.

Once you have created a group set, you can manually create groups in the set or automatically create groups in the set.

Note: Canvas allows you to create up to 200 groups.

Open People

In Course Navigation, click the People link.

Add Group Set

Click the Add Group Set button.
Save Group Set

Name the new group by typing it in the Group Set Name field [1].

You can allow self sign-ups by selecting the Allow self sign-up checkbox [2].

You can automatically split the groups in a number of equal groups by clicking the Split students into [number] groups radio button [3] and then typing the number of groups in the dialog box.

You can manually create the groups by clicking on the I'll create groups manually radio button [4].

Click the Save button [5].

Notes:

- Except when creating groups manually, you can automatically set student group leaders.
- The Require group members to be in the same section option is available in self sign-up and automatically created groups.
- The maximum number of groups that Canvas can create for an automatically assigned group set is 200. If you ask Canvas to create more than 200 groups, it will only create 200.
View Group Set

Unassigned Students (7)  Groups (0)

Search users

· Emily Boone  
· Jessica Doe  

There are currently no groups in this group set. Add a group to get started.

View the group set you created.
How do I add a group set in a course?

Group sets house the different groups within a course. Before creating a new group set, you may want to view the existing group sets. You can also clone an existing group set.

Once you have created a group set, you can manually create groups in the set or automatically create groups in the set.

Note: Canvas allows you to create up to 200 groups.

Open People

In Course Navigation, click the People link.

Add Group Set

Click the Add Group Set button.
Save Group Set

Name the new group by typing it in the Group Set Name field [1].

You can allow self-sign-ups by selecting the Allow self sign-up checkbox [2].

You can automatically split the groups in a number of equal groups by clicking the Split students into [number] groups radio button [3] and then typing the number of groups in the dialog box.

You can manually create the groups by clicking on the I'll create groups manually radio button [4].

Click the Save button [5].

Notes:

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View Group Set

Unassigned Students (7)

<table>
<thead>
<tr>
<th>Search users</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>+</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>+</td>
</tr>
</tbody>
</table>

Groups (0)

There are currently no groups in this group set. Add a group to get started.

View the group set you created.
How do I edit a group set in a course?

Once you have created a group set, you can edit it at any time. Editing a group set allows you to change the group set name, create self sign-up groups, and assign a student group leader.

If self sign-up is allowed, you can also set or change the number of group members allowed in a group, but changing a member limit will apply to all groups in your group set. You can modify the limitations within an individual group, such as changing one group to allow a few more members than the other groups. However, at a later time if you decide to edit the entire group set and change the group set limitations, Canvas will override all member limitations created within individual groups.

Open People

In Course Navigation, click the People link.
Open Group Set

Click the name of the group set.

Edit Group Set

In the group set, click the **Options** menu [1], then click the **Edit** link [2].
Save Group Set

Make edits as necessary to your group set. When you are finished, click the Save button.
How do I automatically create groups in a group set?

In a group set, you can automatically create groups for users to participate in. You can also manually create groups in a group set.

Open People

In Course Navigation, click the People link.

Add Group Set

Click the Add Group Set button.
Create Group Set

Name your new group by typing in the **Group Set Name** field [1]. Under Group Structure, select the **Split students into ___ groups** radio button [2].
Save Group Set

Type the number of groups you want to create in the **Split students into equal groups** field [1]. To require group members to be in the same section, select the **Require group members to be in the same section** checkbox [2].

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

**Note:** Groups will be automatically named based on the group set name.
View Groups

The number of groups you created display in the group set [1]. Each group shows the number of students added to each group [2].

You can manually reassign students to a different group if necessary.
To manage a group, click the group **Options** menu [1]. To edit the name of the group, click the **Edit** link [3]. To delete the group, click the **Delete** link [4].
How do I manually create groups in a group set?

In a group set, you can choose to manually create groups. You can also automatically create groups in a group set. 

Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People

In Course Navigation, click the People link.

Add Group Set

Click the Add Group Set button.
Save Group Set

Add a name for the group set [1]. Select whether you would like to allow self-sign-up [2]. Make sure the I'll create groups manually option [3] is selected. Then click the Save button [4].
Add Group

Click the Add Group button.
Save Group

Name the group by typing in the **Group Name** field [1]. If you want to limit groups to a specific size, enter the maximum number of group members in the **Limit groups to** field [2]. Click the **Save** button [3].

**Note:** If your group set allows self sign-up and you set a group limit for the entire group set, the group limit will apply to each individual group you create. The option above allows you to modify the limitations within an individual group, such as changing one group to allow a few more members than the other groups. However, at a later time if you decide to edit the entire group set and change the group set limitations, Canvas will override all member limitations created within individual groups.
View Group

<table>
<thead>
<tr>
<th>Everyone</th>
<th>Project Group</th>
</tr>
</thead>
</table>

To create another group, click the Add Group button [1]. You can create as many groups as you need. You can keep track of the groups by locating the groups counter [2].

Students can be assigned to groups manually or automatically.

Manage Group

<table>
<thead>
<tr>
<th>Unassigned Students (7)</th>
<th>Groups (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search users</td>
<td>History Project Group</td>
</tr>
</tbody>
</table>

- Emily Boone
- Jessica Doe
- Max Johnson
- Bruce Jones

- Visit Group Homepage
- Edit
- Delete
To manage a group, click the group **Options** menu [1]. To edit the name of the group, click the **Edit** link [2]. To delete the group, click the **Delete** link [3].
How do I create self sign-up groups in a group set?

Self sign-up groups allow users to choose the group they want to be in as part of a group set. You can also limit the number of members who can sign up for each group.

Note: You may have to change the group settings later if you want to prevent students from switching sections.

Open People

In Course Navigation, click the People link.

Add Group Set

Click the Add Group Set button.
Allow Self Sign-up

Create a name for the group set in the Group Set Name text field [1]. Click the Allow self sign-up checkbox [2].
Save Group Set

If you want to require group members to be in the same section, click the Require group members... checkbox [1].

Next to the Group Structure heading, enter the number of groups you would like to create [2]. You can create more groups at a later time, if necessary. You can also use the arrows in the number field to increase or decrease the number.

You can also limit the number of group members for each group to help keep your groups balanced. To limit a group, type in the maximum number of members who can be in a group [3]. Once the group is full, students will not be able to join the group. If you do not want to limit the group, leave this field blank.

Click the Save button [4].

Notes:

- Limiting the number of group members will apply to all groups within the group set, but you can change member limitations within groups by editing an individual group. However, at a later time if you decide to edit the entire group set and change the group set limitations, Canvas will override all member limitations created within individual groups.
- Groups will be automatically named based on the group set name.
View Groups

View your new groups in your group set [1]. Verify your self sign-up group underneath the group title and group settings [2].
Manage Group

To manage a group, click the group Options menu [1]. To edit the name of the group, click the Edit link [2]. To delete the group, click the Delete link [3].
How do I automatically assign students to groups?

Once you create groups in a group set, you can randomly automatically assign students to those groups.

Open People

In Course Navigation, click the People link.

Open Group Set

Click the name of the group set.
Confirm Groups

Confirm you have created all the groups for this group set. If you need more groups, you can create additional groups manually.

Randomly Assign Students

Click the Options menu [1], then click the Randomly Assign Students link [2].
Require Same Section for Groups

If you want to require group members to be in the same section, select the **Require group members to be in the same section** checkbox.

Click the **Okay** button.
View Groups

View the group assignments. You can move students between groups if necessary.
How do I manually assign students to groups?

As an instructor, you can manually add students to a group in both published and unpublished courses.

Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People

In Course Navigation, click the People link.
Open Group Set

Confirm Groups

Confirm you have created all the groups for this group set. If you need more groups, you can create additional groups manually.
Manually Assign via Drag and Drop

In the Unassigned Students section, find the student you want to add to a group [1]. Click the student's name and drag it to the group [2].

Manually Assign via Add Icon

You can also click the student name Add icon [1] and select the group name [2].
View Groups

Canvas will update the member count for that group to show the student has been added [1].

Continue to manually add students to groups until all students have been added.

To expand the group and view all group members, click the arrow icon next to the group name [2].

You can also move students between groups if necessary.
How do I assign a student leader to a group?

You can assign a student group leader to help manage a group within your course. You can assign group leaders automatically or manually. When students are assigned to be a group leader, they can manage members of the group and edit the group name. However, they cannot change the number of members allowed in the group.

Students do not receive any notification that they have been added as a group leader, but they can access groups directly from the Groups link in Global Navigation or through the People page in the course.

Note: If an assigned group leader drops out of the course, you will have to select a new group leader only if the group leader was assigned manually. If you automatically assigned a group leader as part of creating a group set, Canvas will automatically assign another leader to the group.

Open People

In Course Navigation, click the People link.
Open Group Set

You can add a group leader as part of a group set.

To create a new group set, click the **Add Group Set** button [1].

**Note:** You can also [edit existing group sets] [2].

Create Group Set

[Image of Create Group Set form]

**Group Set Name**

**Self Sign-Up**

- **Allow self sign-up** [1]
  - **Require group members to be in the same section**

**Group Structure**

- **Split students into** [2]
  - **groups**
  - **I'll create groups manually**

[Buttons: Cancel, Save]
You can automatically assign group leaders when creating a new group set when:

- Allowing Self Sign-up groups [1]
- Automatically creating groups for student distribution [2]

**Note:** If you want to create groups manually, you also have to set a student leader manually.

### Automatically Assign Leader

In the Leadership section, click the **Automatically assign a student group leader** checkbox [1]. Then select the radio button for your assignment preference [2]:

- **Set first student to join as group leader.** This option tells Canvas to assign the first student who joins the group as the group leader.
- **Set a random student as group leader.** This option tells Canvas to choose a student randomly.

**Note:** If you choose to have Canvas split your students into an equal number of groups automatically, you can select either radio button for the leadership option. If you select the first radio button, the first student who joins each group as part of the automatic group distribution process will be the group leader.
Assign in Individual Group

To add a leader in an individual group, click the name of a group set.

Manually Assign Leader

Expand the group where you want to add a group leader [1]. Locate the student name and click the user Options icon [2]. Select the Set as Leader link [3].
View Student Leader

View the student name next to the name of the group [1], which indicates the student is the leader for that group.

When viewing the list of group members, you can also quickly identify the group leader as the student name will display a People icon [2].

Remove Student Leader

You can manually remove a group leader at any time. To remove a student group leader, expand the group to view all students [1]. Locate the student group leader and click the user Options menu [2]. Then select the Remove as Leader link [3].
How do I message students who have not signed up for a self sign-up group?

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

Open People

In Course Navigation, click the People link.

Open Group Set

In Course Navigation, click the People link.
Click the name of the group set.

**Message All Unassigned Students**

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

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

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

Canvas populates the recipient list with the names of students who have not yet joined a group [1]. Type your message into the text area [2]. Click the Send Message button [3].
How do I prevent students from switching groups in self sign-up groups?

When self-sign up is enabled for a group, students are able to switch groups. To prevent students from switching groups you can disable self sign-up at any time.

If a group has a student leader, the leader will be able to manage group memberships through the course People page regardless of self sign-up settings. However, student group leaders cannot change the number of members allowed in a group.

Open People

In Course Navigation, click the People link.
Open Group Set

Click the name of the group set.

Edit Group Set

Click the group set Options menu [1], then click the Edit link [2].
Save Group Set

Deselect the Allow self sign-up checkbox [1]. Click the Save button [2].
How do I move a student into a different group?

You can move students within groups. However, changes should be made before assigning a group to an assignment.

If a student is added to or removed from a group after receiving submissions, the submissions and grades may not align correctly. If a student is added to a group after the group submission, any re-submissions will overwrite the original submission; all previous grades will remain but the Gradebook will show the assignment was resubmitted since last graded. If you want to move a group member with a graded submission, you may want to clone the group set instead.

Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People

In Course Navigation, click the People link.
Open Group Set

Click the name of the group set.

Move Student via Drag and Drop

Expand the group where you want to move the student [1]. Click the student's name and drag it to another group [2].
Move Student via Move To Option

You can also click the student name **Options** menu [1] and select the **Move To** link [2].

Move Student

In the Move Student sidebar, click the **Place** drop-down menu [1]. Select the group where you want to move the student [2].
Click the **Move** button.

**View Groups**
Verify the student has been moved to a different group.
How do I view content and student activity within a group as an instructor?

As an instructor, you can view what is happening in groups by viewing each user group. You can view student activity within the group and view group-created content. You can also access student groups to create group collaborations and add other group-specific content if necessary.

Open People

In Course Navigation, click the People link.

Open Group Set
Click the name of the group set.

**Visit Group Home Page**

Next to the group name, click the **Options** menu [1]. Then click the **Visit Group Homepage** link [2].
As the instructor, you can view all of the student activity within the group by clicking any link in the Group Navigation Menu [1]. You can also participate in any content area in the group, such as creating a collaboration for the group or viewing a group discussion. However, you can still create collaborations and group discussions from the course. Group members can also create their own content for the group.

When viewing a student group, you can easily switch and view all groups within a group set by clicking the Switch Group link [2]. Also, instructors and student group leaders can view the Edit Group link [3], which allows quick access to edit the name of the group.

To return to the course home page, view the breadcrumbs link and click the name of the course [4].
Modules
How do I use the Modules Index Page?

Modules control the entire flow of your course and its content. As an instructor, you can add modules, add items to a module, and manage module settings. You can also reorder all modules and module items.

Open Modules

Files
Syllabus
Outcomes
Quizzes
 Modules
Conferences

In Course Navigation, click the Modules link.
View Modules Index Page

The Modules Index Page is designed with global settings at the top of the page [1] followed by individual modules [2]. Course content items are nested within each module [3].

Note: The Modules Index Page supports keyboard shortcuts. To view a list of keyboard shortcuts, press the Comma key.

View Modules Global Settings

Global settings include viewing a student’s progress in a module and adding new modules.
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 Module Header

Each module header contains the name of the module [1].

The header may also contain module prerequisites [2] and module requirements [3].
Manage Module Settings

The icons on the right side of the module name control the entire module. You can publish or unpublish an entire module [1] and add a new content item to the module [2].

In the Options drop-down menu [3], you can edit a module [4], which allows you to rename the module, lock modules, set prerequisites, and set modules requirements.

You can also move the module [5], move module items [6], delete the module [7], or duplicate the module [8].
You can reorder a module by hovering over the drag handle next to the name of the module and dragging the module to the desired location.
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 Individual Module Item

Each module contains module content items that may display the item name [1], the due date [2], the number of points [3], the module requirement [4], and the module item's draft state status [5]. A module may also include non-graded items [6], such as pages and non-graded discussions. If a To-Do date was added to a non-graded item, the date will display next to the module item [7].
Manage Individual Module Item

For each individual module content item, you can use the options drop-down menu [1] to indent the item up to 5 levels (or remove an indent) [2], edit the content item [3], duplicate the item if the item supports duplication [4], move the item [5], or remove the content item from the module [6].
You can also reorder a module item by hovering over the drag handle next to the name of the item and dragging the item to the desired location.
If you use MasteryPaths in your course, you can view the Modules page and tell which module items are set up for MasteryPaths.

**View Blueprint Course**
If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor. Like with draft state icons, Modules displays the object status as also shown in the object's respective index page.

The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.
How do I use Draft State in Modules?

Draft State allows content in Modules to exist in an unpublished (draft) state. Unpublished modules are invisible to students.

Modules control the entire flow of your course and its content. When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module.

For instance, if you add a published Discussion to an unpublished Module, students cannot view the Discussion on the Modules page. However, they will still be able to see the Discussion in other areas of Canvas, such as the Syllabus and the Calendar, but they will not be able to open or participate in the Discussion. Please be aware of these potential scenarios when adding course content to a Module.

Modules also supports publishing or unpublishing files, in addition to setting a file as restricted. The restricted status applies to files only and can hide files from students. However, please be aware that restricted files may still be visible to students when they are added to modules. Learn more about restricting files in Canvas.

Open Modules

- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences

In Course Navigation, click the Modules link.
View Status of All Modules

On the Index page, you can view the state of each module. Green icons indicate the module is published [1]. Gray icons indicate unpublished modules [2]. You can change the status of a module by toggling the published or unpublished icons.

Publish a Module

To publish a module, click the module's unpublished icon. The hover text will confirm you want to publish the module.

Note: Publishing a module will automatically publish any unpublished content items within the module.

Unpublish a Module
To unpublish a module, hover over the published icon. The hover text will confirm you want to unpublish the module. Click the icon to confirm.

**Change Status of Module Content Items**

You can view and change the status of individual module content items as well. Although publishing a module will also publish all module items, you can manually unpublish individual module items later. Students cannot view unpublished module items as part of a published module. Learn more about managing assignments, quizzes, discussions, pages, and files.

If you add a restricted file as a module content item, restricted files appear with a lock icon. Restricted files act as published files and can be viewed by students (depending on the restriction setting). Learn more about restricting files in Canvas.

**Note:** Please be aware that the status of the Module overrides the state of module items. If an item is published within an unpublished module, students cannot view the item on the Modules page but they can still view the published items in other areas of Canvas. However, they will not be able to interact with the item until the module is published.
Students cannot see any of the actions involved with Draft State, such as published and unpublished icons and setting icons. Students will only see published modules and available module content items, which are displayed in gray text.
How do I add a module?

Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do. Once you create modules, you can add content items, set prerequisites, and add requirements.

Open Modules

In Course Navigation, click the Modules link.

Add Module

Click the Add a Module button.
Add Module Name

Type a name in the Module Name field.

Lock Module Date

If you want to restrict the module until a specific date, you can lock the module.
Add Module Prerequisites

If you have added at least one module to your course, you can require a prerequisite module. A prerequisite module means students must complete the added modules before they can view the new module.

Add Module

Click the Add Module button.
View Module

Science Discovery Module

Prerequisites: Introduction to the Laboratory

View your created module.
How do I duplicate a module?

You can duplicate assignments, graded discussions, and pages in a module within a course. When a module is copied, the word *Copy* is added to the end of the module.

Duplicating a module defaults the copied module to an unpublished status. Assignment duplication, page duplication, and discussion duplication are currently supported in modules. Please note the exceptions associated with each item type.

Items duplicated in the Modules page follow the same behavior as a new item created in a module. The item displays in the Modules page but is also visible in the item's respective index page. All assignments, pages, and graded discussions within the copied module also include the word Copy at the end of the module item name.

**Duplication Limitations**

The following limitations apply when duplicating a module:

- **Quizzes**—Only Quizzes.Next quizzes are supported for copying within modules. If a module contains a quiz created by the classic Canvas quiz tool, the option to copy a module does not display in the module menu. Modules can be copied by removing the classic quiz from the module. Classic quizzes are indicated by the quiz icon; Quizzes.Next quizzes are indicated by the assignment icon.

- **External Tool (LTI) Assignments**—A module cannot be copied if it contains an external tool (LTI) assignment. If a module contains an external tool assignment, the option to copy a module does not display in the module menu. Modules can be copied by removing the external tool assignment from the module. The only exception to LTI tools is Quizzes.Next.

**Notes:**

- If applicable, the Modules page displays any Blueprint Course icons after the page is refreshed.
- The content in a MasteryPath module can be duplicated, but the duplicate will not retain the MasteryPath.
- If you have set prerequisites or unlock dates for modules, they are not included as part of the duplicate.
Open Modules

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

Duplicate Module

Locate the module you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].
Note: If a module cannot be duplicated, the Duplicate link will not appear in the Options menu.

View Duplicate

View the duplicate module in the Modules Index Page.

Note: If applicable to your course, the Modules page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.
How do I add prerequisites to a module?

When you set up prerequisite modules, students must complete a module before moving to the next module.

For each module, you can only set prerequisite modules that come before a specific module. You may need to reorder modules to create correct prerequisite availability.

Please note that you cannot prevent a student from accessing an upcoming module unless requirements have also been set for the prior modules. Requirements indicate the order that students are required to complete module items.

**Note:** You can only add prerequisites if you have added at least one module.

Open Modules

In Course Navigation, click the **Modules** link.
Locate the name of the module and click the Options icon [1]. Select the Edit link [2].
Click the Add Prerequisite link.
Set Prerequisite

In the module drop-down menu, select the module students must complete before moving on.
Manage Prerequisites

To add additional prerequisites, click the Add Prerequisite link [1]. If you want to ensure students complete modules in order, you should add prerequisites for all modules that come before this module.

To remove a prerequisite, click the Remove icon [2].

Update Module

Click the Update Module button.
Re-Lock Module

Requirements Changed

You have changed the progression requirements for an active course. There may be students who have already progressed to this module and to others that depend on it.

Would you like to let students continue in the course or do you want to re-lock these modules until the new requirements are completed?

1. Re-Lock Modules
2. Continue

If you change prerequisites that students have already fulfilled, Canvas will ask if you want to let students progress through the course or re-lock the modules and require students to complete the prerequisites again.

To re-lock the modules, click the Re-Lock Modules button [1]. To allow students to continue without any changes, click the Continue button [2].

View Module

View your prerequisite(s) in the module header.
How do I add requirements to a module?

When you add requirements to a module, students must complete the defined requirements within the module before the module will be marked complete. You can require students to complete all requirements in the module, or have them choose one item to fulfill a specific requirement.

Note that you cannot add requirements until you have added module items: you can add content items such as assignment types, pages, and files; text headers; external tools; and external URLs.

You can choose to allow students to complete requirements in any order, or you can require them to move through the module sequentially. A requirement to move through module items sequentially relates to the order items are listed on the Modules page, not the order displayed in Module Settings. If you have multiple iterations of an module item, you can set different requirements for each item.

Module requirements are displayed in the order that they exist as module items. You may need to reorder module items so that the requirements are set correctly.

Depending on the module item type, requirements include up to five options:

- **View the item**: Students must view the item.
- **Mark as done**: Students must mark the assignment or page as done before they can progress to the next item. This option also synchronizes with the student List View Dashboard and completes the item for the student. However, this behavior is only supported when the item with this requirement is located in one module. Adding the same item within multiple modules is not supported.
- **Contribute to the page**: Students must post a reply to a non-graded discussion or contribute content to a page (make sure students are allowed to edit pages in the course).
- **Submit the assignment**: Students must submit an assignment, post a reply to a graded discussion, or submit a quiz. (Canvas does not allow you to manually enter a grade to fulfill this requirement; a submission must be made by the student.)
- **Score at least**: Students must meet a minimum submission score. With this option, an additional field appears where you can enter the minimum score that students must earn. This option is available for all graded assignment types.

You can also set up prerequisite modules and require students to complete each module in order.

**Note**: If you choose to set the requirement type as completing only one option, and you want to use it with graded items, please note that all assignments with their current grades are reflected in the Gradebook. For instance, if you want a module to require a student to submit one of three assignments, the two assignments that aren't submitted still factor into the Gradebook as unsubmitted. You may choose to manually configure the unsubmitted assignments appropriately, either by using the differentiated assignments feature or excusing the assignments in the Gradebook.
Open Modules

In Course Navigation, click the Modules link.

Edit Module

Locate the name of the module and click the Options icon [1]. Select the Edit link [2].
Add Requirement

When adding requirements, you can choose whether to allow students to complete all requirements, or one of a series of requirements.

Click the Add Requirement link.

Set Requirement Type

When adding requirements, you can choose whether to allow students to complete all requirements, or one of a series of requirements.
By default, Modules selects the all requirements option. If you want to require students to complete all requirements in the module, this setting has already been selected for you.

**Require Sequential Order**

As part of completing all requirements, if you want to require students to complete each module item in order, click the **Students must move through requirements in sequential order** checkbox.

**Set One Requirement**

If you would rather require students to complete only one requirement, click the **Student must complete one of these requirements** radio button.
Set Item Requirements

By default, Modules populates the first requirement as the first item in the module [1]. To select a different module item, click the item menu. For the module item, click the requirement menu [2].

Manage Requirements

To add additional requirements, click the Add Requirement button [1].

To remove a requirement, click the Remove icon [2].

Note: If you have included a content item in the same module multiple times, you can set different requirements for each item.
Update Module

Click the **Update Module** button.

Re-Lock Module

You have changed the progression requirements for an active course. There may be students who have already progressed to this module and to others that depend on it.

Would you like to let students continue in the course or do you want to re-lock these modules until the new requirements are completed?

1. Re-Lock Modules  
2. Continue

If you change module requirements that students have already fulfilled, Canvas will ask if you want to let students progress through the course or re-lock the modules and require students to complete the requirements again.

To re-lock the modules, click the **Re-Lock Modules** button [1]. To allow students to continue without any changes, click the **Continue** button [2].
View the module requirement type [1] and the item requirements [2] for the module.
How do I edit a module?

You can edit a module in the module settings menu. Editing a module allows you to rename the module, lock modules, add prerequisites, and add requirements.

Open Modules

In Course Navigation, click the Modules link.
Edit Module

Locate the name of the module and click the Options icon [1]. Select the Edit link [2].
Edit Module Settings

Edit the module settings you want to change. You can rename the module [1], lock modules [2], add prerequisites [3], add requirements [4], and require students to move through module items in order [5].

Note: The Students must move through requirements in sequential order checkbox will not be shown if the Students must complete one of these requirements radio button is selected.

Update Module

When you are ready to save your Module changes, click the Update Module button.
Re-Lock Module

Requirements Changed

You have changed the progression requirements for an active course. There may be students who have already progressed to this module and to others that depend on it.

Would you like to let students continue in the course or do you want to re-lock these modules until the new requirements are completed?

1. Re-Lock Modules
2. Continue

If you change any module requirements or prerequisites that students have already fulfilled, Canvas will ask if you want to let students progress through the course or re-lock the modules and require students to complete the requirements again.

To re-lock the modules, click the Re-Lock Modules button [1]. To allow students to continue without any changes, click the Continue button [2].
How do I lock a module?

You can set modules to be locked until a given date. Students will be able to see the module titles and module item names, but they will not be able to access the module items until after the lock date has passed.

Open Modules

In Course Navigation, click the **Modules** link.
Edit Module Settings

Click the **Options** icon [1]. Select the **Edit** link [2].
Click the Lock until checkbox.
Set Date

In the Unlock field, enter a date that the module should unlock.
Use Calendar

You can also use the calendar to select a date. Click the Calendar icon [1]. In the calendar, click the date the module should unlock [2]. If you want to set a specific time, enter a time in the time field [3]. Click the Done button [4].

Update Module

Click the Update Module button.
View Module

- **Using Your Microscope**
- **Welcome to Class!**

The unlock date and time will appear next to the bottom of the module.
How do I delete a module?

If necessary, you can delete a module in your course. Deleting a module also deletes all associated module items. When you delete a module, all of the items in that module are removed, but they are not deleted from the course.

Open Modules

In Course Navigation, click the Modules link.
Delete Module

Click the Options icon [1]. Select the Delete link [2].

Confirm Deletion

Click the OK button.
How do I move or reorder a module?

You can move or reorder modules after you’ve created them. You can manually drag and drop the module, or you can use the Move To option, which is also accessible for keyboard users. You can also move or reorder module items.

Open Modules

In Course Navigation, click the Modules link.

Drag and Drop Module

You can use the drag and drop option to reorder modules. Click the drag handle next to the module name. Drop the module in the desired location by releasing the mouse.
Move Module

You can also use the Move To option to reorder modules. Click the Options icon [1] and select the Move To... link [2].
In the Move Module sidebar, click the **Place** drop-down menu [1]. Select the placement of the module you are moving [2]. You can move the module so it is listed first, before a specific module, after a specific module, or as the last module on the page.
Place Before or After

If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the module that should be before or after the module you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the module to another location, change the sidebar placement options as needed.
Move Module

Move Module

Place "Ecology"

Before..

Introduction to the Scientific

Cancel  Move

Click the Move button.
How do I add assignment types, pages, and files as module items?

You can add new or existing content items in Canvas to a module. You can also add an item to multiple modules, or multiple iterations of an item to one module.

When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. You may want to consider leaving all Module items in an unpublished state until you are ready to publish the entire Module. Learn more about Draft State in Modules.

Notes:

- Canvas will accept most media files as uploads. However, not all media files can be played within Canvas.
- When adding a restricted file type to a Module, please be aware that restricted files act as published files and may be viewable to students. Learn more about restricting files in Canvas.
- Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.
- If your course requires you to set usage rights for a file, you must set the usage right before you can publish the file in a module.

Open Modules

In Course Navigation, click the Modules link.
Add Module Item

Click the Add Item button.

Add Item to Module

Click the Add drop-down menu and select one of the following item types:

- Assignment
- Quiz
- File (document and media file types)
- Page
• Discussion

**Note:** Canvas will accept most media files as uploads. However, not all media files can be played within Canvas.

### Add New Item

If you want to add a new item, click the **[New]** link [1] and type a name in the name field [2].

Depending on the item type, when adding new content you may be asked to complete additional fields.
Add Existing Item

If you have already created the item you want to add, click the name of the item. You can select more than one item to add.

Indent Item

Choose the Indentation drop-down menu to indent the item inside of the module.
Add Item

Click the Add Item button.

View Module Item

View the selected module item.
How do I add a text header as a module item?

You can add text to your module when you add a new item.

Open Modules

In Course Navigation, click the Modules link.

Add Content

Click the Add Item button.

Canvas Instructor Guide Updated 2019-05-11
Select Item Type

In the drop-down menu, select the Text Header option.
Add Text

Add Item to Ecology

Type the text you'd like to add as a module sub-header

Header: [1]

Indentation: Don’t Indent [2]

Type the text you wish to add in the header field [1]. Open the Indentation drop-down menu and select the level of indentation for the text header [2].

Add Item

Click the Add Item button.
View Module

Topics in this module include: Biomes - What are they and what lives in them?

View the new text header in your module.
How do I add an external tool as a module item?

In Modules, you can add links to configured external tools in Course Settings. However, you can still add unconfigured tools if you know the required information for the external tool.

**Note:** Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Open Modules

In Course Navigation, click the Modules link.

Add Module Item

Click the Add Item button.
Add External Tool

In the Add [Item Type] To: drop-down menu, select the External Tool option.
Locate the configured tool and click the Search icon. An external window will appear in your browser; follow the instructions to add the tool.
Add Unconfigured Tool

If you want to add a tool that has not been configured in your course, locate the configuration URL for the tool you want to link to and type the URL in the URL field [1]. Give your External Tool a Page Name [2]. To have the tool open in a new browser tab, click the Load this tool in a new tab checkbox [3]. Choose whether or not to indent the item in the module drop-down menu [4].

Note: Because Basic LTI configurations can be added at a later time, the dialog will accept URLs that don’t match any existing configurations. However, when you try to navigate to an external tool that is not configured, you’ll see an error message indicating the problem.

Add Item

Click the Add Item button.
View Module

- Ecology
  - Topics in this module include: Biomes - What are they and what lives in them?
  - Introduction to Ecology
  - Research Paper

View the external tool in your module.
How do I add an external URL as a module item?

You can add a URL link to your modules.

When adding an External URL to a module, the dialog box includes an option to load the URL in a new browser tab. When this option is selected, Canvas will display the page to students outside of Canvas. If the External URL is part of a module requirement, Canvas will also register the progression so that the module footer will appear and allow the student to advance to the next module item.

When this option is not selected, the content is embedded in an iFrame for easy viewing. However, some sites have disabled embedding and require users to open the content in a new window. Users can open the link in a new window by right-clicking the link and selecting the option to view in a new window or tab.

**Note:** Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Open Modules

In Course Navigation, click the **Modules** link.
Add Module Item

Click the Add Item button.

Add External URL

In the Add [Item Type] To: drop-down menu, select the External URL option.
Type or paste the URL in the URL field [1]. Give your External URL a page name [2]. To have the URL open in a new browser tab, click the **Load in a new tab** checkbox [3]. Choose whether or not to indent the item in the module drop-down menu [4].

**Add Item**

Click the **Add Item** button.
View Module

Topics in this module include: Biomes - What are they and what lives in them?

- Biomes
- Research Paper

View the external URL in your module.
How do I duplicate a module item?

You can duplicate assignments, graded discussions, and pages within a module. When a module item is copied, the word *Copy* is added to the end of the item name.

Duplicating a module item defaults the copied item to an unpublished status. Assignment duplication, page duplication, and discussion duplication are currently supported in modules. Please note the exceptions associated with each item type.

Items duplicated in the Modules page follow the same behavior as a new item created in a module. The item displays in the Modules page but is also visible in the item's respective index page.

**Notes:**

- External links, quizzes, headers, and files cannot be duplicated individually. However, they can be duplicated as part of duplicating an entire module.
- Quizzes created using the classic Canvas quiz tool cannot be duplicated.

Open Modules

<table>
<thead>
<tr>
<th>Files</th>
<th>Syllabus</th>
<th>Outcomes</th>
<th>Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Modules</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conferences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaborations</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

in Course Navigation, click the Modules link.
Duplicate Module Item

Locate the module item you want to duplicate and click the **Options** icon [1]. Click the **Duplicate** link [2].

**Note:** If a module item cannot be duplicated, the Duplicate link will not display in the options menu.

View Duplicate

View the duplicate module item in your course.

**Note:** If applicable to your course, the Modules page displays any Blueprint Course or Sync to SIS icons after the page is refreshed.
How do I edit module items?

You can edit module items' names and indentation after they have been created.

Open Modules

- Home
- Assignments
- Modules
- Syllabus
- Grades
- Announcements

In Course Navigation, click the Modules link.
Click the **Options** icon [1] and select the **Edit** link [2].
Edit Item Details

You can edit the item title by typing in the title field [1]. You can also edit the indentation level by selecting the indent dropdown menu [2].

Note: Changes made to one item will be made to all iterations of the item.

Update Item

Click the Update button.
View Module

Topics in this module include: Biomes - What are they and what lives in them?

- Research Paper
- Introduction to Ecology

View the changes to the Module item.
How do I remove module items?

You can remove individual content items from your modules. Removing an item will only remove it from the selected module. If you have included the item in other modules, they will not be affected.

Open Modules

In Course Navigation, click the Modules link.
Remove Module Item

Click the Options icon [1] and select the Remove link [2].

Confirm Removal

Click the OK button.
How do I move or reorder a module item?

You can move or reorder module items after you've added them to a module. You can manually drag and drop the module item, or you can use the Move To option, which is also accessible for keyboard users.

Open Modules

In Course Navigation, click the Modules link.

Drag and Drop Module Item

Topics in this module include: Biomes - What are they and what lives in them?

Research Paper

Introduction to Ecology
You can use the drag and drop option to reorder module items. Click the drag handle next to the module item name. Drop the module item in the desired location by releasing the mouse.

### Move Module Item

![Diagram showing drag and drop options](image)

You can also use the Move To option to reorder a module item. Click the **Options** icon [1] and select the **Move To...** link [2].
Select Module

In the Move Module Item sidebar, click the Place drop-down menu [1], then select module for the module item [2]. If you want to keep the item in the existing module, select the existing module name. However, if you want to move the item into another module, select the new module name.
Place Module Item

In the second drop-down menu [1], select the placement of the item you are moving [2]. You can move the module item so it is the first item, before a specific item, after a specific item, or the last module item.
Place Before or After

If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the module item that should be before or after the module item you are moving [2], as indicated by the option selected in the previous menu.

If you want to move the module item to another location, change the sidebar placement options again.
Move Module Item

Click the **Move** button.
How do I use MasteryPaths in course modules?

The Canvas MasteryPaths feature allows you or a course designer to customize learning experiences to students based on student performance. With MasteryPaths, you identify activities for each student’s learning path and differentiate assignments for required learning, optional learning, or choosing their own content and assignments within a specific path, which helps them achieve course mastery.

MasteryPaths is based on differentiated assignments, which allows targeted learning activities to be assigned to different users and sections. With MasteryPaths, assignments are differentiated to individual students automatically and no additional work is required aside from grading student assignments as usual. After the initial assignment has been graded (either manually or automatically), the student’s score designates which conditional item(s) they are assigned as a learning path.

When creating MasteryPaths, source assignments and all differentiated course items should be created, and differentiated items should be designated as conditional items before publishing the course.

Weighted Grading

If you use weighted grading in your course, additional course work may affect student’s total grades. However, grade calculations are based on the assignments assigned to and completed by the student; students are not penalized for any assignments that are not assigned to them. If you are concerned about grade variances with point values, you may want to review the conditional assignments assigned to each MasteryPath and try to balance out grading totals in each path. Additionally you could evaluate student progress and add individual students to assignments as necessary that they can complete to improve their grade.

Notes:

- MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- If your institution uses a student information system (SIS) and requires due dates for assignments, any MasteryPaths assignments assigned to one or more students are currently not validated. Please use with caution when syncing to your SIS.
- Currently MasteryPaths does not support association with outcomes.
Open Modules

In Course Navigation, click the Modules link.

Add Course Modules

- Pretest: Science Safety Knowledge Worksheet
  Oct 31, 2017 | 10 pts
- Biology Overview
  8 pts
- Label your Microscope
  10 pts
- Safety in Science - Advanced Symbols
  Multiple Due Dates | 10 pts
- Safety in Science - Symbols
  25 pts

Mastery Paths

7 pts - 4 pts

✅  ✔️  ⋯
The MasteryPath process currently only originates from the course Modules page. Before you can designate source assignments and conditional items for a MasteryPath, all course assignments and pages should be developed and added to Modules as module items. MasteryPaths can be created from module structures in existing courses or new course content.

Indenting module items can be used to help organize the module's structure and visually show which items should be conditional items in a MasteryPath.

Any graded assignment, graded discussion, or graded quiz may be used as the source content for a MasteryPath. A student's source content score determines which conditional item(s) they are assigned.

Any course item except for practice quizzes and ungraded surveys may be designated as a conditional item in a MasteryPath.

**Note:** In MasteryPaths, module prerequisites and requirements are not required, but they are encouraged to guide course organization and conditional paths.

### Allow Page Content

<table>
<thead>
<tr>
<th>Options</th>
<th>Can edit this page role selection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Only teachers</td>
</tr>
<tr>
<td></td>
<td><img src="allow_in_mastery_paths" alt="Option" /></td>
</tr>
</tbody>
</table>

Because content pages do not require grading, content pages cannot be used as source content and can only be added to a MasteryPath as conditional content. However, a page must be allowed for MasteryPaths before it can be added as a conditional item.
A MasteryPath originates from an assignment assigned to everyone, such as a pre-test or an introductory assignment.

The MasteryPaths configuration page allows you to add conditional content items to the source content item. Conditional content items are selected from the list of module items you have already added to the module. These items are then assigned to specific students through conditional rules in three scoring ranges. After the source content assignment has been graded (either manually or automatically), the student’s score designates which conditional item(s) they are assigned as a learning path.
Assign Items to MasteryPaths

<table>
<thead>
<tr>
<th>Assign</th>
<th>Assign to</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Everyone</td>
<td>×</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assign</th>
<th>Assign to</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mastery Paths</td>
<td>×</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By default, assignments in Canvas are assigned to Everyone, which means all students will be able to view the assignment in their Modules page. Once conditional content items have been added to a MasteryPath, the conditional assignments must be assigned to Mastery Paths. The Mastery Paths assignment designates the assignment for conditional release only, and the assignment will only display to students whose source content scores fall in a range that releases the conditional assignment to them.
Release Conditional Items

When you create MasteryPaths for your course, students see content added to their Modules page as they move through the course. When the course begins, they will only be able to see items that have been published and assigned to Everyone or assigned specifically to them. In contrast, courses that do not use MasteryPaths display all content in the Module, even if the content is locked.

Once a MasteryPath source assignment has been graded (either automatically by Canvas or manually in SpeedGrader), the conditional item(s) will automatically display in the student’s Modules page based on the source item’s scoring range.

If a MasteryPath source assignment scoring range includes an Or option, students must choose which conditional item(s) they wish to complete before proceeding.

Notes:

- If you set a requirement that module items must be completed in order, when a student completes a MasteryPath that requires any manual grading, all subsequent module items will be locked for the student until the MasteryPath is graded.
- If you regrade a source assignment after a student chooses a MasteryPath option, and the regrade puts the student in a different conditional item range, they will have to complete the conditional item(s) in the reassigned MasteryPath before advancing through the module.
View Student Path Assignment

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Mastery Paths</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>-</td>
<td>1 student</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

When a student is assigned or selects a conditional item, the conditional assignment automatically adds the student's name to the assignment as being differentiated to that student.

View MasteryPath Breakdown

Mastery Paths Breakdown

7 pts+ to 10 pts  1 out of 5 students

4 pts+ to 7 pts   1 out of 5 students

0 pts+ to 4 pts   0 out of 5 students

Once students complete a source content item for a MasteryPath, you can view the MasteryPaths breakdown. Each scoring range includes a link that shows the number of students in each range. You can click the name of a student in the range, view the student’s source content submission and score, and send a message to the student.
How do I allow a page to be a MasteryPath module item?

If you want to add a page to a MasteryPath in a module, you must first allow the page in MasteryPaths. Otherwise, the page will not appear as a conditional item when you add an item to a MasteryPath. Once a page has been allowed in MasteryPaths, the page can also be viewed in the Assignments Index Page.

Notes:

- MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- If you allow a page in MasteryPaths, the page will not be visible to students until it is added to a MasteryPath.

Open Modules

Files
Syllabus
Outcomes
Quizzes

Modules
Conferences
Collaborations

In Course Navigation, click the Modules link.
Click the name of the page in the module.

**Edit Page**

Click the **Edit** button.

**Allow for MasteryPaths**

At the bottom of the page, click the **Allow in mastery paths** checkbox.
Save Page

Click the Save button.
How do I add conditional content to a MasteryPath source item?

MasteryPaths release conditional content to students based on scoring-range rules. After the source assignment or assessment is graded (either manually or automatically), the student’s score designates which conditional item(s) are assigned as a learning path. For instance, a student who scores above 90% on an assignment could be assigned more advanced work, while a student who scores below 60% could view assignments designed for content clarification and improvement. Please note that resubmitted source items may affect conditional paths, as updated grades may change the conditional assignments released to the student.

Any graded assignment, graded discussion, or graded quiz may be used as the source content for a MasteryPath.

Any course item except for practice quizzes and ungraded surveys may be designated as a conditional item in a MasteryPath.

A MasteryPath should originate from an assignment assigned to everyone, such as a pre-test or an introductory assignment.

Once you have added conditional content to a MasteryPath source assignment, you must differentiate each conditional assignment for MasteryPaths.

Notes:

- Because content pages do not require grading, content pages cannot be used as a MasteryPath source item and can only be added as conditional content. However, a page must be allowed for MasteryPaths before it can be added to a conditional path.
- If conditional items are added to a path and later changed (such as separating conditional items in the same range or adding another item), the change will not apply to any students who have already been graded based on the original conditional path. Conditional items should be final when course content is published.
- As conditional items are released to students, individual due dates for items are not applied. To add a due date to conditional items, wait until all students have completed the source assignment and then add a due date to the conditional item.
- Conditional content items can be set up with their own conditional items.
- All module items should be published before the course is available to students. If an unpublished item is added as a conditional content item, the student will not be able to view the content until the item is published. Any publishing delays may have unintended consequences for the student's conditional path.
- MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
Open Modules

In Course Navigation, click the Modules link.

Open MasteryPaths

In the Biomes module, you can open MasteryPaths by:

1. Clicking on the Mastery Paths icon.
2. Selecting "Mastery Paths" from the context menu.

Options available in the context menu include:
- Increase indent
- Edit
- Move to...
- Remove
Locate the item where you want to add a MasteryPath and click the **Options** icon [1]. Click the **Mastery Paths** option [2].

**Note:** Items that cannot originate a MasteryPath, including content pages and non-graded items, will not display the MasteryPaths settings option.

### View Conditional Range

The assignment grade display and point value are shown at the top of the MasteryPath page [1].

The MasteryPaths tab displays three ranges for conditional content [2]. The ranges match the grade display set for the assignment—points, percentage, letter grade, or GPA. The ranges default to 70%, 40%, and 0% of the assignment’s point value [2], rounded up respectively. For instance, an assignment worth 25 points defaults to ranges of 25–18 points, 18–10 points, and 10–0 points.
Set Conditional Range

Each range can be customized to a range outside the default values. To adjust a range, click the value and enter the new conditional range.

**Note:** Range values must be set in order from highest to lowest. Empty values are not allowed.
Add Items to Range

Select the range where you want to add conditional content items and click the Add button.
Locate Items

Any existing course item that can be used in a MasteryPath can be added as conditional content.

In the content window, you can search for content by name in the Search field [1], or filter items by type using the All Items drop-down menu [2]. If a content item does not display in the content window, the item cannot be added as a conditional release item.

Notes:

- When sorting by type, you must add an item from a type before selecting another type.
- The content window only displays supported items for conditional content. Practice quizzes and ungraded surveys are not supported as conditional items.
- Pages will not display as a conditional item unless the page was previously edited to be included as a MasteryPath item.
Add Items

To add a content item, select the checkbox next to the item [1]. You can select multiple items at one time.

Click the Add Items button [2].
Add Additional Items

Select another range and add the appropriate content items [1]. You can add up to three item groups to each range using existing items in a course as conditional items [2]. Conditional items may be added in the form of individual item requirements for a student to choose from, or as a group of items a student must complete.

**Note:** An item may be added to more than one range. An item that is already added in the range will be crossed out in the content window.
Multiple conditional items within a range can be mixed and matched as individual items, grouped items, or both. Items can also be reordered within the range by dragging and dropping in the preferred order [1].

You can also edit an item, move an item, or delete an item from the item's options menu [2].
Set Student Choice Option

When more than one conditional item is added to the same range, the items default to be completed together as indicated by the **And** (ampersand) button [1]. Students who complete the assignment and score in a range with joined assignments must complete all the assignments in the conditional path.

If you want to give students a choice between assignments in a path, a range's items can be set to complete only one item or group in the path. To create a path option, click the **And** button. The items will separate and the And will change to an **Or** button [2]. Students who complete the assignment and score in a range with an **Or** designation can select which item(s) to complete as part of the conditional path. To help select an assignment path, students will be able to view the descriptions of each assignment.

**Save Assignment**

[Save]
When you are finished adding conditional items, click the Save button.
How do I assign a conditional assignment for students to complete in MasteryPaths?

By default, assignments in Canvas are assigned to Everyone, which means all students will be able to view the item in their Modules page. Once you have added conditional assignments to a MasteryPath, you must designate the assignment for conditional release by assigning it to MasteryPaths. MasteryPath assignments only display to students whose scores fall in a range that releases the assignment to them.

To confirm that all conditional content items have been assigned to MasteryPaths correctly, you can use the Test Student to view the students’ Modules page by enabling Student View. The only course items that should be visible to the Test Student are items assigned to Everyone. Therefore, if the Test Student can view a conditional item without having completed any coursework, the assignment may not have been edited and assigned to MasteryPaths.

Notes:
- MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- For quick reference, assignment and quiz pages display user assignments. User assignments cannot be viewed from the modules page until the assignment has been assigned to multiple students.
- Due dates for conditional items are not applied when the item is released to students. To add due dates for conditional items, wait until all students have completed the initial assignment and then add due dates to the conditional items.

Open Modules

In Course Navigation, click the Modules link.
Open MasteryPaths

Locate the MasteryPaths item and click the **Mastery Paths** link.

**Edit Assignment**

For each assignment in each range, click the options menu [1] and click the **Edit** link [2]. The assignment will open in a new browser tab.
Assign to MasteryPaths

In the assignment’s Assign field, click the Everyone remove icon [1], then click the text field. Select the MasteryPaths option [2].

Save Assignment

Click the Save button.
View Section Warning

⚠️ Warning

Not all sections will be assigned this item.

Would you like to go back to include:
- Biology 102

Go Back  Continue

Canvas displays a warning message asking you if you want to add additional sections. For MasteryPaths, you can disregard this warning. Click the Continue button.
Biome travel guide (brochure or video)

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.

INSTRUCTOR NOTE: (see if you can align this to common core language standards)

<table>
<thead>
<tr>
<th>Points</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting</td>
<td>a media recording or a file upload</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Mastery Paths</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

View the MasteryPath assignment.

The assignment will only display in a student's Modules page if the student's score in the MasteryPath source item releases the assignment to the student.
How do I view the MasteryPaths range breakdown results for an assignment?

Once students complete a MasteryPaths source item, you can view the breakdown of the mastery path ranges in the item. Each range includes a link that shows the number of students who scored in each range. You can view a specific student’s score for the MasteryPath source item, view the student’s submission, view the student’s conditional content assignments, and send a message to the student.

Note: MasteryPaths is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.

Open Modules

In Course Navigation, click the Modules link.
Open Assignment

Click the name of the MasteryPaths assignment.

View Breakdown Ranges

In the sidebar, view the MasteryPaths Breakdown section.

The section displays each of the three ranges and the number of students who scored in each range. The colored bar shows the percentage of students in that range [1].

To view details for a range, click the link with the student results [2].
View Student Names

The breakdown window displays the names of students in your selected range. If you want to view student names in another range, click the range heading [1]. The current range will collapse and the selected range will expand.

To view results for a specific student in a range, click the name of the student [2].
When viewing a specific student, you can see the details about that student. Below the student's name, you can click the **Send Message** link [1], which opens a new browser tab in Conversations.

You can view the student's MasteryPath source item score [2] and the date of the submission [3]. If you want to view the student's submission, click the **View Submission** link [4], which opens the student's submission details page in a new browser tab.

You can also view the conditional items in the MasteryPath that have been assigned to the student [5]. Each item includes the points possible for the assignment.
View Conditional Item Results

<table>
<thead>
<tr>
<th>Tools and Measurements</th>
<th>7 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hypotheticals</td>
<td>25 pts</td>
</tr>
<tr>
<td>Research Paper</td>
<td>50 pts</td>
</tr>
</tbody>
</table>

If the conditional items include graded assignments, Canvas displays an icon indicating the student's score compared to the original assignment score. A green arrow [1] indicates a student scored higher, a red arrow [2] indicates a student scored lower, and a gray bar [3] indicates the score was equal.

View Another Student

To view another student in the same scoring range, click the Next or Previous arrow [1].

To return to the list of student names and ranges, click the Back link [2].
To close the breakdown window, click the Close icon [3].
How do I use modules to view the progress of students in a course?

Within Modules, you can view the progress of your students and see how they are progressing through the course.

Module progress is determined by the students completing required elements in the module. If you don't set up any requirements, you won't be able to track your students' progress within each module. Required elements may include requiring the students viewing a page, submitting an assignment, or earning a minimum score on an assignment or quiz. For more information please see the lessons about setting up prerequisites and adding requirements.

Note: Numerous module items may affect performance. Modules supports up to 100 module items in the student progress page.

Open Modules

In Course Navigation, click the Modules link.
View Student Progress

Modules displays an overview of each module and the content within each module. Any completion requirements are listed next to the module content item [1]. Prerequisite requirements are posted at the top of the module [2].

To view student progress in your course, click the View Progress button [3].

Select Student

Emily Boone

Jessica Doe
Max Johnson
Bruce Jones
Joe Rogers
Nora Sanderson
Jane Smith
When opening the View Progress window, Canvas will always default to show the first student in your course (listed alphabetically by last name).

To view progress for another student, click the student's name in the Student Progress list.

View Module Progress

Module Progress for Emily Boone

<table>
<thead>
<tr>
<th>Class Information</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Class Reading" /></td>
<td>Items to complete below</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>Locked</td>
</tr>
</tbody>
</table>

The Module Progress window shows the progress of each student in your course. Modules can be completed, in progress, or locked.

- Modules that have no completion requirements, or modules where the students have completed the requirements, will be marked as completed.
- If a student is in the middle of a module, the module will be marked as in progress.
- If a module cannot yet be accessed by the student because of completion or prerequisite requirements, the module will be marked as locked.

Student progress is displayed showing the state of each module.

To learn more about what a student is accessing, visit the access report lesson.
How do I view course content offline as an HTML file as an instructor?

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. 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.

Course content export packages include all course files, pages, and embedded files added to a module and are viewable as long as the user has permission. 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, all users are notified that they 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, which may include specific course content requirements for instructors.

Notes:

- 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.
- If your Modules page does not display the Export Course Content button, confirm that you can allow course content to be exported using the Offline Course checkbox in Course Settings. If your course does not include this checkbox, this feature has not been enabled for your course. However, you can view the Feature Options tab in Course Settings to see if ePub Exporting has been allowed for your course instead. The ePub Exporting feature option allows you and your students to download course content as an ePub file.
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 11:53am**

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 it (MAC users) or right-click the file and select Extract All (PC users).

When the file expands, open the course folder [2] and open 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].
Outcomes
How do I create an outcome for a course?

If you cannot find an outcome to use in your course, you can create a new outcome.

Outcomes can be included in assignment rubrics as an easy way to assess mastery of learning objectives. When you create a learning outcome, you should also define a criterion that can be used when building assignment rubrics. Define as many rubric columns as you need, and specify a point threshold that will be used to define mastery of this outcome.

View a video about outcomes.

Open Outcomes

In Course Navigation, click the Outcomes link.

Add Outcome

Click the New Outcome button.
Create Outcome

Enter a name for the outcome in the Name this outcome field [1]. This is the official name of the outcome that will also appear in the Learning Mastery Gradebook.

If you allow students to view Learning Mastery scores on the Grades page, they will see the name of the outcome. However, you may want to create a custom, friendly name. To create a friendly name for student view, enter a name in the Friendly name (optional) field [2].

You can also enter a description in the Rich Content Editor field [3].
Add Criterion Ratings

Click the Edit icon [1] to edit the criterion rating. You can change the existing name (if desired) for the criterion in the Criterion Name field [2]. Set the criterion point value by typing in the Points field [3].

To save the criterion, click the OK button [4]. To remove the criterion completely, click the Delete button [5].

To add additional criterion ratings, click the Insert link [6].
Set Mastery and Calculation Method

Set the mastery point value in the **Mastery at** field [1]. This field indicates the number of points that must be achieved for mastery according to the criterion ratings.

In the **Calculation Method** drop-down menu [2], select the calculation method for the outcome. By default, new outcomes are set to the Decaying Average calculation method in the Canvas interface.

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

**Select Calculation Method**

You can set one of four calculation methods: Decaying Average, n Number of Times, Most Recent Score, and Highest Score.

**Decaying Average**: Select this option to average assessment item scores with a greater weight for the most recent assessment item. The Decaying Average calculation splits the total percentage between the most recent assessment item and an average of all prior assessment items. For example, you can set the most recent submission to be weighted at 40% of the total and prior items to be weighted at 60% of the total.
Enter a percentage between 1% and 99% for the most recent item weight. The remaining amount is used to weigh prior scores. The percentage split is set to 65/35 by default. The average is rounded to the next two decimals. If there is only one result, the single score will be displayed.

**Number of Times:** Select this option to set a number of times that a student must meet or exceed mastery on a set amount of aligned items. Any scores that do not meet mastery are not used in the calculation. You can specify between 1 and 5 items required for mastery.

**Most Recent Score:** Select this option to always select the score for the most recent assessment item.

**Highest Score:** Select this option to always select the highest score for all assessment items.

### View Outcome

View the created outcome.
How do I create outcome groups for a course?

Grouping outcomes in a course allows for organization of multiple related outcomes.

Open Outcomes

In Course Navigation, click the Outcomes link.

Add Outcome Group

Click the New Group button.
Create Outcome Group

Type a Learning Outcome group name in the **Name this group** field [1]. Type a description in the Rich Content Editor [2]. Click the **Save** button [3].

View Outcome Group

View the Outcome group. You can create new outcomes within the group by creating a new outcome. You can also move outcomes and outcome groups into the new group.
How do I import outcomes for a course?

You can bulk import outcomes for your course using a CSV file. A bulk import allows you to add new outcomes to your course or update the details of multiple outcomes at one time.

The CSV file must be formatted correctly according to the Outcomes Import Format Documentation. Download a sample outcomes.csv file with one outcome group and six outcomes.

After your CSV file has been processed, you will receive an email notification confirming a successful import or displaying errors with your file. If there were errors, the email will contain details about the first 100 errors including the row of the error and a short description.

Notes:

• Currently, only CSV files are supported. JSON files will be supported in a future release.
• Importing outcomes is a course permission. If you do not have permission to import outcomes, your institution has restricted this feature.
• In new outcomes, the vendor_guid field must not contain a colon.

Open Outcomes

In Course Navigation, click the Outcomes link.
Import Outcomes

Click the Import button.

Upload File

Drag and drop your CSV file to the upload area, or click in the upload area to choose a file from your computer.
Open File

Locate the CSV file [1] and then click the Open button [2].
View Import Status

Please wait as we upload and process your file.
*It's ok to leave this page, we'll email you when the import is done.*

Canvas displays a loading page while the file uploads. Large CSV files may take time to import. You can leave the Outcomes page at any time without disrupting the import process.

View Import Success

Your outcomes were successfully imported.

Setting up Outcomes

Outcomes are created here to track mastery in a course. To get started, checkout the menu bar along the top. Click on the New Outcome button to create a new outcome, or the New Group button to create a new group to organize your outcomes into. The Find button will allow you to use outcomes that have been created by your state or institution. As you create and use outcomes you will be able to use the panel to the left to navigate through your outcomes. You can drag and drop outcomes between the different levels to create structure.

In order to import a large quantity of Outcomes at once, or to update your existing outcomes, please follow the CSV format.
When the file has been successfully imported, Canvas displays a confirmation message. You will also receive an email that the import was successful.

View Import Errors and Warnings

If the import was not successful, or if the import altered existing outcomes, Canvas displays an error message. The error message displays for outcome import errors and for outcome import warnings.

You will receive an email with details about the first 100 errors and warnings. Each error or warning will include the CSV row number and a description of the error or warning.

Import errors stop the import process entirely and need to be fixed before outcomes can be imported successfully. The following types of errors may occur in CSV files:

- Required headings are missing
- Other headings are placed after the ratings header
- Invalid headers are present
- Required fields are missing
- Import file contains no data
- Invalid UTF-8 string

When an import warning occurs, Canvas skips the affected row and the import moves on. The following types of warnings may occur in CSV files:

- Rating tiers have missing points
- Rating tiers have invalid point values
- Rating tiers have points in wrong order
- Object type is incorrect
- Parent group refers to missing outcomes
- Parent groups are invalid
- Workflow state is invalid
- Calculation validation method not specified
- Group receives invalid fields
• Outcome edits are not within the same context

Correct the errors in the CSV file according to the Outcomes Import Format Documentation and re-import the file.

View Outcomes

![Image of Canvas interface showing Essay Outcome]

**Essay Outcome**

Student's essay had a hypothesis, supporting evidence, and followed formatting guidelines.

<table>
<thead>
<tr>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Does Not Meet Expectations</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Points</td>
<td>3 Points</td>
<td>0 Points</td>
<td>5 Points</td>
</tr>
</tbody>
</table>

Mastery: 3 Points

Calculation Method: Decaying Average

Last Item: 65
Between 1% and 99%

<table>
<thead>
<tr>
<th>Calculation Method Example:</th>
<th>65/35 Decaying Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most recent result counts as</td>
<td>of mastery weight, average</td>
</tr>
<tr>
<td>65% of mastery weight, average</td>
<td>of all other results count as</td>
</tr>
<tr>
<td>all other results count as</td>
<td>35% of weight. If there is only</td>
</tr>
<tr>
<td>35% of weight. If there is only</td>
<td>one result, the single score will</td>
</tr>
<tr>
<td>one result, the single score will</td>
<td>be returned.</td>
</tr>
</tbody>
</table>

1- Item scores: 1, 4, 2, 3, 5, 3, 6
2- Final score: 4.95

View the outcomes imported into your course.
How do I edit or delete an outcome in a course?

You can edit outcomes you have created in your course. Outcomes can be modified if they have been used to assess students, but any changes may affect student results.

Notes:

- You can modify any outcomes where you have permission.
- If an outcome does not include an Edit or Delete button it is an account level outcome or an imported outcome that cannot be edited or deleted.
- Outcomes that have been aligned with an assignment or question bank cannot be deleted unless they are removed from the assignment or question bank. Outcomes that have been used to assess a student cannot be deleted.

Open Outcomes

In Course Navigation, click the Outcomes link.
Select Outcome

Locate the outcome you want to modify.
Modify Outcome

To edit an outcome, click the **Edit** button [1]. Editing an outcome allows you to change non-scoring details such as the name and description. You can also edit scoring details for the outcome including the points rating or scoring method.

When you are finished with your edits, click the **Save** button.

To delete an outcome, click the **Delete** button [2].
If you edit an outcome that has been used to assess a student, Canvas displays a message notifying you that your edits will update all outcomes associated with a rubric that has not been assessed.

Click the Save button.

**Note:** This message only displays for outcomes you modify that have not been used to assess a student. If this confirmation message does not display, the outcome is associated with more than one rubric and edits cannot be updated.
View Assessed Outcome

If an outcome has already been used to assess a student, some modifications may affect student results [1].

To view any aligned items and student assessments for a particular outcome, click the name of the outcome [2]. These assignments and rubrics may be affected when you edit the outcome.
View Scoring Edits Confirmation

Confirm Edit Outcome

- You’ve updated the scoring criteria; this will affect all students previously assessed using this outcome

Click the Save button.

If you are editing scoring details on an outcome that has been used to assess students, Canvas displays a message notifying you that your edits will affect all students previously assessed using the outcome. Scoring changes only affect a student's learning mastery score in the Learning Mastery Gradebook for the edited outcome. When scoring criteria is edited, the learning mastery values scale for assessed rubrics according to the original points possible.
How do I edit or delete an outcome group in a course?

If you created an outcome group in your course that you need to edit or delete, you can do so as long as the outcomes in the group have not yet been used to assess a student. Once an outcome in the group has been aligned with an item or artifact and used for scoring, you cannot modify the outcome group. You can still modify the details of the outcome group. You can delete an outcome group as long as it does not contain any outcomes that cannot be modified. 

Note: You can modify any outcomes or outcome groups where you have permission.

Open Outcomes

In Course Navigation, click the Outcomes link.
Select Outcome Group

Locate the outcome group you want to modify.

Modify Outcome Group

To edit an outcome group, click the Edit button [1]. Editing an outcome group lets you change the outcome name and description as set when creating an outcome group.

To delete an outcome group, click the Delete button [2].

Note: If you delete an outcome group and the outcome group generates an error, your outcome group contains an outcome that cannot be modified. Move the outcome to another outcome group, then try deleting the outcome group again.
How do I create custom course outcome names for students?

As an instructor, you can choose to enable the Student Learning Mastery Gradebook (if allowed by your admin) and let students see Learning Mastery scores on their Grades page. All Outcomes in the course appear in the student view. However, some official outcome names may be difficult for students to understand, so when creating outcomes at the course level, you have the option to create a custom, or more friendly name, to appear for students. This separate name field allows you to keep both the official name of the outcome as well as create a friendlier version that is more helpful for students.

Note: Creating a custom name is a course permission. If you have access, you will only be able to create friendly names for outcomes you create within your course. You cannot create custom names for outcomes created at the account level.

Open Outcomes

In Course Navigation, click the Outcomes link.
Create New Outcome

If you want to create a friendly name while creating a new Outcome, click the New Outcome button.

Create Friendly Name

Enter a name for the outcome in the Name this outcome field [1]. This is the name of the outcome that will also appear in the Learning Mastery Gradebook.

To create a custom outcome name for students, enter a name in the Friendly name (optional) field [2].
If you want to edit an existing outcome and add a friendly name, locate and click the name of the outcome [1]. Click the **Edit Outcome** button [2].

You can only edit outcomes that have not yet been used to assess a student. If the Edit Outcome button is grayed out, you cannot edit the outcome.

**Note:** Your friendly name will not appear as part of the Outcomes Index page.
How do I move outcomes and outcome groups in a course?

You can move outcomes and outcome groups in your course outcomes. You can use the Move Outcome or Move Outcome Group button, or you can manually drag and drop the outcome or outcome group.

Note: To move an outcome to an outcome group, you will need to create an outcome group.

Open Outcomes

In Course Navigation, click the Outcomes link.
Select Outcome

Locate the outcome or outcome group you wish to move.

Move Outcome or Outcome Group

To move an individual outcome or outcome group, click the Move button.
Select the outcomes group where you want to move the outcome or outcome group [1].

Click the Move button [2].

Drag and Drop Outcome or Outcome Group

You can also use the drag and drop option to move outcomes and outcome groups. Click the outcome or outcome group and drag the outcome or outcome group to the desired location. Drop the outcome or outcome group in the desired location by releasing the mouse.
How do I find an existing outcome to add to a course?

All Outcomes added at the account or sub-account levels are available to you as an instructor. You can find and import Account Standards, which are outcomes that have been created by your Canvas Administrator for the entire institution. You can also find State and Common Core Standards.

You can import an individual outcome or import an entire outcome group.

Open Outcomes

In Course Navigation, click the Outcomes link.

Find Outcome

Click the Find button.
Import Outcome

Select the name of an outcome group to view available outcomes [1]. You can also view outcome groups within other outcome groups.

When you have located an outcome, click the name of the outcome you want to import [2]. Click the Import button [3].

Note: You can also import an entire outcome group.
View Outcome

Awesome Outcome

This outcome assesses the awesomeness of a student.

<table>
<thead>
<tr>
<th>Super Awesome</th>
<th>More awesome than average</th>
<th>Moderately Awesome</th>
<th>Meh Awesome</th>
<th>Not Awesome at all</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Points</td>
<td>4 Points</td>
<td>3 Points</td>
<td>2 Points</td>
<td>0 Points</td>
<td>5 Points</td>
</tr>
</tbody>
</table>

Mastery: 3 Points
Calculation Method: Most Recent Score

Example:
Latest Score: Mastery score reflects the most recent graded assignment or quiz.

1- Item scores: 1, 4, 2, 3
2- Final score: 3

View the imported Outcomes.

Outcomes and outcome groups are imported to the main outcome level; learn how to move outcomes or outcome groups.
How do I align an outcome with a question bank?

You can align any outcome in your course to a question bank. Outcomes can be aligned with a question bank for additional assessment and measurable performance.

To align an outcome, the outcome must already exist for your course. You can align outcomes created at the account level, or learn how to create course outcomes.

The Learning Mastery Gradebook mastery score for an aligned outcome calculates based only on questions from the aligned question bank in a quiz. The mastery score is calculated by weighing the percentage score of correct answers from the question bank against the mastery score set when aligning the question bank to the outcome. For example, if the outcome is set to mastery at 60%, a student must score 60% or higher in order to master the outcome.

Open Quizzes

In Course Navigation, click the Quizzes link.
Manage Question Banks

Click the Options icon [1] and click the Manage Question Banks link [2].

Select Question Bank

Course Question Banks

Declaration of Independence Quiz

1 Question
Last Updated: May 10 at 3:28pm

Click the title of the Question Bank to be aligned with the Outcome.
Align Outcome

Click the **Align Outcome** button.
Find Outcome

Choose the Outcome from the listed Outcomes [1]. Set the mastery level by typing in the percent field [2]. The mastery level is the percentage score that a student has to earn before you consider the student to have mastered the outcome. For example, a mastery score of 60 means that the student has to earn a 60% or higher on the aligned quiz questions. This score is only calculated using questions from the aligned question bank.

Click the Import button to align the Outcome with the Question Bank [3].

View Aligned Outcomes
View the aligned Outcome in your quiz.
How do I find Learning Standards to add to a course-level outcome?

Learning Standards are goals and objectives for student assessment in the United States. These standards have been created by the nation's governors and educational leaders to assess specific student learning.

All Learning Standards added at the account or sub-account levels are available to you as an instructor.

- Common Core Standards are available for Language Arts, Math, and Science (NGSS)
- State-specific standards are available for Language Arts, Math, Science, and Social Studies (if imported by your institution)
- ISTE Standards for Coaches, Computer Science Educators, Students, Teachers, and Administrators
- Your Canvas Administrator must import the standards before you can find and import them for a course

Learning Standards imported to the account or sub-account levels can be found within the Account Standards outcome group. However, all Learning Standards are always available as a separate outcome group for importing.

If finding an outcome does not display any Learning Standards, please contact your Canvas Administrator.

Open Outcomes

In Course Navigation, click the Outcomes link.
Find Outcomes

Click the Find button.

Click on the folder that includes the standards you need.

Note: If the Common Core group is not available to you, please contact your Canvas Administrator.
Account and Common Core Standards are nested outcomes, so you can import entire outcome groups into your course, or view all nested outcome groups to locate an individual standard.

Select the name of an outcome group to view available outcomes [1]. When you have located an outcome, click the name of the outcome you want to import [2]. Click the Import button [3].
View Outcomes

2.1.a
Organize events and ideas in order of importance.

<table>
<thead>
<tr>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Does Not Meet Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Points</td>
<td>3 Points</td>
<td>0 Points</td>
</tr>
</tbody>
</table>

Mastery: 3 Points
Calculation Method: Highest Score

Calculation Method: Highest Score
Example: Mastery score reflects the highest score from an assignment or quiz.
1. Item scores: 1, 4, 2, 3
2. Final score: 4

View the added Outcomes.
How do I view all aligned items and artifacts within an outcome?

You can view all rubrics and artifacts that are aligned with a specific outcome.

Open Outcomes

Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations

In Course Navigation, click the Outcomes link.
**Open Outcome**

Click the outcome you want to view [1]. To view all aligned items, click the name of the outcome [2].

**View Aligned Items**

View the assessments and activities aligned to the Outcome. Aligned Items are identified with an icon displaying the item type: rubric [1] or assignment [2]. This change helps identify the item for easier management within outcomes and clarify items that have similar titles.
## Aligned Items

| Item                              | Icon
|-----------------------------------|------|
| Declaration of Independence Quiz  | ![Red X]
| Revolution Quiz                   | ![Gray Lock]
| The Bill of Rights Quiz           | ![Gray Lock]
| Quiz Rubric                       | ![Red X]

Aligned items also show whether the item can be removed from the outcome.

Alignments displaying a rubric type display a blue remove icon [1]. Clicking the rubric name will open the rubric, where you can edit the rubric or delete the rubric.

Alignments displaying an assignment type display a gray lock icon [2]. Gray icons mean that the aligned item cannot be removed because it is associated with a rubric. To remove the aligned item, you would have to open the rubric and remove the row that is associated with the outcome.
View Outcome Artifacts

Under Outcome Artifacts, you can view the progress of individual students on each artifact (the aligned assessment or activity). You can view the student response details by clicking the name of the assignment [1]. The Check Mark icon [2] signifies the student has received a high enough score to satisfy the outcome threshold value. If you want to view all outcome results for a specific student, click the all outcome results for this student link [3].

Note: Outcome results are tied to level of outcome access. Account outcomes display on the account report, while the sub-account outcomes display on the sub-account report. The only time outcomes would be displayed on both reports is if they are stored in both accounts, such as copying an account outcome to the sub-account level. Outcomes created at the course-level display on the course-level and will not appear on account or sub-account level outcome reports.
How do I use the Learning Mastery Gradebook to view outcome results in a course?

The Learning Mastery Gradebook helps instructors and admins assess the outcome standards being used in Canvas courses. This gradebook helps institutions measure student learning for accreditation and better assess the needs of their students.

The default view in the Learning Mastery Gradebook is to view all students at the same time, but you can also view students individually using Individual View.

Notes:

- The Learning Mastery Gradebook is currently a course opt-in feature. To enable this gradebook, learn how to manage feature options in the course features lesson.
- The mastery level names and colors may be customized by your institution.
- When you add a rubric to a moderated assignment, any associated outcome results display in the Learning Mastery Gradebook only after final grades are posted.
- Students can also view outcomes in a course if the Student Learning Mastery Gradebook feature option is enabled.

Open Grades

In Course Navigation, click the Grades link.
Open Learning Mastery Gradebook

Click the **Learning Mastery** link.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Welcome to class! Out of 10</th>
<th>Pretest: Science Hy... Out of 10</th>
<th>Safety in Science - Symbols Out of 25</th>
<th>Safety in Science - Basics Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>emily.boone.canvas</td>
<td>9</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>jessica.doe.canvas</td>
<td>9</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>max.johnson.canvas</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>jane.smith.canvas</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>236bcfde2d4f76</td>
<td>10</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
View Learning Mastery Gradebook

The Learning Mastery Gradebook is organized like the assignments gradebook with the student names and sections on the left [1]. Similar to the assignments gradebook, you can click a student's name to link to their Grades page. Each column consists of a course outcome and the outcome grade for each student [2]. Also like the assignments gradebook, the columns can be sorted, resized, and reordered. Click an outcome column heading to sort the outcome by student name [3].

The Learning Mastery Gradebook also contains a sidebar that shows the outcome levels for the course [4]. The sidebar can be minimized and expanded by toggling the gray arrow icon at the top of the sidebar. You can filter outcomes or students that have no outcome results [5]. You can also export a report of student outcomes [6].

The Learning Mastery Gradebook displays 20 students per page. Use the numbered page navigation buttons to view additional students on other pages [7].

Note: The Hide outcomes and Hide students filters persist for the course while using the same web browser.
Switch to Individual View

The Gradebook has two views. The Default Gradebook allows you to see all students and outcomes at the same time. Individual View allows instructors to assess one student and one outcome at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings. You can switch Gradebook views at any time.

Learn more about the Learning Mastery Gradebook Individual View.
Individual student scores within each outcome are based on outcome values. The first number indicates the score the student earned. The second number indicates the mastery threshold, which is the minimum the students need to achieve mastery for the outcome. For instance, if a student earns a score of 5/3, the student has earned 2 points above the base mastery threshold of 3 points. If a student achieves a score of 1/3, the student has not achieved enough points to reach the mastery threshold.
View Outcome Details

Hover over the outcome title to view a breakdown of a specific outcome. The circle graph shows how the individual student scores were divided into the outcomes criterion ratings.
View Course Mastery Levels

Scores are color-coded to show outcomes and the level attained by each student. View the outcome levels and colors in the sidebar. To filter scores for specific learning mastery levels, click the outcome level in the sidebar.

Score levels are calculated based on half of the outcome mastery threshold. For example, if the mastery threshold is 3 points, half of 3 is 1.5. Scores between 1.6 and 2.9 are counted near mastery, while scores less than 1.5 are considered remedial. Therefore, a student score of 2/3 would be above 1.5 and count as near mastery.

**Note:** Outcome colors and levels can be customized for your institution by your admin.
Outcome statistics for the entire course or a course section can be viewed according to course average, course median, or course mode. Select the preferred statistic from the drop-down menu next to the score indicator for each outcome.

The course average is calculated by adding all the earned scores then dividing the total of the mastery scores. The course mode is calculated by finding the score that occurs most often. The course median is calculated by sorting the scores in ascending order, then finding the middle score. These course statistics also display color-coded level results based on the outcome results.

**Note:** If an outcome is aligned to multiple items, the gradebook statistics will always generate from the student’s highest outcome score within that course.
Export Report

Click the **Showing All Sections** drop-down menu [1] to view by section. Click the **export report** link [2] to download a CSV file of the Learning Mastery Gradebook.

View Report

The student learning outcomes report will include the following columns in the CSV file:

- Student Name
• Student ID
• [Outcome] result
• [Outcome] mastery points

Note: All learning outcomes in the Learning Mastery Gradebook will be included in the report.

Student View

On the Student Grades page, you can choose to let each student see his or her outcome scores by clicking the Learning Mastery tab. Students can view the outcomes and expand them to view individual outcome items.

To show students their outcome scores, visit Course Settings and open the Feature Options tab. Then enable the Student Learning Mastery Gradebook Feature Option.

Notes:
• Outcome names are the same as in the Learning Mastery Gradebook unless you create a custom name for the student view. Learn to create custom Outcome names.
• Students are not able to view outcome results for an assignment while it is muted.
How do I view outcomes or student results individually in the Learning Mastery Gradebook?

The Learning Mastery Gradebook Individual View allows instructors to assess one student and one outcome at a time. Fully accessible to screen readers, this Gradebook view allows instructors to sort by section and outcome and contains all the same settings that are available in the Learning Mastery Gradebook Default View (the view that shows all students in a course).

If you are not familiar with the settings and other options in the Learning Mastery Gradebook, click the feature links throughout this lesson to learn more about how the feature works in Default View.

Like all Gradebook tabs, Individual View is persistent. Therefore, once you switch the Gradebook to Individual View, the Gradebook will always display in Individual View until it is switched back to Default View.

Open Gradebook

In Course Navigation, click the Grades link.
Switch to Individual View

Click the Individual View button.

Select a Section

In the section drop-down menu, select the section you want to view.
To hide student names in the Gradebook Individual View, select the **Hide Student Names** checkbox [1]. To download scores in a CSV file, click the **Download Results (.csv)** button [2].
Select Student

In the Student drop-down menu [1], select the name of the student whose information you want to view. If you want to view all students beginning with the first student in your course or section, click the Next Student button [2].

Remember, student names will be sorted by last name and displayed according to your section preference in the Global Settings drop-down menu.
In the Assignment drop-down menu [1], select the outcome you want to view. If you want to view the first outcome in your course, click the Next Outcome button [2].
View Gradebook Information

Result

Result for 1.1.c
Current Mastery Score: 1.8 out of 3

Student Information

Jessica Doe
Secondary ID: jessica.doe.canvas@gmail.com
Sections: History 101, History 101 - TTH

Outcome Information

1.1.c

Calculation Method: highest
Example: Mastery score reflects the highest score of a graded assignment or quiz.
1: Item scores: 1, 4, 2, 3
2: Final score: 4

Total results: 10

<table>
<thead>
<tr>
<th>Average Score</th>
<th>High Score</th>
<th>Low Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.92</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

Once you select a student and an outcome, the Result, Student Information, and Outcome Information will display all corresponding content. Scroll down the page to view each of these sections. You can revisit the Gradebook settings at any time to hide and show settings.
View Next Student or Outcome

Content Selection

Select a student

Johnson, Max

Previous Student

Next Student

Select an outcome

1.1.d

Previous Outcome

Next Outcome

To view the next student, click the Next Student button [1].

To view the next outcome, click the Next Outcome button [2].

You can always select individual students and/or outcomes by clicking each respective drop-down menu.

Switch Gradebooks

Gradebook: Individual View

Note: Grades and notes will be saved automatically after moving out of the field.

Switch to Default Gradebook

Assignments Learning Mastery

To switch to the Default Learning Mastery Gradebook, click the Switch to Default Gradebook link.
How do I view the outcomes results report for an individual student in a course?

You can view outcome reports for all students in your course. For each student, you can view the overview of all outcomes and artifacts, the number of student attempts, latest score, and average percentage.

Open People

In Course Navigation, click the People link.

Locate User

In the search field [1], search for the name of the user. You can also filter users by role in the Roles drop-down menu [2].
Open User Details

Click the user's Options icon [1], then select the User Details link [2].
Open Outcomes Report

Locate the user details sidebar. Depending on the page display, click the Outcomes Report link or button.
### View Report

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Attempts</th>
<th>Latest Score</th>
<th>Avg Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Work</td>
<td>0 attempts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>from 0 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Prompt Outcome</td>
<td>7 attempts</td>
<td>69.52380952380953%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>from 7 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Work</td>
<td>0 attempts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>from 0 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3.f</td>
<td>0 attempts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>from 0 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.b</td>
<td>2 attempts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>from 2 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.0 out of 5.0</td>
<td></td>
<td>50.0%</td>
</tr>
<tr>
<td>1.1.a</td>
<td>2 attempts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>from 2 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5.0 out of 5.0</td>
<td></td>
<td>100.0%</td>
</tr>
</tbody>
</table>

View the report.
How do I use the Pages Index Page?

You can view all your pages in your course on the Pages Index Page. As an instructor, you can add new pages, edit pages, and manage page settings.

Open Pages

- Home
- Assignments
- Discussions
- Grades
- People
- Pages
- Files

In Course Navigation, click the Pages link.
View Front Page

Pages is designed to open to the designated front page for the course. Global settings are at the top of the page [1], followed by the individual page content [2].

You can also use the Front Page for the course home page.

Note: If your course does not yet have a front page, Pages will open to the Pages Index Page.

View Pages Global Settings

For individual pages, global settings include Viewing All Pages [1], publishing and unpublishing the page [2], and editing the page [3].
In the Options drop-down menu [4], you can delete the page and view the page history.

**Note:** You cannot delete a page that is set as the Front Page.

**View All Pages**

To view the Pages Index from the Front Page or any individual page, click the View All Pages button.

**View Pages Index Page**

<table>
<thead>
<tr>
<th>Page title</th>
<th>Creation date</th>
<th>Last edit</th>
<th>To-Do Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Declaration by Committee</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td>Apr 15 at 11:59pm</td>
</tr>
<tr>
<td>Amendments to the Constitution</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td>Mar 27 at 11:59pm</td>
</tr>
<tr>
<td>Articles of Confederation and Constitution Wrapup</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td>Apr 8 at 11:59pm</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>Oct 19, 2018</td>
<td>Jan 4, 2019</td>
<td>Feb 11 at 11:59pm</td>
</tr>
<tr>
<td>Bill of Rights Introduction</td>
<td>Oct 19, 2018</td>
<td>Oct 22, 2018</td>
<td>Jan 30 at 11:59pm</td>
</tr>
<tr>
<td>Bill of Rights Wrapup</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td>Feb 20 at 11:59pm</td>
</tr>
<tr>
<td>Class Reading</td>
<td>Oct 19, 2018</td>
<td>Jan 4, 2019</td>
<td>Feb 21 at 2:00pm</td>
</tr>
<tr>
<td>Compare and Contrast: Taxes Today</td>
<td>Oct 19, 2018</td>
<td>Oct 22, 2018</td>
<td>Feb 27 at 11:59pm</td>
</tr>
<tr>
<td>Declaration of Independence Introduction</td>
<td>Oct 19, 2018</td>
<td>Oct 22, 2018</td>
<td>Apr 10 at 11:59pm</td>
</tr>
<tr>
<td>Declaration of Independence Wrapup</td>
<td>Oct 19, 2018</td>
<td>Jan 4, 2019</td>
<td>Apr 24 at 11:59pm</td>
</tr>
<tr>
<td>History 101</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td>Apr 19 at 11:59pm</td>
</tr>
<tr>
<td>Leading Up to War</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td>Apr 19 at 11:59pm</td>
</tr>
<tr>
<td>Revolution Introduction</td>
<td>Oct 19, 2018</td>
<td>Oct 22, 2018</td>
<td>Feb 25 at 11:59pm</td>
</tr>
<tr>
<td>Revolution Module</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td>Feb 25 at 11:59pm</td>
</tr>
<tr>
<td>Revolution Wrapup</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td>Mar 20 at 11:59pm</td>
</tr>
<tr>
<td>Rich Content Editor</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018</td>
<td>Mar 20 at 11:59pm</td>
</tr>
</tbody>
</table>

The Pages Index has one global function at the top of the page, which is to add new Pages [1].

The rest of the Index displays the individual pages created in Canvas [2]. Your front page is identified with a gray Front Page tag [3].
Sort Pages

Pages displays the page title, creation date, last edit, and student to-do date for each page in your course. Pages are arranged in alphabetical order. You can view the pages within the Index in ascending or descending order by clicking the arrow next to the heading.

Manage Individual Pages

For each individual page, you can use the Options drop-down menu to edit the page name [1] or delete the page [2], set any page as your front page [3], or duplicate the page [4].

To edit a page, click the name of the page [5].

Note: If a page has not been published, you cannot set it as your Front Page.
If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.

<table>
<thead>
<tr>
<th>Page title</th>
<th>Creation date</th>
<th>Last edit</th>
<th>View Blueprint Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessible Excel Forms Part 2</td>
<td>Jun 24, 2017</td>
<td>Jun 24, 2017</td>
<td>✓</td>
</tr>
<tr>
<td>Accessibility by the Numbers</td>
<td>Jun 24, 2017</td>
<td>Jun 24, 2017</td>
<td>✓</td>
</tr>
<tr>
<td>Accessibility for Online Learning - Tips, Tricks and Techniques</td>
<td>Jun 24, 2017</td>
<td>Jun 24, 2017</td>
<td>✓</td>
</tr>
<tr>
<td>Accessible Excel Forms Part 1</td>
<td>Jun 24, 2017</td>
<td>Jun 24, 2017</td>
<td>✓</td>
</tr>
<tr>
<td>Accessible Excel Spreadsheets Part 1</td>
<td>Jun 24, 2017</td>
<td>Jun 24, 2017</td>
<td>✓</td>
</tr>
</tbody>
</table>
How do I use Draft State in Pages?

Draft State allows content in Pages to exist in an unpublished (draft) state. Unpublished content is invisible to students.

Note: If you use Modules in your course and add a Page to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Pages unpublished until you are ready to publish the entire Module. For more information please see the Modules Draft State lesson.

Open Pages

In Course Navigation, click the Pages link.
View Status within an Individual Page

Amendments to the Constitution

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

Within individual pages, the page status is shown next to the page options.
Publish a Page

To publish a page, click the Publish button. The button will change from gray to green.
Unpublish a Page

To unpublish a page, hover over the published button. The hover text will confirm you want to unpublish the page, and the button will change from green to red. Click the button to confirm.

**Note:** You cannot unpublish a page that has been set to the Front Page.

View Status of All Pages

<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>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Amendments to the Constitution</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>Oct 19, 2018</td>
<td>Jan 4, 2019 by Doug Roberts</td>
</tr>
<tr>
<td>Bill of Rights Introduction</td>
<td>Oct 19, 2018</td>
<td>Oct 22, 2018 by Doug Roberts</td>
</tr>
</tbody>
</table>
On the Pages Index page, you can view the status of each page. Green icons indicate the page is published [1]. Gray icons indicate unpublished pages [2]. You can change the status of a page by toggling the published and unpublished icons.

Publish a Page

To publish a page, click the unpublished icon. The hover text will confirm you want to publish the page.

Unpublish a Page

To unpublish a page, hover over the published icon. The hover text will confirm you want to unpublish the page. Click the icon to confirm.
Pages Student View

<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>
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<td>Amendments to the Constitution</td>
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<tr>
<td>Bill of Rights</td>
<td>Oct 19, 2018</td>
<td>Jan 4, 2019 by Doug Roberts</td>
</tr>
<tr>
<td>Bill of Rights Introduction</td>
<td>Oct 19, 2018</td>
<td>Oct 22, 2018 by Doug Roberts</td>
</tr>
</tbody>
</table>

Students cannot see any of the actions involved with Draft State, such as published and unpublished icons and setting icons. Students will only see published pages, which are posted in blue text.
How do I create a new page in a course?

As an instructor, you can create a new page to add to your course.

When creating pages, you can set page permissions as to who can edit the page: instructors (teachers), instructors and students, or anyone. You can also add a page to student To Do lists.

Open Pages

In Course Navigation, click the Pages link.
View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.

Add Page

Click the Add Page button.
Add Content

Type a name for your page [1].

Use the Rich Content Editor [2] to create content for your page. The Rich Content Editor includes a word count display below the bottom right corner of the text box.

You can also add links, files, and images to the page using the content selector [3].
Edit Page Settings

1. Options: Can edit this page role selection
   - Only teachers

2. Add to student to-do

3. Notify users that this content has changed

You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [1]. Options include only teachers, teachers and students, or anyone.

You can add the page to the student to-do list by selecting the **Add to student to-do** checkbox [2]. When you add a page to the student to-do, the to-do displays in the student’s to-do list as well as the in the course calendar and modules.

You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [3].

Save and Publish

1. Save & Publish
2. Save

If you are ready to publish your page, click the **Save & Publish** button [1]. If you want to create a draft of your page, click the **Save** button [2].

**Note:** If you try to navigate away from a page without saving, you will generate a pop-up warning.
When your page is saved in a draft state, you can return to the page and publish it at any time by clicking the *Publish* button [1]. The button will change from gray to green [2].

**View Page**

Amendments to the Constitution

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may [sign up for a circle](#). Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

View the page you created.
How do I change the name of a page in a course?

Sometimes you want to rename a page name. This lesson will show you the steps of how to rename a page name.

Open Pages

In Course Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
Open Page

<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>
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<td>Amendments to the Constitution</td>
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<tr>
<td>Articles of Confederation and Constitution Wrapup</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>Oct 19, 2018</td>
<td>Jan 4, 2019 by Doug Roberts</td>
</tr>
</tbody>
</table>

Click the name of the page you want to edit.

Edit Page

Click the Edit button.
Rename Page

Amendments to the Constitution

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

First Amendment:

Edit the title of the page.

Save Page

Click the Save button.
Amendments to the Constitution

View the new page name at the top of the page.
How do I edit a page in a course?

As an instructor, after you have created a page for your course, you can edit the page at any time.

By default, only instructors (teachers) can edit pages. However, you can set a default preference for specific users to edit and contribute to the page in the Course Settings Course Details tab.

Open Pages

In Course Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
### Open Page

Click the title of the page you want to change.

### Edit Page

Click the **Edit** button.

<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>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td><strong>Amendments to the Constitution</strong></td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Articles of Confederation and Constitution Wrapup</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>Oct 19, 2018</td>
<td>Jan 4, 2019 by Doug Roberts</td>
</tr>
</tbody>
</table>
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].

To change the editing permissions for the page, click the Options drop-down menu [4].

Save Page

Click the Save button.
Amendments to the Constitution

View the changes you made to the page.
How do I duplicate a page in a course?

You can duplicate a page in your course. When a page is copied, the word Copy is added to the end of the page name. Duplicating a page defaults the copied page to an unpublished status. All items in the page are duplicated including the page name, content, and options.

If a page is used in MasteryPaths, the MasteryPaths setting is also enabled in the copied page. Additionally, any MasteryPaths page also displays in the Assignments index page.

If applicable, Pages displays Blueprint Course icons after the page is refreshed.

Open Pages

In Course Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
Open Page

<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>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Amendments to the Constitution</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Articles of Confederation and Constitution Wrapup</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>Oct 19, 2018</td>
<td>Feb 6, 2019 by Doug Roberts</td>
</tr>
<tr>
<td>Bill of Rights Introduction</td>
<td>Oct 19, 2018</td>
<td>Feb 6, 2019 by Doug Roberts</td>
</tr>
</tbody>
</table>

View Duplicate

<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>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>A Declaration by Committee Copy</td>
<td>Feb 6, 2019</td>
<td>Feb 6, 2019 by Doug Roberts</td>
</tr>
</tbody>
</table>

View the page duplicate in your course.

**Note:** If applicable to your course, Blueprint Course icons display after the page is refreshed.
How do I delete a page in a course?

You can delete a page if you no longer need it in your course.

Note: You will be unable to delete a page if it is used as the Front Page for your course.

Open Pages

In Course Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
Delete Page

Locate the name of the page you want to delete. Click the Options icon [1] and select the Delete link [2].

Confirm Deletion

Click the Delete button.
How do I upload a PDF to a page in a course?

You can upload PDFs to a page in Canvas.

Open Pages

In Course Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
Open Page

<table>
<thead>
<tr>
<th>Page title</th>
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</tr>
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<tbody>
<tr>
<td>A Declaration by Committee</td>
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</tr>
<tr>
<td>Bill of Rights</td>
<td>Oct 19, 2018</td>
<td>Feb 6, 2019 by Doug Roberts</td>
</tr>
</tbody>
</table>

Click the title of the page you want to edit.

Edit Page

Click the Edit button.
Insert PDF Link

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

In the Rich Content Editor, place your cursor where you wish to insert the PDF document.
Open Files

In the Content Selector, click the Files tab.

Upload File

Click the Upload a new file link.

Click the Upload a new file link.
Choose File

Click any file to insert a download link for that file.

› 📁 course files

→ Cancel file upload

Choose File
No file chosen

Click the Choose File or Browse button.
Open File

Click the document you want to upload [1] and click the Open button [2].

Select Folder

Click the Folder drop-down menu and choose where you would like to store the file.
Upload File

Click the Upload button.

View PDF Link

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

[Intro to Amendments.pdf]

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 Page

Click the Save button.
Amendments to the Constitution

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

Intro to Amendments.pdf

View the PDF file by clicking on the file name.
How do I link to other Canvas pages in a course?

Within a page, you can insert links to other Canvas pages within the same course.

Open Pages

In Course Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
## Open Page

<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>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td><strong>Amendments to the Constitution</strong></td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Articles of Confederation and Constitution Wrapup</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>Oct 19, 2018</td>
<td>Feb 6, 2019 by Doug Roberts</td>
</tr>
</tbody>
</table>

Click the title of the page you want to open.

## Edit Page

Click the **Edit** button.
Insert Link

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

In the Rich Content Editor, place your cursor where you want to insert the link.
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 Page

Click the Save button.
Amendments to the Constitution

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

The Articles of Confederation and the Constitution Introduction
How do I set a Front Page in a course?

The Course Home Page is the first view your students will see when they enter your course. For the Course Home Page, you can customize a page from your course Pages and have it display as the Course Home Page.

If you want to change the Course Home Page to a custom page, you must first set the page as the Front Page. The Front Page is a designation that shows Canvas which page can be used for the Course Home Page. Use this page to show a welcome message, links, images, or other information for students.

Notes:

- Before setting the Front Page, the page must be published.
- You can edit the Front Page, set a different page as the Front Page, or remove the Front Page.
- Before setting a Front page, the Pages link in Course Navigation will open to the Pages Index. However, once you have selected a Front Page, the Pages link will always open to the Front Page. To return to the Pages Index, click the View All Pages button.
- The Pages Front Page can also be set to display recent course announcements.

Open Pages

In Course Navigation, click the Pages link.
Set Front Page in Pages List

Locate your published page that you want to set as your Front Page [1]. Click the Options icon [2] and select the Use as Front Page link [3].

View Front Page

The Front Page will be indicated by a gray Front Page tag [1].

You can change the Front Page to any other page in the course by selecting the page Options icon [2].
Set Front Page in Individual Page

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Bill of Rights</td>
<td>Oct 19, 2018</td>
<td>Feb 6, 2019 by Doug Roberts</td>
</tr>
</tbody>
</table>

You can also set a page as the Front Page from any individual page in your course. Click the name of any published page that you want to set as your front page.

Use as Front Page

Click the Options icon [1] and select the Use as Front Page link [2].
Remove Front Page

To remove the Front Page, locate the page labeled with a gray Front Page tag [1]. Click the Options icon [2] and select the Remove as Front Page option [3].
How do I embed a video in a page in a course?

Canvas lets you embed video content within a page.

Note: Canvas only supports secure video URLs (HTTPS) for embedding.

Open Pages

In Course Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
### Open Page

<table>
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<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
</tbody>
</table>

Click the title of the page you want to open.

### Edit Page

Click the **Edit** button.
Open HTML Editor

Click the HTML Editor link.

Copy Video 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 Embed Code

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

Copy the displayed embed code for the video content and paste it into the HTML editor in Canvas.

Save Page

Click the Save button.
Amendments to the Constitution

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

View the video embedded into your page.
How do I create a file link in a page in a course?

As an instructor, you can add a course file to a page.

Open Pages

In Course Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
Open Page

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<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</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 Course Files

<table>
<thead>
<tr>
<th>Links</th>
<th>Files</th>
<th>Images</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click any file to insert a download link for that file.

1. \(\text{course files}\)
   - GumCo files
   - Images

2. How the US was formed.pdf
   - Revolutionary War Timeline Slideshow
   - The US Constitution Slideshow
   - US History Syllabus.pdf

Upload a new file

Click the Course files folder [1]. When it expands, click the subfolder where the file is located [2].
Insert Link

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

In the Rich Content Editor, place your cursor where you wish to insert your file.
Insert File

In the Content Selector, click the name of the file you want to insert into the Rich Content Editor [1]. The name of the file will appear in the Rich Content Editor and flash yellow [2]. Then the name will turn blue, indicating it is a link.

Save Page

Click the Save button.
Amendments to the Constitution

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

The US Constitution Slideshare

View the page.
How do I view the history of a page in a course?

When you can edit course pages, you can view the page history and see the date, time, and author of any changes made to the page. Page editors can also roll back the page content to a previous version of the page.

The images shown in this lesson are for the instructor view, but the same steps apply for students who have access to edit course pages.

Notes:

- Even when granted editing access in page settings, students cannot roll back a prior version of a page within a course. They can only roll back page content for pages within student groups.
- HTML and CSS changes are not stored in the page history.

Open Pages

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

View Pages

[View All Pages] [Front Page] [Published] [Edit] [...]
Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.

Open Page

<table>
<thead>
<tr>
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</thead>
<tbody>
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<tr>
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<tr>
<td>Articles of Confederation and Constitution Wrapup</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
</tbody>
</table>

Click the page you want to view.

View Page History

Click the Options icon [1] and select the View Page History link [2].
View Latest Revision

Amendments to the Constitution

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

See The US Constitution Slideshow

By default, the page history will show the latest revision.

View or Restore Prior Version

Amendments to the Constitution

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

See The Articles of Confederation and the Constitution Introduction

To open a prior version of your page, click the date you want to access [1] and then click the Restore this revision link [2].

Note: Students cannot restore a prior version of a page within a course.
Amendments to the Constitution

The following amendments to 4th Article to the Constitution are considered the Bill of Rights. You may sign up for a circle. Your circle will edit this page to add details for each heading. The first is completed as an example. Be sure that you provide the text of the amendment, and then adequately, succinctly, and correctly describe the amendment, as well as provide a reference for your information.

The Articles of Confederation and the Constitution Introduction

Canvas will restore the prior version to the most recent revision [1]. If you want to replace your current page with different content, click a different date and page revision. Note that restoring a page revision will also associate your name with the page history.

To return to the current page revision, click the close icon [2]. You can also use the breadcrumb navigation [3] to return to the current page or the pages index.
How do I use the People page in a course as an instructor?

People shows all the users enrolled in your course, either added by your or your institution via SIS import.

Open People

- Home
- Assignments
- Announcements
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus

In Course Navigation, click the People link.
The People page displays all information about the users in your course. The page is designed with global settings at the top of the page [1] followed by the generated user data [2].

Search and Filter Users

Global settings include searching and filtering by user data. To search for a specific user, type the user’s name in the search field [1].
To filter by role, select the Roles drop-down menu [2]. The filter will also display the number of users in each type of role (e.g. student).

You can also add a user to the course [3].

**Manage Student Groups**

The People page also organizes all your student groups, where you can manage student groups. You can create groups to put students together to complete projects or other activities. Students can set up their own groups, which will allow them to work collaboratively.

**Manage Users**

To manage course-level user options, click the global Options drop-down menu. You can view user groups [1]. User groups are the same as displayed in the global settings at the top of the page.

You can view prior enrollments in the course [2]. Prior enrollments are students who were previously enrolled in the course and their enrollments have been concluded.
You can also view a summary of all student interactions in your course [3]. Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

You can view registered services for each user in the course [4]. 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.

### View Users

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Login ID</th>
<th>SIS ID</th>
<th>Section</th>
<th>Role</th>
<th>Last Activity</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>emilyboone</td>
<td>Biology 101 Section 1</td>
<td>Student</td>
<td>Jan 19 at 8:43am</td>
<td>01:07:46</td>
</tr>
<tr>
<td>2</td>
<td>Jessica Doe</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>jessicadoe</td>
<td>Biology 101 Section 1</td>
<td>Student</td>
<td>Jan 16 at 2:53pm</td>
<td>50:11</td>
</tr>
<tr>
<td>3</td>
<td>Max Johnson</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>maxjohnson</td>
<td>Biology 101 Section 1</td>
<td>Student</td>
<td>Jan 12 at 3:24pm</td>
<td>16:29</td>
</tr>
<tr>
<td>4</td>
<td>Bruce Jones</td>
<td></td>
<td></td>
<td>Biology 101 Section 2</td>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Caroline Jones</td>
<td><a href="mailto:c.jones.canvas@gmail.com">c.jones.canvas@gmail.com</a></td>
<td>c.jones</td>
<td></td>
<td>Observing; Bruce Jones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Doug Roberts</td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
<td>doug_roberts</td>
<td>Biology 101 Section 1</td>
<td>Teacher</td>
<td>Jan 19 at 10:21am</td>
<td>07:24:24</td>
</tr>
<tr>
<td>7</td>
<td>Joe Rogers</td>
<td></td>
<td></td>
<td>Biology 101 Section 2</td>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Bill Sanderson</td>
<td><a href="mailto:bill.sanderson.canvas@gmail.com">bill.sanderson.canvas@gmail.com</a></td>
<td>billsanderson</td>
<td></td>
<td>Observing: Nora Sanderson; Observing: Emily Boone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Nora Sanderson</td>
<td><a href="mailto:nora.sanderson.canvas@gmail.com">nora.sanderson.canvas@gmail.com</a></td>
<td>norasanderson</td>
<td>Biology 101 Section 1</td>
<td>Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The People page orders users alphabetically by last name. Search and filter results display the following data:

- **the user's name** [1]
- **Login ID** [2]
- **SIS ID** [3]—this column requires permission to view SIS IDs
- **Section** [4]—may be enrolled in more than one section
- **Role** [5]—if the user was assigned a custom role, currently only the base role is displayed
- **Last Activity** [6]—displays the date and time of a user's most recent interaction in the course. This time stamp updates when a user navigates through the course using the Course Navigation menu, replies to a discussion or submits an assignment or quiz, and when they access course files and pages. Please note that Last Activity does not include mobile interactions or group participation.
• **Total Activity**—allows you to see how long students interact within a course and counts page navigation only. Total activity time is displayed in hours:minutes:seconds. If a user has not yet reached an hour of activity, total activity time is displayed as minutes:seconds. Total Activity records any time spent viewing course content that exceeds two minutes. If the time between a new activity and the last completed activity is under ten minutes, all time between these two events will also be included. Total Activity does not include group activity or page views for videos that do not include intermediate page requests, such as a half-hour recorded lecture. To view specific page views for a student, view the student’s course access report.

**Note:** Viewing user details, including Login IDs and user email addresses, are course permissions. Depending on your permissions, you may not be able to view all available information in the People page.

### View User Status

![Table of User Status](table.png)

You can also view the status for pending and inactive enrollments.

Once a course is published, users receive an invitation to the course. Users who have not yet accepted the course invitation display a pending status [1]. To resend course invitations for pending users, click the Resend link [2] at the top of the page.

Users who are inactive in the course display an inactive status [3]. The inactive status allows you to view a user’s prior activity in the course but does not allow the student to access the course.
If your institution has enabled student context cards, you can view the context card for a student by clicking the student's name.

Note: If this feature is not available, your institution has not enabled student context cards.
Manage Users

To manage a user in your course, click the Options icon. You can resend course invitations and view user details. If you have permission in your course, you may also be able to edit the user’s course sections, edit the user’s role, deactivate the user, or remove the user from the course.

Manage Observers

For Observer roles, you can also link an observer to a student.
How do I view a context card for a student in a course?

If your institution has enabled student context cards, you can click a student's name anywhere in Canvas and view a summary of the student's progress in the course. Context cards do not apply outside a course, such as in the Conversations Inbox.

Student context cards provide insights and context about the student. Context cards are meant to be a simplified overview of a student's progress. The context is generated from grades in the Gradebook and standard page view and participation activity in course analytics. Mobile data is not included unless a user accesses Canvas directly through a mobile browser, or if a user accesses content within the mobile app that redirects to a mobile browser.

Context Card Users

Context cards only apply to users with student roles; they are not supported for user names where the user is not a student (e.g. observer, TA, or other instructor). Clicking links for non-student roles will always direct to the user's details page or profile page (if your institution has enabled the Profiles feature).

Context Card Link Locations

This lesson shows how to view a context card for a student from the People page. Other areas where student names display in courses include announcement and discussion replies, the Gradebook, and the Moderate page for moderated assignments. Current exceptions include links in groups and student links in the Course Analytics page, which link to the student's individual analytics page.

Notes:

- The Student Context Card is currently an account opt-in feature. If a context card does not display for a student's name, your institution has not enabled this feature.
- If the final grade override feature is enabled, the override grade will display as the student's current grade.
Open People

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

**Locate Student**

In the search field [1], search for the name of the student. You can also filter users by student role in the **Roles** drop-down menu [2].
Open Context Card

<table>
<thead>
<tr>
<th>Name</th>
<th>Login ID</th>
<th>SIS ID</th>
<th>Section</th>
<th>Role</th>
<th>Last Activity</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>emilyboone</td>
<td>Biology 101</td>
<td>Student</td>
<td>Jan 19 at 8:43am</td>
<td>01:07:46</td>
</tr>
</tbody>
</table>

Click the name of the student.

View Context Card

The context card displays in a separate window within the page.
View Student Overview

At the top of the card, you can view overview information about the student:

- **Profile picture [1]**: View the student's profile picture. A picture may not be available if the student has not added a profile picture or if your institution does not allow profile pictures. You can also click the picture to access the student's user details page.
- **Student name or email [2]**: Click to access the student's user profile page. If you have the appropriate permissions, you may be able to access additional information including the student's access report, interactions report, outcomes report, and registered web services.
- **Course name and section [3]**: View the name of the course and section. The section name is only included for courses with multiple sections.
- **Last login [4]**: View the student's last Canvas login. This field does not display if the student has never logged in. If the login was on the current date, the card only displays the time. If the login was within the current week, the card displays the day of the week. Any later logins display the full date.
- **Grades button [5]**: Click to access the student's grades page.
- **Analytics button [6]**: Click to access the student's analytics page. *This button is only available to users with permission to view course analytics.*
- **Mail icon [7]**: Click to send a message directly to the student from the context card.

Users who have permission to act as other users can also view a **Act as User** link to quickly act as the student.
The grading section gives an overview of the student's course grade.

The student's **current grade** displays as shown in the Gradebook according to grading scheme [1]. Please note that currently this grade does not adjust for any muted assignments in the Gradebook.

For courses using Multiple Grading Periods, the context card only displays the grade for the current grading period. *Note that the grading period view in the Gradebook does not influence the grade display; the student context card always displays the current grading period, regardless of whether you view a prior or future grading period.*

The card also shows the number of **missing assignments** [2] and **late assignments** [3]. Missing assignments are based on **course analytics** data, which generates data for online submission assignments in Canvas. For submissions not submitted online, assignment calculations may not be entirely accurate as they are attempted based on the assignment's grade and when the assignment was graded. Late assignments are based on assignment due date.

In the **Last Graded Items** section [4], you can view a maximum of the student’s **last 10 recently graded assignments** along with the assignment’s grade, shown according to grading scheme. If the grading scheme does not fit in the window, the grades default to points. To view the name of an assignment, hover over a graded item [5]. To view submission details for the assignment, click the graded item.
View Activity Overview

<table>
<thead>
<tr>
<th>Activity Compared to Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Participation</td>
</tr>
<tr>
<td>High</td>
</tr>
</tbody>
</table>

The activity section provides an overview of the student's participation compared to other students in the course. It is not meant to be an exact comparison and is based on the standard deviation of the student's participation [1] and page views [2] in the course.

The activity level is indicated by stars that represent no participation, low participation, moderate participation, and high participation. Students with no page views receive zero stars. Students whose participation falls in the lowest quartile of course activity receive one star. Students whose participation falls in the middle two quartiles receive two stars. Students whose participation falls in the top quartile receive three stars.

Participation information may help you quickly identify at-risk students in your course. For instance, a student with both high participation and high page views is probably a high-performance student who submits coursework and participates in course discussions, assignments, and other activities. A student with no participation or page views is most likely not engaged in the course and may need some assistance or participation encouragement.

**Note**: More accurate details about course activity can be viewed by accessing the student's analytics page or user details page, both of which may be available to you to access from the Student overview section of the context card.
Close Context Card

To close the context card, click the Close icon.
How do I add users to a course?

You may have already added user enrollments to your course in the Course Setup Checklist. However, you can invite users to join your course at any time if the Add People button is available in the People page.

If your institution uses SIS Imports, you do not need to add any users who are part of your institution's records for the course. They will be added to the course by your admin.

Course Invitations

When an enrollment is manually added to the course, Canvas generates a course invitation. The user must accept the course invitation to participate in the course. Until the user accepts the course invitation, the user’s status will display as pending. Note that when a user receives an enrollment invitation for a custom role, the invitation displays the name of the base role.

In Canvas accounts, admins can allow Open Registration, which allows you to add users to a course even if the users do not yet have a Canvas account. The user will create an account as part of accepting the course invitation. However, if Open Registration is not enabled, you can only add users to your course who already have an account in Canvas.

If your institution is part of a trust account, searching for a user may display a search result associated with another institution. Trust accounts allow users to be added with the same credentials across multiple institutions.

Users are not sent a course invitation until the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.) Additionally, courses must be published for students to receive course invitations.

Please note that users invited to a course in an observer role are not sent a course invitation unless they do not already have a Canvas account. Observer enrollments without a Canvas account must create an account before they can log in to the course.

User Roles

When manually adding users to a course, you can add a user into any available role, including custom roles as created by your admin. If you are not sure about what permissions are allowed for a specific role in your institution, please contact your Canvas admin.

Standard roles include Teaching Assistants (TAs), Observers, and Designers:

- TAs provide course support and have some or all of the same permissions granted to instructors.
- Observers can be linked to a student and view student progress in the course. Observers can include parents, guardians, and/or mentors.
- Designers can add other users to the course, access course content, create discussions, announcements, assignments, quizzes, and other content filled features. This role is appropriate for instructional designers, instructional coaches, or program managers who work with instructors to design their courses.
Multiple Sections

If you want to add the same person to different sections, you can enroll them in one section and then add them to additional sections later.

Notes:

- Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot add an enrollment to the course.
- Adding users through the Add People button is a course permission. If you cannot add a user to your course, your institution has restricted this feature.

Open People

In Course Navigation, click the People link.
Add People

Click the Add People button.

Select User Search

To add a user, you can search for users with up to one of three options: email address, login ID, or SIS ID.

To select a search option, click the button for your preferred search method.

Note: If you are copying and pasting user information from a spreadsheet, you do not have to filter out information that does not apply to your search option. For instance, if you copy in a line with an email address and login ID and select the login ID search option, Canvas will disregard the email address and only search for users with the entered login ID.

However, please note that currently Canvas only supports single-line entries separated by commas; multiple-line entries separated by spaces will be supported in a future release.
Search by Email

Add People

By default, the search field is set to search by email address [1]. In the text field [2], enter the email address for the user. You can copy and paste multiple users at one time, such as from a comma separated value (CSV) file, by placing a comma or line break between users.

When searching by email address, the user’s institution-assigned email address should be used whenever possible. For the majority of institutions, each user should have an email address associated with the user’s account and may be the same as the user’s login ID.

Instructors can add users through one of several formats, which also support user names:

- "A User" buser@example.com
- buser@example.com B User
- "User, C" cuser@example.com

Email addresses can be enclosed by less than ( < ) or greater than ( > ) symbols, although it is not required.
Search by Login ID

Add People

1. Select the **Login ID** button.

2. In the text field, enter the login ID for the user. You can copy and paste multiple login IDs at one time by placing a comma or line break between login IDs.

Example: Ismith, mfoster

To add a user by login ID, select the **Login ID** button [1].

In the text field [2], enter the login ID for the user. You can copy and paste multiple login IDs at one time by placing a comma or line break between login IDs.

When searching by **Login ID**, you should use the login ID format found in the Canvas login page for your institution (e.g. username, student ID, etc.). The example format in the login ID field may differ from the format used in your institution. If you are not sure how to format users for your institution in the text field, please contact your Canvas admin.

Login IDs do not support entries that include a user's name; any entered content in the Login ID search field will be included as the search content.
If your institution allows you to view SIS IDs in your course, you can also search for users by SIS ID.

To search for users by SIS ID, select the SIS ID button [1]. In the text field [2], enter the SIS ID for the user. You can copy and paste multiple SIS IDs at one time by placing a comma or line break between SIS IDs.

SIS IDs do not support entries that include a user’s name; any entered content in the SIS ID search field will be included as the search content.

**Note:** The SIS ID button only displays for users with SIS permissions.
Select User Details

In the Role drop-down menu [1], assign the user(s) a role for the course based on available course roles.

In the Section drop-down menu [2], assign the user(s) a section in the course.

If you want to limit the user(s) to only interact with other users in their section only, click the Can interact... checkbox [3].

Click the Next button [4].

Note: If you are adding multiple users at the same time, all users inherit the same role and section.
Add Existing Users

If Canvas finds an existing user, you can confirm the user before adding the user to the course [1].

The user's name displays in the page along with the user's information you used in the user search. Although Canvas may display additional search columns, existing information in a user's account will not be displayed.

When you are ready, click the Add Users button [2].

If Canvas did not find your intended user, you can click the Start Over button [3].
If Open Registration is disabled for your institution and Canvas is not able to find a match for the user(s), Canvas will notify you that a match was not found.

To try a new search, click the Back button.
Add New User

If Open Registration is enabled for your institution and Canvas is not able to find a match for the user(s), you can choose to add the user(s) to your course.

Canvas may ask you if you want to create a new user account if the user does not have a username in the course’s account, the user’s email address is linked to another user within the account, or the institution does not use delegated authentication.

To add all users in the search results, click the Select All checkbox [1]. To add an individual user, click the checkbox next to the user’s name [2].
Add via Email Address

If you searched for users in a format that includes a user’s name, any selected users will automatically include the users’ names in the enrollment list [1]. You can make adjustments to the user name, if necessary.

If the user’s name was not included, you can choose to add a name to associate with the user’s email address [2]. Otherwise, Canvas will use the user’s email address as the user’s name.

Click the Next button [3].
Add via Login or SIS ID

If you want to add a user via a login or SIS ID, you can choose to add a name to associate with the user [1]. You are also required to include an email address for the user [2].

If no user name is entered, Canvas will use the user’s email address as the user’s name.

Once you have entered an email address, you can click the Next button [3].

Add Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Login ID</th>
<th>SIS ID</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Rogers</td>
<td><a href="mailto:joe.rogers.canvas@gmail.com">joe.rogers.canvas@gmail.com</a></td>
<td></td>
<td></td>
<td>Documentation Canvas</td>
</tr>
</tbody>
</table>

If the following users are ready to be added to the course.
Confirm the users you are adding to the course via your selected search method. Click the Add Users button.

View Pending Enrollment

Until the user accepts the course invitation, the user’s status will display as pending. Note that observer invitations will only show as pending if the invited observer does not already have a Canvas account.

If you added a user without a Canvas account, the user can create an account as part of the course invitation process.

Once the user has accepted the course invitation, you can interact with the user in the course. You can also send messages to the user via Conversations.

If necessary, you may be able to edit a user's role in Canvas.

Note: It could take up to 24 hours for users to receive their invitations. Canvas will not consider the user to be enrolled—and won't recognize the user anywhere in Canvas—until the invitation has been accepted. If necessary, you can resend course invitations.
How do I limit a user to only interact with other users in the same course section?

If your course includes multiple sections, you can limit users in a section to only see users enrolled in the same section. This option is useful when several sections have been cross-listed into a single course.

You can set limitations when adding users to a course, or after students have already been added to the course.

Limiting students to interact by section only affects Collaborations, People, and Conversations. When enrolling instructors and TAs, section limitations allow those users to grade students in their same section(s).

Discussion topics and Pages are not affected by section limitations and can be viewed by any student. These feature areas could be restricted by creating content in course groups.

**Note:** The option to limit a user displays even if there is only one section in the course.

---

**Open People**

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

In the search field [1], search for the name of the user. You can also filter users by role in the Roles drop-down menu [2].

Open User Details

Click the user’s Options icon [1], then select the User Details link [2].
View Memberships

Locate the Membership Section in the user details page.

If your institution has enabled Profiles, the Membership page displays directly in the page.

View More User Details

If Profiles is not enabled for your institution, you can view the Membership Section by clicking the more user details link.
Limit User to Section

Membership(s)

<table>
<thead>
<tr>
<th>Course</th>
<th>Membership Details</th>
<th>Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 101</td>
<td>Enrolled as a Student</td>
<td>Conclusion this Enrollment</td>
</tr>
<tr>
<td></td>
<td>Created May 10 at 4:18pm</td>
<td>Can't Delete</td>
</tr>
<tr>
<td>History 101 - MWF</td>
<td>Enrolled as a Student</td>
<td>Conclusion this Enrollment</td>
</tr>
<tr>
<td></td>
<td>Created Jun 29 at 3:06pm</td>
<td>Delete this Enrollment</td>
</tr>
</tbody>
</table>

Privileges: 
- this user can view students in any course section
- limit this user to only see fellow section users

Click the Limit this user to only see fellow section users link.

Let User See All Sections

Membership(s)

<table>
<thead>
<tr>
<th>Course</th>
<th>Membership Details</th>
<th>Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 101</td>
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</tr>
<tr>
<td></td>
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<td>Can't Delete</td>
</tr>
<tr>
<td>History 101 - MWF</td>
<td>Enrolled as a Student</td>
<td>Conclusion this Enrollment</td>
</tr>
<tr>
<td></td>
<td>Created Jun 29 at 3:06pm</td>
<td>Delete this Enrollment</td>
</tr>
</tbody>
</table>

Privileges: 
- this user can only view students in their assigned course section(s)
- let this user see all course users

Verify the user can only view students in their section.

Note: If you want to allow the student to view students in any course section again, click the let this user see all course users link.
How do I view user details for an enrollment in a course?

The user details page shows a user's profile picture, memberships, and recent messages, as well as other data.

Notes:

- If your user details page does not match the layout shown in this lesson, please reference the [user profiles lesson](#), which shows how to use the user details page when Profiles are enabled for your institution.
- Viewing user details and user email addresses are course permissions. Depending on your permissions, you may not be able to view all available information in a user's details page.

Open People

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

In the search field [1], search for the name of the user. You can also filter users by role in the Roles drop-down menu [2].

Open User Details

Click the user's Options icon [1], then select the User Details link [2].
View Name and Email

Emily Boone

Name and Email

1. Full Name: Emily Boone
   Display Name: Emily Boone
   Sortable Name: Boone, Emily

2. Profile Picture: [Remove avatar picture]

3. Default Email: emily.boone.canvas@gmail.com

4. Time Zone: Mountain Time (US & Canada)

more user details...

The User Details page displays details about the user.

In the user’s Name and Email section, you can view the user's name [1], profile picture (if enabled by your institution) [2], default email [3], and time zone [4].

If the user has an inappropriate profile picture, you can remove it by clicking the Remove avatar picture link.

Note: Viewing user email addresses is a course permission. Depending on your permissions, you may not be able to view a user’s email address.
View Additional Details

Emily Boone

Name and Email

- Full Name: Emily Boone
- Display Name: Emily Boone
- Sortable Name: Boone, Emily
- Profile Picture: ![Remove avatar picture]
- Default Email: emily.boone.canvas@gmail.com
- Time Zone: Mountain Time (US & Canada)

1. View user details

Membership(s)

- Biology 101 Section 1
  Enrolled as a Student
  created Jan 5 at 9:42am

2. Enrolled as a Student

3. Conclude this Enrollment

4. Can't Delete

5. Privileges:
   - this user can view students in any course section
   - limit this user to only see fellow section users

6. Last day attended
   - February 22, 2018

To view membership details about the user, click the more user details link [1].

You can view the user's course enrollment and user role [2]. If the user is assigne a custom role, currently only the base role is displayed. Depending on your course permissions, you may also be able to conclude the enrollment [3] and delete the enrollment [4].

You can also view and manage user course section limitations [5] and the Last Day Attended field [6].
View Recent Messages

The Recent Messages section shows the user's recent activity in announcements and discussions, if any.

View Sidebar

If you have the appropriate permissions, the sidebar may also include links to additional information about the user:

- View a detailed grade report [1]
- Send a message using Conversations [2]
- View your interactions with the student using Canvas [3]
• View the **student's access report** [4]
• View the Outcomes associated with the student [5]
• View **student analytics** [6]
• View any external services linked to the student's account [7]
How do I record the last day a user attended a course?

You can record the day a student last attended a course. The last attended date is recorded in the user details page. Dates must be entered for each student individually.

Notes:

- If your institution is using Profiles, this feature is not currently supported.
- The last attended date cannot be removed, but it can be modified if necessary. If the date is deleted, it will automatically revert back to the last entered date.

Open People

In Course Navigation, click the People link.
Locate User

In the search field [1], enter the name of the user. You can also filter users by role in the Roles drop-down menu [2].

Open User Details

Click the user’s Options icon [1], then select the User Details link [2].
View Memberships

<table>
<thead>
<tr>
<th>Membership(s)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English 101</strong></td>
<td>Enrolled as a Student</td>
<td>Conclude Delete</td>
</tr>
<tr>
<td>Created Jan 15, 2016 at 3:04pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Privileges:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>this user can view students in any course section</td>
<td></td>
<td></td>
</tr>
<tr>
<td>limit this user to only see fellow section users</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day attended</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Locate the Membership Section in the user details page.

If your institution has enabled Profiles, the Membership Section displays directly in the page.

View More User Details

Max Johnson

Name and Email

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Max Johnson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Name:</td>
<td>Max Johnson</td>
</tr>
<tr>
<td>Sortable Name:</td>
<td>Johnson, Max</td>
</tr>
</tbody>
</table>

Profile Picture: ![Remove avatar picture](https://www.canvas.com)

Default Email: max.johnson.canvas@gmail.com

Time Zone: Mountain Time (US & Canada)
If Profiles is not enabled for your institution, you can view the Membership Section by clicking the more user details link.

Enter Last Date Attended

![Calendar Image]

Click the Last Day Attended field [1] and click the last day the student attended in the calendar [2].

You can also type a date directly in the text field.
View Last Date Attended

<table>
<thead>
<tr>
<th>Membership(s)</th>
</tr>
</thead>
</table>
| **Biology 101 Section 1** | Conclude this Enrollment  
| Enrolled as a Student | Can't Delete  
| created Jan 5 at 9:42am |  

Privileges:
- this user can view students in any course section  
- limit this user to only see fellow section users  

Last day attended

February 22, 2018  

View the last attended date in the text field.
How do I view a user's profile in a course as an instructor?

If your institution has enabled the Profiles feature for your institution, Profiles allows you to view a user's name, preferred contact methods, and any custom URLs added to the user's account. Users can edit their profile from the User Navigation Menu.

Notes:

- If your user details page does not match the layout shown in this lesson, Profiles has not been enabled for your institution. Please reference the user details page lesson.
- Viewing user details in a user's profile is a course permission. Depending on your permissions, you may not be able to view all available information in the user's profile page.
- Messaging a user through the User Details page is not currently supported.

Open People

In Course Navigation, click the People link.
Locate User

In the search field [1], search for the name of the user. You can also filter users by role in the Roles drop-down menu [2].

Open User Details

Click the user's Options icon [1], then select the User Details link [2].

View Name and Bio

Emily Boone

Contact

Biography

I love pizza, playing guitar, and reading.
In the user’s profile, you can view the user’s name and profile picture (if enabled by your institution). If the user allows, you may also be able to view contact information and a biography.

**Report Profile Picture**

![Emily Boone](image)

**Contact**

**Biography**

I love pizza, playing guitar, and reading.

If the user has an inappropriate profile picture, you can report the image to your Canvas admin by hovering over the picture and clicking the Flag icon.
View Enrollments

In the Enrollments section, you can view all the active course and group enrollments for the student in any courses and groups where you are the instructor.

View Links

In the Links section, you can add any links added to the user's profile.
**View Memberships**

<table>
<thead>
<tr>
<th>Membership(s)</th>
<th>Enrolled as a Student</th>
<th>Created</th>
<th>Can conclude?</th>
<th>Can't delete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 101</td>
<td>Created May 10 at 4:18pm</td>
<td>Conclusion</td>
<td>Can't delete</td>
<td></td>
</tr>
<tr>
<td>History 101 - MWF</td>
<td>Created Jun 29 at 3:06pm</td>
<td>Conclusion</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

Privileges:
- This user can only view students in their assigned course section(s)
- Let this user see all course users

The Memberships section [2] shows the user's course enrollment and user role, as well as any course privileges.

**Note:** If the user was assigned a custom role, currently only the base role is displayed.

**View Sidebar**

1. 📊 Student Grades
2. 🗂 Interactions Report
3. ☐ Access Report
4. ☑ Outcomes Report
5. 📊 Analytics

If you have the appropriate permissions, the sidebar may also include links to additional information about the user:

- View a detailed grade report [1]
- View your interactions with the student using Canvas [2]
- View the student's access report [3]
- View the Outcomes associated with the student [4]
• View student analytics [5]
Once users have been added to your course, you may be able to edit the enrollment type for a user in the course through the People page. This feature allows you to make modifications to course enrollment types without having to delete the existing enrollment. Role edits do not require the user to accept a new course invitation.

If a user was added to the course with multiple roles, selecting a new role overwrites all the user's current enrollments with the new edited role. If a user is enrolled in multiple sections, the edited role applies to all sections.

Notes:

- If an observer is linked to a student, you cannot edit an observer role. Learn how to manage linked students.
- Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot edit an enrollment in the course. Additionally, editing a user role is a course permission. If you cannot edit user roles in your course, your institution has restricted this feature.

In Course Navigation, click the People link.
Locate User

In the search field [1], search for the name of the user. You can also filter users by role in the Roles drop-down menu [2].

Edit Role

Click the user’s Options icon [1], then select the Edit Role link [2].
Edit Course Role

Click the **Role** drop-down menu [1], then select the new role for the user [2].

**Note:** Depending on your user permissions, you may not be able to select from all user roles in your course.
Edit Multiple Roles

This user has multiple roles in the course. Changing their role here will overwrite all of their current enrollments.

Role:

Student

If a user has multiple roles in the course, selecting a new role overwrites all the user’s current enrollments.

Update Role

Click the Update button.
How do I edit sections for an enrollment in a course?

Once users have been added to your course, you may be able to edit their course section from the People page. This feature allows you to make modifications to course sections without having to delete the section enrollment.

If a user has not already accepted the course enrollment, editing the course section still requires the user to accept the course invitation. However, if a user has already accepted the initial course enrollment, editing a section does not require the user to accept a new course invitation.

If a user was added to multiple sections in the course with the same user role, adding a section or editing a current section retains the user role given with the course enrollment. However, if the user has multiple user roles, a section edit is associated with the last user role given to the user. Learn how to edit user roles.

Notes:

- Adding users to a section is a course permission. If you cannot add users to your course, your institution has restricted this feature.
- Sections may be added by your institution's student information system (SIS). If a user in your course includes an SIS ID, you may not have permission to edit sections.
In Course Navigation, click the People link.

**Locate User**

In the search field [1], search for the name of the user. You can also filter users by role in the Roles drop-down menu [2].

**Edit Sections**

Click the user's Options icon [1], then select the Edit Sections link [2].
View Section Enrollment

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

Canvas will show you the section(s) where the user is already enrolled.
Add Section

Section Enrollments

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

To add a section, begin typing the name of the section in the text field [1] and click the section when it appears [2].

Note: Users can be in more than one section. You do not need to remove the original section.
Remove Section Enrollment

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

To remove a student from a section, click the Remove icon.

Update Enrollment

To update section enrollments, click the Update button.
How do I resend student invitations to a course?

If a user has been manually added to a course but has not yet accepted the course invitation after a period of time, you can resend the course invitation. You must allow at least 24 hours before resending a course invitation.

**Note:** Users are not sent a course invitation until the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.) Additionally, courses must be published for students to receive course invitations.

Open People

- Home
- Assignments
- Announcements
- Discussions
- Grades
- **People**
- Pages
- Files
- Syllabus

In Course Navigation, click the **People** link.
View Pending Enrollments

User enrollments display as pending until the course invitation is accepted.

Resend Individual Invitation

To resend an invitation, locate the user’s name and click the **Options** icon [1], then select the **Resend Invitation** link [2].
Resend All Invitations

<table>
<thead>
<tr>
<th>Name</th>
<th>Login ID</th>
<th>SIS ID</th>
<th>Section</th>
<th>Role</th>
<th>Last Activity</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>emilyboone</td>
<td>Biology 101 Section 1</td>
<td>Student</td>
<td>Jan 19 at 10:46am</td>
<td>01:07:46</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>jessicadoe</td>
<td>Biology 101 Section 1</td>
<td>Student</td>
<td>Jan 16 at 2:53pm</td>
<td>50:11</td>
</tr>
<tr>
<td>Max Johnson</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>maxjohnson</td>
<td>Biology 101 Section 1</td>
<td>Student</td>
<td>Jan 12 at 3:24pm</td>
<td>16:29</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>pending</td>
<td></td>
<td>Biology 101 Section 2</td>
<td>Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To resend all pending invitations, click the Resend link.

Note: The Resend link does not display until at least 24 hours after a user received the course invitation.
How do I deactivate an enrollment in a course?

You may be able to deactivate an enrollment in your course within your course Settings in Canvas. An inactive enrollment retains prior activity in a course but does not allow the student to access course content. This status can be used for students who do not pay tuition or drop the course at a future date. Inactive students do not appear in any messaging lists within the course and cannot be added to a group. Grades for inactive students still display in the Gradebook and can be edited like other students.

Any previous course activity for the student is not removed from the course. If a student had previously participated in a discussion or group before being deactivated, the inactive status displays next to that student's name in discussions and groups. However, students can view the student's name but will not know the student is inactive.

To see course participation for an inactive enrollment compared to other enrollment types, view the Canvas Enrollment Status Comparison PDF.

Note: Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, you cannot deactivate an enrollment from the course. Additionally, deactivating enrollments is a course permission. If you cannot deactivate enrollments in your course, your institution has restricted this feature.
In Course Navigation, click the **People** link.

**Locate User**

In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

**Deactivate User**

Click the user's **Options** icon [1], then select the **Deactivate User** link [2].

**Confirm Deactivation**

![Confirmation dialog box]

Click the **OK** button.
If you want to re-activate the user at a later time, click the user's Options icon [1], then select the Re-activate User link [2].
**How do I conclude an enrollment in a course?**

If a course is defined by term, course, or section dates, all enrollments are automatically concluded as defined by the term, course, or section end date. A course can also be manually concluded at any time, which affects all enrollments.

However, as an instructor you may need to conclude an individual enrollment before the end date. Concluding an enrollment allows the user to view a course in read-only mode. This means the user will be able to access the course but not be able to submit assignments, participate in discussions, or send/receive conversation messages in the course. The user's analytics will still be available. Once a course is concluded, if you do not want students to view prior course content, you can restrict students from viewing prior courses.

You can also restore an enrollment if necessary.

To see course participation for a concluded enrollment as compared to other enrollment types, view the Canvas Enrollment Status Comparison PDF.

**Note:** Enrollments may be added by your institution's student information system (SIS). You can conclude enrollments that include an SIS ID, but you cannot delete an enrollments with an SIS ID. Additionally, concluding enrollments is a course permission. If you cannot conclude enrollments in your course, your institution has restricted this feature.
In Course Navigation, click the **People** link.

**Locate User**

In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

**Open User Details**

Click the user’s **Options** icon [1], then select the **User Details** link [2].
View Memberships

<table>
<thead>
<tr>
<th>Membership(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>History 101</strong></td>
</tr>
<tr>
<td>Enrolled as a Student</td>
</tr>
<tr>
<td>created May 10 at 4:19pm</td>
</tr>
<tr>
<td><strong>Conclude this Enrollment</strong></td>
</tr>
<tr>
<td><strong>Delete this Enrollment</strong></td>
</tr>
<tr>
<td>Privileges:</td>
</tr>
<tr>
<td>this user can view students in any course section</td>
</tr>
<tr>
<td>limit this user to only see fellow section users</td>
</tr>
</tbody>
</table>

Locate the Membership Section in the user details page.

If your institution has enabled Profiles, the Membership page displays directly in the page.

View More User Details

---

Bruce Jones

**Name and Email**

| Full Name: | Bruce Jones |
| Display Name: | Bruce Jones |
| Sortable Name: | Jones, Bruce |
| Profile Picture: | ![Profile Picture](image) |
| Default Email: | bruce.jones.canvas@gmail.com |
| Time Zone: | Mountain Time (US & Canada) |

more user details...
If Profiles is not enabled for your institution, you can view the Membership Section by clicking the more user details link.

**Conclude Enrollment**

![Membership(s)]

| History 101       |  
|-------------------|---
| Enrolled as a Student | created May 10 at 4:19pm |

**Privileges:**
- this user can view students in any course section
- limit this user to only see fellow section users

Click the Conclude or Conclude this Enrollment link.

**Confirm Enrollment**

![Confirmation]

Are you sure you want to conclude this enrollment?

[Cancel] [OK]

Click the OK button.
How do I restore a concluded enrollment in a course?

If you manually conclude an enrollment in your course, you can restore the enrollment at any time before the course concludes via term, course, or section end date.

**Note:** Enrollments may be concluded by your institution's student information system (SIS). If a concluded enrollment includes an SIS ID, you cannot restore an enrollment from the course. Additionally, restoring an enrollments is a course permission. If you cannot restore enrollments in your course, your institution has restricted this feature.

Open People

In Course Navigation, click the People link.
Open Prior Enrollments

In the Options drop-down menu [1], click the View Prior Enrollments link [2].

Open User Details

<table>
<thead>
<tr>
<th>Prior Users</th>
<th>Name</th>
<th>Type</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, Bruce</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>Student</td>
<td>10.01</td>
</tr>
<tr>
<td>Jones, Caroline</td>
<td><a href="mailto:c.jones.canvas@gmail.com">c.jones.canvas@gmail.com</a></td>
<td>Observer</td>
<td></td>
</tr>
</tbody>
</table>

Click the name of the student.
View Memberships

Locate the Membership Section in the user details page.

If your institution has enabled Profiles, the Membership page displays directly in the page.

View More User Details

Bruce Jones

**Name and Email**

- **Full Name**: Bruce Jones
- **Display Name**: Bruce Jones
- **Sortable Name**: Jones, Bruce
- **Profile Picture**: [Remove avatar picture]
- **Default Email**: bruce.jones.canvas@gmail.com
- **Time Zone**: Mountain Time (US & Canada)

[more user details...]
If Profiles is not enabled for your institution, you can view the Membership Section by clicking the more user details link.

**Restore Enrollment**

![Membership(s)](image)

Click the Restore or Restore this Enrollment link.

**Note:** When restoring an enrollment, Canvas does not display a confirmation message. View the updated enrollment status by refreshing the page.
How do I view concluded enrollments in a course?

Concluded enrollments for manually concluded courses or manually individually concluded enrollments are located in the prior enrollments section of the People page.

**Note:** If a course was naturally concluded through term, course, or section dates, or if it was concluded through SIS data, concluded enrollments appear as a read-only version of the People page.

Open People

In Course Navigation, click the People link.
Open Prior Enrollments

In the Options drop-down menu [1], click the View Prior Enrollments link [2].

View Prior Enrollments

Prior Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, Bruce</td>
<td>Student</td>
<td>10.01</td>
</tr>
<tr>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jones, Caroline</td>
<td>Observer</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:c.jones.canvas@gmail.com">c.jones.canvas@gmail.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All concluded enrollments can be viewed in prior enrollments. Deleted enrollments do NOT appear in the prior enrollments.

All prior enrollments will be listed alphabetically by last name. To view account details for a prior user, click the name of the user. As when viewing user details for an active student, the prior user's detail page may a sidebar that may include links to additional information about the user, such as grades, user interactions, analytics, and outcomes.
How do I remove an enrollment from a course?

You may be able to remove an enrollment in your course within your course Settings in Canvas. Removing an enrollment deletes the enrollment from your account, but admins can view these enrollments as deleted enrollments in account-level reports. Users removed from a course do not have any record of participation in the course. You may want to conclude or deactivate the enrollment instead.

To see course participation for a deleted enrollment as compared to other enrollment types, view the Canvas Enrollment Status Comparison PDF.

Notes:

- Removing enrollments is a course permission. If you cannot remove enrollments in your course, your institution has restricted this feature.
- Enrollments may be added by your institution's student information system (SIS). If an enrollment includes an SIS ID, only admins can remove an enrollment from the course.

Open People

In Course Navigation, click the People link.
Locate User

In the search field [1], search for the name of the user. You can also filter users by role in the Roles drop-down menu [2].

Remove User

Click the user’s Options icon [1], then select the Remove From Course link [2].

Confirm Deletion

Click the OK button.
How do I link a student to an observer in a course?

If you have the correct permissions from your administrator, you can link a student to an observer from the People page. When an observer is linked to a student, the observer can observe the student's activities and grades in the course. Depending on permissions, you may also be able to link a student to an observer by using a pairing code. Using a pairing code will link the observer to the student in all of the student's courses.

Open People

In Course Navigation, click the People link.

Locate Observer

In the search field [1], search for the name of the observer. You can also filter by observer role in the Roles drop-down menu [2].
Link to Students

Click the observer's Options icon [1], then select the Link to Students link [2].

Link Student

When an observer is linked to a student, they have access to that student's grades and course interactions.

To link the course observer Conrad Johnson to a student, start typing the student's name below to find them and then click Update.

max browse

Max Johnson
History 101

In the name field, type the name of the student you want to link to the observer. Select the full name when it appears.
You can link additional students to the observer, if necessary.

**Remove Students**

When an observer is linked to a student, they have access to that student's grades and course interactions.

To link the course observer **Conrad Johnson** to a student, start typing the student's name below to find them and then click Update.

To remove a student, click the remove icon next to the student.

**Update Link**

Click the **Update** button.

**View Observer**

<table>
<thead>
<tr>
<th>Name</th>
<th>Login ID</th>
<th>SIS ID</th>
<th>Section</th>
<th>Role</th>
<th>Last Activity</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conrad Johnson</td>
<td><a href="mailto:c.johnson.canvas@gmail.com">c.johnson.canvas@gmail.com</a></td>
<td></td>
<td></td>
<td>Observing: Max Johnson</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
View the students linked to the observer.
How do I generate a pairing code for an observer as an instructor?

If your course supports self-enrollment and you also have the correct permissions from your administrator, you may be able to generate a pairing code that an observer can use to link to a student. For more information on pairing codes, view the Pairing Codes - Frequently Asked Questions PDF.

An observer can enter this pairing code in their User Settings Observing tab. Linked observers can view and participate in certain elements of the student's Canvas courses.

Depending on permissions, you also may be able to link a student to an observer from the People page. Linking from the People page will only allow the observer to view information from the course where they were linked.

Note: Pairing codes can only be generated in a web browser.

Open People

- Courses
- People
- Statistics
- Permissions
- Outcomes
- Rubrics
- Grading

In Course Navigation, click the People link.
Open User Details

Click the student's Options icon [1], then select the User Details link [2].
Pair with Observer

Emily Boone

Name and Email

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Emily Boone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Name</td>
<td>Emily Boone</td>
</tr>
<tr>
<td>Sortable Name</td>
<td>Boone, Emily</td>
</tr>
<tr>
<td>Profile Picture</td>
<td><img src="image" alt="Remove avatar picture" /></td>
</tr>
<tr>
<td>Default Email</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
</tr>
<tr>
<td>Time Zone</td>
<td>Mountain Time (US &amp; Canada)</td>
</tr>
</tbody>
</table>

Click the **Pair with Observer** link.

**Note:** If you cannot view the Pair with Observer link, the permission to generate pairing codes has not been enabled for your role, or self-enrollment has not been enabled for your course.
Copy Pairing Code

Confirm the name of the student [1].

Copy the six-digit alphanumeric pairing code [2]. You will need to share this code with the observer who will link to the student’s account. The pairing code will expire after seven days or its first use.

To close the window, click the OK button [3].

Note: Pairing codes are case sensitive.
How do I view a summary of all my student interactions in a course?

The Student Interactions Report allows you to see and evaluate the interactions between you and those enrolled in your course. You can access this information from the Grades page in Course Navigation or the People page for a specific course.

Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

Open Grades

In the Dashboard sidebar, click the View Grades button.
Open Student Interactions Report

<table>
<thead>
<tr>
<th>Simple Canvas Course</th>
<th>83.19%</th>
<th>Student Interactions Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 101</td>
<td>76.05%</td>
<td>Student Interactions Report</td>
</tr>
</tbody>
</table>

average for 4 students

Locate the course and click the Student Interactions Report link.

Open People

- Home
- Assignments
- Announcements
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus

You can also access the report in People. In Course Navigation, click the People link.
Open Student Interactions Report

In the Options drop-down menu [1], click the Student Interactions Report link [2].

View Student Interactions Report

<table>
<thead>
<tr>
<th>Teacher Activity Report for Doug Roberts</th>
<th>History 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Last Student Interaction</td>
</tr>
<tr>
<td>Emily Boone</td>
<td>less than 1 day ago</td>
</tr>
<tr>
<td>Jessica Dee</td>
<td>less than 1 day ago</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>less than 1 day ago</td>
</tr>
</tbody>
</table>
The Student Interactions Report lists the students in your course [1], the last time you interacted with them [2], the current grade for a student [3], the final grade for a student [4], and if there are any submitted but ungraded assignments for the student [5]. You can also send a message to a student by clicking the message icon [6]. To sort the columns, click the arrows at the top of the columns [7].
How do I view my course interactions with an individual student?

You can see a summary of all your interactions with individual students. Interactions are recorded when you contact the student via Conversations or when you leave a comment on an assignment.

Open People

In Course Navigation, click the People link.

Locate User

In the search field [1], search for the name of the user. You can also filter users by role in the Roles drop-down menu [2].
Open User Details

Click the user’s Options icon [1], then select the User Details link [2].

Open Interactions Report

More About This User
- Grades
- Send Message
- Interactions Report
- Access Report
- Outcomes Report
- Analytics

Registered Web Services
Locate the user details sidebar. Depending on the page display, click the **Interactions Report** link or button.

**View Interactions Report**

![Teacher Activity Report for Doug Roberts](image)

The Student Interactions Report will show you information for the student in all enrolled courses. You can view the last time you interacted with the student [1], the current grade for the student [2], the final grade for the student [3], and if there are any submitted but ungraded assignments for the student [4]. You can also quickly access the Conversations page to send a message to the student by clicking the message icon [5].
How do I view the course access report for an individual user?

You can view the course access report for an individual user in the People section of your course. The course access report shows a summary of user participation in your course and complements the Total Activity column in the People page.

You can view the full specific report for a student by viewing student analytics.

You can also view your specific interactions with a student in the student interactions report.

Note: The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.

Open People

In Course Navigation, click the People link.
Locate User

In the search field [1], search for the name of the user. You can also filter users by role in the Roles drop-down menu [2].

Open User Details

Click the user's Options icon [1], then select the User Details link [2].
Locate the user details sidebar. Depending on the page display, click the **Access Report** link or button.
View Access Report

**Emily Boone Access Report**

<table>
<thead>
<tr>
<th>Content</th>
<th>Times Viewed</th>
<th>Times Participated</th>
<th>Last Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Files</td>
<td>2</td>
<td></td>
<td>9 minutes ago</td>
</tr>
<tr>
<td>Course Home</td>
<td>21</td>
<td></td>
<td>9 minutes ago</td>
</tr>
<tr>
<td>Office Hours</td>
<td>7</td>
<td>1.0</td>
<td>1 hour ago</td>
</tr>
<tr>
<td>Course Announcements</td>
<td>8</td>
<td></td>
<td>1 hour ago</td>
</tr>
<tr>
<td>Course Assignments</td>
<td>20</td>
<td></td>
<td>2 hours ago</td>
</tr>
<tr>
<td>Course Grades</td>
<td>75</td>
<td></td>
<td>2 hours ago</td>
</tr>
<tr>
<td>Patriotism or Treason?</td>
<td>4</td>
<td>1.0</td>
<td>3 hours ago</td>
</tr>
</tbody>
</table>

The access report will show you:

- The content the user has viewed [1].
- The number of times the user viewed the content [2]. A view is counted each time a user navigates to the URL where the content resides or downloads an attachment.
- The number of times the user participated (if applicable, such as posting to a discussion or submitting an assignment) [3].
- The last time the user viewed the content [4].

To return to the User Details page, click the **Back to User Page** button [5].

**Note:** The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.
View Course Navigation Content Icons

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Course Home</td>
</tr>
<tr>
<td>2. Course Grades</td>
</tr>
<tr>
<td>3. Course Syllabus</td>
</tr>
<tr>
<td>4. Course Outcomes</td>
</tr>
<tr>
<td>5. Course Modules</td>
</tr>
<tr>
<td>6. Course People</td>
</tr>
<tr>
<td>7. Max Johnson</td>
</tr>
</tbody>
</table>

When the user clicks on links directly in Course Navigation and views an index page, icons display for the following links:

- Course Home [1]
- Grades [2]
- Syllabus [3]
- Outcomes [4]
- Modules [5]
- People [6]—also displays a student name when the user views information for another student in the course [7]
View Course Participation Content Icons

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Home</td>
</tr>
<tr>
<td>Assignments</td>
</tr>
<tr>
<td>Discussions</td>
</tr>
<tr>
<td>Course Quizzes</td>
</tr>
<tr>
<td>Course Conferences</td>
</tr>
<tr>
<td>Course Pages</td>
</tr>
<tr>
<td>Course Files</td>
</tr>
<tr>
<td>signsrmural.jpg</td>
</tr>
</tbody>
</table>

When a user navigates to course content areas from Course Navigation or views named course content, the following icons display in the access report:

- **Assignments** [1]: displays next to graded and ungraded assignments. Participation is counted if the user submits an assignment.
- **Discussions** [2]: displays next to discussions and announcements. Participation is counted if a user posts a reply. If the user accesses content from an announcement, such as an assignment, the Access Report displays a Discussion icon.
- **Quizzes** [3]: displays next to quizzes. Participation is counted if a user starts a quiz, even if they do not submit any answers.
- **External Link** [4]: displays next to external links (LTI) such as Microsoft365 and Conferences. Participation is counted for external links such as Collaborations and Conferences, but is not counted when a user participates in Chat.
- **Pages** [5]: displays next to content added as a page in the course. Participation is not recorded if a user views pages.
- **Files** [6]: displays next to views or previews of course files. Participation is not recorded if a user views files.

**Note**: The Access Report does not display a specific icon for groups. If a user accesses content from a group, such as a discussion or an assignment, the action is labeled with the appropriate content icon.
How do I view registered services for all users in a course?

You can view which web services your students have linked to in Canvas. Learn how to connect to web services in Canvas. 

Note: Registered services can also be viewed for individual users in the People user details page.

Open People

In Course Navigation, click the People link.
Open Registered Services

In the **Options** drop-down menu [1], click the **View Registered Services** link [2].

**View Registered Services**

**Registered Services**

If other members choose, they can let you see which outside services they've linked to their Canvas account. This can make it easier to coordinate group projects and also link up outside of class.

You haven't enabled your list of registered services. Enabling this list will let fellow course and group members see which services you have linked to your Canvas account.

- Let fellow course/group members see which services I've linked to my profile

**Google Drive**

Students can use Google Drive to collaborate on group projects. Google Drive allows for real-time collaborative editing of documents, spreadsheets and presentations.

- Emily Boone
- Joe Rogers

**Twitter**

Twitter is a great resource for out-of-class communication.

- Emily Boone
- Joe Rogers
- Sign Up | Link Existing Account
View registered services for users in your course. The page displays each service and which specific members of your course have registered the service [1]. The sidebar shows a summary of the registered service types [2].

To return to the People page, click the Back to Roster button [3].
Profile and User Settings
How do I edit my profile in my user account as an instructor?

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

Doug Roberts

Contact

Biography
I was born into a family of educators who instilled in me a love of learning. I earned my Bachelor of Science degree in Biology from the University of Massachusetts and my Master's degree in Education from Lesley University in Cambridge, Massachusetts. I enjoy the challenge of teaching higher education students. I currently live near Boston where I enjoy math games and writing stories about my experiences in education. I am pleased to be doing what I love!

Links
Course Webpage

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

Biography

I was born into a family of educators who instilled in me a love of learning. I earned my Bachelor of Science degree in Biology from the University of Massachusetts and my Master’s degree in Education from Lesley University in Cambridge, Massachusetts. I enjoy the challenge of teaching higher education students. I currently live near

Type your biography in the bio field. You can add hobbies and interesting facts about yourself.

Edit Links

Links

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Webpage</td>
<td><a href="http://drobets@cambridge">http://drobets@cambridge</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Add another link</td>
<td></td>
</tr>
</tbody>
</table>

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

Save Profile
Click the **Save Profile** button.
How do I add a profile picture in my user account as an instructor?

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

Doug Roberts's Settings

Full Name:* Doug Roberts
This name will be used for grading.

Display Name: Doug Roberts
People will see this name in discussions, messages and comments.

Sortable Name: Roberts, Doug
This name appears in sorted lists.

Default Email: doug.roberts.canvas@gmail.com

Language: System Default (English (US))

Time Zone: Mountain Time (US & Canada)

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 and click the **Open** or **Browse** button.
Crop or Resize 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

Doug Roberts's Settings

Full Name:* Doug Roberts
This name will be used for grading.

Display Name: Doug Roberts
People will see this name in discussions, messages and comments.

Sortable Name: Roberts, Doug
This name appears in sorted lists.

Default Email: doug.roberts.canvas@gmail.com

Language: System Default (English (US))

Time Zone: Mountain Time (US & Canada)

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

Doug Roberts's Settings

- **Full Name:** Doug Roberts
  - This name will be used for grading.
- **Display Name:** Doug Roberts
  - People will see this name in discussions, messages, and comments.
- **Sortable Name:** Roberts, Doug
  - This name appears in sorted lists.
- **Default Email:** doug.roberts.canvas@gmail.com
- **Language:** System Default (English (US))
- **Time Zone:** Mountain Time (US & Canada)

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 Options icon [2] then click the Delete link [3].
How do I add a profile picture in my user account as an instructor?

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

### Doug Roberts's Settings

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:*</td>
<td>Doug Roberts</td>
</tr>
<tr>
<td></td>
<td>This name will be used for grading.</td>
</tr>
<tr>
<td>Display Name:</td>
<td>Doug Roberts</td>
</tr>
<tr>
<td></td>
<td>People will see this name in discussions, messages and comments.</td>
</tr>
<tr>
<td>Sortable Name:</td>
<td>Roberts, Doug</td>
</tr>
<tr>
<td></td>
<td>This name appears in sorted lists.</td>
</tr>
<tr>
<td>Default Email:</td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
</tr>
<tr>
<td>Language:</td>
<td>System Default (English (US))</td>
</tr>
<tr>
<td>Time Zone:</td>
<td>Mountain Time (US &amp; Canada)</td>
</tr>
</tbody>
</table>

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 and click the **Open** or **Browse** button.
Crop or Resize Picture

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

Doug Roberts's Settings

Full Name: Doug Roberts
This name will be used for grading.

Display Name: Doug Roberts
People will see this name in discussions, messages and comments.

Sortable Name: Roberts, Doug
This name appears in sorted lists.

Default Email: doug.roberts.canvas@gmail.com

Language: System Default (English (US))

Time Zone: Mountain Time (US & Canada)

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.
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 **Options** icon [2] then click the **Delete** link [3].
How do I add a text (SMS) contact method in Canvas as an instructor?

If your institution allows, you may be able to 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 Afghanistan, Argentina, Australia, Austria, Belgium, Bolivia, Brazil, Canada, Chile, China, Colombia, Costa Rica, Denmark, Dominican Republic, El Salvador, Finland, France, Germany, Guatemala, Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Ireland, Israel, Italy, Japan, Kazakhstan, Kenya, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Oman, Pakistan, Panama, Paraguay, Philippines, Poland, Qatar, Russia, Rwanda, 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.

**Notes:**

- Standard text message rates may apply.
- If notifications are not enabled by your institution or are not available in your country, you can use the [Canvas Teacher app](#) and receive push notifications.
- If you have a mobile device and have enabled push notifications, your Canvas profile will include a For All Devices push contact type in your profile page. 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

Ways to Contact

Email Addresses

- doug.roberts.canvas@...
- canvasinstructor@gma...
- dougrobteach.canvas...

อนาคต Email Address

Other Contacts | Type
--- | ---
For All Devices | push

test@email.com | sms

อนาคต 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

To activate SMS, enter the four-character confirmation code sent to test.

Code is case sensitive.

1

Re-Send Confirmation

2

3

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

<table>
<thead>
<tr>
<th>Other Contacts</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>For All Devices</td>
<td>push</td>
</tr>
<tr>
<td><a href="mailto:test@email.com">test@email.com</a></td>
<td>sms</td>
</tr>
</tbody>
</table>

To delete the contact method, click the Delete icon.
Confirm Deletion

Click the **OK** button.
How do I change the settings in my user account as an instructor?

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

doug.roberts.canvas@... ✭
canvasinstructor@sm... ⌘
dougrobertcanvas@... ⌘

+ Email Address

Other Contacts Type

For All Devices push ⌘
test@email.com 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 an additional email address as a contact method in Canvas as an instructor?

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

We emailed a confirmation link to canvasinstructor@gmail.com. Click the link in that email to finish registering. Make sure to check your spam box in case it got filtered.

Re-Send Confirmation

Ok, Thanks

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

Ways to Contact

Email Addresses

- doug.roberts.canvas@

- dougrobeach.canvas@

- canvasinstructor@gma@

Email Address

To delete the email address, click the Delete icon.
Confirm Delete

Are you sure you want to delete this?

[Cancel] [OK]

Click the OK button.
How do I change the language preference in my user account as an instructor?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

Note: You have the option to change the language preference for your courses. If one of your courses is set to a different language (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

---

Perfil de Doug Roberts

Configuraciones de Doug Roberts

Notificaciones  
Archivos  
**Configuraciones**  
ePortafolios  
My Badges

Nombre Completo: Doug Roberts  
Este nombre será usado por los profesores para las calificaciones.

Mostrar el Nombre: Doug Roberts  
Otros verán este nombre en los foros, mensajes y comentarios.

Nombre clasificable: Roberts, Doug  
Este nombre aparece en listas clasificables.

Idioma: Español

Huso horario: Hora de Montaña (EE. UU. y Canadá)

View Canvas in your preferred language.
How do I add contact methods to receive Canvas notifications as an instructor?

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

<table>
<thead>
<tr>
<th>Ways to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Addresses</td>
</tr>
<tr>
<td>doug.roberts.canvas@...</td>
</tr>
<tr>
<td>canvasinstructor@gma...</td>
</tr>
<tr>
<td>1 + Email Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Contacts</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>For All Devices</td>
<td>push</td>
</tr>
<tr>
<td><a href="mailto:test@email.com">test@email.com</a></td>
<td>sms</td>
</tr>
<tr>
<td>3 + Contact Method</td>
<td></td>
</tr>
</tbody>
</table>

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](#) 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>Rollcall</td>
<td></td>
<td>Expires: never</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Jul 13 at 8:54pm</td>
<td></td>
</tr>
<tr>
<td>Google</td>
<td></td>
<td>Expires: Jul 13 at 8:20am</td>
<td>details</td>
</tr>
<tr>
<td>Drive LTI</td>
<td></td>
<td>Last Used: Jul 12 at 7:55pm</td>
<td></td>
</tr>
<tr>
<td>IAD-Prod</td>
<td></td>
<td></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 set a time zone in my user account as an instructor?

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

**Doug Roberts's Settings**

- **Full Name:** Doug Roberts
  - This name will be used for grading.
- **Display Name:** Doug Roberts
  - People will see this name in discussions, messages and comments.
- **Sortable Name:** Roberts, Doug
  - This name appears in sorted lists.
- **Default Email:** doug.roberts.canvas@gmail.com
- **Language:** System Default (English (US))
- **Time Zone:** **Pacific Time (US & Canada)**

View the time zone for your user account.
How do I change my default email address in my user account as an instructor?

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 my login password as an instructor?

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
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>Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email Addresses</strong></td>
<td>doug.roberts.canvas@... ✭</td>
</tr>
<tr>
<td></td>
<td>canvasinstructor@gma... ✫</td>
</tr>
<tr>
<td></td>
<td>dougrobleach.canvas... ⚫</td>
</tr>
<tr>
<td></td>
<td>Email Address</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:test@email.com">test@email.com</a></td>
<td>sms</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 change my login password as an instructor?

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](image)
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>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email Addresses</strong></td>
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<td>doug.roberts.canvas@...</td>
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<tr>
<td>canvasinstructor@gma...</td>
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<tr>
<td>dougrobteach.canvas...</td>
<td>📩</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Contacts</strong></td>
<td><strong>Type</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For All Devices</td>
<td>push</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:test@email.com">test@email.com</a></td>
<td>sms</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Edit Settings**
- Download Submissions
- Download Course Content

Click the **Edit Settings** button.
Change Password

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

Update Settings

Click the Update Settings button.
How do I change the language preference in my user account as an instructor?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

Note: You have the option to change the language preference for your courses. If one of your courses is set to a different language (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

Perfil de Doug Roberts

Notificaciones
Archivos
Configuraciones
ePortafolios
My Badges

Configuraciones de Doug Roberts

Nombre Completo: Doug Roberts
Este nombre será usado por los profesores para las calificaciones.

Mostrar el Nombre: Doug Roberts
Otros verán este nombre en los foros, mensajes y comentarios.

Nombre clasificable: Roberts, Doug
Este nombre aparece en listas clasificables.

Idioma: Español

Huso horario: Hora de Montaña (EE. UU. y Canadá)

View Canvas in your preferred language.
How do I add contact methods to receive Canvas notifications as an instructor?

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

### Ways to Contact

#### Email Addresses

<table>
<thead>
<tr>
<th>Email Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>doug.roberts.canvas@...</td>
<td>⭐</td>
</tr>
<tr>
<td>canvasinstructor@gma...</td>
<td></td>
</tr>
<tr>
<td>dougrobteach.canvas...</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:emboone86@gmail.com">emboone86@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

#### Other Contacts

<table>
<thead>
<tr>
<th>Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>push</td>
<td></td>
</tr>
<tr>
<td>sms</td>
<td></td>
</tr>
</tbody>
</table>

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 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>
</tr>
</thead>
<tbody>
<tr>
<td>Rollcall</td>
<td></td>
<td>Expires: never</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Jul 13 at 8:54pm</td>
</tr>
<tr>
<td>Google</td>
<td></td>
<td>Expires: Jul 13 at 8:20am</td>
</tr>
<tr>
<td>Drive LTI</td>
<td></td>
<td>Last Used: Jul 12 at 7:55pm</td>
</tr>
<tr>
<td>IAD-Prod</td>
<td></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 an instructor?

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

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 merge my user account with an account using the same email address as an instructor?

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

To merge user accounts, click the Merge icon in the Ways to Contact sidebar.
Confirm Account Merger

Welcome Aboard!

Would you like to combine the user accounts Doug Roberts and Canvas Instructor?

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

Registration confirmed!

Confirm the merge was successful.
How do I edit my profile in my user account as an instructor?

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

Doug Roberts

Contact

Biography

I was born into a family of educators who instilled in me a love of learning. I earned my Bachelor of Science degree in Biology from the University of Massachusetts and my Master's degree in Education from Lesley University in Cambridge, Massachusetts. I enjoy the challenge of teaching higher education students. I currently live near Boston where I enjoy math games and writing stories about my experiences in education. I am pleased to be doing what I love!

Links

Course Webpage

Click the Edit Profile button.

Edit Profile Picture

Doug Roberts

Contact

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

Name:
Doug Roberts [1]

Title:

Add Contact Methods

Contact

Check the contact methods you’d like to be visible to others on your profile.

Manage Registered Services [1]

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

Biography

I was born into a family of educators who instilled in me a love of learning. I earned my Bachelor of Science degree in Biology from the University of Massachusetts and my Master’s degree in Education from Lesley University in Cambridge, Massachusetts. I enjoy the challenge of teaching higher education students. I currently live near

Type your biography in the bio field. You can add hobbies and interesting facts about yourself.

Edit Links

Links

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Webpage</td>
<td><a href="http://drobets@cambridge">http://drobets@cambridge</a></td>
</tr>
</tbody>
</table>

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

[Cancel] [Save Profile]
Click the Save Profile button.
How do I set my Canvas notification preferences as an instructor?

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.
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.
- 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.
View Notification Details

Notification Preferences

- 🔄 Notify me right away
- ⏰ Send daily

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td></td>
</tr>
<tr>
<td>Grading Policies</td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td><a href="mailto:doug.roberts.canvas@gmail.cc">doug.roberts.canvas@gmail.cc</a></td>
</tr>
<tr>
<td>Files</td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td></td>
</tr>
</tbody>
</table>

To view details for a notification, hover over the notification name.
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

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Email Address</th>
<th>Push Notification</th>
<th>Email Address</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Grading Policies</td>
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<tr>
<td>Course Content</td>
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<td>Files</td>
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</tr>
<tr>
<td>Announcement</td>
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</tbody>
</table>
If you have enabled push notifications in the Canvas Teacher 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**

<table>
<thead>
<tr>
<th>Notification Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Notify me right away</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Push Notification For All Devices</th>
<th>Email Address</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Grading Policies</td>
<td><a href="mailto:canvasinstructor@gmail.com">canvasinstructor@gmail.com</a></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Course Content</td>
<td>☐</td>
<td>✓</td>
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<td>Files</td>
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</tr>
<tr>
<td>Announcement</td>
<td>✓</td>
<td>✓</td>
<td>✓</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 add an additional email address as a contact method in Canvas as an instructor?

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

Ways to Contact

Email Addresses

doug.roberts.canvas@... ★
dougrobteach.canvas...

[+ Email Address]

In the Email Addresses section, click the Add Email Address link.

Register Email

Register Communication

<table>
<thead>
<tr>
<th>Email</th>
<th>Text (SMS)</th>
</tr>
</thead>
</table>

Email Address

[1]

[Register Email][2]

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

Are you sure you want to delete this?

[Cancel] [OK]

Click the OK button.
How do I reset my password as an instructor?

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:

- A password reset email may take up to five minutes to arrive in your email inbox.
- Password reset emails expire after two hours.
- If you can log in to Canvas and want to change your password, you may be able to change your password in the User Settings page.

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 your Email and we'll send you a link to change your 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.

Change Password

**Change login password for Jessica Doe**

`jessica.doe.canvas@gmail.com`

New Password: 

Confirm New Password: 

[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 an instructor?

If ePub Exporting has been enabled for your course, 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.

By default, ePub files are organized by module, though you can change the ePub format to be organized by content type (assignments, discussions, quizzes, etc.) When viewing by module, only items that have been published 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:

- ePub Exporting is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- 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. The Allow students to download course content and view offline checkbox in Account Settings will override the ePub Exporting feature option. The setting and feature option cannot be used together.
- When a course is downloaded as an ePub file, the download includes all published course content, including published content within an unpublished module and published course files that have not been linked in student-facing course content.
Open User Settings

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

Download Course Content

Click the **Download Course Content** button.
Generate ePub

Download Course Content

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.

Current Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Generate ePub</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 101</td>
<td>Generate ePub</td>
</tr>
<tr>
<td>Biology 101</td>
<td>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

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.

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 set my Canvas notification preferences as an instructor?

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.
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.
- 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.
View Notification Details

Notification Preferences

- Notify me right away
- Send daily:

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td></td>
</tr>
<tr>
<td>Grading Policies</td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
</tr>
<tr>
<td>Files</td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td></td>
</tr>
</tbody>
</table>

To view details for a notification, hover over the notification name.
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**

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address <a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></th>
<th>Email Address <a href="mailto:canvasinstructor@gmail.com">canvasinstructor@gmail.com</a></th>
<th>Push Notification For All Devices</th>
<th>Email Address <a href="mailto:dougrobeach.canvas@gmail.com">dougrobeach.canvas@gmail.com</a></th>
<th>Cell Number <a href="mailto:test@email.com">test@email.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>![Checkmark] ![Checkmark] ![Cross]</td>
<td>![Checkmark] ![Checkmark] ![Cross]</td>
<td>![Cross]</td>
<td>![Checkmark] ![Checkmark] ![Cross]</td>
<td>![Cross]</td>
</tr>
</tbody>
</table>
If you have enabled push notifications in the Canvas Teacher 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**

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Email Address</th>
<th>Push Notification</th>
<th>Email Address</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
<td><a href="mailto:canvasInstructor@gmail.com">canvasInstructor@gmail.com</a></td>
<td></td>
<td><a href="mailto:dougrobteach.canvas@gmail.com">dougrobteach.canvas@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Course Content</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Files</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Announcement</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</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 an instructor?

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 an instructor?

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:

- A password reset email may take up to five minutes to arrive in your email inbox.
- Password reset emails expire after two hours.
- If you can log in to Canvas and want to change your password, you may be able to change your password in the User Settings page.

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 your Email and we'll send you a link to change your 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

You requested a confirmation of your password for logging into Canvas.
This address is associated with the login, "jessica.doe.canvas@gmail.com".
Click here to set a new password

Click the Click here to set a new password link.

Change Password

Change login password for Jessica Doe

jessica.doe.canvas@gmail.com

New Password: 

Confirm New Password:

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

Need a Canvas Account? 
Click Here. It's Free!
Browse courses

Email

Password

Stay signed in
Forgot Password?

Log in

With your login credential and new password, log in to Canvas.
How do I add a text (SMS) contact method in Canvas as an instructor?

If your institution allows, you may be able to 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 Afghanistan, Argentina, Australia, Austria, Belgium, Bolivia, Brazil, Canada, Chile, China, Colombia, Costa Rica, Denmark, Dominican Republic, El Salvador, Finland, France, Germany, Guatemala, Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Ireland, Israel, Italy, Japan, Kazakhstan, Kenya, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Oman, Pakistan, Panama, Paraguay, Philippines, Poland, Qatar, Russia, Rwanda, 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.

Notes:

- Standard text message rates may apply.
- If notifications are not enabled by your institution or are not available in your country, you can use the Canvas Teacher app and receive push notifications.
- If you have a mobile device and have enabled push notifications, your Canvas profile will include a For All Devices push contact type in your profile page. 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

### Ways to Contact

#### Email Addresses

- doug.roberts.canvas@...
- canvasinstructor@gma...
- dougrobteach.canvas...

---

#### Other Contacts

<table>
<thead>
<tr>
<th>Other Contacts</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>For All Devices</td>
<td>push</td>
</tr>
<tr>
<td><a href="mailto:test@email.com">test@email.com</a></td>
<td>sms</td>
</tr>
</tbody>
</table>

---

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

To activate SMS, enter the four-character confirmation code sent to test.
Code is case sensitive.

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

<table>
<thead>
<tr>
<th>Other Contacts</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>For All Devices</td>
<td>push</td>
</tr>
<tr>
<td><a href="mailto:test@email.com">test@email.com</a></td>
<td>sms</td>
</tr>
</tbody>
</table>

To delete the contact method, click the Delete icon.
Confirm Deletion

Click the OK button.
How do I set up multi-factor authentication for my user account as an instructor?

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) [1]. Use the app to scan the QR code and generate a 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].

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].
How do I manage API access tokens as an instructor?

You can manage API access tokens from your User Settings. Access tokens provide access to Canvas resources through the Canvas API. Access tokens can be generated automatically for third-party applications or created manually. Third-party applications, including devices you have used to open the Canvas Teacher app, are authorized to access Canvas on your behalf.

Using the Canvas API allows the access token holder to access the same Canvas resources that you can access. For example, third-party applications, including devices you have used to open the Canvas Teacher app, are authorized to access Canvas on your behalf. For more information on using the Canvas API, view the Canvas API documentation.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
View Access Tokens

Third-party applications with access tokens and user-generated access tokens are listed in the Approved Integrations section [1].

For each access token, you can view the name [2], purpose [3], expiration date [4], and date of last use [5].

**Note:** Mobile access tokens are generated for you when you log in to a Canvas mobile app and never expire. To remove access for a mobile application, the access token must be deleted.
Add Access Token

### 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 Teacher for</td>
<td></td>
<td>Expires: never</td>
<td>details</td>
</tr>
<tr>
<td>IOS</td>
<td></td>
<td>Last Used: Jun 20 at 7:53am</td>
<td></td>
</tr>
<tr>
<td>Canvas Polls</td>
<td>HAFURY_U MAX</td>
<td>Expires: never</td>
<td>details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Jun 26 at 10:16am</td>
<td></td>
</tr>
<tr>
<td>Canvas Teacher for</td>
<td></td>
<td>Expires: never</td>
<td>details</td>
</tr>
<tr>
<td>IOS</td>
<td></td>
<td>Last Used: May 17 at 2:27pm</td>
<td></td>
</tr>
<tr>
<td>Inst-FS (Beta)</td>
<td></td>
<td>Expires: never</td>
<td>details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Apr 27 at 12:50pm</td>
<td></td>
</tr>
</tbody>
</table>

To manually add an access token, click the **Add New Access Token** button.
Add Token Details

Generate an Access Token

Access tokens are what allow third-party applications to access Canvas resources on your behalf. These tokens are normally created automatically for applications as needed, but if you’re developing a new or limited project you can just generate the token from here.

Enter a description for your access token in the Purpose field [1]. You can also select an expiration date by clicking the Calendar icon [2]. To generate a token with no expiration, leave the Expires field empty.

To generate a new access token, click the Generate Token button [3].
View Access Token

### 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></th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas Teacher for IOS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canvas Polls</td>
<td>HAFURY_UMAX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canvas Teacher for IOS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inst-FS (Beta)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canvas Teacher for IOS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User-Generated Teacher API</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View the token description [1]. To view details for the token, click the details link [2].
Access tokens can be used to allow other applications to make API calls on your behalf. You can also generate access tokens and "use the Canvas Open API" to come up with your own integrations.

<table>
<thead>
<tr>
<th>Token:</th>
<th>1081~joUjspn50weHVC15NPQZ5W39eQ3smhAEGF0h1</th>
<th>Copy this token down now. Once you leave this page you won’t be able to retrieve the full token anymore, you’ll have to regenerate it to get a new value.</th>
</tr>
</thead>
<tbody>
<tr>
<td>App:</td>
<td>User-Generated</td>
<td></td>
</tr>
<tr>
<td>Purpose:</td>
<td>Teacher API</td>
<td></td>
</tr>
<tr>
<td>Created:</td>
<td>Nov 29 at 9:08am</td>
<td></td>
</tr>
<tr>
<td>Last Used:</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Expires:</td>
<td>Dec 31 at 12am</td>
<td></td>
</tr>
</tbody>
</table>

The access token details include a token that can be used to make API calls on your behalf [1].

To regenerate an access token, click the **Regenerate Token** button [2].
Delete Access Token

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>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas Teacher for</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IOS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expires: never</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Jun 20 at 7:53am</td>
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<tr>
<td></td>
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<td>Last Used: Jun 26 at 10:16am</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>IOS</td>
<td></td>
<td>Expires: never</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: May 17 at 2:27pm</td>
</tr>
</tbody>
</table>

To delete an access token, click the Delete icon.

Confirm Deletion

```
documentation.beta.instructure.com says
Are you sure you want to delete this access key?
```

To confirm the deletion, click the OK button.
What feature options can I enable in my user account as an instructor?

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.

The High Contrast UI feature option 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 displays hyperlinks in navigation menus, the Dashboard, and page sidebars as underlined text. This feature option does not apply to user-generated content links in the Rich Content Editor, which always underlines links for all users.
The **Underline Links** feature option 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.

**Course Set-Up Tutorial**

This feature only displays if your institution has enabled the Canvas course setup tutorial. By default, this feature only displays for new users enrolled as instructors and is set to Off.

The **Course Set-up Tutorial** feature option allows you to view the course set-up tutorial. When enabled, this feature displays a tutorial in each Course Navigation index page that shows you the purpose of the page and what to do next. The tutorial applies to all of your courses in Canvas where you are enrolled as an instructor.

**Gradebook CSV Separator Preferences**

You can set how you want to view separators in Gradebook Export CSV files, depending on your locale or preference.

Separator options are managed through one of three feature options in User Settings. Currently, these options only apply to exporting Gradebook CSV files but may apply to other CSV files in a future release.

**Include Byte-Order Mark in Gradebook Exports**

The **Include Byte-Order Mark** feature option generates a specific set of three characters at the beginning of the CSV file. These characters, known as a byte-order mark, help some versions of Microsoft Excel understand that the CSV file is a UTF-8 encoded file. It also tells some localized versions of Excel that they should treat the incoming CSV file as if it were semicolon-separated.
by default. Because some versions of Excel do not understand or honor the byte-order mark, this feature allows all users to disable generation of this byte-order mark.

Use Semicolons to Separate Fields in Gradebook Exports

The **Use semicolons to separate fields in Gradebook Exports** feature option generates CSV files with semicolons as the field separators instead of the default comma. When disabled, this feature falls back to behavior determined by the state of the Autodetect field separators option.

**Note:** This feature is automatically disabled if the Autodetect Field Separators option is enabled.

Autodetect Field Separators in Gradebook Exports

The **Autodetect field separators in Gradebook Exports** feature option attempts to determine the appropriate field separator as indicated by the language set in the user’s account. For languages where the decimal separator is a dot, (e.g. 1,234.56), autodetection will choose a comma as the field separator. For languages where the decimal separator is a comma, (e.g. 1.234,56), autodetection will choose a semicolon as the field separator. For all other cases, autodetection will choose a comma as the field separator as a default.

**Note:** This feature is automatically disabled if the Use semicolons to separate fields option is enabled.
How do I manage new features in my user account as an instructor?

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. Admins and instructors have no control over user-level features.

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

Feature Options

- High Contrast UI
- Underline Links (beta)

Available features will appear in the Feature Options section.

View Types of Features

Feature Options

- High Contrast UI
  
  High Contrast enhances the color contrast of the UI (text, buttons, etc.), making those items more distinct and easier to identify. Note: Institution branding will be disabled.

- Underline Links (beta)

Each feature includes a feature description. To expand the feature box and display the description, click the arrow icon.
View Feature Tags

Feature Options

- High Contrast UI [1]
- Underline Links [beta] [2]

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.

Note: Occasionally features may include a Development tag, which means the feature is only available for testing in your beta environment; it is not available in your production environment. Not all institutions allow testing in beta environments.

View Feature Access

Feature Options

- High Contrast UI [1]
- Underline Links [beta] [2]

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.
Quizzes
How do I create a question bank in a course?

Question Banks are a place to house questions that can be added to quizzes across courses or accounts.

Open Quizzes

In Course Navigation, click the Quizzes link.

Manage Question Banks

Click the Settings icon [1] and click the Manage Question Banks link [2].
Add Question Bank

Click the Add Question Bank button.

Create Question Bank

Course Question Banks

Bank Name: No Name

No Questions
Last Updated:

Name the question bank and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Open Question Bank

Course Question Banks

New Bank

No Questions
Last Updated: Jul 28 at 11:17am
Open the question bank by clicking the title of the question bank.

**Question Bank Options**

1. Add a Question
2. Edit Bank Details
3. Move Multiple Questions
4. Delete Bank
5. Already Bookmarked
6. Align Outcomes

After opening the Question Bank, you can:

1. Add a Question
2. Edit Question Bank Details
3. Move Multiple Questions
4. Delete Question Bank
5. Verify Question Bank [Bookmark](by default new Question Banks are bookmarked automatically)
6. Align Outcomes
Add a Question

New Bank

Remember, changes to question templates won’t automatically update quizzes that are already using those questions.

☐ Show Question Details

Click the Add a Question button.

Create New Questions

Add as many individual questions as you wish to your question bank. Click the Update Question button to save your changes.
View the questions in your question bank. To view question details, click the **Show Question Details** checkbox.

Now you can reference this single bank of questions in many different quizzes.

**Note:** Questions details are not available in question banks with more than 50 questions.

### New Bank

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

<table>
<thead>
<tr>
<th>Question</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the capital of Kansas?</td>
<td></td>
</tr>
</tbody>
</table>

Move/copy question to another bank
How do I use the Quizzes Index Page?

You can view all your quizzes in your course on the Quizzes Index page. As an instructor, you can also add quizzes and modify quiz settings.

Note: If your course is using the Quizzes.Next LTI, the Quizzes Index Page only displays quizzes created with the classic Canvas quiz tool. View Quizzes.Next quizzes in the Assignments Index Page.

For help with creating Quizzes.Next quizzes in Canvas, please see the Quizzes.Next chapter.

Open Quizzes

In Course Navigation, click the Quizzes link.
The Quizzes Index page is designed with global settings at the top of the page [1], followed by the grouped Quiz types [2]. Individual quizzes are nested within each Quiz type [3].

**View Quizzes Global Settings**

Global settings include searching for quizzes [1] and adding new quizzes [2]. You can also manage question banks in the options drop-down menu [3].
View Quizzes Groups

Quizzes groups can be expanded and collapsed by clicking the arrow next to the name.

View Individual Quiz

Each quiz displays the quiz name [1], due date (if any) [2], the number of points the quiz is worth [3], the number of questions in the quiz [4], and the quiz draft state status (published or unpublished) [5].

You can also set varied due dates for a quiz and create due dates [6] according to course section. Varied due dates appear as multiple dates.

Note: Due dates are not required for a quiz.
View Availability Dates

Quizzes can also include availability dates. Availability dates can make an assignment available for only a specific period of time.

Manage Individual Quiz

For each individual quiz, you can use the options drop-down menu to edit or delete the quiz.
View SIS Quizzes

If your institution has enabled a student information system (SIS) integration, you can tell if a quiz is set up to be sent to your institution's SIS. Quizzes can be enabled directly by clicking the sync icon next to a quiz.

**Note:** Some institutions may limit quiz names and/or require quiz due dates. If you try to enable a quiz and you receive an error message, the error will show which requirement needs to be resolved before the quiz can be enabled to be synced to your SIS.

View MasteryPaths

If you use MasteryPaths in your course, you can tell which items are set up in Modules as MasteryPaths or conditional content items.
If your course includes Blueprint icons, your course is associated with a blueprint course. Blueprint Courses are courses managed as a template and may contain locked objects managed by a Canvas admin, course designer, or other instructor.

The Course Details tab in Course Settings will tell you if your course is a blueprint course. Most commonly, your course will not be a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.
How do I create a quiz with a question group linked to a question bank?

You can create a quiz using a Question Group linked to a Question Bank.

When you link a Question Bank to a Question Group, you will see all of the Question Banks that you have built in the same course, and those you have bookmarked in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account, which makes it easy for instructors in the same department or program to share resources.

Canvas will reference your chosen bank of questions as each student takes the quiz. Each student will get a specified number of questions, pulled from the bank at random. The number of questions and point value per question is specified when the question group is created. For instance, if you want to use questions from the English Department and they have 7 questions in their Question Bank, but you only want the Question Group to display 2 questions, Canvas will randomly pull 2 of the 7 questions as each student takes the quiz.

If you need your questions to appear in a specific order, you should add individual questions or find questions instead of creating a question group.

Notes:

- When linking a question bank to a quiz, be sure to make changes within the question bank before the quiz is available to take. Although you can make changes to the question bank after a quiz is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades. Students who begin their quiz after the changes are made will see your updates.
- Questions that are linked to a Question Bank cannot be regraded since they may be used in more than one quiz.
Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz

Click the Add Quiz button.
Edit Quiz Details

In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz details [3].
Add New Question Group

Click the Questions tab [1]. Click the New Question Group button [2].

Create Group Details

Give your question group a name [1]. Decide how many questions you want Canvas to randomly select from the group [2] and the number of points assigned to each question [3].

Quiz question groups are not automatically named for instructors. To add a custom name to your quiz question group, enter the name in the group text field. Custom names can help you identify quiz question groups more easily.

Regardless of the question group name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Note:
• Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.
• If you set a question group to randomly select questions from the question bank, the question bank and questions will not be included in quiz exports. The QTI file will download quiz details, but no questions will be included.

**Link to a Question Bank**

![Link to a Question Bank](image)

Click the **Link to a Question Bank** link.
Find Question Bank

Select a question bank from the list below to link it to the this quiz as a question group.

- Documentation Canvas, 6 questions
- Each Type of Question
  - HIST101, 11 questions
- EDT 201 Question Bank
  - Documentation Canvas, 0 questions
- EDT 201 Question Bank 2
  - Documentation Canvas, 2 questions
- Evaluation Questions
  - Documentation Canvas, 3 questions
- Final

Select the question bank you want to reference in your quiz [1]. Click the Select Bank button [2].

Create Group

Questions will be pulled from the bank: EDT 201 Question Bank 2

Confirm your Question Bank is linked to the question group [1]. Click the Create Group button [2].
Modify Question Group

<table>
<thead>
<tr>
<th>Group</th>
<th>Pick 1 questions, 1 pts per question</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Questions will be pulled from the bank: EDT 201 Question Bank 2</td>
</tr>
</tbody>
</table>

To change the number of questions to be picked from the group or to change the points assigned, click the **Edit** icon [1]. To delete the question group, click the **Delete** icon [2].

Save Quiz

Click the **Save** button to save your work and preview the quiz.

**Note:** You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz

This quiz is unpublished
Only teachers can see the quiz until it is published.

Click the **Preview** button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** button [2].
Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
How do I use Draft State in Quizzes?

Draft State allows content in Quizzes to exist in an unpublished (draft) state. Unpublished content is invisible to students, and graded quizzes are excluded from grade calculations.

Note: If you use Modules in your course and add a Quiz to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Quizzes unpublished until you are ready to publish the entire Module. For more information please see the Modules Draft State lesson.

Open Quizzes

In Course Navigation, click the Quizzes link.

View Status of All Quizzes
On the Quizzes Index page, you can view the status of each quiz. Green icons indicate the quiz is published [1]. Gray icons indicate unpublished quizzes [2]. You can change the status of a Quiz by toggling the published and unpublished icons.

Publish a Quiz

To publish a quiz, click the unpublished icon. The hover text will confirm you want to publish the quiz.

Unpublish a Quiz

To unpublish a quiz, hover over the published icon and view its status. If the quiz can be unpublished, the hover text will confirm you want to unpublish the quiz [1]. Click the icon to confirm.

Quizzes with student submissions cannot be unpublished, and the hover text will notify you accordingly [2].
View Status within an Individual Quiz

Within individual quizzes, the quiz status is shown next to the quiz options.

Publish a Quiz

To publish a quiz, click the Publish button. The button will change from gray to green.
Unpublish a Quiz

To unpublish a quiz, hover over the published button and view its status. If the quiz can be unpublished, the hover text will confirm you want to unpublish the quiz, and the button will change from gray to red. Click the button to confirm.

Quizzes with student submissions cannot be unpublished.

Quizzes Student View

Students cannot see any of the actions involved with Draft State, such as published and unpublished icons and setting icons. Students will only see published quizzes, which are posted in gray text.
What quiz types can I create in a course?

The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded. The steps to create quiz content are the same for each quiz type.

Graded quiz types display in the Syllabus, Gradebook, Calendar, and To Do Lists.

Create Graded Quiz

Quiz Type

Graded Quiz

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded. You can also view quiz results for graded quizzes in SpeedGrader or from the quiz results page.

Create Practice Quiz

Quiz Type

Practice Quiz

A practice quiz can be used as a learning tool to help students see how well they understand the course material. Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz. Practice quizzes are not a graded quiz type. You can also view quiz results for practice quizzes.

Create Graded Survey

Quiz Type

Graded Survey

A graded survey allows the instructor to give students points for completing the survey, but it does not allow the survey to be graded for right or wrong answers. Graded surveys have the option to be anonymous. You can also view survey results for graded surveys from the quiz details page or in SpeedGrader.

Create Ungraded Survey

An ungraded survey allows you to get opinions or other information from your students, but students do not receive a grade for their responses. With ungraded surveys, you can make responses anonymous. Ungraded surveys are not a graded quiz type. You can also view survey results for ungraded surveys.
How do I create a quiz with individual questions?

You can add your own questions to your quizzes. You can create various types of quiz questions. Individual questions can also be added to question groups.

Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz

Click the Add Quiz button.
Edit Quiz Details

In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz details [3].
Add Question

Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].

**Name Quiz Question**

Enter your question and multiple answers, then select the one correct answer.

**Question:**

```
HTML Editor
```

"0 words"
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily.

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

**Select Question Type**

In the question type drop-down menu, you can create the following types of quiz questions:

- Multiple Choice
- True/False
- Fill-in-the-Blank
- Fill-in-Multiple-Blanks
- Multiple Answers
- Multiple Drop-down (can be used for Likert scale)
- Matching
- Numerical Answer
- Formula (simple formula and single variable)
- Essay
- File Upload

You can link course content to create Quiz questions, such as linking a diagram image.

**Set Point Value**

To set the point value for the question, enter the points in the **pts** field.

**Note:** Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.
Update Question

To save your question, click the **Update Question** button.

View Questions

View the questions in your quiz. To view questions details, click the **Show Question Details** checkbox.

**Note:** Question details are not available in quizzes with more than 25 questions.
Save Quiz

Click the Save button to save your work and preview the quiz.

**Note:** You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the Save & Publish button.

Preview and Publish Quiz

Click the Preview button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the Publish button [2].

**Note:** Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
What options can I set in a quiz?

When you create a quiz, you have a variety of options to choose from within a quiz.

Name Quiz

In the Unnamed Quiz field, you can add a name for your quiz.
When creating a new quiz, Canvas defaults to the Details tab.

1. Create any instructions for the Quiz in the Rich Content Editor.
2. Select the quiz type.
3. Categorize the quiz into the proper Assignment group.
Set Quiz Options

Quiz settings have several options.

**Shuffle Answers** [1]. You can shuffle (randomize) answers. (You can also shuffle questions by creating a question group.)

**Time Limit** [2]. You can choose to set a time limit by entering the number of minutes students have to complete the entire quiz. Timed quizzes begin once a student begins the exam and **will not be paused** if the student navigates away from the quiz. An unfinished timed quiz will be automatically submitted when the time limit expires. If no time limit is set, students will have unlimited time to complete the quiz.

**Multiple Attempts** [3]. You can allow multiple attempts.

**Quiz Responses** [4]. Allows students to see what they answered, any automatic feedback generated by the quiz for correct or incorrect answers, and which questions they got wrong. Quizzes default to this option, so if you do not want students to see their quiz responses, deselect the checkbox.

As part of this option, you can restrict students view of the quiz results to **Only Once After Each Attempt** [5]. Students will only be able to view the results immediately after they have completed the quiz—results include both their responses and the correct answers.
• This option may not be appropriate for quizzes that require manual grading, such as essay questions, where students would require additional views to see the updated results.
• When a quiz is saved with the Only Once After Each Attempt option, you can use the Moderate Quiz feature to give students additional views to their quiz results.

Correct Answers [6]. This setting enables a green Correct tab on every correct answer for the entire quiz. Quizzes default to this option, so if you do not want students to see the correct answers, deselect the checkbox.

As a part of this option, you can also control when and for how long students can see the correct answers by setting dates (and specific times, if desired) in the Show and Hide fields.

- To show answers immediately after quiz is submitted, leave the Show and Hide fields blank.
- To create a date range to display the answers, set a start date in the Show field and an ending date in the Hide field.
- To always show answers after a specific date, set a date in the Show field.
- To hide answers after a specific date, set a date in the Hide field.

Note: If the Only Once After Each Attempt option is selected, it will override any show or hide dates or times. If you want to show or hide correct answers on any specific date or time, the Only Once option should not be selected.

One Question at a Time [7]. You can show one question at a time and lock questions after answering.

Note: If your Canvas admin has restricted students from viewing quiz submissions after the course ends, options 4 and 6 will not be available after the course end date has passed.
A few of the settings contain expanded menu options:

**Allow Multiple Attempts**

- **Recent Quiz Score** [1]—You can choose whether to keep the highest score, latest score, or average score of all attempts. By default, Canvas will keep the highest score unless this setting is changed.

- **Allowed Attempts** [2]—You can allow multiple attempts and limit the number of attempts. The default dashes represent unlimited attempts.

*If you retain the Quizzes default option for students to see their quiz responses:*

- **If you allow at least one attempt for the quiz,** the Let Students See Their Quiz Responses area will display a Only after their last attempt checkbox [3]. Selecting this option means that students can only see their correct responses after their last quiz attempt.

- **If you allow more than one attempt for the quiz,** please be aware that not all students may complete all attempts and therefore may never see their quiz responses. For instance, if a student has three attempts but achieves their desired score in the second attempt, the student will most likely not complete the third (and last) attempt. That means their quiz
responses and correct answers will not appear because the last attempt was not completed. To allow these students to see their responses, you would have to manually change the quiz settings at a later time.

If you retain the Quizzes default option for students to see the correct answers:

- If you allow at least one attempt for the quiz, the Let Students See The Correct Answers area will display a Only after their last attempt checkbox [4]. Selecting this option means that students can only see the correct quiz answers after their last attempt. This option will follow the current quiz functionality around multiple attempts. If a student never makes it to the last attempt, the correct answer setting will not apply. To allow the student to view the correct answers, you can manually change the quiz options at a later time.

Show One Question at a Time

- Lock Questions [5]—You can choose to lock questions after answering. This option means that students cannot return to the previous question once it has been answered.

Set Quiz Restrictions

<table>
<thead>
<tr>
<th>Quiz Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Require an access code</td>
</tr>
<tr>
<td>☐ Filter IP Addresses</td>
</tr>
</tbody>
</table>

You can restrict the quiz so it can only be taken in specific situations. By default, these options are never selected.

1. You can require students to enter an access code to take the quiz.
2. You can filter IP addresses and require students to take a quiz from a specific computer lab.

Notes:

- If you have the Respondus LockDown Browser plugin enabled by your institution, using that browser will also appear as an option here. The Respondus LockDown Browser does not allow other windows to be opened during the quiz and helps prevent cheating.
If your institution uses the Respondus LockDown Browser LTI, the Respondus option will not appear under Quiz Restrictions and Respondus LockDown settings can be managed from the LockDown Browser Dashboard in Course Navigation.

View Expanded Restrictions

Quiz Restrictions

- Require an access code
  - ex: Password85

- Filter IP Addresses
  - ex: 192.168.217.1

To require an access code, enter the access code in the access code text field [1].

To filter IP addresses, enter the IP address in the IP address text field [2]. Note: Quiz IP filters are a way to limit access to quizzes to computers in a specified IP range. Filters can be a comma-separated list of addresses, or an address followed by a mask (i.e., 192.168.217.1/24 or 192.168.217.1/255.255.255.0). For more information on these masks, view the IP Filtering in Canvas PDF.
Assign Quiz and Dates

In the Assign field [1], you can assign the quiz to everyone, a course section, or an individual student.

You can set the Due Date [2], Available From date [3], and available Until date [4] for the quiz. These fields are optional and can be set depending how you want to manage the quiz:

- **Due Date**: the date and time that the Quiz is due
- **Available From**: the date and time when the Quiz will become available for students to take the quiz
- **Until**: the date and time when students can no longer take the quiz

[Learn more about due and availability dates.](#)

**Note**: If you change the due date of a quiz that students have already begun but not submitted, their quiz submissions will auto-submit based on the date and time of the original due date.
Create Quiz Questions

Once you have set up the settings for your quiz, click the **Questions** tab to create the quiz questions and points. You can create **individual quiz questions**, questions with a **question bank**, questions with a **question group**, and questions with a **question bank in a question group**.

Save Quiz

Click the **Save** button to save your work on your quiz.

**Note**: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.
Once you save your quiz, you have several quiz options.

To publish the quiz, click the Publish button [1]. Publishing a quiz means that students will be able to see the quiz in the course.

Before publishing the quiz, if you want to see the student view and make sure it appears correctly, click the Preview button [2].

To edit the quiz, click the Edit button [3].

You can also view more options in the Options menu [4]:

- **Show the rubric** for a quiz to evaluate student answers, such as for essay questions (learn how to add a rubric) [5].
- **Lock this quiz now** so that students cannot access the quiz once it is published [6]. The quiz title will still be visible to students but they will be unable to open the quiz. This option only applies to quizzes that are assigned to Everyone.
- **Delete this quiz** [7].

**Note:** If you want to hide the quiz from student view, do not publish the quiz. When the quiz is unpublished, it can only be viewed by the instructor.
Unlock Quiz

To unlock a quiz, click the Options icon [1] and click the Let Students Take this Quiz Now link [2].

To unlock a quiz indefinitely, click the No time limit radio button [1]. If you prefer to unlock a quiz until a specific date and time, click the Until radio button [2] and use the calendar icon [3] to select the date and time. Click the Unlock button [4] when you are done.
Published Quiz Options

Once you publish a quiz, you can view additional options.

In addition to the options available for unpublished quizzes, in the **Options** menu [1], you can:

- **Preview** the quiz [2]
- **Show student quiz results** from students who have taken the quiz [3]
- **Message students** who have taken the quiz already or who haven't yet taken the quiz [4]

In the sidebar, you also have access to related quiz features:

- Show quiz **statistics** [5]
- **Moderate this quiz** and grant students more time or additional attempts (this option can be used for any type of quiz) [6]
- Grade quiz in the **SpeedGrader** [7]

You can also hide grades from students by **muting assignments** in the gradebook.
How do I create a survey in my course?

You can use surveys to receive feedback from your students or give them some extra points by responding to a survey. Graded surveys appear in the Syllabus, Gradebook, Calendar, and To Do Lists.

Notes:

- Student Analysis for surveys must be downloaded as a CSV file. Item Analysis is not available for surveys.
- The anonymous option can be enabled or disabled before or after a survey has received submissions, allowing a user with sufficient permissions to see a student’s identity and responses. To collect fully anonymous survey responses, you may want to use a third-party survey tool.

Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz
Click the **Add Quiz** button.

### Select Quiz Type

1. **Details**
2. **Questions**

   **Unnamed Quiz**

   **Quiz Instructions:**

   

   - Click the **Quiz Type** drop-down menu.

   - **Quiz Type:** Graded Quiz

   - **Assignment Group:** Assignments

Click the **Quiz Type** drop-down menu.
Add Survey Details

Give your survey a name [1], and complete any survey instructions in the text box [2].

Select Survey Type

In the Quiz Type menu, select the survey type you want to create.
Select Survey Options

Place your survey in an assignment group [1], assign your survey a score [2], and complete the survey options [3].

Within surveys, you have all the regular quiz options, but you can also keep submissions anonymous [4]. This anonymous option applies to both graded and ungraded surveys and can be enabled and disabled before or after survey submissions.
Select Availability Dates

You can also set a due date and available from/until dates for your survey.

Add Question
Click the **Questions** tab [1]. Manually create a new survey question by clicking the **New Question** button [2]. To find out what kind of options are available for questions, please see the **question type** lesson in the Instructor guide.

**Note:** If you include a file upload question on an anonymous survey, the downloaded files will include the student’s name in the file name. To preserve anonymity on a survey, do not include file upload questions.

**Name Survey Question**

Survey questions are not automatically numbered for instructors. To add a custom name to your survey question, enter the name in the question text field. Custom names can help you identify survey questions more easily.

Regardless of the question name, students always see survey questions in numerical order (i.e. Question 1, Question 2).

**Create Likert (Quantitative) Scale Questions**

If you're interested in creating questions that involve a quantitative scale, you can create a Likert scale question using the Multiple Dropdowns question type. Please reference the **Likert scale lesson** for more information.
Save Survey

Click the Save button to save your work and preview the survey.

Note: You should not publish your survey until it is your final product. If you are ready to publish your survey and make it available to students, click the Save & Publish button.

Preview and Publish Quiz

To preview the survey, click the Preview button [1]. When you are ready for students to see the survey in the course, click the Publish button [2].
How do I import quizzes from QTI packages?

You can easily import quizzes from programs that create QTI files. If a program does not create QTI files, it cannot be imported into Canvas.

QTI files can be created from a variety of different learning management systems and software:

- Quizzes created in Respondus 4.0 (Windows software) can be exported as QTI packages. To learn how to use Respondus 4.0 refer to this user guide (DOC). A QuickStart guide for Respondus 4.0 is also available (PDF).
- Quizzes created in Blackboard (WebCT, Angel) can be exported as QTI packages.
- Quizzes created in Moodle can be exported as QTI packages. This will work with Moodle 2.0 or older versions. However, Moodle 2.1 and newer versions no longer export QTI packages.

Notes:

- Canvas supports QTI versions 1.2 and 2.1.
- Quiz exports will not include questions from quizzes which use randomly selected questions from question banks.

Open Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the Import Course Content button.

Select Content Type

In the drop-down menu, select the QTI .zip file option.
Choose File

Import Content

Content Type

Select QTI .zip file

Source

Choose File

No file chosen

Click the Choose File button.

Open File

Find and click the ZIP file you want to import [1]. Click the Open button [2].
Import Assessments to Quizzes.Next

**Options**

- Import assessment content as Quizzes.Next
- Overwrite assessment content with matching IDs

To import assessment content created in Quizzes.Next, click the Import assessment content as Quizzes.Next option. Selecting this option will convert assessments in the import package to Quizzes.Next format. If not selected, assessment content will convert to Canvas Quizzes format.

**Note:** You cannot select a default question bank when using the Import assessment content as Quizzes.Next option.

Overwrite Assessment Content

**Options**

- Import assessment content as Quizzes.Next
- Overwrite assessment content with matching IDs

To overwrite the assessment content with matching IDs, click the Overwrite assessment content with matching IDs checkbox. Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

Select Question Bank

In the Default Question bank drop-down menu, select the Question bank you want to use for your question bank.
Create Question Bank

If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the Create new question bank option.

Import Course

Click the Import button.

View Current Jobs

Current Jobs

<table>
<thead>
<tr>
<th>QTI</th>
<th>...ry-101-quiz-export.zip</th>
<th>Jul 7 at 2:06pm</th>
<th>Running</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTI</td>
<td>...ry-101-quiz-export.zip</td>
<td>Jul 7 at 2:05pm</td>
<td>Waiting for select</td>
<td>2</td>
</tr>
</tbody>
</table>
The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

When the course has completed, view your quizzes by accessing the Quizzes page Course Navigation.

**Note:** If you imported your assessments to Quizzes.Next, you can view your quizzes from the Assignments page.
How do I import quizzes from QTI packages?

You can easily import quizzes from programs that create QTI files. If a program does not create QTI files, it cannot be imported into Canvas.

QTI files can be created from a variety of different learning management systems and software:

- Quizzes created in Respondus 4.0 (Windows software) can be exported as QTI packages. To learn how to use Respondus 4.0 refer to this user guide (DOC). A QuickStart guide for Respondus 4.0 is also available (PDF).
- Quizzes created in Blackboard (WebCT, Angel) can be exported as QTI packages.
- Quizzes created in Moodle can be exported as QTI packages. This will work with Moodle 2.0 or older versions. However, Moodle 2.1 and newer versions no longer export QTI packages.

Notes:

- Canvas supports QTI versions 1.2 and 2.1.
- Quiz exports will not include questions from quizzes which use randomly selected questions from question banks.

Open Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the *Import Course Content* button.

Select Content Type

In the drop-down menu, select the *QTI .zip file* option.
Choose File

Import Content

Content Type: QTI .zip file

Source: Choose File

Click the Choose File button.

Open File

Find and click the ZIP file you want to import [1]. Click the Open button [2].
Import Assessments to Quizzes.Next

Options

- **Import assessment content as Quizzes.Next**
- **Overwrite assessment content with matching IDs**

To import assessment content created in Quizzes.Next, click the **Import assessment content as Quizzes.Next** option. Selecting this option will convert assessments in the import package to Quizzes.Next format. If not selected, assessment content will convert to Canvas Quizzes format.

**Note:** You cannot select a default question bank when using the Import assessment content as Quizzes.Next option.

Overwrite Assessment Content

Options

- **Import assessment content as Quizzes.Next**
- **Overwrite assessment content with matching IDs**

To overwrite the assessment content with matching IDs, click the **Overwrite assessment content with matching IDs** checkbox.

Some systems recycle their IDs for each new export. Therefore, if you export two separate question banks they will have the same IDs. To prevent losing assessment data Canvas treats the question banks as separate objects despite the IDs. Choosing this option will disable this safety feature and allow assessment data to overwrite existing data with the same IDs.

Select Question Bank

In the **Default Question bank** drop-down menu, select the Question bank you want to use for your question bank.
Create Question Bank

If you do not have a question bank you want to use, you can create a new question bank. In the drop-down menu, select the Create new question bank option.

Import Course

Click the Import button.

View Current Jobs

Current Jobs

<table>
<thead>
<tr>
<th>QTI</th>
<th>...ry-101-quiz-export.zip</th>
<th>Jul 7 at 2:06pm</th>
<th>Running</th>
</tr>
</thead>
<tbody>
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<td>QTI</td>
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</tr>
</tbody>
</table>
The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import [1].

If you chose to select specific content in your course, the current job will show as Waiting for Select [2], which means you must select the content you want to import.

The import may also display other status indicators as part of the import process. Learn more about course import statuses.

When the course has completed, view your quizzes by accessing the Quizzes page Course Navigation.

**Note:** If you imported your assessments to Quizzes.Next, you can view your quizzes from the Assignments page.
Once I publish a timed quiz, how can I give my students extra time?

If you have set a time limit on your quiz, you can grant access for extra time. If the student hasn't taken the quiz, the extra time will be added to the student’s initial attempt and additional attempts. Learn more about managing extra attempts.

If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt. You can choose how many minutes to extend the quiz, and whether you want to add those minutes to the current time or the current (scheduled) end time.

Note:

- A quiz must be published before you can moderate it. If you would like to manage the quiz moderation options before allowing students to access it, set the quiz Available from date to a future date and publish the quiz. Your students will not receive a notification for an unavailable quiz. Once you’ve made timing moderations, you can unpublish the quiz to save your moderations. You can then continue to edit the quiz prior to publishing it for your students to access.
- The maximum time you can extend a current attempt is 1440 minutes (24 hours).

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

<table>
<thead>
<tr>
<th>Assignment Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Articles of Confederation and the Constitution Quiz</td>
</tr>
<tr>
<td>Available Multiple Dates</td>
</tr>
<tr>
<td>History Overview</td>
</tr>
<tr>
<td>Not available until Feb 1</td>
</tr>
<tr>
<td>The Bill of Rights Quiz</td>
</tr>
<tr>
<td>Due Feb 21 at 3pm</td>
</tr>
</tbody>
</table>

Click the name of the quiz.

Moderate this Quiz

<table>
<thead>
<tr>
<th>Related Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz Statistics</td>
</tr>
<tr>
<td>Moderate This Quiz</td>
</tr>
<tr>
<td>Download All Files</td>
</tr>
<tr>
<td>SpeedGrader™</td>
</tr>
</tbody>
</table>

Click the Moderate This Quiz link.
To moderate a quiz for one student, locate the student and click the **Edit** icon [1]. You can also filter students in your course by using the **Search People** field [2].

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>1</td>
<td>finished in 7 minutes</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Doc, Jessica</td>
<td>1</td>
<td>finished in 1 minute</td>
<td>9</td>
<td>7.0</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>1</td>
<td>finished in 4 minutes</td>
<td>9</td>
<td>3.66666666666667</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>--</td>
<td>--</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
If you want to select multiple students, click the checkbox [1] next to each of their names. If you want to select all students, click the top checkbox [2]. Click Change Extensions for [#] Selected Students button [3].
Add Extra Time on Attempt

Type the number of extra minutes in the Extra Time on Every Attempt field. Extra time can only be added in full-minute increments.

If you are adding time for multiple students, the student extension box will apply the extra time for all selected students.

If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra attempts.
Add Extra Time on Current Attempt

If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt.

For current attempts, the remaining time will display next to a clock icon.

To extend the time on the quiz, click the clock icon.

Note: You can only extend the time for one current quiz attempt at a time.
Extend Quiz Time

You can give this student extra time on their current quiz attempt. How much time would you like to give them?

Started: Jul 10 at 11:54am
Ending: Jul 10 at 11:56am

End the quiz ______ minutes from now

Maximum of 1440 minutes (24 hours)

Cancel Extend Time

Canvas will show you what time the quiz began, and what time it is scheduled to end.
In the minutes field [1], enter the number of extra minutes you want to give the student as part of their current attempt. The maximum time you can extend a current attempt is 1440 minutes (24 hours).

In the time drop-down menu [2], choose whether you want to add those minutes to the current time or the current (scheduled) end time.

If you want to end the quiz in relation to the current time, select the **now** option in the drop-down menu.

- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:40, meaning that 10 minutes have gone by. However, you want to have the quiz end at 11:45. Since the current time is 11:40, you need to end the quiz in 5 minutes. Enter the number 5 in the minutes field, and select the **now** option in the drop-down menu.

If you want to end the quiz in relation to the current end time of the quiz, select the **current end time** option in the drop-down menu.

- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:30, meaning it was nearly the same time that the student started the quiz, and you want to extend the quiz to end at noon. If the current end time is 11:50 am and you want to extend it by 10 minutes, enter the number 10 in the minutes field, and select the **current end time** option in the drop-down menu.
Extend Time

Click the Extend Time button.

Less Time Warning

That would be less time than the student currently has. Continue anyway?

Cancel OK

Changing the time in relation to the Now option might mean that the student will have less time than was originally on the clock. In our example, the student still had 10 minutes remaining when the instructor moderated the quiz. Changing the time to 5 minutes means the student has 5 fewer minutes to take the quiz.

If you want to change this option, click the Cancel button. Otherwise, click the OK button.
Verify Extension

View student time extensions on the Moderate Quiz page.

**Note:** Once you finish moderating a quiz, you can unpublish the quiz and all moderations will be saved. You can then continue to edit the quiz prior to publishing it for your students to access.
How do I create a quiz with individual questions?

You can add your own questions to your quizzes. You can create various types of quiz questions. Individual questions can also be added to question groups.

Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz

Click the Add Quiz button.
In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz details [3].
Add Question

Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].

**Name Quiz Question**

Enter your question and multiple answers, then select the one correct answer.
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily.

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Select Question Type

In the question type drop-down menu, you can create the following types of quiz questions:

- Multiple Choice
- True/False
- Fill-in-the-Blank
- Fill-in-Multiple-Blanks
- Multiple Answers
- Multiple Drop-down (can be used for Likert scale)
- Matching
- Numerical Answer
- Formula (simple formula and single variable)
- Essay
- File Upload

You can link course content to create Quiz questions, such as linking a diagram image.

Set Point Value

To set the point value for the question, enter the points in the pts field.

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.
Update Question

To save your question, click the **Update Question** button.

View Questions

<table>
<thead>
<tr>
<th>Details</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="highlighted" alt="Show Question Details" /></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Washington is the only president to have a state named after him.</td>
<td></td>
</tr>
</tbody>
</table>

View the questions in your quiz. To view questions details, click the **Show Question Details** checkbox.

**Note:** Question details are not available in quizzes with more than 25 questions.
Save Quiz

Click the Save button to save your work and preview the quiz.

**Note**: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the Save & Publish button.

Preview and Publish Quiz

Click the Preview button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the Publish button [2].

**Note**: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
Once I publish a quiz, how can I give my students extra attempts?

You can grant access to an individual student, several students, or the entire class to have extra attempts on a quiz. If your quiz is locked, you can also manually unlock the quiz for a student, even if the student has not yet taken the quiz.

You can add extra attempts through accessing student quiz results or moderating the quiz.

Accessing Student Quiz Results is a quick way to allow an extra attempt for an individual student.

Moderating the quiz lets you allow extra attempts for individual students as well as multiple students at once. This option also allows you to grant extra attempts for students who have not yet taken the quiz. For timed quizzes, you can grant extra time for an attempt. If your quiz options allow students to view results only once after each attempt, you can also let students view quiz results one more time.

You can also use these options to remove attempts as well. For instance, if you need to remove a student attempt, you can decrease the attempts accordingly.

Note: When extra attempts are given via the Moderate Quiz option, Canvas keeps the highest quiz score by default. You can edit quiz scoring options to keep either the highest score, the most recent score, or an average of all scores.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

Click the name of the quiz.

Add Extra Attempt through Student Quiz Results

To add an extra attempt for an individual student, click the **Options** icon [1], then select the **Show Student Quiz Results** link [2].
Select Student

**History Overview**

<table>
<thead>
<tr>
<th>Students who have taken the quiz (4)</th>
<th>Students who haven’t taken the quiz (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>🧮 Emily Boone</td>
<td>Bruce Jones</td>
</tr>
<tr>
<td>🧮 Jessica Doe</td>
<td>Nora Sanderson</td>
</tr>
<tr>
<td>🧮 Max Johnson</td>
<td>Jane Smith</td>
</tr>
<tr>
<td>🧮 Joe Rogers</td>
<td></td>
</tr>
</tbody>
</table>

Under the heading *Students who have taken the quiz*, click the name of the student.

**Note:** To give an extra attempt to students who have not taken the quiz, you need to add an attempt by moderating the quiz.
Allow this Student an Extra Attempt

Here's the latest quiz results for Emily Boone. You can modify the points for any question and add more comments, then click "Update Scores" at the bottom of the page.

**Quiz Submissions**

- 📊 Attempt 1: 5.33
- 📊 Attempt 2: 9

Emily Boone has no attempts left

allow this student an extra attempt

← Back to Quiz

Click the **allow this student an extra attempt** button. The student will automatically receive an extra attempt for the quiz.

Add Extra Attempt through Moderate This Quiz

To add attempts for one or more students, click the **Moderate This Quiz** link.
Moderate Quiz

To moderate a quiz for one student, locate the student and click the Edit icon [1]. You can also filter students in your course by using the Search People field [2].
Type the number of extra attempts you’d like to give to the student in the Extra Attempts field [1].

If your quiz is locked because of accessibility dates, you will need to unlock the quiz for the student by clicking the manually unlock the quiz for the next attempt checkbox [2].

Note: If a quiz requires an access code, students will still need to enter that code to begin their quiz attempt after it has been manually unlocked.
Adjust Additional Options

Depending on your quiz settings, the student extension box may contain additional options.

If the quiz has a time limit and you want to give more time, type the number of extra minutes in the Extra Time on Every Attempt field [1]. If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra time in timed quizzes.

If the quiz is saved with the Only Once After Each Attempt option, you can let the student see the quiz results one more time [2]. Results include both their responses and the correct answers. Once the student has viewed the quiz results, the results view extension will be reset and the results will be hidden again. Learn more about limiting quiz results.

Note: If the Only Once option is selected and students have also been granted an extra attempt on the quiz, students will be able to view the results before they take the quiz, as well as after they complete the quiz. If students are allowed multiple attempts on a quiz, you may want to edit the quiz and select the Allow Multiple Attempts option, which gives an option to let students see their quiz responses only after the last attempt.
Save Changes

Click the Save button.

Moderate Quiz For Multiple Students

<table>
<thead>
<tr>
<th>Moderate Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search People</td>
</tr>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Boone, Emily</td>
</tr>
<tr>
<td>Doe, Jessica</td>
</tr>
<tr>
<td>Johnson, Max</td>
</tr>
<tr>
<td>Jones, Bruce</td>
</tr>
<tr>
<td>Rogers, Joe</td>
</tr>
<tr>
<td>Sanderson, Nora</td>
</tr>
<tr>
<td>Smith, Jane</td>
</tr>
</tbody>
</table>

If you want to select multiple students, click the checkbox [1] next to each of their names. If you want to select all students, click the top checkbox [2]. Click Change Extensions for [#] Selected Students button [3].
Complete the extensions for the students you selected. Remember, depending on your quiz settings, additional quiz options may display for all selected students.

When you are finished, click the Save button.
How do I create a quiz with a question group to randomize quiz questions?

You can create a quiz using a question group. Question groups allow you to place multiple questions within a group for students to answer. You can choose the number of questions that should be answered from the group and how many points to assign each question. Creating a question group randomizes questions within a quiz.

You can add questions to your question group in several ways:

- **Link to a question bank** to reference all questions in a question bank
- **Add an individual question** to create your own questions from scratch
- **Find questions** to reference specific questions from a question bank

*Note:* If you need your questions to appear in a specific order, do not place quiz questions inside a question group.

Open Quizzes

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

Add Quiz
Click the Add Quiz button.

**Edit Quiz Details**

In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz details [3].
Add New Question Group

Click the Questions tab [1]. Click the New Question Group button [2].

Create Group Details

Give your question group a name [1]. Quiz question groups are not automatically named for instructors. To add a custom name to your quiz question group, enter the name in the group text field. Custom names can help you identify quiz question groups more easily.

Regardless of the question group name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Decide how many questions you want Canvas to randomly select from the group [2] and the number of points assigned to each question [3].
Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

**Link to a Question Bank**

If you want to link a question bank to the question group, click the Link to a Question Bank link.

Note: If you set a question group to randomly select questions from the question bank, the question bank and questions will not be included in quiz exports. A QTI zip file will download the quiz details, but no questions will be included.

**Create Group**

Click the Create Group button.
Add Individual Question to Group

To add individual questions to the group, click the Add icon.

Find Questions from Question Bank

You can also find questions from an existing question bank and add them to the question group.

Modify Question Group

To change the number of questions to be picked from the group or to change the points assigned, click the Edit icon [1]. To delete the question group, click the Delete icon [2].
Save Quiz

Click the Save button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the Save & Publish button.

Preview and Publish Quiz

This quiz is unpublished
Only teachers can see the quiz until it is published.

Click the Preview button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the Publish button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
Once I publish a quiz, what kinds of quiz statistics are available?

You can view quiz statistics for quizzes that have been published and have at least one submission. You can also download comma separate value (CSV) files to view Student Analysis or Item Analysis for each quiz question. For more detailed information about item analysis limitations and calculations, please refer to the Item Analysis PDF.

For optimum course performance in the Canvas interface, quiz statistics will only generate for quizzes with 100 or fewer unique questions or 1000 total attempts. For instance, a quiz with 200 questions will not generate quiz statistics. However, a quiz with 75 questions will generate quiz statistics until the quiz has reached 1000 attempts. Results greater than these maximum values can be viewed by downloading the Student Analysis report and viewing the CSV file.

Note: Editing a quiz with student submissions may affect quiz statistics. If the Question Breakdown charts no longer correctly display the information you expect after you edit a quiz, the Student Analysis report can provide the correct data.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

Click the title of the quiz you want to open.

Open Quiz Statistics

Click the Quiz Statistics link.

Note: Quiz Statistics will not be available until at least one student has completed the quiz.
View Statistics

By default, the quiz summary shows statistics for all sections including the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of quiz completion [1].

To view quiz statistics for a section, click the Section Filter drop-down menu [2]. To access additional survey results, generate a Student/Item Analysis report [3].

In the summary graph, the x-axis indicates the quiz scored percentages [4], and the y-axis indicates the number of students who received each percentage [5].

If a student had multiple assignment attempts, you can view past attempts in SpeedGrader. Quiz stats will only display the kept score for the student (highest score or latest score). To view the score setting for multiple attempts, edit your quiz and view the multiple attempts settings option. If necessary, you can give your students an extra attempt.
View Analysis Reports

Download CSV files to view Student Analysis or Item Analysis for each quiz question to count all student attempts in the statistics. For more detailed information about item analysis limitations and calculations, please refer to the Quiz Item Analysis PDF.

When you generate an analysis report, Canvas shows the last time the report was generated. If there is an error with the report, you can retry the option or cancel the analysis completely.

Notes:

- By default, the submitted time in the Student Analysis report is shown in UTC, not your set time zone.
- The Item Analysis report only displays statistics for Multiple Choice and True/False questions.
- If you have permission to read SIS data in the course, the sis_id column is included in the CSV download.
View Question Breakdown

Quiz question shows the total percentage of students who answered the quiz question correctly [1].

Each question includes a breakdown with each question answer choice. Correct answer response(s) are shown in a green bar with a check mark [2]; incorrect responses are shown in a black bar [3]. Question types that do not have set answer choices, such as Fill-in-the-Blank questions, display entries other than the correct answer in a black striped bar [4]. The horizontal bars are scaled according to the answer response percentage [5].

Each response also displays the number of respondents who selected the answer [6]. To view the names of the students who selected an answer choice, click the [x respondents] link.
View Manually Graded Questions

Quiz statistics also show relative grade performance for manually graded essay and file upload quiz question types. Manually graded question types are shown in the same table format as other quiz types.

A manually graded quiz type is marked as correct if it contains a student score greater than or equal to the question points possible.

Grade breakdown responses are shown as the top 27% [1], middle 46% [2], and bottom 27% [3]. The statistics also show submissions that have not yet been graded [4]. However, if all scores are identical, a response category may show more than the percentage number of students (e.g., all students score 100%).

Manually graded questions also include access to SpeedGrader for quick reference [5].
True/False and Multiple Choice quiz questions include an item discrimination index, which attempts to look at a spread of scores and reflect differences in student achievement. This metric provides a measure of how well a single question can tell the difference (or discriminate) between students who do well on an exam and those who do not. It divides students into three groups based on their score on the whole quiz and displays those groups by who answered the question correctly.

Lower discrimination scores (in red) are scored +0.24 or lower; good scores (green) are +0.25 or higher. An ideal discrimination index shows students who scored higher on the quiz getting the quiz question right, students who scored lower on the quiz getting the quiz question wrong, and students in the middle range on either side. A discrimination index of zero shows all students getting the quiz question right or wrong.
How do I create a quiz by finding questions in a question bank?

You can create a quiz by finding questions from Question Banks.

When you find questions in a Question Bank, you will see all of the Question Banks that you have built in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account, which makes it easy for instructors in the same department or program to share resources. If an outcome is aligned to a question bank, referencing the question bank in a quiz will also import the associated outcome to the course.

Canvas will reference the questions you choose as each student takes the quiz. These questions will stay in sequential order and stay in order each time the quiz is taken or previewed. If you want to randomize quiz questions, you can add them to a question group.

**Note:** When you Find Questions in a question bank, changes made to questions in the question bank will not update in the quiz. Changes will update in the quiz only if the questions are linked to a question bank.

Open Quizzes

In Course Navigation, click the Quizzes link.
Add Quiz

Click the Add Quiz button.

Edit Quiz Details

In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz details [3].
Find Questions

Click the **Questions** tab [1]. Click the **Find Questions** button [2].
Find Quiz Question

Select the question bank where you want to select questions.

Note: When you find questions in a question bank, changes made to questions in the question bank will not update in the quiz.
Add Questions

Check the boxes next to the questions you want to add to your quiz [1]. If you want to select all the questions, click the Select All link [2].

If you want to add the selected questions to a question group, select the question group drop-down list [3]. You can create a new group or add to an existing group.

When you've selected all the questions you want to use, click the Add Questions button [4].

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Notes:

- When you click the Select All link, Canvas selects only the questions that currently appear in the window. If you have more than 50 questions in your question bank, click the More questions button until all the questions you want to select appear in the window.
- If you set a question group to randomly select questions from a question bank, the questions will not be included in quiz exports. The QTI file will download quiz details, but no questions will be included.
Save Quiz

Click the Save button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the Save & Publish button.

Preview and Publish Quiz

Click the Preview button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the Publish button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
What options can I set in a quiz?

When you create a quiz, you have a variety of options to choose from within a quiz.

Name Quiz

In the Unnamed Quiz field, you can add a name for your quiz.
Choose Quiz Details

When creating a new quiz, Canvas defaults to the Details tab.

1. Create any instructions for the Quiz in the Rich Content Editor.
2. Select the quiz type.
3. Categorize the quiz into the proper Assignment group.
## Set Quiz Options

Quiz settings have several options.

### Shuffle Answers [1]
You can shuffle (randomize) answers. (You can also shuffle questions by creating a question group.)

### Time Limit [2]
You can choose to set a time limit by entering the number of minutes students have to complete the entire quiz. Timed quizzes begin once a student begins the exam and **will not be paused** if the student navigates away from the quiz. An unfinished timed quiz will be automatically submitted when the time limit expires. If no time limit is set, students will have unlimited time to complete the quiz.

### Multiple Attempts [3]
You can allow multiple attempts.

### Quiz Responses [4]
Allows students to see what they answered, any automatic feedback generated by the quiz for correct or incorrect answers, and which questions they got wrong. Quizzes default to this option, so if you do not want students to see their quiz responses, deselect the checkbox.

As part of this option, you can restrict students view of the quiz results to **Only Once After Each Attempt** [5]. Students will only be able to view the results immediately after they have completed the quiz—results include both their responses and the correct answers.
• This option may not be appropriate for quizzes that require manual grading, such as essay questions, where students would require additional views to see the updated results.
• When a quiz is saved with the Only Once After Each Attempt option, you can use the Moderate Quiz feature to give students additional views to their quiz results.

Correct Answers [6]. This setting enables a green Correct tab on every correct answer for the entire quiz. Quizzes default to this option, so if you do not want students to see the correct answers, deselect the checkbox.

As a part of this option, you can also control when and for how long students can see the correct answers by setting dates (and specific times, if desired) in the Show and Hide fields.

• To show answers immediately after quiz is submitted, leave the Show and Hide fields blank.
• To create a date range to display the answers, set a start date in the Show field and an ending date in the Hide field.
• To always show answers after a specific date, set a date in the Show field.
• To hide answers after a specific date, set a date in the Hide field.

Note: If the Only Once After Each Attempt option is selected, it will override any show or hide dates or times. If you want to show or hide correct answers on any specific date or time, the Only Once option should not be selected.

One Question at a Time [7]. You can show one question at a time and lock questions after answering.

Note: If your Canvas admin has restricted students from viewing quiz submissions after the course ends, options 4 and 6 will not be available after the course end date has passed.
A few of the settings contain expanded menu options:

**Allow Multiple Attempts**

- **Recent Quiz Score** [1]—You can choose whether to keep the highest score, latest score, or average score of all attempts. By default, Canvas will keep the highest score unless this setting is changed.
- **Allowed Attempts** [2]—You can allow multiple attempts and limit the number of attempts. The default dashes represent unlimited attempts.

*If you retain the Quizzes default option for students to see their quiz responses:*

- **If you allow at least one attempt for the quiz,** the Let Students See Their Quiz Responses area will display a Only after their last attempt checkbox [3]. Selecting this option means that students can only see their correct responses after their last quiz attempt.
- **If you allow more than one attempt for the quiz,** please be aware that not all students may complete all attempts and therefore may never see their quiz responses. For instance, if a student has three attempts but achieves their desired score in the second attempt, the student will most likely not complete the third (and last) attempt. That means their quiz
responses and correct answers will not appear because the last attempt was not completed. To allow these students to see their responses, you would have to manually change the quiz settings at a later time.

If you retain the Quizzes default option for students to see the correct answers:

- If you allow at least one attempt for the quiz, the Let Students See The Correct Answers area will display a Only after their last attempt checkbox [4]. Selecting this option means that students can only see the correct quiz answers after their last attempt. This option will follow the current quiz functionality around multiple attempts. If a student never makes it to the last attempt, the correct answer setting will not apply. To allow the student to view the correct answers, you can manually change the quiz options at a later time.

Show One Question at a Time

- Lock Questions [5]—You can choose to lock questions after answering. This option means that students cannot return to the previous question once it has been answered.

Set Quiz Restrictions

![Quiz Restrictions]

You can restrict the quiz so it can only be taken in specific situations. By default, these options are never selected.

1. You can require students to enter an access code to take the quiz.
2. You can filter IP addresses and require students to take a quiz from a specific computer lab.

Notes:

- If you have the Respondus LockDown Browser plugin enabled by your institution, using that browser will also appear as an option here. The Respondus LockDown Browser does not allow other windows to be opened during the quiz and helps prevent cheating.
If your institution uses the Respondus LockDown Browser LTI, the Respondus option will not appear under Quiz Restrictions and Respondus LockDown settings can be managed from the LockDown Browser Dashboard in Course Navigation.

View Expanded Restrictions

**Quiz Restrictions**

- **Require an access code**
  - [ ]
  - ex: Password85

- **Filter IP Addresses**
  - [ ]
  - ex: 192.168.217.1

To require an access code, enter the access code in the access code text field [1].

To filter IP addresses, enter the IP address in the IP address text field [2]. **Note:** Quiz IP filters are a way to limit access to quizzes to computers in a specified IP range. Filters can be a comma-separated list of addresses, or an address followed by a mask (i.e., 192.168.217.1/24 or 192.168.217.1/255.255.255.0). For more information on these masks, view the IP Filtering in Canvas PDF.
Assign Quiz and Dates

In the Assign field [1], you can assign the quiz to everyone, a course section, or an individual student.

You can set the Due Date [2], Available From date [3], and available Until date [4] for the quiz. These fields are optional and can be set depending how you want to manage the quiz:

- **Due Date**: the date and time that the Quiz is due
- **Available From**: the date and time when the Quiz will become available for students to take the quiz
- **Until**: the date and time when students can no longer take the quiz

Learn more about due and availability dates.

**Note**: If you change the due date of a quiz that students have already begun but not submitted, their quiz submissions will auto-submit based on the date and time of the original due date.
Create Quiz Questions

Once you have set up the settings for your quiz, click the **Questions** tab to create the quiz questions and points. You can create **individual quiz questions**, questions with a **question bank**, questions with a **question group**, and questions with a **question bank in a question group**.

Save Quiz

Click the **Save** button to save your work on your quiz.

**Note:** You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.
Unpublished Quiz Options

Once you save your quiz, you have several quiz options.

To publish the quiz, click the **Publish** button [1]. Publishing a quiz means that students will be able to see the quiz in the course.

Before publishing the quiz, if you want to see the student view and make sure it appears correctly, click the **Preview** button [2]. To edit the quiz, click the **Edit** button [3].

You can also view more options in the **Options** menu [4]:

- **Show the rubric** for a quiz to evaluate student answers, such as for essay questions (learn how to [add a rubric]) [5].
- **Lock this quiz now** so that students cannot access the quiz once it is published [6]. The quiz title will still be visible to students but they will be unable to open the quiz. This option only applies to quizzes that are assigned to **Everyone**.
- **Delete** this quiz [7].

**Note:** If you want to hide the quiz from student view, do not publish the quiz. When the quiz is unpublished, it can only be viewed by the instructor.
Unlock Quiz

To unlock a quiz, click the Options icon [1] and click the Let Students Take this Quiz Now link [2].

How long would you like to unlock the quiz for?

1. No time limit
2. Until
3. Jul 7 at 1:42pm
4. Unlock

To unlock a quiz indefinitely, click the No time limit radio button [1]. If you prefer to unlock a quiz until a specific date and time, click the Until radio button [2] and use the calendar icon [3] to select the date and time. Click the Unlock button [4] when you are done.
## Published Quiz Options

Once you publish a quiz, you can view additional options.

In addition to the options available for unpublished quizzes, in the **Options** menu [1], you can:

- Preview the quiz [2]
- Show student quiz results from students who have taken the quiz [3]
- Message students who have taken the quiz already or who haven't yet taken the quiz [4]

In the sidebar, you also have access to related quiz features:

- Show quiz statistics [5]
- Moderate this quiz and grant students more time or additional attempts (this option can be used for any type of quiz) [6]
- Grade quiz in the SpeedGrader [7]

You can also hide grades from students by muting assignments in the gradebook.
How do I create a quiz with a question group linked to a question bank?

You can create a quiz using a Question Group linked to a Question Bank.

When you link a Question Bank to a Question Group, you will see all of the Question Banks that you have built in the same course, and those you have bookmarked in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account, which makes it easy for instructors in the same department or program to share resources.

Canvas will reference your chosen bank of questions as each student takes the quiz. Each student will get a specified number of questions, pulled from the bank at random. The number of questions and point value per question is specified when the question group is created. For instance, if you want to use questions from the English Department and they have 7 questions in their Question Bank, but you only want the Question Group to display 2 questions, Canvas will randomly pull 2 of the 7 questions as each student takes the quiz.

If you need your questions to appear in a specific order, you should add individual questions or find questions instead of creating a question group.

Notes:

- When linking a question bank to a quiz, be sure to make changes within the question bank before the quiz is available to take. Although you can make changes to the question bank after a quiz is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades. Students who begin their quiz after the changes are made will see your updates.
- Questions that are linked to a Question Bank cannot be regraded since they may be used in more than one quiz.
Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz

Click the Add Quiz button.
Edit Quiz Details

In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz details [3].
Add New Question Group

Click the Questions tab [1]. Click the New Question Group button [2].

Create Group Details

Give your question group a name [1]. Decide how many questions you want Canvas to randomly select from the group [2] and the number of points assigned to each question [3].

Quiz question groups are not automatically named for instructors. To add a custom name to your quiz question group, enter the name in the group text field. Custom names can help you identify quiz question groups more easily.

Regardless of the question group name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Note:
- Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

- If you set a question group to randomly select questions from the question bank, the question bank and questions will not be included in quiz exports. The QTI file will download quiz details, but no questions will be included.

**Link to a Question Bank**

Click the **Link to a Question Bank** link.
Find Question Bank

Select a question bank from the list below to link it to the quiz.

- Each Type of Question
  - HIST101, 11 questions
- EDT 201 Question Bank
  - Documentation Canvas, 0 questions
- EDT 201 Question Bank 2
  - Documentation Canvas, 2 questions
- Evaluation Questions
  - Documentation Canvas, 3 questions

Select the question bank you want to reference in your quiz [1]. Click the Select Bank button [2].

Create Group

Questions will be pulled from the bank: EDT 201 Question Bank 2

Confirm your Question Bank is linked to the question group [1]. Click the Create Group button [2].
Modify Question Group

<table>
<thead>
<tr>
<th>Group</th>
<th>Pick 1 questions, 1 pts per question</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Questions will be pulled from the bank: <strong>EDT 201 Question Bank 2</strong></td>
</tr>
</tbody>
</table>

To change the number of questions to be picked from the group or to change the points assigned, click the **Edit** icon [1]. To delete the question group, click the **Delete** icon [2].

Save Quiz

- **Cancel**
- **Save & Publish**
- **Save**

Click the **Save** button to save your work and preview the quiz.

**Note:** You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz

**This quiz is unpublished**

Only teachers can see the quiz until it is published.

Click the **Preview** button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** button [2].
**Note:** Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
How do I create a Multiple Choice quiz question?

You can create a multiple choice question for your students.

If you need to edit a Multiple Choice question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz.

Add Question

With the Questions tab[1] selected inside a new quiz, click the New Question button[2].

Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field[1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Choice question type[2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions)[3].
Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Edit Multiple Choice Question Details

To build a multiple choice question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Question response options
3. Text for the answer comments under each answer and/or at the end of the question
Create Answers with Rich Content Editor

To create your answer with the Rich Content Editor, hover over the response and click the Edit icon [1]. This switch will allow you to post video, audio, math equations, and more in the answer response. Click the Done button when finished [2].
Add or Delete Answers

Click the Delete icon [1] to the right of an answer to delete it. Click the Add Another Answer link [2] to create as many distractors as you like. Multiple Choice questions can have more than four answers.
Correct responses are indicated in green, while incorrect responses are in red.

By default, the text in the first answer field is the answer that will be considered correct by Canvas. The correct answer is identified by a solid green arrow [1] next to the answer, and the answer comment [2] is also green.
Change Correct Answer

To select another response as the correct answer, hover your cursor to the left of the answer you want to reveal a faded green "ghost" arrow. Click the arrow.
The arrow will become solid green [1], and the answer comment [2] will also turn green to indicate the correct answer has changed.
Enter Feedback Text

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

**Note:** Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.
Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

**Update Question**

- Click the **Update Question** button.

Add additional [individual questions](#) as needed.
### Student View of Multiple Choice Question

<table>
<thead>
<tr>
<th>Question 1</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 + 2 = ?</td>
<td></td>
</tr>
<tr>
<td>○ 4</td>
<td></td>
</tr>
<tr>
<td>○ 0</td>
<td></td>
</tr>
<tr>
<td>○ 8</td>
<td></td>
</tr>
<tr>
<td>○ 6</td>
<td></td>
</tr>
</tbody>
</table>

This is what students see when they encounter a Multiple Choice question in a quiz.
Student View of Multiple Choice Correct Answer

This is what students see if they are allowed to see correct answers after submitting the quiz.

Students can see which response was correct by viewing the green flag [1]. Credit is assigned if the student answers a Multiple Choice question correctly [2]. Notice that the blue answer comment appears whether or not the student answers this question correctly [3].
Student View of Multiple Choice Incorrect Answer

This is what students see if they are allowed to see correct answers after submitting the quiz.

Students can see which response was incorrect by viewing the red flag [1]. No credit is assigned if the student answers a Multiple Choice question incorrectly [2]. Notice that the blue answer comment appears whether or not the student answers this question correctly [3].
What quiz types can I create in a course?

The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded. The steps to create quiz content are the same for each quiz type.

Graded quiz types display in the Syllabus, Gradebook, Calendar, and To Do Lists.

Create Graded Quiz

Quiz Type: Graded Quiz

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded. You can also view quiz results for graded quizzes in SpeedGrader or from the quiz results page.

Create Practice Quiz

Quiz Type: Practice Quiz

A practice quiz can be used as a learning tool to help students see how well they understand the course material. Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz. Practice quizzes are not a graded quiz type. You can also view quiz results for practice quizzes.

Create Graded Survey

Quiz Type: Graded Survey
A graded survey allows the instructor to give students points for completing the survey, but it does not allow the survey to be graded for right or wrong answers. Graded surveys have the option to be anonymous. You can also view survey results for graded surveys from the quiz details page or in SpeedGrader.

Create Ungraded Survey

An ungraded survey allows you to get opinions or other information from your students, but students do not receive a grade for their responses. With ungraded surveys, you can make responses anonymous. Ungraded surveys are not a graded quiz type. You can also view survey results for ungraded surveys.
How do I create a True/False quiz question?

You can create a question for students that is a true or false answer.

If you need to edit a True/False question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz.

Add Question

With the Questions tab selected inside a new quiz, click the New Question button.

Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the True/False question type.

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions).
Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Edit True/False Question Details

To build a True/False question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text for the answer comments at the end of the question
Select Correct Answer

Answers:

- True
- False

Hover your cursor to the left of the correct answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the answer comment field around that answer will turn green. In this example, the "true" answer is the correct answer.
Complete True/False Question Details

Type or paste text in the answer comments fields. Use the handle at the bottom-right of the text box to expand.

**Note:** Any answer comments are visible as soon as a quiz is submitted and cannot be hidden from students.

**Update Question**

Click the **Update Question** button.

Add additional **individual questions** as needed.
Student View of True/False Question

<table>
<thead>
<tr>
<th>Question 2</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Washington is the only president to have a state named after him.</td>
<td></td>
</tr>
<tr>
<td>○ True</td>
<td></td>
</tr>
<tr>
<td>○ False</td>
<td></td>
</tr>
</tbody>
</table>

This is what a student sees when they encounter a True/False question in a quiz.
Student View of True/False Feedback

George Washington is the only president to have a state named after him.

- Correct!

They will see if their answer was correct or incorrect. No credit is assigned if the student answers a True/False question incorrectly [2].
What options can I use to regrade a quiz in a course?

If you accidentally published a quiz that needs to be corrected, you can use quiz regrade to edit existing quiz questions and tell Canvas to recalculate student grades.

Quiz regrade only works with specific quiz question types and only applies to students who have already taken the quiz. Adding or removing a question does not trigger the quiz regrade feature. Additionally, changing the point value for a quiz question also does not trigger a quiz regrade; the student’s submitted quiz will show the updated point value, but the current grade won’t change in the Gradebook. If you have edited your quiz in one of these three ways, you should moderate the quiz and let the student retake the quiz.

This feature only applies for students who have already taken the quiz and only the existing quiz questions have been changed.

Regrade Question Types

Currently, quiz regrade is available Multiple Choice, True/False, and Multiple Answers question types.

- Learn how to regrade Multiple Choice questions
- Learn how to regrade True/False questions
- Learn how to regrade Multiple Answers questions

Regrade Restrictions

Quiz regrade does not apply to questions linked to a question bank since questions may be used in more than one quiz.
Additionally, adding or deleting answers from a question with submissions disables the option to regrade that question.

**Regrade Options**

Choose a regrade option for students who have already taken the quiz.
Canvas will regrade all your submissions after you save the quiz (students' scores MAY be affected).

- Award points for both corrected and previously correct answers (*no scores will be reduced*)
- Only award points for the correct answer (*some students' scores may be reduced*)
- Give everyone full credit for this question
- Update question without regrading

When you change the correct answer in a quiz question, Canvas presents up to four quiz regrade options, depending on the question type.

**Award Points for Both Answers**

- Award points for both corrected and previously correct answers (*no scores will be reduced*)
- Only award points for the correct answer (*some students' scores may be reduced*)
- Give everyone full credit for this question
- Update question without regrading
Using quiz analytics or student feedback, you may find that students found a question too confusing, or you realized that the question could have been listed with multiple answers when only one was selected. In cases like these, you can select the **Award points for both corrected and previously correct answers** option to avoid penalizing your students.

**Note:** This option is *not available* for Multiple Answer questions.

### Award Points for Correct Answer

- Award points for both corrected and previously correct answers *(no scores will be reduced)*
- **Only award points for the correct answer *(some students’ scores may be reduced)***
- Give everyone full credit for this question
- Update question without regrading

Occasionally an incorrect answer may get marked as the correct answer for a quiz. The **Only award points for the corrected answer** option allows you to correct the answer and give credit to those who selected the answer that should have been correct.

### Give Everyone Full Credit

- Award points for both corrected and previously correct answers *(no scores will be reduced)*
- Only award points for the correct answer *(some students’ scores may be reduced)*
- **Give everyone full credit for this question**
- Update question without regrading

In some cases it might be appropriate to simply give everyone full credit for a question. Select the **Give everyone full credit for this question** option.
Update without Regrading

- Award points for both corrected and previously correct answers (*no scores will be reduced*)
- Only award points for the correct answer (*some students' scores may be reduced*)
- Give everyone full credit for this question
- **Update question without regrading**

If you need to improve your question or answers for a future quiz, you can select the *Update question without regrading* option to update a question without regrading the students who have already taken the quiz.
How do I create a Fill-in-the-Blank quiz question?

You can create a single fill-in-the-blank question in your quiz.

Add Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Fill In the Blank question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.
Edit Fill-In-the-Blank Question Details

To build a Fill-in-the-Blank question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text for the possible answers
3. Text for the answer comments under each answer (possible answers are all green and/or at the end of the question)

Enter Possible Answers
Currently, fill-in-the-blank answers are not case sensitive. The only way a student will get the answer incorrect is if it is left blank or the answer is misspelled. You can click Add Another Answer to add as many different versions of the correct answer as possible if you desire.

**Note:** If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.

### Enter Feedback Text

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

**Note:** Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.
Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

**Update Question**

Click the **Update Question** button.

Add additional [individual questions](#) as needed.
Student View for Fill-in-the-Blank Question

This is what students see when they encounter a Fill-in-the-blank question in a quiz.

Student View for Fill-in-the-Blank Feedback Correct Answer

Olympia is the capital of Washington.

Olympia is the capital of Washington.
Students will see if their answer is correct as indicated by the green flag [1]. If you allow students to see the correct answers, they will see all of the potentially correct responses (if any) indicated by the gray flag [2] after submitting the quiz.

**Student View for Fill-in-the-Blank Feedback Incorrect Answer**

Students will see if their answer is incorrect as indicated by the red flag [1]. If you allow students to see the correct answers, they will see all of the potentially correct responses indicated by the gray flag [2] after submitting the quiz.
How do I create a Fill-in-Multiple-Blanks quiz question?

You can create a question that has multiple blanks for students to type in their responses. You can create a sentence with multiple fill-in-the-blanks, as demonstrated in this lesson, or you can use the same steps to create a list.

Add Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Fill In Multiple Blanks question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].
**Note:** Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

**Enter Question Details**

Type your question into the Rich Content Editor question box. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.

**Note:** Fill-in-Multiple-Blanks questions that include tables may not display some question content when viewed by students.
Create Reference Words

Now replace the words you want students to enter in the question with reference words. Reference words should be surrounded by brackets and cannot contain spaces, periods, or other non-alphanumeric characters. Once you place a word in brackets, the word will populate in the Show Possible Answers for drop-down menu.

For example, red has been replaced with [color1], and blue has been replaced with [color2].
Enter Answer Responses for First Reference Word

A student will not get full credit for an answer if it is left blank, misspelled, or is incorrect. For each item in the dropdown menu, instructors must try to account for all of the possible correct answers that a student might give. Currently, fill-in-multiple-blanks answers are not case sensitive. Partial credit will be assigned if only one of the fields is filled out correctly.

Select the first reference word in the drop-down list and type the different versions of the right answer in the Possible Answer fields [1]. You can add comments for each answer if you wish [2]. Click Add Another Answer to add more answer fields [3].

Note: If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.
Enter Answer Responses for Additional Reference Words

Answers:

Show Possible Answers for color2

Possible Answer: Blue

Possible Answer: blue

Add Another Answer

Select the second item in the drop-down menu to create associated answers. Repeat this process for as many reference words as are in your question.
Enter Feedback Text

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.
Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

**Update Question**

Click the **Update Question** button.

Add additional [individual questions] as needed.
Student View for Fill-in-Multiple-Blanks Question

This is what students see when they encounter a Fill-in-Multiple-Blanks question.

Student View for Fill-in-Multiple-Blanks Feedback

Roses are [red], violets are [purple]

Answer 1:
Red
Correct!

Answer 2:
You Answered
purple
Blue
blue
If you allow students to see the correct answers, they will see correct responses marked with a correct answer flag [1]. Their incorrect response will be marked with a red flag [2] and the correct response marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].
How do I create a Multiple Answers quiz question?

You can create a question that has multiple answers in it.

Notes:

- If you need to edit a Multiple Answers question after publishing the quiz, you can use quiz regrade to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz. However, this option only works for regrading existing questions, not deleting questions completely.
- To calculate scores for Multiple Answers quiz questions, Canvas divides the total points possible by the amount of correct answers for that question. This amount is awarded for every correct answer selected and deducted for every incorrect answer selected. No points are awarded or deducted for correct or incorrect answers that are not selected. For example, an instructor may create a Multiple Answer quiz question with 9 points possible that includes three correct choices and two incorrect choices. If a student selects two correct answers and one incorrect answer, they would be awarded 3 total points for that question. This would be calculated by awarding 3 points (9 total points divided by 3 correct answers) for each correct answer and subtracting 3 points for the incorrect answer.

Add Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].
Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Answers question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

**Note:** Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Edit Multiple Answers Question Details
To build a Multiple Answers question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Question response text
3. Text for the answer comments under each correct answer and/or at the end of the question

Create Answers with Rich Content Editor

To create your answer with the Rich Content Editor, hover over the response and click the Edit icon [1]. This switch will allow you to post video, audio, math equations, and more in the answer response. To close the editor, click the Done button [2].
Add or Delete Answers

Click the **Add Another Answer** [1] link to create as many correct answers and distractors as you like. If you want to delete a response, hover over the response and click the **Delete** icon [2].
Select Correct Answers

Multiple Answers questions can have more than one correct answer. Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answers. You will know which answers are marked as correct responses because both the arrow and the feedback bubble below the answer field will turn green. In this example, the second and third answers are marked as correct. Students are required to select all correct answers to get full credit.
Enter Feedback Text

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

**Note:** Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.
Update Question

Click the Update Question button.

Add additional individual questions as needed.
## Student View for Multiple Answers Question

<table>
<thead>
<tr>
<th>Question 5</th>
<th>1 pts</th>
</tr>
</thead>
</table>

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
- [ ] 1814
- [ ] 1931
- [ ] 1810

This is what students see when they encounter a Multiple Answers question in a quiz.
Student View for Multiple Answers Feedback

If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3].

The Star-Spangled Banner was written in 1814 and adopted as the national anthem for the United States of America in 1918.
How do I create a Multiple Dropdown quiz question?

You can create a question that has multiple options for students to select in their response. You can create a sentence with multiple answers, as demonstrated in this lesson, or you can use the same steps to create a list.

Add Question

With the Questions tab selected inside a new quiz, click the New Question button.

Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Dropdowns question type.

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions).
**Note:** Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

### Enter Question Details

<table>
<thead>
<tr>
<th>Question</th>
<th>Multiple Dropdowns</th>
<th>pts: 1</th>
</tr>
</thead>
</table>

Enter your question, specifying where each dropdown should go. Then define possible answers for each dropdown, with one correct answer per dropdown.

**Question:**
In the box below, every place you want to show an answer box, type a reference word (no spaces) surrounded by brackets (i.e. “Roses are [color1], violets are [color2].”)

**Answers:**

- Show Possible Answers for [Enter Answer Variables Above]

- Add Another Answer

Type your question into the Rich Content Editor question box. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.
Create Reference Words

Now replace the words you want students to enter in the question with reference words. Reference words should be surrounded by brackets and cannot contain spaces, periods, or other non-alphanumeric characters. Once you place a word in brackets, the word will populate in the Show Possible Answers for drop-down menu.

For example, red has been replaced with [color1], and blue has been replaced with [color2].
Enter Answer Responses for First Reference Word

For each item in the drop-down menu, enter one correct answer and all of the other distractors. Type the correct answer and the distractors in the Possible Answer fields [1]. Click the Add Another Answer link [2] to add additional distractors.

Note: The drop-down menu displays a maximum of 100 characters to students taking a quiz.
Choose Correct Answer

Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the answer comment around that answer will turn green. In this example, the first answer is the correct answer.
Enter Answer Responses for Additional Reference Words

Select the second item in the drop-down menu and create the associated answers. Repeat this process for as many reference words as are in your question.
Enter Feedback Text

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.
Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

**Update Question**

Click the **Update Question** button.

Add additional [individual questions] as needed.
Student View for Multiple Dropdowns Question

This is what students see when they encounter a Multiple Dropdowns question in a quiz.

Student View for Multiple Dropdowns Feedback

The opposite of Blue is Purple

Answer 1:
Blue
Correct!

Answer 2:
Orange
Purple
Incorrect.
If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].
How do I create Likert scale quiz questions?

A Likert scale question is a list of statements with response points that indicate agreement. Canvas' Multiple Dropdown question type can be used for Likert-style questions in Surveys.

Create Survey

Quiz Type: Ungraded Survey

After clicking the Quizzes link, either create or edit a quiz. Make sure the quiz type is set as either a Graded or Ungraded Survey.

Add Question

With the Questions tab selected inside a new quiz, click the New Question button.
Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Dropdowns question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Add a Table

Add a Table

Canvas Instructor Guide Updated 2019-05-11
After adding in any preliminary instructions, click the **table** icon in the Rich Content Editor and choose two columns and as many rows as you need (one per statement) to contain the entire Likert scale of items. In this example, there are three rows.

### Add Likert Items as Statements and Answer Choice Boxes

Each row of the table will be a distinct Likert item, which is a statement with answer choice boxes, and users can select how strongly they agree or disagree with that statement.

Create a name for the answer choice boxes, and use square brackets to frame the answer choice boxes. In this example, we made **expectations**, **feedback**, and **answered questions** the reference words to create answer choices for the three statements and set them up as [expectations], [feedback], and [answered-questions].

**Note:** Likert items cannot contain spaces. You can separate multiple word Likert items with hyphens.
Add Responses as Possible Answers for Each Likert Item

Each Likert item needs to have its own listing of responses as possible answers.

Select each Possible Response and add as many Answers as possible, with consistent Answer Text. You will have to input the Answer Text for each answer choice box. For example, [expectations], [feedback], and [answered-questions] will all need to have each possible response added separately.

Select the first reference item from the drop-down list. Then fill in the Likert responses. The standard five-point Likert responses are:

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

Learn more about multiple dropdown questions.
When you are finished, select the second reference item and repeat the process of filling in the Likert responses. Repeat this process until all reference items are associated with Likert response options.

**Enter Feedback Text**

You can also create general answer comments for the survey question as a whole. All students will see the feedback in the blue comment field as soon as they submit the quiz.

**Update Question**

Click the **Update Question** button.

Add additional [individual questions](#) as needed.
Student View for Question

<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></td>
</tr>
<tr>
<td>My instructor provided helpful feedback on my course work</td>
<td></td>
</tr>
<tr>
<td>My instructor answered my questions in a timely manner</td>
<td></td>
</tr>
<tr>
<td>[Select]</td>
<td></td>
</tr>
<tr>
<td>Strongly Disagree</td>
<td></td>
</tr>
<tr>
<td>Disagree</td>
<td></td>
</tr>
<tr>
<td>Neither Agree nor Disagree</td>
<td></td>
</tr>
<tr>
<td>Agree</td>
<td></td>
</tr>
<tr>
<td>Strongly Agree</td>
<td></td>
</tr>
</tbody>
</table>

This is what the question will look like in a quiz. Each statement will show the drop-down menu with the Likert statements. Students can select their opinion that goes along with each statement.

Make sure each statement has every possible answer response added correctly.
Student View for Responses

When you view the quiz results, Canvas will show you the answers each student selected. Students will also be able to see their answer choices if you allow them to see their responses.
How do I create a Matching quiz question?

You can create a matching question for your students.

Note: Matching questions only support text at this time.

Add Question

With the Questions tab selected inside a new quiz, click the New Question button.

Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Matching question type.

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions).
Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Enter Matching Question Details

To build a Matching question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. The first part of the matching pair
3. The second part of the matching pair (displays a maximum of 100 characters)

Repeat steps 2 and 3 until all matches are paired.
Add Additional Match Answers and Possibilities

If you want to add another answer, click the Add Another Answer link [1].

To add incorrect answers as distractors, enter each item on its own line in the Additional Match Possibilities field [2]. When answering these questions, students will see a randomized list that includes these distractors and all correct answers entered in the Matching right side fields.
Enter Feedback Text

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1]. All answer comment fields are red.

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.

Update Question

Click the Update Question button.

Add additional individual questions as needed.
Student View for Matching Question

Question 7  
1 pts

Match the colors with their complementary color.

<table>
<thead>
<tr>
<th>Color</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>[ Choose ]</td>
</tr>
<tr>
<td>Blue</td>
<td>[ Choose ]</td>
</tr>
<tr>
<td>Yellow</td>
<td>[ Choose ]</td>
</tr>
</tbody>
</table>

This is what students see when they encounter a Matching question in a quiz.
If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].
How do I create a Numerical Answer quiz question?

You can create a quiz question that requires a numerical answer, such as questions for a math course.

Note: If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson.

Add Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Numerical Answer question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].
**Note:** Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

**Enter Question Details**

- **Question**: Type your question into the Rich Content Editor question box. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.

**Define the correct answer** as any number within a range, or a number plus or minus some error margin. Student will be given an empty text box to type their numerical answer.
Enter Numerical Answers

In the answer drop-down menu, select one of three answer formats:

**Exact answer** [1]: Enter the exact answer with the exact error margin allowed. For example, if the answer were 2.12 with a 0.01 margin of error, the quiz accepts any response between 2.11 and 2.13 (inclusively). By default, the margin is 0.

**Answer in the Range** [2]: Enter the range of answers that can be accepted as correct, such as answers between 8 and 10.

**Answer with Precision** [3]: Enter the answer with the precision number. The precision number is how many significant figures are expected in the answer. Precision answers can be negative numbers and should not include trailing zeroes. Student responses will be marked as correct if they omit the trailing zeroes, as long as all preceding digits are correct.

By default, the precision number is 10, but answers can be rounded to a precision of up to 16 in standard or exponential format (e.g., 1e+26). Answers are accepted with or without the exponent and are formatted according to the configured precision. Any numerical entries past 16 are truncated for grading and comparison. If any of the potential answers to a numerical question are a precision answer, then the student answer fields will accept precision answers.

If none of the possible answers are precision answers, the student answer fields round to four decimal places.

To delete an answer, click the **Delete** icon [4]. To add another answer, click the **Add Another Answer** link [5].
Enter Feedback Text

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

**Note:** Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.
Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

**Update Question**

Click the **Update Question** button.

Add additional [individual questions](#) as needed.
Student View for Numerical Answer Question

This is what students see when they encounter a Numerical Answer question in a quiz.

Student View for Numerical Answer Correct Answer

If you allow students to see the correct answers, they will see correct responses in gray [1]. If the answer was correct, the student will see a green flag [2] indicating the answer was correct.
If you allow students to see the correct answers, they will see correct responses and allowable margin error [1]. If the answer was incorrect, the student will see a red flag indicating the answer was incorrect [2].
How do I create a Formula quiz question with a single variable?

You can create a quiz question that involves a formula with a single variable. Based on the variable and formula definitions, the question could change for every student.

Notes:
- If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson.
- If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions PDF.
- To negate an expression in the Formula Definition field, multiply the function by -1. For example, type -1*sqrt(5x).

Add Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Set Name, Type, and Points
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Formula question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

**Note:** Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

**Edit Question Details**

Type the question prompt text and formula with variables in brackets in the Rich Content Editor [1]. You can include video, images, math equations, or flash activities. Click the **Need help?** link [2] for more advanced options.

**Note:** If you need help adding a mathematical formula in the Rich Content Editor, please see the [Math Editor lesson](#). You cannot use the letter "e" as a variable. It is a reserved mathematical constant.
Set Variable Definitions

After you have finished typing the formula in the Rich Content Editor, parameters to define the formula will appear. Set the variable definitions for the formula. Specify the minimum and maximum numbers for variable X [1]. Setting a minimum will prevent a division by zero.

Select decimal places in the drop-down menu [2], and click the Recompute button [3] to verify that Canvas will insert a number into the formula that is within the variable definition.

Set Formula Definitions

Type the formula definition in the formula field [1]. Make sure the formula does not contain any brackets or equal signs. Select the Decimal Places drop-down menu [2] to set the number of decimal places you want used for the result. Select the Save button to save your formula [3].

Note: If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions PDF.
Recompute Solution

**Answers:**

**Variable Definitions**

Once you have entered your variables above, you should see them listed here. You can specify the range of possible values for each variable below.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Min</th>
<th>Max</th>
<th>Decimal Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>1.0</td>
<td>10.0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Formula Definition**

Next you'll need to write the formula or formulas used to compute the correct answer. Just use the same variable names listed above.

**Formula**

\[5 + (2 - (x \times 12))\]

**Result**

\[-101\]

Once you've added a formula definition, you can go back to the Recompute button and watch the calculated variable process through the formula, creating the result. You can recompute as many times as you'd like. For instance, in this example, the number 79 acts for \(x\) and the result is -941.

**Set Possible Number of Solutions**

**Generate Possible Solutions**

Finally, build as many variable-solution combinations as you need for your quiz.

- **Offer**: 10 possible value combinations (max 200)
- **error margin of +/-**: 100

In the Offer field, specify the number of possible solutions you want Canvas to generate [1].
In the error margin of field, enter the margin of error for the student's answer [2]. Responses are based on relative error in addition to absolute error. Margins of error can be created as a percentage or as a point value (up to three decimal places).

Click the Generate button to view final answer [3].

**View Possible Solutions**

Given Possible Solutions

Finally, build as many variable solution combinations as you need for your quiz.

Offer 10 possible value combinations (max 200)

allow an error margin of +/- 100

<table>
<thead>
<tr>
<th>x</th>
<th>Final Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>-53 +/- 100</td>
</tr>
<tr>
<td>4</td>
<td>-41 +/- 100</td>
</tr>
<tr>
<td>4</td>
<td>-41 +/- 100</td>
</tr>
</tbody>
</table>

Possible solutions will process according to the number of value combinations.

**Provide Feedback**

You can provide feedback for the question by clicking an answer comment field and entering text. The comment fields are color-coded to correspond with the type of answer the student provides. Green is for correct answer feedback [1], red is for incorrect answer feedback [2], and blue is for general question feedback [3].

**Note:** Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.
Update Question

Click the Update Question button.
Add additional individual questions as needed.

Student View for Formula Question

This is what students see when they encounter a Formula question in a quiz.
Student View for Formula Question Correct Answer

<table>
<thead>
<tr>
<th>Question 9</th>
<th>1 / 1 pts</th>
</tr>
</thead>
</table>
| Simplify
What is 5 + (2-(8*12))? |
| Correct! |
| -89.0000 |
| -89.0 margin of error +/- 100 |

If you allow students to see the correct answers, they will see the correct responses listed after their answer.
Student View for Formula Question Incorrect Answer

If you allow students to see the correct answers, they will see the correct responses listed after their answer. If the student got the answer incorrect, a red flag will indicate the answer was incorrect.

Question 9

Simplify

What is \(5 + (2-(7 \times 12))\)?

You Answered

100.0000

-77.0  margin of error +/- 100

0 / 1 pts
How do I create a Simple Formula quiz question?

You can create a quiz question with a formula in it.

Note:
- If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson.
- If you need help building formulas in the Formula Definition field, see the Canvas Formula Quiz Question Helper Functions PDF.
- To negate an expression in the Formula Definition field, multiply the function by -1. For example, type -1*sqrt(5x).

Add Question

With the Questions tab selected inside a new quiz, click the New Question button.

Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).
Click the drop-down menu and select the Formula question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

**Note:** Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

**Edit Question Details**

Type the question prompt text and formula with variables in brackets in the Rich Content Editor [1]. You can include video, images, math equations, or flash activities. For information on variables, formulas, and other options, click the Need help? link [2].

**Note:** If you need help adding a mathematical formula in the Rich Content Editor, please see the Math Editor lesson. You cannot use the letter "e" as a variable. It is a reserved mathematical constant.
Set Variable Definitions

### Variable Definitions

Once you have entered your variables above, you should see them listed here. You can specify the range of possible values for each variable below.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Min</th>
<th>Max</th>
<th>Decimal Places</th>
<th>Example Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>1.0</td>
<td>10.0</td>
<td>0</td>
<td>8</td>
</tr>
</tbody>
</table>

After you have finished typing the formula in the Rich Content Editor, parameters to define the formula will appear. Set the variable definitions for the formula. Specify the minimum and maximum numbers for variable X [1]. Select decimal places in the drop-down menu [2], and click the **Recompute** button [3] to verify that Canvas will insert a number into the formula that is within the variable definition.

Set Formula Definitions

### Formula Definition

Next you'll need to write the formula or formulas used to compute the correct answer. Just use the same variable names listed above.

**Formula**

\[(180^\circ \cdot x)\]

**Result**

0

Notes:

- The Formula Definition text box supports the following operators: + (add), - (subtract), * (multiply), / (divide), and ^ (power).
- If you need help building formulas in the Formula Definition field, see the [Canvas Formula Quiz Question Helper Functions PDF](#).
Recompute Solution

Once you've added a formula definition, you can go back to the Recompute button and watch the calculated variable process through the formula and calculate a result. You can recompute as many times as you'd like. For instance, if an example value is 10 and the equation is 180 times x, 10 acts for x and the result is 1800.

Set Possible Number of Solutions

In the Offer field, specify the number of possible solutions you want Canvas to generate [1].
In the error margin of field, enter the margin of error for the student's answer [2]. Responses are based on relative error in addition to absolute error. Margins of error can be created as a percentage or as a point value (up to three decimal places).

Click the Generate button to view final answer [3].

View Possible Solutions

Generate Possible Solutions

Finally, build as many variable-solution combinations as you need for your quiz.

Offer 10 possible value combinations (max 200)

allow an error margin of +/- 0

<table>
<thead>
<tr>
<th>x</th>
<th>Final Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>900</td>
</tr>
<tr>
<td>7</td>
<td>1260</td>
</tr>
<tr>
<td>4</td>
<td>720</td>
</tr>
</tbody>
</table>

Possible solutions will process according to the number of value combinations.

Provide Feedback

You can provide feedback for the question by clicking an answer comment field and entering text. The comment fields are color-coded to correspond with the type of answer the student provides. Green is for correct answer feedback [1], red is for incorrect answer feedback [2], and blue is for general question feedback [3].

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.
Update Question

Click the **Update Question** button.

Add additional [individual questions](#) as needed.

Student View for Formula Question

<table>
<thead>
<tr>
<th>Question 1</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>A boulder weighs 180 tons. Find the weight of 5 boulders.</td>
<td></td>
</tr>
</tbody>
</table>

This is what students see when they encounter a Formula question in a quiz.
Student View for Formula Question Feedback

If you allow students to see the correct answers, they will see the correct responses listed after their answer [1]. A green flag [2] indicates the correct answer. A red flag [3] indicates the student's incorrect answer.
How do I create an Essay quiz question?

You can create an essay question for your students. This question type requires manual grading.

Add Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Essay question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.
Edit Essay Question Details

To build an Essay question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text for the general answer comment at the end of the question

Note: Any general answer comments are visible as soon as a quiz is submitted and cannot be hidden from students.

Update Question

Click the Update Question button.

Add additional individual questions as needed.
Student View for Essay Question

What did you learn about American History in this course?

This is what a student sees when they encounter an Essay question in a quiz. Students can use the Rich Content Editor to enter text, images, and video content as their response.
Student View for Essay Feedback

After submitting the quiz, students will see their essay answer [1].

Notice the answer comment reminds students that their quiz grade will be incomplete until you have manually graded the essay question [2].

Note: No credit will be assigned until you have evaluated the essay and assigned points in the Gradebook or SpeedGrader.
How do I create a File Upload quiz question?

You can create a question for students that requires a file upload and can be used for PDFs, images, audio files, video files, etc. This question type requires manual grading and accepts one file per question.

You can Preview a quiz before publishing to verify what students see when taking a quiz. However, file upload quiz questions cannot be tested from the Preview screen. To test a file upload quiz question, the quiz must be published and viewed in Student View.

Add Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Set Name, Type, and Points

Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the File Upload question type [2].
Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

**Edit File Upload Question Details**

To complete the question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text to provide general feedback
You can also create general answer comments for the quiz question as a whole. Type in the answer comment field [1]. Click the Done button [2] when you are finished.

**Note:** Any general answer comments are visible as soon as a quiz is submitted and cannot be hidden from students.

**Update Question**

Click the **Update Question** button.

Add additional [individual questions] as needed.
Student View of File Upload Question

This is what a student sees when they encounter a File Upload question in a quiz.

Student Confirmation of File Upload

Student will receive a confirmation that their file has been uploaded [1]. They can also remove their file [2] and submit a new one.
Student View of File Upload Submission

<table>
<thead>
<tr>
<th>Question 11</th>
<th>2 Not yet graded / 1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload your worksheet.</td>
<td></td>
</tr>
</tbody>
</table>

1. ↓ emily_boone_assignment.pdf

2. Thank you. Your submission will be graded shortly.

After submitting the quiz, students will see their file submission [1].

No credit will be assigned until the instructor has evaluated the file upload submission and assigned points in the Gradebook or the SpeedGrader [2].

Notice the answer comment reminds students that their quiz grade will be incomplete until the instructor has manually graded the file upload question [3].
Download Student Submissions

To download your students’ submitted files for grading, you can click the Download All Files link [1] within the Quiz options, or you can open SpeedGrader [2] and open a link to the file directly within the quiz.
How do I create a Text (no question) quiz question?

You can create a question in a quiz that does not include answers or point values. A text (no question) quiz question can be used as a preface to a quiz or a group of questions within a quiz. You may wish to use this type of question to include a passage of text, image, or video that will be referenced in subsequent questions.

**Note:** All questions placed in question groups are shuffled when they appear in students' quizzes. Placing a text (no question) quiz question in a question group will likely disrupt your intended question order.

Add Question

With the **Questions** tab selected inside a new quiz, click the **New Question** button.

Set Name and Type

To add a custom name to your quiz question, enter the name in the question text field. Custom names for text (no question) quiz questions only appear to teachers when editing the quiz. Students do not see custom names when taking the quiz.

Click the drop-down menu and select the **Text (no question)** question type.
Edit Question Details

This "question" will not be scored, but can be useful for introducing a set of related questions.

Message Text:

Use the Rich Content Editor to add text, images, media, or other items to your text (no question) quiz question.

Update Question

Click the Update Question button.
Student View for Text (No Question) Quiz Question

For the following sections on the Declaration of Independence, write in your OWN words what you think the Founding Fathers meant.

This is what students see when they encounter a text (no question) question in a quiz.
How do I link course content to a quiz question?

You can add files and images to your quiz questions by linking to your course content. You can also follow these steps to link course content in the quiz instructions.

Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz

Click the Add Quiz button.
Edit Existing Quiz

Click the **Options** icon of the quiz you want to edit [1]. Click the **Edit** link [2].
Add Course Content to Quiz Question

You will use the Rich Content Editor to link to content in your quiz question. If you want to add course content to your quiz question, you can access it in the content list on the sidebar.

You can upload images and files from your desktop or link to images and files you have previously uploaded.
View Quiz Question with Image Added

Name 3 people present at the Constitutional Convention:

The image will appear in your quiz question.
Add Images to Quiz Question

You can add course images into your quiz questions. Place your cursor where you want to embed the image. Click the Images [1] tab in the Content Selector. Search for the image [2] you want to add and click it to embed it in the Rich Content Editor. You can also upload a new image or find images on flickr [3].

Update Question

Click the Update Question button to see the question before it is published.

Add additional individual questions as needed.
Save Quiz

Click the Save button to save your work and preview the quiz. If you edited an existing quiz, any saved changes will automatically be updated.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the Save & Publish button.

Preview and Publish Quiz

This quiz is unpublished
Only teachers can see the quiz until it is published.

To preview the quiz, click the Preview button [1]. If the preview shows the quiz the way you want it, click the Publish button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
Save It Now

You have made changes to the questions in this quiz. These changes will not appear for students until you save the quiz.

Save It Now

If you exit the quiz without saving, Canvas will ask you to save your changes when you return to the quiz. To update your changes, click the Save It Now button.

View Published Quiz Question

This is what students will see when they take the quiz.
How do I create a question bank in a course?

Question Banks are a place to house questions that can be added to quizzes across courses or accounts.

Open Quizzes

In Course Navigation, click the Quizzes link.

Manage Question Banks

Click the Settings icon [1] and click the Manage Question Banks link [2].
Add Question Bank

Click the Add Question Bank button.

Create Question Bank

Course Question Banks

Bank Name: No Name

No Questions
Last Updated:

Name the question bank and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Open Question Bank

Course Question Banks

New Bank

No Questions
Last Updated: Jul 28 at 11:17am
Open the question bank by clicking the title of the question bank.

**Question Bank Options**

- Add a Question
- Edit Bank Details
- Move Multiple Questions
- Delete Bank
- Already Bookmarked

**Aligned Outcomes**

- Align Outcome

After opening the Question Bank, you can:

1. Add a Question
2. Edit Question Bank Details
3. Move Multiple Questions
4. Delete Question Bank
5. Verify Question Bank [Bookmark](#) (by default new Question Banks are bookmarked automatically)
6. Align Outcomes
Add a Question

New Bank

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

Show Question Details

Click the Add a Question button.

Create New Questions

Add as many individual questions as you wish to your question bank. Click the Update Question button to save your changes.
View Questions

New Bank

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

- Add a Question
- Edit Bank Details
- Move Multiple Questions
- Delete Bank
- Already Bookmarked
- Align Outcome

View the questions in your question bank. To view question details, click the **Show Question Details** checkbox.

Now you can reference this single bank of questions in many different quizzes.

**Note:** Questions details are not available in question banks with more than 50 questions.
How do I bookmark a question bank in a course?

The Question Bank Bookmark feature gives you a way of keeping track of frequently accessed Question Banks. When you bookmark a Question Bank, it can be accessed in any other course you teach. Bookmarks save you time from having to search through Question Banks, especially if your course or account contains a significant number of Question Banks.

Notes:

- Bookmarking a Question Bank only affects where that Bank can be accessed. Bookmarked banks can still be used and edited like other Question Banks.
- Question Banks you create will be bookmarked by default.

Open Quizzes

In Course Navigation, click the Quizzes link.
Manage Question Banks

Click the Settings icon [1] and click the Manage Question Banks link [2].

Bookmark Question Bank

Course Question Banks

**Declaration of Independence Quiz**

1 Question  
Last Updated: May 10 at 3:28pm

**Each Type of Question**

11 Questions  
Last Updated: May 10 at 3:28pm

Click the Bookmark icon.
View Bookmarked Bank

Course Question Banks

Declaration of Independence Quiz
1 Question
Last Updated: May 10 at 3:28pm

The bookmark will show a white x to verify the bank is bookmarked.

Open Question Bank

Course Question Banks

Declaration of Independence Quiz
1 Question
Last Updated: May 10 at 3:28pm

You can also bookmark a Question Bank by clicking the title of the Question Bank.
Bookmark Question Bank

Click the **Bookmark this Bank** button.

View Bookmarked Bank

Verify the bank is bookmarked.
View Bookmarked Banks

On the Manage Question Bank page, you will see all the question banks for your course. In the sidebar, click the View Bookmarked Banks button to view all the banks you have bookmarked.
How do I unbookmark a question bank in a course?

You can easily remove bookmarked Question Banks.

Open Quizzes

In Course Navigation, click the Quizzes link.

Manage Question Banks

Click the Settings icon [1] and click the Manage Question Banks link [2].
**Unbookmark Question Bank**

### Course Question Banks

**Declaration of Independence Quiz**

- 1 Question
- Last Updated: May 10 at 3:28pm

Click the **Bookmark** icon.

**Verify Unbookmarked Question Bank**

### Course Question Banks

**Declaration of Independence Quiz**

- 1 Question
- Last Updated: May 10 at 3:28pm

Verify the Question Bank is no longer bookmarked.
How do I delete a question bank in a course?

You can delete Question Banks that you no longer use.

Please note that deleting a question bank will affect any quizzes that are associated with the question bank, especially if they have student submissions. For students who haven’t yet taken the quiz, they won’t be able to see any questions from the quiz bank, but any existing quiz submissions will still show the previously included questions.

Open Quizzes

In Course Navigation, click the Quizzes link.
Manage Question Banks

Click the Settings icon [1] and click the Manage Question Banks link [2].

Delete Question Bank

Click the Remove icon.

Open Question Bank

Click on the Declaration of Independence Quiz.
You can also delete a Question Bank by clicking the name of the Question Bank.

**Delete Question Bank**

- Add a Question
- Edit Bank Details
- Move Multiple Questions
- **Delete Bank**
- Bookmark this Bank

**Aligned Outcomes**

- Align Outcome

Click the **Delete Bank** button.

**Confirm Deletion**

Are you sure you want to delete this bank of questions?

Click the **OK** button.
How do I move multiple questions from one question bank to another?

You can move multiple questions from one question bank to another. When moving multiple questions to a question banks, you will not have the option to leave a copy in the original question bank. If you want to copy your questions instead of moving them, you can **copy questions individually**.

Open Quizzes

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

Manage Question Banks

In Assignment Quizzes, click the **Manage Question Banks** button.
Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

**Open Question Bank**

**Course Question Banks**

- **Declaration of Independence Quiz**
  - 1 Question
  - Last Updated: May 10 at 3:28pm

- **Each Type of Question**
  - 11 Questions
  - Last Updated: May 10 at 3:28pm

Open the Question Bank by clicking the title of the Question Bank.

**Move Multiple Questions**

- **Add a Question**
- **Edit Bank Details**
- **Move Multiple Questions**
- **Delete Bank**
- **Bookmark this Bank**

Click the **Move Multiple Questions** button.
Move Questions

Select questions to move [1] and select the destination bank [2]. Then click the Move Questions button to move the questions to the selected bank.
View Questions

**Declaration of Independence Quiz**

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

<table>
<thead>
<tr>
<th>Question</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the following sections of the Declaration of Independence, write in your OWN words what the founding fathers meant by them.</td>
<td>move/copy question to another bank</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Washington is the only president to have a state named after him.</td>
<td>move/copy question to another bank</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>is the capital of Washington</td>
<td>move/copy question to another bank</td>
</tr>
</tbody>
</table>

Open the Question Bank you moved question(s) to and view the moved question(s).

**Note:** Changes to questions won't automatically update quizzes that are already using those questions unless you remove the question and re-add it.
How do I move/copy a question from one question bank to another?

You can easily move or copy individual questions from one question bank to another. Moving questions removes the question from the original question bank. Copying questions leaves a copy in the original question bank and adds a copy to the selected question bank.

You can also move multiple questions from one question bank to another. Copying questions is not available for multiple questions.

Note: You can only copy or move questions between question banks in the same course. However, you can import a question bank from one course to another.

Open Quizzes

In Course Navigation, click the Quizzes link.
Manage Question Banks

Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Open Question Bank

**Course Question Banks**

**Declaration of Independence Quiz**

1 Question

Last Updated: May 10 at 3:28pm

Click the title of the Question Bank.
Move/Copy Questions to Another Bank

For the following sections of the Declaration of Independence, write in your OWN words what the founding fathers meant by them.

Click the move/copy question to another bank link to move/copy the question to another question bank.

Select Question Bank

Move/Copy Questions

Select the destination question bank for this question:

- Each Type of Question
  - HIST101
- Revolution Quiz
  - HIST101
- The Articles of Confederation and the Constitution Quiz
  - HIST101

Keep a copy in this question bank as well

Cancel

Move/Copy Questions
Click the title of the bank [1] where you would like to copy/move the questions. Click the Keep a copy in this question bank as well checkbox [2] if you only want to copy the question. Then click the Move/Copy Questions button [3] to copy the question.

View Moved/Copied Question

**Revolution Quiz**

Remember, changes to question templates won’t automatically update quizzes that are already using those questions.

- **Question**
  - 0.5 pts
  - The “Coercive Acts” of 1774 were put in place by Parliament in response to what?

- **Question**
  - 0.5 pts
  - Which one of the following is a reason the colonists felt the need for revolution?

- **Question**
  - For the following sections of the Declaration of Independence, write in your OWN words what the founding fathers meant by them.

View the moved/copied question in the new bank.

**Note:** Changes to questions won’t automatically update quizzes that are already using those questions unless you remove the question and re-add it.
How do I reorder questions or question groups in a quiz?

You can move quiz questions or groups after you've created them. You can manually drag and drop the question or group, or you can use the Move option, which is also accessible for keyboard users.

You can also reorder questions within a question group. However, please note that quiz ordering inside a question group is only a quiz management tool for instructors. Your students will always see questions from a group in a random order.

Note: To help identify quiz questions in the Move dialog menu, make sure each quiz question or group has a specific name.

Open Quizzes

In Course Navigation, click the Quizzes link.
Edit Quiz

Locate the quiz you want to edit. Click the Quiz Settings menu [1], then click the Edit link [2].
Open Questions

Using the To Plant or Not to Plant page available [here on the NASA website](http://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.

Click the Questions tab.
### Locate Quiz Question or Group

<table>
<thead>
<tr>
<th>Details</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Show Question Details</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creosote Bush</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spruce</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flowering Dogwood</td>
<td></td>
</tr>
</tbody>
</table>

Locate the question or group you want to move.

**Reorder with Drag and Drop Option**

You can use the drag and drop option to reorder quiz questions or groups.
Drag Question

Hover over the drag handle next to the question or group. A pointer icon will appear.
Click and drag the question or group to the desired location.
Drag Question into Question Group

If your quiz has a question group that does not pull questions from a question bank, you can drag and drop questions in and out of the question group.

Reorder with Move Option

If you have a large quiz, you may want to use the Move option to reorder your quiz.
Open Move Dialog Menu

Click the drag handle next to the quiz question or group.

Move Quiz Question or Group

In the Place drop-down menu [1], choose the new location where you want to place the question or group. You can place the question before or after another quiz question or group. Click the Save button [2].
Move Question into Question Group

If your quiz contains at least one question group, the quiz creates a Question Group option.

To move a question into a question group, click the **Question Group** drop-down menu [1] and select the group name. The Place drop-down menu [2] will update with location options within the selected group. Select the location of the question in the question group. If no questions exist in the group, the quiz defaults to the bottom of the group. Click the **Save** button [3].

**Note:** To move a question out of a question group, select the Top Level option in the question group menu. Then click the **Place** drop-down menu to select the new location.
How do I import a question bank from one Canvas course to another?

You can easily share Question Bank questions among several Canvas courses.

Open Settings

Outcomes
Quizzes
Modules
Conferences
Collaborations
SCORM
Chat
Settings

In Course Navigation, click the Settings link.
Import Content into Course

Click the **Import Content into this Course** button.

Select Content Type

In the Content Type drop-down menu, select the **Copy a Canvas Course** option.
Search for a Course

In the **Search for a course** drop-down menu [1], select the course you would like to access. You can also choose to include completed courses by selecting the completed courses checkbox [2].

You can also search by course name in the Course Name field [3]. Start to type the name of the course you would like to access. Click the name of the course when it appears.

Select Specific Content

In the Content section, click the **Select specific content** radio button.

Import Course

Click the **Import** button.
Select Content

In the Current Jobs section, click the Select Content button.

Open Question Banks

Locate the Question Banks group. Most groups will have more than one question bank. To view the Question Banks, click the group's expand icon.
Select Question Banks

To import all question groups, click the checkbox next to the group name. Canvas automatically selects all items within the group.

**Note:** To import only a few question banks, select the specific items to be imported. Canvas will place a dash in the Question Groups checkbox, indicating not all items are selected within the group.

Select Content

Click the **Select Content** button.
View Current Jobs

The Current Jobs section displays the status of your import. Running reports display a menu bar with the time remaining to complete the import.

The import may also display errors as part of the import status. Learn more about course import statuses.

When the course has completed, view your question banks by accessing the Quizzes link in Course Navigation.
How can I create a quiz where students only see one question at a time?

Quiz Settings include the option to choose one quiz question at a time for all types of quizzes and surveys.

Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz

Click the Add Quiz button.
Edit Quiz Details

In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.
Edit Quiz Options

Click the **Show one question at a time** checkbox [1]. If you want to keep your students from returning to a previous question during the quiz, click the **Lock questions after answering** checkbox [2].
Edit Quiz Questions

In the Questions tab, you can create a new question [1], create a new question group [2], or find questions [3] by selecting them from a question bank.

Save Quiz

Click the Save button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the Save & Publish button.
Preview and Publish Quiz

To preview the quiz, click the **Preview** button [1]. When you are ready for students to see the quiz in the course, click the **Publish** button [2].

**Note**: We recommend you do not publish your quiz until it is final. If you change the quiz after a student has already opened it, the student will not see any of the changes in his or her version of the quiz.
How do I make a quiz available before or after the due date?

You can make your quiz available to all your students before or after the due date by setting availability dates.

**Note:** If you are looking to change quiz dates for individual students, you can assign a quiz to an individual student or assign a quiz to a course section.

Quizzes have an autosubmit feature tied to the Until (lock) date, which may affect student submissions. Only quiz attempts that have been started are auto-submitted. Common quiz scenarios and date results include the following:

- **No dates:** quiz is never marked late and autosubmitted at course conclude (see course settings)
- **Due date only:** quiz is marked late at Due date and autosubmitted at course conclude (see course settings)
- **Due date with Until date:** quiz is marked late at Due date and autosubmitted at Until date
- **Time limit:** quiz is autosubmitted when time expires (only applies when students are actively taking a quiz)
- **Time limit with Until date:** quiz is autosubmitted when time expires unless the Until date expires first

**Student View**

When students view a quiz, they are able to see the details of the quiz. *Quiz details do not show due and availability dates in relation to the current time.* However, within the quiz, Canvas notifies students regarding any upcoming quiz deadlines:

- For quizzes with a Due date, the browser displays a notification banner to let students know when the quiz will be marked late (30 minutes prior, 5 minutes prior, and 1 minute prior).
- For quizzes that are close to autosubmitting (using an Until date or the natural course conclude date), the browser displays a notification banner to let students know when the quiz will autosubmit (30 minutes prior, 5 minutes prior, 1 minute prior, and 10 seconds prior).
- For timed quizzes, the browser displays a notification banner if students are not able to complete the quiz in the full allotted time period. The quiz sidebar also displays a timer indicating how many minutes remain to complete the quiz. For example, if a 60-minute quiz has an Until date of 11:59 pm and a student begins the quiz at 11:30 pm, the student will only have 30 minutes to complete the quiz.
Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz

If you are creating a new quiz, click the Add Quiz button.
Edit Quiz

If you are editing the settings of an existing quiz, click the quiz title.

History Overview

Click the Edit button.
View Availability Dates

View the availability date options for your quiz:

1. **Available From**: the date and time when the Assignments will become available to students. If no time is set, this date defaults to 12:00 am for the course time zone.

2. **Until**: the date and time when students can no longer access the assignment. If no time is set, this date defaults to 11:59 pm for the course time zone.

When the assignment is published, blank availability date fields allow the assignment to be viewed throughout the entire course.
Set Available From Date

To set an Available From date, click the calendar icon [1] and select the date [2] and time [3]. Click the Done button [4].
Set Until Date

To set an Until date, click the calendar icon [1] and select the date [2] and time [3]. Click the Done button [4].

Save Quiz

Click the Save button.

Note: If you edited an existing quiz, any saved changes will automatically be updated.
View Quiz

History Overview

- Quiz Type: Graded Quiz
- Points: 11
- Assignment Group: Assignments
- Shuffle Answers: No
- Time Limit: No Time Limit
- Multiple Attempts: No
- View Responses: Always
- Show Correct Answers: Immediately
- One Question at a Time: No

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 18 at 9:02am</td>
<td>Everyone</td>
<td></td>
<td>Jan 18 at 9:02am</td>
</tr>
</tbody>
</table>

View the quiz and the dates you have made the quiz available to students.
How do I assign a quiz to an individual student?

When creating or editing a quiz, you can assign a quiz to a specific student. Availability date functionality is still available for each quiz.

Only the student(s) specified in the quiz details can view the quiz.

When using differentiated assignments with the Gradebook, the quiz appears as a column for all students, but grade cells are grayed out for students who have not been included in the quiz. Grades cannot be assigned for students who have not been included in the quiz, and quizzes that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, quizzes are also respected against closed grading periods.

Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz
Click the Add Quiz button.

Enter Quiz Details

Enter a name [1] and description [2] for your quiz, as well as any other quiz options [3].
Assign to Student

By default, Canvas will set your quiz for everyone in your course. To create the quiz for a specific student, click the Everyone remove icon [1], then start to type in the name of a student [2]. Search fields are dynamic, and you can search for students by first or last name. When the full name appears, click the name. Lists are not scrollable.

You can include more than one student in the To field as long as the students are to be assigned the same due and availability dates.
Edit Due and Availability Dates

In the date fields, add your preferred date(s) with the following options:

- **Due [1]:** Set the date and time that the quiz is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From [2]:** Set the date and time when the quiz will become available.
- **Until [3]:** Set the date and time when the quiz will no longer be available.

**Note:** Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for a quiz, the course and local times are displayed for reference.
Add Additional Dates

To add another student with a different due date and availability dates, click the Add button.
Remove Dates

You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your quiz, click the Save & Publish button [1]. If you want to create a draft of your quiz and publish it later, click the Save button [2].
View Due Date Warning

Not all sections will be assigned this item.

Would you like to go back to include:
- History 101
- History 101 - MWF
- History 101 - TTH

You can click the Continue button [1] if you don't want to add any sections to the assignment, or click the Go Back button [2] to go back and add additional sections.

**Note:** This warning message will not appear if Everyone or all course sections are assigned to the assignment.
View Date Error

If you submit an invalid string of due dates and try to save the quiz, Canvas generates an error notification. Examples of invalid entries include not unlocking the quiz before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the quiz again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the quiz against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the quiz date to be past the date of the closed grading period.
Preview and Publish Quiz

This quiz is unpublished
Only teachers can see the quiz until it is published.

Click the Preview button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the Publish button [2].

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
View Quiz Dates

### History Overview

- **Quiz Type**: Graded Quiz
- **Points**: 11
- **Assignment Group**: Assignments
- **Shuffle Answers**: No
- **Time Limit**: No Time Limit
- **Multiple Attempts**: No
- **View Responses**: Always
- **Show Correct Answers**: Immediately
- **One Question at a Time**: No

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 30</td>
<td>History 101 Section 2</td>
<td>Jan 14 at 12am</td>
<td>Feb 8 at 11:59pm</td>
</tr>
<tr>
<td>Jan 31</td>
<td>History 101 Section 1</td>
<td>Jan 15 at 12am</td>
<td>Feb 9 at 11:59pm</td>
</tr>
</tbody>
</table>

View the dates and users assigned to the quiz.

### View Quizzes Page

- **Revolution Quiz**: Available until Feb 9 | Due Mar 28 at 11:59pm | 30 pts | 18 Questions
- **Declaration of Independence Quiz**: Available until Feb 8 | Due Mar 28 at 11:59pm | 10 pts | 5 Questions
  - History 101 Section 2: Available until Feb 8
  - History 101 Section 1: Available until Feb 9
  - Everyone else: Available
- **History Overview Quiz**: Available Multiple Dates | Due Multiple Dates | 11 pts | 2 Questions
On the Quizzes Index Page, the quiz shows there are multiple users and dates assigned to the quiz. Hover over the text to view date availability.
How do I assign a quiz to a course section?

When creating or editing a quiz, you can assign a quiz to a specific course section. Availability date functionality is still available for each quiz.

Only the section(s) specified in the discussion details can view the quiz.

When using differentiated assignments with the Gradebook, the quiz appears as a column for all students, but grade cells are grayed out for students who have not been included in the quiz. Grades cannot be assigned for students who have not been included in the quiz, and quizzes that are not assigned to a student are not factored into overall grades.

When Multiple Grading Periods are enabled in a course, quizzes are also respected against closed grading periods.

Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz
Click the Add Quiz button.

Enter Quiz Details

Enter a name [1] and description [2] for your quiz, as well as any other quiz options [3].
Assign to Section

By default, Canvas will set your assignment for everyone in your course. To create the assignment for a specific section, click the **Everyone** remove icon [1], then start to type in the name of a section [2]. When the section name appears, click the name. *Lists are not scrollable.*

You can include more than one section in the To field as long as the section is to be assigned the same due and availability dates.
Edit Due and Availability Dates

In the date fields, add your preferred date(s) with the following options:

- **Due [1]**: Set the date and time that the Quiz is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From [2]**: Set the date and time when the Quiz will become available.
- **Until [3]**: Set the date and time when the Quiz will no longer be available.

**Note**: Beneath the Due Date and Availability date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.
Add Additional Dates

To add another section with a different due date and availability dates, click the Add button.
Remove Dates

You can also delete additional dates by clicking the remove icon next to the appropriate date.

Save and Publish

If you are ready to publish your assignment, click the Save & Publish button [1]. If you want to create a draft of your assignment and publish it later, click the Save button [2].
View Due Date Warning

If you do not add course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the **Continue** button [1] if you don't want to add any sections to the assignment, or click the **Go Back** button [2] to go back and add additional sections.

**Note:** This warning message will not appear if *Everyone* or all course sections are assigned to the assignment.
If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a date that is outside the course or term dates.

Correct the date and then update the assignment again.

Notes:

- If the course does not include specified course start and end dates, Canvas validates the quiz against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the quiz date to be past the date of the closed grading period.
Preview and Publish Quiz

Click the Preview button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the Publish button [2].

**Note:** Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
View Quiz Dates

History Overview

<table>
<thead>
<tr>
<th>Quiz Type</th>
<th>Graded Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
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</tr>
<tr>
<td>Assignment Group</td>
<td>Assignments</td>
</tr>
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<td>No</td>
</tr>
<tr>
<td>Time Limit</td>
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</tr>
<tr>
<td>Multiple Attempts</td>
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<td>One Question at a Time</td>
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<td>History 101 Section 1</td>
<td>Jan 15 at 12am</td>
<td>Feb 9 at 11:59pm</td>
</tr>
</tbody>
</table>

View the dates and users assigned to the quiz.

View Quizzes Page

- Revolution Quiz
  - Available until Feb 9
  - Due Mar 28 at 11:59pm
  - 30 pts
  - 18 Questions

- Declaration of Independence Quiz
  - Available until Apr 17
  - Due Apr 29
  - History 101 Section 2
  - Jan 30
  - History 101 Section 1
  - Jan 31
  - Everyone else

  - 10 pts
  - 5 Questions

- History Overview
  - Available Multiple Dates
  - Due Multiple Dates
  - 11 pts
  - 2 Questions
On the Quizzes Index Page, the quiz shows there are multiple users and dates assigned to the quiz. Hover over the text to view date availability.
How do I delete a quiz?

You can delete quizzes from your course.

Notes:

• Deleting a quiz will remove it completely from your course. If you would rather hide the quiz or make it inaccessible to submissions, you can lock the quiz or modify the access dates. If the quiz has no student submissions, you can unpublish the quiz.
• When Multiple Grading Periods are enabled in a course, you cannot delete individual quizzes for any student, group, or section in a closed grading period.

Open Quizzes

In Course Navigation, click the Quizzes link.
Select Quiz

If you are editing the settings of an existing quiz, click the quiz title to open the quiz [1]. If you want to delete the entire quiz, click the Options icon [2], then click Delete.

Delete Quiz

Before taking the quiz make sure you have fully reviewed Constitution and Articles of Confederation and Constitution. You have 2 attempts at this quiz. Good luck!
You can also visit the quiz page, click the **Options** icon [1], and select the **Delete** link [2].

**Confirm Deletion**

Are you sure you want to delete this quiz?

[Cancel] [OK]

A pop-up window will appear in your browser. Click **OK** to delete the quiz or **Cancel** to edit your quiz in another manner.

**Note:** Deleting a quiz will remove it completely from your course. If you would rather hide the quiz or make it inaccessible to submissions, you can lock the quiz or modify the access dates. If the quiz has no student submissions, you can unpublish the quiz.
How do I export quiz content from a course?

If you need to export quiz content from your course, you can export quiz content as a QTI ZIP file.

Note: An exported quiz with questions linked to a question bank will not include an export of the question bank. The QTI file will only include questions from the question bank that have been added to the quiz. If you want to import the quiz into another course along with question banks, you may prefer to export your Canvas course and select quizzes and question banks in the course import.

Open Settings

In Course Navigation, click the Settings link.
Export Course Content

In the sidebar, click the Export Course Content button.
Choose Export Type

Content Exports

QTI Export from 6 minutes ago: Click here to download
Course Export from 19 minutes ago: Click here to download
Course Export from Apr 12, 2017 8:03am (not available)
Content exports cannot be downloaded after 30 days.

Export Type

- Course
- Quiz

Select Quizzes to Export

- All Quizzes
- Biology Overview
- Biology Overview
- Biomes
- Quiz 1
- Tools and Measurements

Click the radio button for Quiz Export [1]. Choose the Quizzes you want to export [2]. Click the Create Export button [3].

Note: When you create an export, Canvas will create an export archive [4] where you can download prior export files.
View Quiz Export

Content Exports

Course Export from 4 minutes ago

Course Export from Jan 19, 2018 10:26am (file not available)

**New Export**

*Content export files cannot be downloaded after 30 days.*

When the export is complete, click the **New Export** link.

**Note:** Content exports expire after 30 days and can no longer be downloaded.
Once you publish a quiz and make it available to your students, you can make changes to the quiz. Original quiz data is retained as part of any existing student submissions. However, students who have already opened or completed the quiz will not see any changes you make, which may affect their grades. These types of changes include adding new questions or deleting questions from the original quiz.

Additionally, if you change only the point value of the quiz, the student’s submitted quiz will show the updated point value, but the current grade won’t change in the Gradebook.

If you only need to make changes to existing quiz questions, after editing the quiz you can use quiz regrade to edit certain types of quizzes, or you can add fudge points to individual student quiz scores using SpeedGrader. You can also moderate the quiz to give additional attempts.

Note: Changing the until date for a published quiz will not alter the auto-submit time for students with in-progress submissions.

Open Quizzes

In Course Navigation, click the Quizzes link.
Edit Quiz

Locate the quiz you want to edit and click the **Settings** icon [1]. Click the **Edit** link [2].

To edit quiz settings, click the **Details** tab [1]. To edit quiz questions, click the **Questions** tab [2].

Make the required edits to your quiz.
Notify Students

Once you have edited the quiz, you can notify the students in your course that the quiz has changed by selecting the **Notify users this quiz has changed** check box. The notification will be sent to any students who have enabled the Course Content option in their notification preferences, including students who have already completed the quiz.

Note that students will always receive a notification if you change the due date of the quiz regardless of whether you select this check box.

Save Quiz

Click the **Save** button.

Save It Now

If you exit the quiz without saving, Canvas will display a message indicating you have made changes to the questions in the quiz that cannot be viewed by students. To ensure students are seeing the most current version of the quiz, click the **Save It Now** button.
Moderate This Quiz

The Articles of Confederation and the Constitution Quiz

You can also moderate the quiz to grant students extra attempts, grant extra time for timed quizzes, and manually unlock quiz attempts. To moderate the quiz, click the Moderate This Quiz link.
Once I publish a quiz, how do I use the Moderate Quiz page?

Once you have published a quiz, the quiz sidebar shows the Moderate Quiz link, which allows you to moderate the quiz for each student in your course. On the Moderate Quiz page you can view the progress of student submissions and view the number of quiz attempts each has taken. You can also grant students extra attempts, grant extra time for timed quizzes, and manually unlock quiz attempts.

Notes:

- Depending on the size of your course, Moderate Quiz information may take a few minutes to update. You may have to refresh the page to view the most current data.
- If you change the quiz settings while a student is taking a quiz, the new settings will not apply until the student has completed the current attempt.

Open Quizzes

- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences

In Course Navigation, click the Quizzes link.
Open Quiz

Click the name of the quiz.

Moderate This Quiz

Click the Moderate This Quiz link.
To view the quiz attempts of a specific student, use the **Search People** field.

### View Moderate Quiz Columns

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>1</td>
<td>finished in 7 minutes</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>1</td>
<td>finished in 1 minute</td>
<td>9</td>
<td>7.0</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>1</td>
<td>finished in 4 minutes</td>
<td>9</td>
<td>3.66666666666667</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>--</td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

The Moderate Quiz page displays the following information:

- Student name [1]
- Number of times the student has already attempted to take this quiz [2]
- Quiz time—completed attempts show the time it took for the student to complete the quiz; running time shows the remaining time the student has to complete the quiz [3]
- Number of remaining attempts, if any [4]
- Quiz score—for multiple submissions, the score is the most recent attempt [5]

To refresh the page and make sure all column statistics are current, click the refresh icon [6].
If you view the Moderate Quiz page while a student is currently taking a quiz, the Time column shows the running time for the quiz. When time has expired, the Time column displays the submission as *Time Up!*

For non-timed quizzes, the timer counts down to the quiz Until date. If no Until date is set for the quiz, the quiz defaults to the course end date. The highest number display is in months, days, hours, minutes, and seconds.

**Note:** When students are taking a non-timed quiz, their timer will show the elapsed time counting up.
View Timed Quiz Current Attempt Time

If you view the Moderate Quiz page while a student is currently taking a timed quiz, the Time column shows the running time remaining in the quiz [1]. When time has expired, the Time column displays the submission as *Time Up!*

The quiz also displays a clock icon [2] that you can use to extend time on the current attempt. Learn more about moderating current timed quizzes.

**Note:** When students are taking a timed quiz, their timer will show the elapsed time counting down.
If the page displays a warning message, time has expired on one or more student submissions, but the submissions are outstanding and need to be manually submitted. Learn how to [submit outstanding quizzes](#).

## Moderate Quiz

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>3</td>
<td>Time Up!</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>1</td>
<td>finished in 1 minute</td>
<td>9</td>
<td>7.0</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>1</td>
<td>finished in 4 minutes</td>
<td>6.0</td>
<td>3.666666666666667</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
You can use the **Edit** icon to moderate the quiz at any time for a student. Moderating a quiz lets you give students extra attempts and manually unlock quiz attempts. Depending on the quiz settings, you can also give extra time for timed quizzes and let students see quiz results one more time.

If you want moderate a quiz for multiple students and apply the same settings for each, you can apply your changes to all students at once. Learn more about [giving extra quiz attempts](#).
Once I publish a quiz, what kinds of quiz statistics are available?

You can view quiz statistics for quizzes that have been published and have at least one submission. You can also download comma separate value (CSV) files to view Student Analysis or Item Analysis for each quiz question. For more detailed information about item analysis limitations and calculations, please refer to the Item Analysis PDF.

For optimum course performance in the Canvas interface, quiz statistics will only generate for quizzes with 100 or fewer unique questions or 1000 total attempts. For instance, a quiz with 200 questions will not generate quiz statistics. However, a quiz with 75 questions will generate quiz statistics until the quiz has reached 1000 attempts. Results greater than these maximum values can be viewed by downloading the Student Analysis report and viewing the CSV file.

Note: Editing a quiz with student submissions may affect quiz statistics. If the Question Breakdown charts no longer correctly display the information you expect after you edit a quiz, the Student Analysis report can provide the correct data.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

Click the title of the quiz you want to open.

Open Quiz Statistics

Click the Quiz Statistics link.

Note: Quiz Statistics will not be available until at least one student has completed the quiz.
View Statistics

By default, the quiz summary shows statistics for all sections including the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of quiz completion [1].

To view quiz statistics for a section, click the **Section Filter** drop-down menu [2]. To access additional survey results, generate a **Student/Item Analysis** report [3].

In the summary graph, the x-axis indicates the quiz scored percentages [4], and the y-axis indicates the number of students who received each percentage [5].

If a student had multiple assignment attempts, you can view past attempts in SpeedGrader. Quiz stats will only display the kept score for the student (highest score or latest score). To view the score setting for multiple attempts, edit your quiz and view the multiple attempts settings option. If necessary, you can give your students an **extra attempt**.
View Analysis Reports

Download CSV files to view Student Analysis or Item Analysis for each quiz question to count all student attempts in the statistics. For more detailed information about item analysis limitations and calculations, please refer to the [Quiz Item Analysis PDF](#).

When you generate an analysis report, Canvas shows the last time the report was generated. If there is an error with the report, you can retry the option or cancel the analysis completely.

**Notes:**

- By default, the submitted time in the Student Analysis report is shown in UTC, not your set time zone.
- The Item Analysis report only displays statistics for Multiple Choice and True/False questions.
- If you have permission to read SIS data in the course, the sis_id column is included in the CSV download.
Quiz question shows the total percentage of students who answered the quiz question correctly [1].

Each question includes a breakdown with each question answer choice. Correct answer response(s) are shown in a green bar with a check mark [2]; incorrect responses are shown in a black bar [3]. Question types that do not have set answer choices, such as Fill-in-the-Blank questions, display entries other than the correct answer in a black striped bar [4]. The horizontal bars are scaled according to the answer response percentage [5].

Each response also displays the number of respondents who selected the answer [6]. To view the names of the students who selected an answer choice, click the [x respondents] link.
Quiz statistics also show relative grade performance for manually graded essay and file upload quiz question types. Manually graded question types are shown in the same table format as other quiz types.

A manually graded quiz type is marked as correct if it contains a student score greater than or equal to the question points possible.

Grade breakdown responses are shown as the top 27% [1], middle 46% [2], and bottom 27% [3]. The statistics also show submissions that have not yet been graded [4]. However, if all scores are identical, a response category may show more than the percentage number of students (e.g., all students score 100%).

Manually graded questions also include access to SpeedGrader for quick reference [5].

---

<table>
<thead>
<tr>
<th>Category</th>
<th>Respondents</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answers which scored in the top 27%</td>
<td>1</td>
<td>25%</td>
</tr>
<tr>
<td>Answers which scored in the middle 46%</td>
<td>1</td>
<td>25%</td>
</tr>
<tr>
<td>Answers which scored in the bottom 27%</td>
<td>1</td>
<td>25%</td>
</tr>
<tr>
<td>Ungraded answers</td>
<td>1</td>
<td>25%</td>
</tr>
</tbody>
</table>

View in SpeedGrader
True/False and Multiple Choice quiz questions include an item discrimination index, which attempts to look at a spread of scores and reflect differences in student achievement. This metric provides a measure of how well a single question can tell the difference (or discriminate) between students who do well on an exam and those who do not. It divides students into three groups based on their score on the whole quiz and displays those groups by who answered the question correctly.

Lower discrimination scores (in red) are scored +0.24 or lower; good scores (green) are +0.25 or higher. An ideal discrimination index shows students who scored higher on the quiz getting the quiz question right, students who scored lower on the quiz getting the quiz question wrong, and students in the middle range on either side. A discrimination index of zero shows all students getting the quiz question right or wrong.
Once I publish a quiz, how can I give my students extra attempts?

You can grant access to an individual student, several students, or the entire class to have extra attempts on a quiz. If your quiz is locked, you can also manually unlock the quiz for a student, even if the student has not yet taken the quiz.

You can add extra attempts through accessing student quiz results or moderating the quiz.

Accessing Student Quiz Results is a quick way to allow an extra attempt for an individual student.

Moderating the quiz lets you allow extra attempts for individual students as well as multiple students at once. This option also allows you to grant extra attempts for students who have not yet taken the quiz. For timed quizzes, you can grant extra time for an attempt. If your quiz options allow students to view results only once after each attempt, you can also let students view quiz results one more time.

You can also use these options to remove attempts as well. For instance, if you need to remove a student attempt, you can decrease the attempts accordingly.

Note: When extra attempts are given via the Moderate Quiz option, Canvas keeps the highest quiz score by default. You can edit quiz scoring options to keep either the highest score, the most recent score, or an average of all scores.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

Click the name of the quiz.

Add Extra Attempt through Student Quiz Results

To add an extra attempt for an individual student, click the **Options** icon [1], then select the **Show Student Quiz Results** link [2].
Select Student

### History Overview

<table>
<thead>
<tr>
<th>Students who have taken the quiz (4)</th>
<th>Students who haven’t taken the quiz (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>Bruce Jones</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>Nora Sanderson</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>Jane Smith</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
</tr>
</tbody>
</table>

Under the heading *Students who have taken the quiz*, click the name of the student.

**Note:** To give an extra attempt to students who have not taken the quiz, you need to add an attempt by moderating the quiz.
Allow this Student an Extra Attempt

Here's the latest quiz results for Emily Boone. You can modify the points for any question and add more comments, then click "Update Scores" at the bottom of the page.

Quiz Submissions

- **Attempt 1:** 5.33
- **Attempt 2:** 9

Emily Boone has no attempts left.

allow this student an extra attempt

← Back to Quiz

Click the **allow this student an extra attempt** button. The student will automatically receive an extra attempt for the quiz.

Add Extra Attempt through Moderate This Quiz

To add attempts for one or more students, click the **Moderate This Quiz** link.
To moderate a quiz for one student, locate the student and click the Edit icon [1]. You can also filter students in your course by using the Search People field [2].
Type the number of extra attempts you’d like to give to the student in the Extra Attempts field [1].

If your quiz is locked because of accessibility dates, you will need to unlock the quiz for the student by clicking the manually unlock the quiz for the next attempt checkbox [2].

Note: If a quiz requires an access code, students will still need to enter that code to begin their quiz attempt after it has been manually unlocked.
Adjust Additional Options

Depending on your quiz settings, the student extension box may contain additional options.

If the quiz has a time limit and you want to give more time, type the number of extra minutes in the Extra Time on Every Attempt field [1]. If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra time in timed quizzes.

If the quiz is saved with the Only Once After Each Attempt option, you can let the student see the quiz results one more time [2]. Results include both their responses and the correct answers. Once the student has viewed the quiz results, the results view extension will be reset and the results will be hidden again. Learn more about limiting quiz results.

Note: If the Only Once option is selected and students have also been granted an extra attempt on the quiz, students will be able to view the results before they take the quiz, as well as after they complete the quiz. If students are allowed multiple attempts on a quiz, you may want to edit the quiz and select the Allow Multiple Attempts option, which gives an option to let students see their quiz responses only after the last attempt.
Save Changes

Click the Save button.

Moderate Quiz For Multiple Students

If you want to select multiple students, click the checkbox [1] next to each of their names. If you want to select all students, click the top checkbox [2]. Click Change Extensions for [#] Selected Students button [3].
Complete the extensions for the students you selected. Remember, depending on your quiz settings, additional quiz options may display for all selected students.

When you are finished, click the Save button.
Once I publish a timed quiz, how can I give my students extra time?

If you have set a time limit on your quiz, you can grant access for extra time. If the student hasn't taken the quiz, the extra time will be added to the student’s initial attempt and additional attempts. Learn more about managing extra attempts.

If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt. You can choose how many minutes to extend the quiz, and whether you want to add those minutes to the current time or the current (scheduled) end time.

Note:

- A quiz must be published before you can moderate it. If you would like to manage the quiz moderation options before allowing students to access it, set the quiz Available from date to a future date and publish the quiz. Your students will not receive a notification for an unavailable quiz. Once you’ve made timing moderations, you can unpublish the quiz to save your moderations. You can then continue to edit the quiz prior to publishing it for your students to access.
- The maximum time you can extend a current attempt is 1440 minutes (24 hours).

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

Click the name of the quiz.

Moderate this Quiz

Click the Moderate This Quiz link.
Moderate Quiz

To moderate a quiz for one student, locate the student and click the Edit icon [1]. You can also filter students in your course by using the Search People field [2].

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>1</td>
<td>finished in 7 minutes</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Doc, Jessica</td>
<td>1</td>
<td>finished in 1 minute</td>
<td>9</td>
<td>7.0</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>1</td>
<td>finished in 4 minutes</td>
<td>9</td>
<td>3.66666666666667</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>--</td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
# Moderate Quiz For Multiple Students

The Moderate Quiz allows you to select multiple students for specific actions. Here’s how you can do it:

1. **Selecting a Single Student**: Click the checkbox [1] next to each student's name to select them individually.
2. **Selecting All Students**: Click the top checkbox [2] to select all students at once.
3. **Changing Extensions**: Once you have selected the students, click the button [3] to change their extensions.

Here is an example of the quiz results:

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>3</td>
<td>finished in 2 minutes</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>1</td>
<td>finished in 1 minute</td>
<td>9</td>
<td>7.0</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>2</td>
<td>finished in 2 minutes</td>
<td>8</td>
<td>3.666666666666667</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>--</td>
<td>--</td>
<td>10</td>
<td>--</td>
</tr>
<tr>
<td>Rogers, Joe</td>
<td>--</td>
<td>--</td>
<td>10</td>
<td>--</td>
</tr>
<tr>
<td>Sanderson, Nora</td>
<td>--</td>
<td>--</td>
<td>10</td>
<td>--</td>
</tr>
<tr>
<td>Smith, Jane</td>
<td>--</td>
<td>--</td>
<td>10</td>
<td>--</td>
</tr>
</tbody>
</table>

By selecting students and clicking on the appropriate buttons, you can control their quiz scores and extensions effectively.
Add Extra Time on Attempt

Type the number of extra minutes in the Extra Time on Every Attempt field. Extra time can only be added in full-minute increments.

If you are adding time for multiple students, the student extension box will apply the extra time for all selected students.

If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts. Learn more about managing extra attempts.
## Add Extra Time on Current Attempt

### Moderate Quiz

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>2</td>
<td>00:12△</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>1</td>
<td>finished in 1 minute</td>
<td>9</td>
<td>7.0</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>2</td>
<td>Time Up!</td>
<td>8</td>
<td>3.6</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>--</td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

If a student is currently taking the quiz while you are viewing the Moderate Quiz page, you can extend the quiz time as part of their current attempt.

For current attempts, the remaining time will display next to a clock icon.

To extend the time on the quiz, click the clock icon.

**Note:** You can only extend the time for one current quiz attempt at a time.
Extend Quiz Time

You can give this student extra time on their current quiz attempt. How much time would you like to give them?

Started: Jul 10 at 11:54am  
Ending: Jul 10 at 11:56am

End the quiz [ ] minutes from now

Maximum of 1440 minutes (24 hours)

Cancel  Extend Time

Canvas will show you what time the quiz began, and what time it is scheduled to end.
In the minutes field [1], enter the number of extra minutes you want to give the student as part of their current attempt. The maximum time you can extend a current attempt is 1440 minutes (24 hours).

In the time drop-down menu [2], choose whether you want to add those minutes to the current time or the current (scheduled) end time.

If you want to end the quiz in relation to the current time, select the now option in the drop-down menu.

- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:40, meaning that 10 minutes have gone by. However, you want to have the quiz end at 11:45. Since the current time is 11:40, you need to end the quiz in 5 minutes. Enter the number 5 in the minutes field, and select the now option in the drop-down menu.

If you want to end the quiz in relation to the current end time of the quiz, select the current end time option in the drop-down menu.

- As an example, a student started a 20-minute quiz at 11:30 am; the quiz is set to end at 11:50 am. You moderated this quiz at 11:30, meaning it was nearly the same time that the student started the quiz, and you want to extend the quiz to end at noon. If the current end time is 11:50 am and you want to extend it by 10 minutes, enter the number 10 in the minutes field, and select the current end time option in the drop-down menu.
Extend Time

Click the **Extend Time** button.

**Less Time Warning**

That would be less time than the student currently has. Continue anyway?

[Cancel]  [OK]

Changing the time in relation to the **Now** option might mean that the student will have less time than was originally on the clock. In our example, the student still had 10 minutes remaining when the instructor moderated the quiz. Changing the time to 5 minutes means the student has 5 fewer minutes to take the quiz.

If you want to change this option, click the **Cancel** button. Otherwise, click the **OK** button.
Verify Extension

### Moderate Quiz

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>--</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>--</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>--</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Johnson, Max**: gets 15 extra minutes on each attempt

View student time extensions on the Moderate Quiz page.

**Note**: Once you finish moderating a quiz, you can unpublish the quiz and all moderations will be saved. You can then continue to edit the quiz prior to publishing it for your students to access.
How do I manually submit outstanding student quiz submissions?

When a student views a timed quiz and time expires, Canvas auto-submits the quiz. However, if a student navigates away from the quiz page, the quiz submission remains outstanding. On the Moderate Quiz page, Canvas generates a warning message about the outstanding submission. This lesson shows you how to submit any outstanding submissions for a quiz at one time.

When students leave an untimed quiz without submitting, their submissions will not be considered outstanding. These submissions will be submitted and considered outstanding after an event occurs that attempts to calculate their quiz grade. These events may include ending of availability dates, deleting or editing the quiz, attempting to view the outstanding submission, and editing an assignment group.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

Click the name of the quiz.

Moderate This Quiz

Click the Moderate This Quiz link.
Check Outstanding Quiz Submissions

Moderate Quiz

At the top of the browser window, click the Check on outstanding quiz submissions link.

Submit Quiz Submissions

These quiz submissions are outstanding, likely because a student left the quiz page prior to submission. If you would like to grade them, please press 'Submit' below.

To grade outstanding submissions for the selected student(s), click the Submit button.
**Moderate Quiz**

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>3</td>
<td>finished in 2 minutes</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>1</td>
<td>finished in 1 minute</td>
<td>9</td>
<td>7.0</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>2</td>
<td>finished in 2 minutes</td>
<td>8</td>
<td><strong>3.66666666666667</strong></td>
</tr>
</tbody>
</table>

View the updated submission(s) and score(s).
How do I view student results in a quiz?

You can view student quiz results within each quiz in your course by viewing the quiz results page or moderating the quiz. If a student has multiple quiz attempts, you can also view results of all attempts. As an instructor, you can choose the type of quiz results to display to students as listed in the quiz options.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

Click the name of the quiz.

Show Student Quiz Results

Click the Options icon [1], then select the Show Student Quiz Results link [2].
View Individual Results

**History Overview**

<table>
<thead>
<tr>
<th>Students who have taken the quiz (4)</th>
<th>Students who haven't taken the quiz (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄 Emily Boone</td>
<td>Bruce Jones</td>
</tr>
<tr>
<td>🔄 Jessica Doe</td>
<td>Nora Sanderson</td>
</tr>
<tr>
<td>🔄 Max Johnson</td>
<td>Jane Smith</td>
</tr>
<tr>
<td>🔄 Joe Rogers</td>
<td></td>
</tr>
</tbody>
</table>

Under the heading Students who have taken the quiz, click the name of a student.

**View Most Recent Attempt**

**History Overview Results for Emily Boone**

⚠️ The quiz has changed significantly since this submission was made. This submission may need re-grading.

- The following questions need review:
  - Question 11

Score for this attempt: 19 out of 21 *
Submitted Jul 10 at 9:39am
This attempt took 2 minutes.

Here’s the latest quiz results for Emily Boone. You can modify the points for any question and add more comments, then click "Update Scores" at the bottom of the page.

Quiz Submissions

1. Attempt 1: 5.33
2. Attempt 2: 19

Emily Boone has 3 attempts left.

The sidebar displays each attempt and the score for each attempt [1].

In the content area [2], Canvas displays the results of the most recent attempt by default. The attempt number being viewed is shown in bold text.
View Prior Attempts

Here's the latest quiz results for Emily Boone. You can modify the points for any question and add more comments, then click "Update Scores" at the bottom of the page.

**Quiz Submissions**

① Attempt 1: 5.33
① Attempt 2: 19

Emily Boone has 8 attempts left

allow this student an extra attempt

← Back to Quiz

If there is more than one attempt, you can view past results. To view a past attempt, click the attempt you want to view. The results of the quiz attempt will appear in the content area.
Moderate This Quiz

You can also use the [Moderate this Quiz](#) page to view quiz results, along with the overall number of student quiz attempts. Click the Moderate this Quiz link.

View Quiz Results

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>3</td>
<td>finished in 2 minutes</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>1</td>
<td>finished in 1 minute</td>
<td>9</td>
<td>7.0</td>
</tr>
</tbody>
</table>

View the number of attempts and the most recent score for each attempt. To view results for a specific student, click the name of the student.
How do I view a quiz log for a student?

You can view quiz logs to view the status of your student quizzes. This feature is also designed to help you investigate problems that a student may have in the quiz. The quiz starts the log when students begin the quiz, so some logs may show that the quiz is in progress.

If you gave the student multiple attempts for a quiz, the log will always show the most recent attempt by default. However, you can view any attempt within the log.

Notes:

- Quiz logs are only retained for six months.
- Quiz Log Auditing is currently a course opt-in feature. To enable the link to view quiz logs, learn how to manage feature options in the course features lesson.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

<table>
<thead>
<tr>
<th>Assignment Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Articles of Confederation and the Constitution Quiz</td>
</tr>
<tr>
<td>Available Multiple Dates</td>
</tr>
<tr>
<td>History Overview</td>
</tr>
<tr>
<td>Not available until Feb 1</td>
</tr>
<tr>
<td>The Bill of Rights Quiz</td>
</tr>
<tr>
<td>Due Feb 21 at 3pm</td>
</tr>
</tbody>
</table>

Click the name of a quiz.

Show Student Quiz Results

Click the Options menu [1] and click the Show Student Quiz Results option [2].
Open Student Results

**History Overview**

<table>
<thead>
<tr>
<th>Students who have taken the quiz (4)</th>
<th>Students who haven't taken the quiz (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Emily Boone</td>
<td>Bruce Jones</td>
</tr>
<tr>
<td>2  Jessica Doe</td>
<td>Nora Sanderson</td>
</tr>
<tr>
<td>3  Max Johnson</td>
<td>Jane Smith</td>
</tr>
<tr>
<td>4  Joe Rogers</td>
<td></td>
</tr>
</tbody>
</table>

Click the name of a student.

**View Log**

The quiz has changed significantly since this submission was made. This submission may need re-grading.

**The following questions need review:**
- Question 11

Score for this attempt: 19 out of 21
Submitted Jul 10 at 9:39am
This attempt took 2 minutes.

Here's the latest quiz results for Emily Boone. You can modify the points for any question and add more comments, then click "Update Scores" at the bottom of the page.

Quiz Submissions
- Attempt 1: 5.33
- Attempt 2: 19

Emily Boone has 8 attempts left
allow this student an extra attempt

Click the View Log link.
View Session Information and Action Log

View the session information and the action log for the quiz.

The session information shows the start date and time [1] for the attempt [2]. The action log for that attempt shows a timestamp of each quiz action [3].

Actions can include viewing a question and answering a question. If questions are shown being answered multiple times, the student either changed the question answer(s), or the answer was generated by the quiz autosave feature.

The log also shows if the student stopped viewing the Canvas quiz-taking page [4]. Not viewing the quiz-taking page can occur from being inactive within Canvas for more than 30 seconds (including navigating to another Canvas page), or clicking out of the quiz (such as on another browser tab or window) for more than 15 seconds.

When the student returns to the quiz, the log shows the status as resumed.

To refresh the quiz log, click the Refresh icon [5].
View Question Answers

Session Information

Started at  Fri Jun 02 2017 13:45:11 GMT-0600 (MDT)
Attempt  1  2

Action Log

00:02  ○  Session started
00:14  ○  Answered the following questions: #4 #5 #6 #7
00:17  ○  Viewed (and possibly read) question #1
00:17  ○  Viewed (and possibly read) the following questions: #2 #3 #4
00:17  ○  Stopped viewing the Canvas quiz-taking page...
00:17  ○  Resumed.
00:20  ○  Answered question: #3
00:32  ○  Viewed (and possibly read) the following questions: #5 #6

To view responses to a question, click the link to the quiz question number.
You can view the number of times the question was answered, as well as each specific attempt at answering the question [1].

To view answers for another quiz question, click the question number [2]. To return to the log, click the Back to log link [3].
View Autosave Answers

The log may show all questions as being answered at the beginning of the quiz. This action is generated by the autosave component within Canvas quizzes. If a student clicks to answer another question, the quiz will autosave all the questions and show them as being answered.

When viewing the question answers in the log, the question will show a *null or no answer* response for the autosaved answer attempt.
View Additional Attempts

Session Information

Started at  Fri Jun 02 2017 13:45:11 GMT-0600 (MDT)
Attempt  1  2

Action Log

00:02  Session started
00:14  Answered the following questions: #4 #5 #6 #7
00:17  Viewed (and possibly read) question #1
00:17  Viewed (and possibly read) the following questions: #2 #3 #4
00:17  Stopped viewing the Canvas quiz-taking page...
00:17  Resumed.
00:20  Answered question: #3
00:32  Viewed (and possibly read) the following questions: #5 #6

If the student has more than one quiz attempt, the log always shows the last attempt. Prior attempts can be viewed by clicking the number of the attempt.
What options can I use to regrade a quiz in a course?

If you accidentally published a quiz that needs to be corrected, you can use quiz regrade to edit existing quiz questions and tell Canvas to recalculate student grades.

Quiz regrade only works with specific quiz question types and only applies to students who have already taken the quiz. Adding or removing a question does not trigger the quiz regrade feature. Additionally, changing the point value for a quiz question also does not trigger a quiz regrade; the student’s submitted quiz will show the updated point value, but the current grade won’t change in the Gradebook. If you have edited your quiz in one of these three ways, you should moderate the quiz and let the student retake the quiz.

This feature only applies for students who have already taken the quiz and only the existing quiz questions have been changed.

Regrade Question Types

Currently, quiz regrade is available Multiple Choice, True/False, and Multiple Answers question types.

- Learn how to regrade Multiple Choice questions
- Learn how to regrade True/False questions
- Learn how to regrade Multiple Answers questions

Regrade Restrictions

Quiz regrade does not apply to questions linked to a question bank since questions may be used in more than one quiz.
Additionally, adding or deleting answers from a question with submissions disables the option to regrade that question.

**Regrade Options**

Choose a regrade option for students who have already taken the quiz. Canvas will regrade all your submissions after you save the quiz (students' scores MAY be affected).

- Award points for both corrected and previously correct answers *(no scores will be reduced)*
- Only award points for the correct answer *(some students' scores may be reduced)*
- Give everyone full credit for this question
- Update question without regrading

When you change the correct answer in a quiz question, Canvas presents up to four quiz regrade options, depending on the question type.

**Award Points for Both Answers**

- Award points for both corrected and previously correct answers *(no scores will be reduced)*
- Only award points for the correct answer *(some students' scores may be reduced)*
- Give everyone full credit for this question
- Update question without regrading
Using quiz analytics or student feedback, you may find that students found a question too confusing, or you realized that the question could have been listed with multiple answers when only one was selected. In cases like these, you can select the **Award points for both corrected and previously correct answers** option to avoid penalizing your students.

**Note:** This option is *not available* for Multiple Answer questions.

**Award Points for Correct Answer**

- Award points for both corrected and previously correct answers (no scores will be reduced)
- Only award points for the correct answer (some students' scores may be reduced)
- Give everyone full credit for this question
- Update question without regrading

Occasionally an incorrect answer may get marked as the correct answer for a quiz. The **Only award points for the corrected answer** option allows you to correct the answer and give credit to those who selected the answer that should have been correct.

**Give Everyone Full Credit**

- Award points for both corrected and previously correct answers (no scores will be reduced)
- Only award points for the correct answer (some students' scores may be reduced)
- Give everyone full credit for this question
- Update question without regrading

In some cases it might be appropriate to simply give everyone full credit for a question. Select the **Give everyone full credit for this question** option.
Update without Regrading

- Award points for both corrected and previously correct answers *(no scores will be reduced)*
- Only award points for the correct answer *(some students' scores may be reduced)*
- Give everyone full credit for this question
- Update question without regrading

If you need to improve your question or answers for a future quiz, you can select the **Update question without regrading** option to update a question without regrading the students who have already taken the quiz.
How do I regrade a Multiple Choice quiz question?

If you accidentally published a quiz with an existing multiple choice question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

- Quiz regrade only applies to students who have already taken the quiz.
- Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
- Adding or deleting answers from a multiple choice question with submissions disables the option to regrade that question.

Open Quizzes

To regrade a quiz, in Course Navigation, click the Quizzes link.
Edit Quiz

Find the quiz you want to regrade and click the Options icon [1], then click the Edit button [2].

Open Questions Tab

Click the Questions tab.

You can regrade:

- Multiple Choice Questions
- True/False Questions
- Multiple Answers Questions
Edit Multiple Choice Question

Locate the multiple choice question in the quiz. Hover over the question until the edit icon appears. Click the Edit icon.

Select New Correct Answer

Hover over the answer you want to select as the new correct answer until a green ghost arrow appears. Click the green arrow to select the new answer as the correct answer.

Note: Adding or deleting answers from a question with submissions disables the option to regrade that question.
Select Regrade Option

Choose a regrade option for students who have already taken the quiz. Canvas will regrade all your submissions after you save the quiz (students' scores MAY be affected).

- Award points for both corrected and previously correct answers (*no scores will be reduced*)
- Only award points for the correct answer (*some students' scores may be reduced*)
- Give everyone full credit for this question
- Update question without regrading

Canvas recognizes you have changed the correct answer for this question. In the regrade options dialog box, select a regrade option by clicking the radio button next to the option you want to apply to this quiz question.

Update Question

Click the **Update Question** button.
Save Quiz

- Notify users this quiz has changed
- Cancel
- Save

When you've finished editing your quiz, click the **Save** button.

**Note:** Regrade options will not apply until you have re-saved the quiz.

**Save It Now**

If you exit the quiz without saving, Canvas asks you to save your changes when you return to the quiz. To update your changes, click the **Save It Now** button.

For help viewing or reverting grade changes in the Gradebook, visit the [grading history lesson](#).
When students view their quiz results, they see a notification if their quiz has been affected. The attempt history also reflects the regraded score.
How do I regrade a True/False quiz question?

If you accidentally published a quiz with an existing true/false question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:
- Quiz regrade only applies to students who have already taken the quiz.
- Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
- Adding or deleting answers from a true/false question with submissions disables the option to regrade that question.

Open Quizzes

To regrade a quiz, in Course Navigation, click the Quizzes link.
Edit Quiz

Find the quiz you want to regrade and click the Options icon [1], then click the Edit button [2].

Open Questions Tab

Click the Questions tab.

You can regrade:

- Multiple Choice Questions
- True/False Questions
- Multiple Answers Questions
Edit True/False Question

Locate the true/false question in the quiz. Hover over the question until the edit icon appears. Click the Edit icon.

Select New Correct Answer

Hover over the answer you want to select as the new correct answer until a green ghost arrow appears. Click the green arrow to select the new answer as the correct answer.
Select Regrade Option

Canvas recognizes you have changed the correct answer for this question. In the regrade options dialog box, select a regrade option by clicking the radio button next to the option you want to apply to this quiz question.

Update Question

Click the Update Question button.
Save Quiz

When you've finished editing your quiz, click the **Save** button.

**Note:** Regrade options will not apply until you have re-saved the quiz.

Save It Now

If you exit the quiz without saving, Canvas asks you to save your changes when you return to the quiz. To update your changes, click the **Save It Now** button.

For help viewing or reverting grade changes in the Gradebook, visit the grading history lesson.
When students view their quiz results, they see a notification if their quiz has been affected. The attempt history also reflects the regraded score.
How do I regrade a Multiple Answers quiz question?

If you accidentally published a quiz with an existing multiple answers question that needs to be corrected, you can use quiz regrade to edit the question and update student grades. Learn more about quiz regrade options.

Notes:

- Quiz regrade only applies to students who have already taken the quiz.
- Adding or removing a question as well as changing the point value for the multiple choice question does not trigger the quiz regrade feature.
- Adding or deleting answers from a multiple answers quiz question with submissions disables the option to regrade that question.

Open Quizzes

To regrade a quiz, in Course Navigation, click the Quizzes link.
Edit Quiz

Find the quiz you want to regrade and click the Options icon [1], then click the Edit button [2].

Open Questions Tab

Click the Questions tab.

You can regrade:

- Multiple Choice Questions
- True/False Questions
- Multiple Answers Questions
Edit Multiple Answers Question

What year was The Star-Spangled Banner written and when was it adopted officially as the national anthem for the United States of America

Select New Correct Answer

Hover over the answer you want to select as the new correct answer until a green ghost arrow appears. Click the green arrow to select the new answer as the correct answer.
Select Regrade Option

Choose a regrade option for students who have already taken the quiz. Canvas will regrade all your submissions after you save the quiz (students' scores MAY be affected).

- Only award points for the correct answer (some students' scores may be reduced)
- Give everyone full credit for this question
- Update question without regrading

Note: The Award points for both corrected and previously correct answers option is not available for this question type.

Update Question

Click the Update Question button.
Save Quiz

When you’ve finished editing your quiz, click the Save button.

Note: Regrade options will not apply until you have re-saved the quiz.

Save It Now

You have made changes to the questions in this quiz. These changes will not appear for students until you save the quiz.

If you exit the quiz without saving, Canvas asks you to save your changes when you return to the quiz. To update your changes, click the Save It Now button.

For help viewing or reverting grade changes in the Gradebook, visit the grading history lesson.
When students view their quiz results, they see a notification if their quiz has been affected. The attempt history also reflects the regraded score.
How do I create a survey in my course?

You can use surveys to receive feedback from your students or give them some extra points by responding to a survey. Graded surveys appear in the Syllabus, Gradebook, Calendar, and To Do Lists.

Notes:

- Student Analysis for surveys must be downloaded as a CSV file. Item Analysis is not available for surveys.
- The anonymous option can be enabled or disabled before or after a survey has received submissions, allowing a user with sufficient permissions to see a student’s identity and responses. To collect fully anonymous survey responses, you may want to use a third-party survey tool.

Open Quizzes

In Course Navigation, click the Quizzes link.

Add Quiz
Click the Add Quiz button.

Select Quiz Type

Quiz Instructions:

Click the Quiz Type drop-down menu.
Add Survey Details

Give your survey a name [1], and complete any survey instructions in the text box [2].

Select Survey Type

In the Quiz Type menu, select the survey type you want to create.
Select Survey Options

Place your survey in an assignment group [1], assign your survey a score [2], and complete the survey options [3].

Within surveys, you have all the regular quiz options, but you can also keep submissions anonymous [4]. This anonymous option applies to both graded and ungraded surveys and can be enabled and disabled before or after survey submissions.
Select Availability Dates

You can also set a due date and available from/until dates for your survey.

Add Question

Details | Questions
---|---

[New Question] [New Question Group] [Find Questions]
Click the **Questions** tab [1]. Manually create a new survey question by clicking the **New Question** button [2]. To find out what kind of options are available for questions, please see the **question type** lesson in the Instructor guide.

**Note:** If you include a file upload question on an anonymous survey, the downloaded files will include the student’s name in the file name. To preserve anonymity on a survey, do not include file upload questions.

**Name Survey Question**

Survey questions are not automatically numbered for instructors. To add a custom name to your survey question, enter the name in the question text field. Custom names can help you identify survey questions more easily.

Regardless of the question name, students always see survey questions in numerical order (i.e. Question 1, Question 2).

**Create Likert (Quantitative) Scale Questions**

If you're interested in creating questions that involve a quantitative scale, you can create a Likert scale question using the Multiple Dropdowns question type. Please reference the **Likert scale lesson** for more information.
Save Survey

Click the Save button to save your work and preview the survey.

**Note:** You should not publish your survey until it is your final product. If you are ready to publish your survey and make it available to students, click the Save & Publish button.

Preview and Publish Quiz

To preview the survey, click the Preview button [1]. When you are ready for students to see the survey in the course, click the Publish button [2].
How do I view survey results in a course?

You can see graded or ungraded survey results after one or more users have taken the survey.

Notes:

- Graded surveys display in the Gradebook and SpeedGrader, while ungraded surveys do not.
- The Item Analysis report is not available for surveys.
- You can filter survey statistics using the first 10 sections of your course.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Survey

Click the Survey name.

Show Student Survey Results

Click the Options icon [1] and select the Show Student Survey Results link [2] to view individual submissions.
Select Student Survey Result

Class Survey

<table>
<thead>
<tr>
<th>Students who have taken the survey (2)</th>
<th>Students who haven't taken the survey (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄 Emily Boone 1</td>
<td>Jessica Doe</td>
</tr>
<tr>
<td>🔄 Max Johnson 2</td>
<td>Bruce Jones</td>
</tr>
<tr>
<td></td>
<td>Joe Rogers</td>
</tr>
<tr>
<td></td>
<td>Nora Sanderson</td>
</tr>
<tr>
<td></td>
<td>Jane Smith</td>
</tr>
</tbody>
</table>

Under the **Students who have taken the quiz** heading, click the name of a student [1]. You can also see a list of students who haven't taken the practice quiz. The **warning** icon [2] indicates a submission that needs review.

Open Survey Statistics

- Related Items
  - Survey Statistics
  - Moderate This Survey
  - SpeedGrader™

In the sidebar, click the **Survey Statistics** link to view all the responses to the Survey.

**Note:** To view responses to essay questions, view individual submissions or download the Student Analysis CSV.
View and Filter Statistics

**Quiz Summary**


- 100%
- 100%
- 100%
- 0.00
- 00:14

View the Survey statistics [1]. You can view an entire summary that shows all score percentages. The summary also shows the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of completion.

To filter Survey statistics, click the **Section Filter** button [2] and choose the section that you would like to view. Note that you can only view the first 10 sections of your course. To access additional Survey results, generate a Student Analysis report.

**View Student Analysis Report**

Like quiz statistics, you can also download Survey results by clicking the **Student Analysis** button.

**Note:** By default, the submitted time in the Student Analysis report is shown in UTC, not your set time zone.
How do I view practice quiz results in a course?

You can view results after one or more students have taken the practice quiz.

Notes:

- Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz.
- Practice quizzes do not appear in the Syllabus, the Gradebook, or SpeedGrader.
- To view responses to essay questions, view individual submissions or download the Student Analysis report.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Practice Quiz

Click the title of the Practice Quiz you want to open.

Show Student Quiz Results

Click the Options icon [1], then click the Show Student Quiz Results link [2].
Select Student Quiz Result

History Overview

<table>
<thead>
<tr>
<th>Students who have taken the quiz (4)</th>
<th>Students who haven't taken the quiz (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1] Emily Boone</td>
<td>Bruce Jones</td>
</tr>
<tr>
<td>Max Johnson</td>
<td>Jane Smith</td>
</tr>
<tr>
<td>Joe Rogers</td>
<td></td>
</tr>
</tbody>
</table>

Under **Students who have taken the quiz** heading, click the name of a student [1]. You can also see a list of students who haven't taken the practice quiz. The **warning** icon [2] indicates a submission that needs review.

Open Quiz Statistics

- [Quiz Statistics](/quiz_statistics)
- [Moderate This Quiz](/moderate_quiz)
- [Download All Files](/download_files)

In the Practice Quiz, you can also view Quiz Statistics by clicking the **Quiz Statistics** link.
View Quiz Statistics

View statistics for each quiz question. You can view an entire summary that shows all score percentages. The summary also shows the quiz average score, high score, low score, standard deviation (how far the values are spread across the entire score range), and average time of completion. Click here to learn more about quiz statistics.

View Analysis Reports

You can also download quiz results by clicking the Student Analysis or Item Analysis links. Click here to learn more about quiz analysis.

Note: By default, the submitted time in the Student Analysis report is shown in UTC, not your set time zone.
How do I set up a quiz to be sent to my institution's student information system (SIS)?

If your institution is using a student information system (SIS) for grading purposes, you can set up a quiz to be sent back to the SIS. However, you must first specify which quiz(zes) in the course should be sent to your SIS as part of the grade publishing process. Each quiz must be modified individually. However, your institution may have already enabled an option for all quizzes to be configured for your SIS.

Once a quiz is set up to be sent to your SIS, the Assignments Index Page and Quizzes Index Page let you enable or disable a quiz by clicking the SIS sync icon next to the quiz.

Each SIS requires specific setup procedures to properly post grades for quizzes. Depending on how quizzes are assigned to students, some quizzes may not be supported. For details and troubleshooting tips, view the appropriate help document for your SIS integration:

- Instructor Help: Canvas and PowerSchool (Legacy)
- Instructor Help: Canvas and PowerTeacher Pro
- Instructor Help: Canvas and Skyward
- Instructor Help: Canvas and InfiniteCampus

Note: The Banner integration does not require any assignment setup and only pulls total grades from the Gradebook.

Open Quizzes

In Course Navigation, click the Quizzes link.
Add Quiz

Click the Add Quiz button.

Edit Quiz

To set up a quiz that has already been created, click the name of the quiz [1] and click the Edit button [2].
Sync to SIS

In the quiz options, check the **Sync to [SIS]** checkbox.

The [SIS] label may display the name of your institution's SIS.

Save Quiz

Click the **Save** button.

**Note:** For new quizzes, you can click the **Save & Publish** button.
How do I set up a quiz to be sent to my institution's student information system (SIS)?

If you cannot save your quiz and you receive an error message, your institution may limit assignment names and/or require due dates. The error will show which requirement needs to be resolved before the quiz can be enabled to be synced to your SIS. Correct the error then save the quiz again.
How do I create an assessment using Quizzes.Next?

You can create an assessment using Quizzes.Next from the Assignments page. You can create various types of content in each assessment. Quizzes created in Quizzes.Next display the Assignments icon.

Note: Quizzes.Next is an opt-in LTI tool. If this tool is not available to you, please contact your Canvas admin.

Open Assignments

In Course Navigation, click the Assignments link.
Add Assessment

Click the Add Quiz/Test button.

Edit Assessment Details

- Assignment Name
- Points
- Assignment Group
- Display Grade as
- Do not count this assignment towards the final grade
In the **Assignment Name** field [1], enter the name of your assessment. To enter assessment details, enter the total points possible [2], select the assignment group [3], and choose how the grade is displayed to students [4].

To remove this assessment from final grade calculations, click the **Do not count this assignment towards the final grade** checkbox [5].

**Assign Assessment**

- **Assign to** [1]
  - Everyone
- **Due** [2]
- **Available from** [3]
- **Until**

**Assign Assessment**

In the **Assign To** field [1], select who will be required to take the assessment. You can assign the assessment to individual students or sections.

In the **Due** field [2], select the assessment due date.

In the **Available from** and **Until** fields [3], select the availability dates for the assessment.

**Save Assessment**

- **Cancel**
- **Save & Publish**
- **Save**

To save your assessment details, click the **Save** button.
Build Assessment

In the Build page, you can edit the title and description of your assessment [1], view your item banks [2], align the assessment to outcomes [3], and navigate the assessment [4].

You can use the Rich Content Editor to format and add content to your assessment instructions.
Add Content

To add content to your assessment, click the Add button.
To insert content from an item bank, click the Item Bank button [1]. To create a new question, click the button for the question type [2] or add stimulus content [3].

The following question types are available in Quizzes:

- Categorization
- Essay
- File Upload
- Fill in the Blank
- Formula
- Hot Spot
- Matching
- Multiple Answer
- Multiple Choice
- Numeric
- Ordering
- True or False
For each question, you can enter a question title [1], the question description [2], and answers [3]. You may also select options specific to the question [4], align the question to an outcome [5], and add the question to an item bank [6].

In the Points field [7], adjust the point value for the question by entering a number or clicking the arrow buttons. To add general student feedback, click the Feedback icon [8].

To save the question, click the Done button [9].

Notes: Essay questions do not include an answer field and must be graded manually.
Delete Question

To delete a question, click the Delete icon. The page will confirm you want to remove the item.

Open Question Navigator

To open the Question Navigator and view your assessment, click the Expand icon.
View Question Navigator

In the Question Navigator, you can view each question number [1], question type [2], point total [3], and question stem of the description [4].

To view a question in the assessment, click the question [1]. You will be taken to the question within the assessment.

To manually reorder questions, click and hold the Move icon [2]. Drag the question to where you want it to display in the assessment.
How do I import an assessment from a QTI package in Quizzes.Next?

You can import assessments from QTI packages in Quizzes.Next. You can only use QTI packages to create a new assessment. You cannot modify an existing assessment using a QTI import.

Note: Question groups linked to question banks are not included in QTI imports.

Open Assignments

In Course Navigation, click the Assignments link.
Add Assessment

Click the Add Quiz/Test button.
Edit Assessment Details

Edit the details for your assessment.

Save Assessment

When you are finished, click the Save button.
Import Content

Your assessment will open to the Build page [1]. To import content, click the Options icon [2] and select the Import Content option [3].

Import QTI File

To import a QTI file, drag and drop the file [1] or select a file by clicking the Browse button [2].

To start the import, click the Import button [3].
View Import Status

A status bar will display the status of your import.

View Assessment

Midterm Exam

Instructions

Add Instructions...

1. Multiple Choice 2 points Question

Animal life is responsible for the high concentration of which gas near the ocean surface?

- ozone
- carbon dioxide
- oxygen
- methane
View your imported assessment.
How do I create a Categorization question in Quizzes.Next?

When creating an assessment, you can create a Categorization question in the Quizzes.Next. Categorization questions require students to place answers in the correct categories while ignoring all distractors.

Add Question

Build

Title

US History Quiz

Instructions

Please answer each question.

To create a question, click the Add button anywhere in the assessment.
Add Categorization Question

Click the Add Categorization button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.
In the **Question Stem** field [2], add a question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

### Add Categories

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type a category description</td>
<td>Type a category description</td>
</tr>
<tr>
<td>Type an answer</td>
<td>Type an answer</td>
</tr>
</tbody>
</table>

To name a category, type the name in a **Category** field [1]. Each category must have a unique name. To add a new category, click the **Add Category** link [2].

To delete a category, click the **Delete** icon [3].

### Add Answers

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidents</td>
<td>Vice Presidents</td>
</tr>
<tr>
<td>Type an answer</td>
<td>Type an answer</td>
</tr>
</tbody>
</table>

To add an answer, type the answer in the **Answer** field [1]. To delete an answer, click the **Delete** icon [3].
To add an answer for a category, type the answer name in an **Answer** field below the category where it belongs [1]. To add a new answer, click the **Add Answer** link [2].

To delete an answer, click the **Delete** icon [3].

### Add Distractors

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Presidents</strong></td>
<td><strong>Vice Presidents</strong></td>
</tr>
<tr>
<td><strong>Type an answer</strong></td>
<td><strong>Type an answer</strong></td>
</tr>
<tr>
<td>+ <strong>Answer</strong></td>
<td>+ <strong>Answer</strong></td>
</tr>
<tr>
<td>+ <strong>Category</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Distractors**

<table>
<thead>
<tr>
<th><strong>Type an answer</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>+ <strong>Distractor</strong></td>
</tr>
</tbody>
</table>

You can also add distractors to a question. Distractors will appear with the answer choice but do not belong to any of the categories. To add a distractor, click the **Add Distractor** link [1] and type the distractor name in the **Additional Distractor** field [2].
To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

> Options

> Align to Outcomes (0)

Align Institution outcomes to this question.
Browse and add outcomes by clicking here.

> Item Banking

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

> Align to Outcomes (0)

> Item Banking

Add to Bank

If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the Add to Bank link.
Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

Add Point Value and Feedback

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the Feedback icon [3].

Save Question

To save the question, click the Done button.
How do I create an Essay question in Quizzes.Next?

When creating an assessment, you can create an Essay question in Quizzes.Next. In an Essay question, students are required to enter a text response. You can also add word count, word limit, spell-check, and Rich Content Editor options for students' essay responses.

You can also add grading notes to an Essay question. Grading notes will display next to the question as a reference to help you grade student responses.

Add Question

To create a question, click the Add button anywhere in the assessment.
Add Essay Question

Click the Add Essay button.

Add Question Title and Prompt

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.
In the Prompt field [2], add the prompt for the Essay question. You can use the Rich Content Editor to format and add content to your prompt.

**Set Question Options**

You can enable various tools for students to use when answering an Essay question. To allow students to use an on-screen calculator, click the **Show on-screen calculator** checkbox [1]. When you select this option, you can choose either a basic or scientific calculator [2]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

The Rich Content Editor is enabled for students by default. To disable the Rich Content Editor, click the **Rich Content Editor** checkbox [3].

To enable spell-check, click the **Spell-check** checkbox [4]. To enable word count tracking, click the **Show Word Count** checkbox [5].

To set a word limit for the Essay question, click the **Set Word Limit** checkbox [6]. You can set a minimum and maximum word limit for student answers [7].

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Add Grading Notes

To add grading notes, click the Grading Notes tab [1] and enter your notes in the text field [2].

Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.
Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

Add Point Value and Feedback

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the Feedback icon [3].
Save Question

To save the question, click the **Done** button.
How do I create a File Upload assessment question using Quizzes.Next?

When creating an assessment, you can create a File Upload question in Quizzes.Next. You can limit the number of files and the file extensions that can be uploaded by students.

Add Question

Build

Title

US History Quiz

Instructions

Please answer each question.

To create a question, click the Add button anywhere in the assessment.
Add File Upload Question

Click the Add File Upload button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.
In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the **Rich Content Editor** to format and add content to your question stem.

**Enable On-Screen Calculator**

To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Limit File Uploads

To limit the number of file uploads allowed for students, click the Limit File number checkbox [1]. Then type the file number in the Number field [2] or use the arrows to increase or decrease the value [3].

**Note:** If the Limit File number option is not selected, students are allowed unlimited uploads to a question.

Restrict File Types

To restrict the file types that can be uploaded by students, click the Restrict File Types checkbox [1]. Then enter the file extensions separated by commas in the File Types field [2].
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value and Feedback

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the Feedback icon [3].

Save Question

To save the question, click the Done button.
How do I create a Fill in the Blank question in Quizzes.Next?

When creating an assessment, you can create a Fill in the Blank question in Quizzes.Next. Fill in the Blank questions can have multiple blank spaces and include various answer types.

Add Question

Build

Title

US History Quiz

Instructions

Please answer each question.

To create a question, click the Add button anywhere in the assessment.
Add Fill in the Blank Question

Click the Add Fill in the Blank button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.
In the **Question Stem** field [2], add the question stem. The question stem contains additional instructions and information for your Fill in the Blank question. You can use the Rich Content Editor to format and add content to your question stem.

**Note:** The question stem is not used to add blank spaces for your Fill in the Blank question.

### Type Statement

To begin creating a Fill in the Blank question, type a statement in the **Type a statement** field.

### Create Blank Space

To create a blank space, highlight a word or group of words [1]. Then click the **Create Blank Space** button [2] or press the Enter key.

### View Blank Space

Type a statement, select text, and press Enter to create a new blank.

The Declaration of Independence was signed in Philadelphia, Pennsylvania.
View the blank space.

You can create multiple blank spaces in a single question. To create another blank space, highlight a new word or group of words.

**Select Answer Type**

In the **Answer Type** menu [1], select the answer type to use for a blank space [2]. Fill in the Blank answer types are Open Entry, Dropdown, or Word Bank.
For Open Entry answer types, you will need to select a Text Match option from the Text Match menu. The following options are available:

- Contains: Allows for the word to exist anywhere in student responses.
- Close Enough: Uses Levenshtein Distance to determine if the response is close enough to the correct answer. Levenshtein Distance is the number of single-character edits needed to change one word to another. You can choose to ignore case.
- Exact Match: Requires case and spelling to match exactly.
- Specify Correct Answers: Specifies that each acceptable response use regular expressions for a custom match.
- Regular Expression Match: Requires using specialized text strings that describe search patterns. Not recommended for beginners.
Select Possible Choices

For Dropdown and Word Bank answer types, enter the answer choices in the Possible Choices fields [1]. Click the button next to the correct answer [2].

To add additional answers, click the Add Answer button [3]. To delete an answer, click the Delete icon [4].
To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

If you want to save a question to use in other assessments, you can add it to an item bank.

To add a question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value and Feedback

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the Feedback icon [3].

Save Question

To save the question, click the Done button.
How do I create a Formula question in Quizzes.Next?

When creating an assessment, you can create a Formula assessment question in Quizzes.Next. In a Formula question, students need to type in the correct numerical answer.

Add Question

Instructions

Complete the questions below to display your knowledge in oceanography.

To create a question, click the Add button anywhere in the assessment.
Add Formula Question

Click the Add Formula button.
Add Question Title and Stem

Enter your question, build a formula, and generate a set of possible answer combinations. Students will see the question with a randomly selected set of variables filled in and have to type the correct numerical answer.

**Question**

You can define variables by typing variable names surrounded by backticks (e.g., "what is 5 plus `x`?")

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

Identify variables in your question by surrounding variable names by backticks. (e.g., a variable name of x can be identified by typing `x`.)
Add Variable Answers

Question
You can define variables by typing variable names surrounded by backticks (e.g., "what is 5 plus `x`?")

The average blue whale weighs 300,000 pounds. Calculate the weight of `x` whales.

Answers
Once you have entered your variables above, you should see them listed below. You can specify the range of possible values for each variable below.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Min</th>
<th>Max</th>
<th>Decimals</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>x</code></td>
<td>0</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

After typing the question with the variable, parameters to define the formula will display [1]. Set the variable answers for the formula. Specify the minimum [2] and maximum [3] values for the variable. Select decimal places in by using the increase or decrease arrows [5].

Add Formula Definition

Formula Definition
Next, write the formula or formulas used to compute the correct answer. Use the same variable names listed above. (e.g., "5 + x")

300000*x

Type the formula definition in the formula field. Make sure the formula does not contain any brackets or equal signs.
Notes: The Formula Definition supports the following operators: + (add), - (subtract), * (multiply), / (divide), and ^ (power).

Generate Possible Solutions

Finally, build as many variable-solution combinations as you need for your quiz.

In the solution field, specify the number of possible solutions you want to generate [1].

In the error margin field, enter the margin of error for the student's answer [2]. Responses are based on relative error in addition to absolute error. Margins of error can be created as a percentage or as a point value (up to three decimal places).

To view possible solutions, click the Generate button [3].
## View Possible Solutions

### Generate Possible Solutions

Finally, build as many variable-solution combinations as you need for your quiz.

<table>
<thead>
<tr>
<th>x</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>2,700,000</td>
</tr>
<tr>
<td>6</td>
<td>1,800,000</td>
</tr>
<tr>
<td>10</td>
<td>3,000,000</td>
</tr>
<tr>
<td>8</td>
<td>2,400,000</td>
</tr>
<tr>
<td>2</td>
<td>600,000</td>
</tr>
<tr>
<td>3</td>
<td>900,000</td>
</tr>
<tr>
<td>7</td>
<td>2,100,000</td>
</tr>
<tr>
<td>4</td>
<td>1,200,000</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>300,000</td>
</tr>
</tbody>
</table>

Possible solutions will process according to the number of value combinations.
Set Options

To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can enable a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the Add to Bank link.
Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

Add Point Value

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

Save Question

To save the question, click the Done button.
How do I create a Hot Spot question in Quizzes.Next?

When creating an assessment, you can create a Hot Spot question in Quizzes.Next. Hot Spot questions allow teachers to upload images and have their students identify a specific area in that image.

The following image types can be used for Hot Spot questions:

- BMP
- GIF
- JPG/JPEG
- PNG

Note: Hot spot questions are not accessible for users who require keyboard-only access or screen readers.

Add Question

Build

Title

US History Quiz

Instructions

Please answer each question.

To create a question, click the Add button anywhere in the assessment.
Add Hot Spot Question

Click the Add Hot Spot button.
Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

Upload Image

To upload an image for the Hot Spot question, drag and drop the image [1] or select a file by clicking the **Browse** link [2].
Draw Hot Spot

Locate Thomas Jefferson in the image below.

You can use one of three shapes to draw the hot spot: square [1], circle [2], and polygon [3].

To delete a hot spot and create a new one, click a shape tool or the image.
Use Square or Circle Tool

To create a square or circle hot spot, click the shape [1] then drag the shape over the hot spot [2]. To complete the shape, click your mouse.
Use Polygon Tool

To create a polygon hot spot, click the polygon shape [1]. Click the image then drag the tool around the image to create each side of the polygon [2]. To end one side of the polygon, click your mouse. To close the hot spot area, double click your mouse at any time.

Expand Image

To expand the image when creating a hot spot, click the Expand icon.
From the expanded view, you can use any shape to create a hot spot [1]. To save the hot spot, click the **Done** button [2]. To return to the quiz question, click the **Close** icon [3].
Set Options

To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value and Feedback

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the Feedback icon [3].

Save Question

To save the question, click the Done button.
How do I create a Matching question in Quizzes.Next?

When creating an assessment, you can create a Matching question in Quizzes.Next. In a Matching question, students are required to match answers from a drop-down menu with a list of questions.

When Matching questions are graded, students must get all matches correct to earn full points. There is not an option to assign partial credit for Matching questions.

Add Question

To create a question, click the Add button anywhere in the assessment.
Add Matching Question

Click the **Add Matching** button.

Add Question Title and Stem

In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.
In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

**Add Question/Answer Pairs**

To add a question and answer pair, type the question in the **Question** field [1] and its matching answer in the **Answer** field [2]. To add additional Question/Answer pairs, click the **Add Question/Answer Pair** link [3]. To delete a Question/Answer pair, click the **Delete** icon [4].

To shuffle questions, click the **Shuffle Questions** checkbox [5].
Add Additional Distractors

You can also add additional distractors to the question. Distractors will appear in the drop-down menu with the answers added in the Answer fields. To add a distractor, click the Add Distractor button [1] and type the distractor name in the Additional Distractors field [2].

To delete a distractor, click the Delete icon [3].

Enable On-Screen Calculator

It is highly recommended that you enable One Question at a Time mode in order to prevent students from using the calculator on questions it was not intended for. Changes to this setting will take effect immediately.

To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].
If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

**Align to Outcome**

To **align the question to an outcome**, click anywhere in the **Align to Outcomes** section.
Add to Item Bank

If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

Add Point Value and Feedback

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the Feedback icon [3].

Canvas Instructor Guide Updated 2019-05-11
Save Question

To save the question, click the Done button.
How do I create a Multiple Answer question in Quizzes.Next?

When creating an assessment, you can create a Multiple Answer question in Quizzes.Next. Multiple Answer questions are formatted like Multiple Choice assessment questions, but there are multiple correct answers.

Students must get all answers correct to receive full credit for a Multiple Answer question. Partial credit is not awarded if any incorrect choices were selected or correct answers were not selected.

Add Question

Build

Title

US History Quiz

Instructions

Please answer each question.

To create a question, click the Add button anywhere in the assessment.
Add Multiple Answer Question

Click the Add Multiple Answer button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.
In the **Question Stem** field [2], add the question stem. The question stem contains the question itself and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

**Add Answers**

To add answers to the Multiple Answer question, type the answers in the **Answer** fields [1]. To select the correct answers, click the checkbox next to the answers [2].

To add an additional answer choice, click the **Add Answer** link [3]. To delete an answer, click the **Delete** icon [4].
Shuffle Choices

To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. By default all answer choices are shuffled and display as unlocked. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].
Enable On-Screen Calculator

To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add the question to an item bank, click the Add to Bank link.
Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.

Add Point Value and Feedback

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the Feedback icon [3].

Save Question

To save the question, click the Done button.
How do I create a Multiple Choice question in Quizzes.Next?

When creating an assessment, you can create a Multiple Choice question in Quizzes.Next. To create a question with multiple correct answers, create a Multiple Answer quiz question.

Add Question

Build

Title

US History Quiz

Instructions

Please answer each question.

To create a question, click the Add button anywhere in the assessment.
Add Multiple Choice Question

Click the Add Multiple Choice button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.
In the **Question Stem** field [2], add a question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

### Add Answers

To add answers to a Multiple Choice question, type the answers in the **Answer** fields [1]. To select the correct answer, click the button next to that answer [2].

To add an additional answer choice, click the **Add Answer** link [3]. To delete an answer, click the **Delete** icon [4].
Vary Points by Answer

To vary points based on student responses, click the Vary points by answer checkbox [1].

With this option selected, you can set specific point totals for each option by typing the point value in the Points field [2] or using the arrows to increase or decrease the point value [3].

When this option is enabled, the total points will display the highest point value possible for an answer [4].
Shuffle Answers

To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. By default, all answer choices are shuffled and display as unlocked. To lock an answer in its location, click the **Lock** icon [2]. To unlock a locked question, click the **Unlock** icon [3].
Enable On-Screen Calculator

To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

**Note:** The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

If you want to save a question to use in other assessments, you can add it to an item bank.

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value and Feedback

To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the **Feedback** icon [3].

Save Question

To save the question, click the **Done** button.
How do I create a Numeric question in Quizzes.Next?

When creating an assessment, you can create a Numeric question in the Quizzes.Next. In a Numeric question, students are required to provide only a numeric response.

Add Question

Build

Title

US History Quiz

Instructions

Please answer each question.

To create a question, click the Add button anywhere in the assessment.
Add Numeric Question

Click the Add Numeric button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.
In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can **use the Rich Content Editor** to format and add content to your question stem.

### Select Requirement

To select a requirement for the answer, select an option from the **Requirement** drop-down menu [1]. You can select Exact Response, Margin of Error, Within a Range, or Precise Response.

To add additional answers, click the **Add Possible Answer** link [2].

### Select Exact Response

To add an exact response answer, select the **Exact Response** option [1]. Enter an answer by typing the answer in the **Answer** field [2] or using the arrows [3].
Select Margin of Error

Note: The Answer field only accepts numbers, periods, and commas.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Answer</th>
<th>+/- margin</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margin of error</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

To add a margin of error answer, select the Margin of Error option [1]. Enter the answer in the Answer field [2]. Then add the margin in the Margin field [3] and select the margin type in the Margin Type drop-down menu [4]. You can select percentage or absolute margin type.

Note: The Answer and Margin fields only accept numbers, periods, and commas.

Select Within a Range

Note: The Answer field only accepts numbers, periods, and commas.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Range start</th>
<th>Range end</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within a range</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

To add an answer that must fall within a specific range, select the Within a Range option [1]. Then select the range start [2] and range end for the answer [3].

Note: The Range fields only accept numbers, periods, and commas.

Select Precise Response

Note: The Answer field only accepts numbers, periods, and commas.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Answer</th>
<th>Precision</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precise response</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

To add an answer with a precise requirement, select the Precise Response option [1]. Then select the answer [2], precision value [3], and precision type [4]. The options for precision type are significant digits and decimal places.
Note: The Answer field only accept numbers, periods, and commas. The Precision field only accepts whole numbers greater than 1.

Enable On-Screen Calculator

To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value and Feedback

To customize the point value for the question, type the point value in the Points field [1] or use the arrows to increase or decrease the point value [2].

To leave feedback for students, click the Feedback icon [3].

Save Question

To save the question, click the Done button.
How do I create an Ordering question in Quizzes.Next?

When creating an assessment, you can create an Ordering question in Quizzes.Next. In an Ordering question, students are required to place answers in a specific order. You can add top and bottom labels to the list to help students know in which order they should place their responses.

Add Question

Build

Title

US History Quiz

Instructions

Please answer each question.

To create a question, click the Add button anywhere in the assessment.
Add Ordering Question

Click the Add Ordering button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.
In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

**Add Labels**

By default, Ordering questions will include a top label and a bottom label. To name the labels, type the names in the **Label** fields [1]. To remove labels from the question, click the **Include Labels** checkbox [2].
Add Answers

Place the U.S. colonies in the order they ratified the U.S. Constitution

<table>
<thead>
<tr>
<th>Earliest</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

To add answers to the Ordering question, type the answers in the Answer fields [1]. To add additional answers, click the Add Answer link [2].

To delete an answer, click the Delete icon [3].
Move Answers

You can move an answer in an Ordering question by dragging and dropping or using the Move icon.

To drag and drop an answer, hover over the answer until the Move cursor appears [1]. Then drag and drop the answer to its new location [2].

To move an answer using the Move icon, click the Move icon [1] and select the Move Up or Move Down option [2].
Enable On-Screen Calculator

To allow students to use an on-screen calculator for this question, click the Show on-screen calculator checkbox [1].

If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.
Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value and Feedback

To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To **leave feedback for students**, click the **Feedback** icon [3].

**Save Question**

To save the question, click the **Done** button.
How do I create a True or False question in Quizzes.Next?

When creating an assessment, you can create a True or False question in the Quizzes.Next.

Add Question

Build

Title

US History Quiz

Instructions

Please answer each question.

To create a question, click the Add button anywhere in the assessment.
Add True or False Question

Click the Add True or False button.

Add Question Title and Stem

In the Question Title field [1], add a question title. Question titles are optional and are not visible to students.
In the **Question Stem** field [2], add the question stem. The question stem contains the question and, if necessary, additional instructions and information. You can use the Rich Content Editor to format and add content to your question stem.

**Select Correct Answer**

To select the correct answer for the question, click the button next to the True [1] or False [2] option.

**Enable On-Screen Calculator**

To allow students to use an on-screen calculator for this question, click the **Show on-screen calculator** checkbox [1].
If you select this option, you can choose either a basic calculator [2] or scientific calculator [3]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the assessment does not display one question at a time, students may be able to use the calculator for all questions.

Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.

Add to Item Bank

To add the question to an item bank, click the Add to Bank link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the assessment for an item bank question.
Add Point Value and Feedback

To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To **leave feedback for students**, click the **Feedback** icon [3].

**Save Question**

To save the question, click the **Done** button.
How do I insert stimulus content in Quizzes.Next?

When creating an assessment, you can insert stimulus content in Quizzes.Next. Stimulus content gives students a piece of content with associated questions.

Add Question

Build

Title

US History Quiz

Instructions

Please answer each question.

To create a question, click the Add button anywhere in the assessment.
Add Stimulus Question

Click the Add Stimulus button.
Add Stimulus

To create a stimulus title, add a title to the Title field [1]. To add instructions for the stimulus, add instructions to the Instructions field [2].
Add Stimulus Content

To add content for the stimulus, type or paste content into the Rich Content Editor [1]. To format text or add media, links, or tables, use the Rich Content Editor icons [2].

Add Source URL

To add a source URL, enter the URL in the Source URL field.
Add to Item Bank

To add the stimulus to an item bank, click the **Add to Bank** link.

Attach Question


To attach a question to the stimulus, click the **Attach Question** button [1]. Then click the question type you want to attach [2]. You can also [select content from an item bank] [3].

All question types can be associated with stimulus content.

**Note:** If a question is not attached to the stimulus, the stimulus will not appear in students’ assessments.

**View Stimulus**

The stimulus and question will appear side by side in the assessment.

To attach another question to the stimulus, click the **Attach Question** button.

**Note:** Multiple questions attached to a stimulus will each appear next to the stimulus when the assessment is set to display one question at a time.
How do I add feedback to an assessment question in Quizzes.Next?

You can add feedback to any assessment question created with Quizzes.Next. Students can view your feedback when they view their results after submitting an assessment. In addition to general feedback, students will see all feedback comments relevant to their answer choices.

Edit Question

Locate the question where you would like to add feedback [1]. Click the Edit icon [2].
Open Feedback

Click the Feedback icon.
View Feedback

Student feedback can be customized to display feedback for correct answers [1] or incorrect answers [2]. You can also display the same feedback for all answers [3].

Add Feedback
To add feedback, use the Rich Content Editor to create customized feedback [1]. Your feedback can include images, media, or links [2].

Save Feedback

To save your feedback, click the Done button.
How do I reorder questions in an assessment using Quizzes.Next?

You can reorder questions in a Quizzes.Next assessment using four options: dragging and dropping in the Question Navigator, using the Move icon in the assessment preview, dragging and dropping in the assessment preview, and keyboard navigation.

Open Assignments

In Course Navigation, click the Assignments link.
Edit Assessment

Click the title of the assessment you want to edit.

Move with Question Navigator

To move a question in the Question Navigator, locate the question you want to move.
Drag and Drop Question

Click the question's Move icon [1] and drag the question to the new location [2].
Drag and Drop into Assessment

You can also move a question by dragging a question from the Question Navigator into the assessment.

Click the question’s Move icon [1] and drag the question to its new location in the assessment [2].

Move with Move Icon
To move a question using the Move icon, locate the question you want to move in the assessment preview. Then click the **Move** icon.

**Select Location**

- **1** Move to Top
- **2** Move Up
- **3** Move Down
- **4** Move to Bottom

To move the question, select the option to move to the top [1], move up one place [2], move down one place [3], or move to the bottom [4].

**Move with Drag and Drop**

What is the capital of the United States?
- Washington, DC
- New York City
- Boston

Drop Question Here 2
To drag and drop the question, hover your cursor over the **Move** icon [1]. Then click and hold to drag the question [2].

**Drag and Drop into Question Navigator**

You can also move a question by dragging it from the assessment into the Question Navigator.

Click the question’s **Move** icon [1] and drag the question to its new location in the Question Navigator [2].

**Move with Keyboard Navigation**

To move a question using keyboard navigation, press the Tab key until the **Move** icon is highlighted for the question you want to move.
Open the Move menu by pressing the Enter key (PC) or Return key (Mac). Then use the arrow keys to select the option to move to the top, move up one place, move down one place, or move to the bottom.

How many British colonies declared independence in 1776?

13
How do I edit an assessment in Quizzes.Next?

After you have created an assessment, you can edit the assessment in Quizzes.Next. This lesson shows how to edit the title, instructions, and individual questions in an assessment. You can also manage delivery settings in Quizzes.Next.

To edit the point total, assignment group, due date, availability dates, and individual students and course sections who will receive the assessment, you need to edit the assessment from the Assignments Page in Canvas.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

Click the title of the assessment.
Edit Title

To edit the title of the assessment, click the Title field. Then enter the new assessment title.
Edit Instructions

To edit the instructions of the assessment, click the Instructions field.

Use the Rich Content Editor to enter your instructions. Assessment instructions can include images, media, and links.
Edit Question

US History Quiz

Instructions

Please answer each question.

1. Multiple Answer  1 point

Which of these states were part of the original 13 colonies?
- North Carolina
- Vermont
- New Hampshire
- Utah

To edit a question, locate the question you want to edit [1]. Then click the Edit icon [2].
Which of these states were part of the original 13 colonies?

- New Hampshire
- North Carolina
- Vermont
- All of the above

Edit the question.

Options
- Shuffle Choices
If the question you want to edit has been added to an item bank, a warning message will display on the page [1]. You will only be able to edit some options and point values in the question [2].

To edit the question in the item bank, click the Edit in Bank button [3].
How do I use the Rich Content Editor in Quizzes.Next?

The Rich Content Editor can be used to create and edit quiz instructions, question stems, stimulus content, and question feedback. Using the Rich Content Editor, you can format text, add tables, import content and media, and insert equations using MathQuill.

**Note:** Depending on where the Rich Content Editor is used in Quizzes.Next, all of the features in this lesson may not be available.

Format Text

The Rich Content Editor includes several options for formatting text including undo [1], redo [2], bold [3], italics [4], underline [5], text color [6], and background color [7].

To clear any formatting, highlight the text and click the **Clear formatting** icon [8].

Align Text

To align text, place the cursor in front of the text you wish to align and click the **Left Alignment** [1], **Center Alignment** [2], or **Right Alignment** icon [3].
Superscript or Subscript Text

To superscript text, select the text you want to modify and click the Superscript icon [1].

To subscript text, select the text you want to modify and click the Subscript icon [2].

Create Bulleted or Numbered List

To create a list, select the text you wish to include. Then click the Bulleted List icon [1] to make a bulleted list or the Numbered List icon [2] to make a numbered list.

Change Font or Text Style

To change the font size, click the Font Size drop-down menu [1]. You can choose from 8, 10, 12, 14, 18, 24, or 36 sized fonts.

To change the text style, click the Text Style drop-down menu [2]. You can choose from paragraph, heading 1, heading 2, heading 3, or heading 4, heading 5, heading 6, or preformatted styles.
**Add Table**

To add a table, click the **Table** icon. You can create up to 10 columns and 10 rows.

**Upload Media**

To import an image, audio, or video file, click the **Upload Media** icon.
Import Content Options

To import an image, click the Image tab [1]. To upload an audio file, click the Audio tab [2]. To upload a video file, click the Video tab [3].

To drag and drop a file, select the file and drop it into the Drag & Drop section [4]. To browse your device for a file, click the Browse button [5].

For image files, you can enter alt text in the alt text field [6].

Notes:

- When uploading audio files, only MP3 files are accepted.
- When uploading video files, only MP4 and M4V files are accepted.
Insert Media

To insert media, click the Insert/Edit Media icon.

Enter Media Details

To add media using a source URL, enter the URL in the Source field [1]. Then adjust the dimensions using the Dimensions fields [2].

To add media using an embed code, click the Embed tab [3]. To manage advanced settings, click the Advanced tab [4].

To insert media based on your selected options, click the Ok button [5].
Insert Link

To insert a link, select the text to be linked and click the Link icon.

Enter Link Details

Enter the link URL in the URL field [1]. View or change the text to be linked in the Text to display field [2].

To include a link title, enter the title in the Title field [3]. To open the link in a new tab, select the New Tab option in the Target drop-down menu [4].
Use MathQuil

To use MathQuil to insert formula information, click the MathQuil icon.

Enter Equation

Use the Mathquill toolbar [1] to enter an equation in the equation field [2].

To insert the equation in the Rich Content Editor, click the Done button [3].
How do I edit an assessment from Quizzes.Next in the Assignments page?

You can make changes to your Quizzes.Next assessment from the Assignments page in Canvas. You can make edits to the point total, assignment group, due date, availability dates, and the individual students and course sections who will receive the assessment. You can also add a rubric to the assessment.

You can edit assessment delivery settings in Quizzes.Next.

Open Assignments

In Course Navigation, click the Assignments link
Edit Quiz in Canvas

Find the assessment you want to edit [1]. To edit the assessment, click the **Options** icon [2] and select the **Edit** option [3].
Edit Quiz

To edit the name of the assessment, enter the name change in the **Name** field [1]. To edit the due date, click the **Calendar** icon [2] and select the due date. To edit the point total, enter the point total in the **Points** field [3]. To view more options, click the **More Options** button [4].
To change the format the assessment as displayed to students, click the Display Grade as drop-down menu [1] and select the option you prefer. To remove this assessment from final grade calculations, click the Do not count this assignment towards the final grade checkbox [2].

In the Assign To field [3], select who will be required to take the assessment. You can assign the assessment to individual students or sections.

In the Available fields [4], select the availability dates for the assessment.

To add a rubric to the assessment, click the Add Rubric button [5].

Save Changes
To save your changes, click the **Save** button.
How do I grade an assessment in Quizzes.Next?

You can grade Quizzes.Next assessments using SpeedGrader. Most assessment items are graded automatically after a student submits the assessment. However, essay and file upload questions must be graded manually.

This lesson shows how to open SpeedGrader from the Canvas Gradebook. If your course has enabled the New Gradebook, you will need to open SpeedGrader from the Grade Detail Tray.

Open Grades

In Course Navigation, click the Grades link.
Open SpeedGrader

In the Gradebook, click the drop-down menu for the assessment [1]. Then click the SpeedGrader link [2].
View SpeedGrader

View the assessment in SpeedGrader [1]. When grading assessments, you can use the SpeedGrader menu options [2], change students [3], change submissions [4], and leave assignment comments [5]. Learn how to use SpeedGrader.
Assessment results include the percentage score [1], point score [2], and time to complete attempt [3].

If any questions require manual grading, a warning message will display [4].
Grade Item

Upload your Thomas Jefferson worksheet.

Items the require manual grading display a gray border [1].

To give a student full points for an answer, click the Checkmark button [2]. To give a student no points for an answer, click the X button [3]. You can also use the Arrow buttons to increase or decrease the score [4].
Regrade Item

Which of the states were part of the original 13 colonies?

- [x] North Carolina
- [x] New Hampshire

- [ ] Vermont
- [ ] All of the above

Correct Feedback
Good job!

You can also regrade assessment items that have already been graded.
How do I regrade an assessment question in Quizzes.Next?

You can regrade a question for an assessment in Quizzes.Next. Regrading allows you to change the correct answer or point value for a question. The point value can also be changed for individual answers for questions with varied point values.

Regrading only applies to completed submissions. If all students will be affected by the regrade, please wait for all submissions before regrading.

Regrading is not available for Essay or File Upload questions. Only point values can be changed for Categorization questions; correct answers cannot be changed for this question type.

Learn how to grade assessment submissions.

Open Grades

In Course Navigation, click the Grades link.
Open SpeedGrader

In the Gradebook, click the drop-down menu for the assessment [1]. Then click the SpeedGrader link [2].

Select Student

Click the Student drop-down menu [1] and select the student you want to grade [2].
Select Submission

Submit to view:
Mar 2 at 10:40am (grade: 

Assessment
Grade 25 out of 25

If the student has submitted multiple assessment attempts, you can view other submissions using the Submission to view dropdown menu.

Click Regrade Button

Find the question you want to regrade [1]. Then click the Regrade button [2].

Canvas Instructor Guide Updated 2019-05-11
Change Correct Answer

Who was the first president to live in the White House?

- John Adams
  - 0 Pts
- Thomas Jefferson
  - 0 Pts
- George Washington
  - 0 Pts
- James Madison
  - 3 Pts

To change the correct answer for a question, select the correct answer for the question.

**Note:** This step shows how to regrade a Multiple Choice question. The steps to change a correct answer will vary based on the question type.
Change Point Value

To customize the point value for the question, type the point value in the Points field [1].

If the question varies points by answer, the point total can be changed in the Points field for each question [2].

Click Regrade Button

Click the Regrade button.
Select Regrade Option

Select how to apply the regrade from the following options:

- Award full points for correct answers only [1]
- Award full points for current and previous correct answers [2]
- Award full points for any submitted answers [3]
- Award full points to all students [4]

To save your choice and regrade the question, click the Regrade button [5].

Note: Awarding full points for correct answers only may reduce some students’ scores.
View Question Regrade

Once the question has been regraded, you can view the original score [1] and the regrade score [2].
How do I manage settings for an assessment in Quizzes.Next?

You can adjust delivery settings for an assessment in Quizzes.Next. These options will adjust the way that an assessment is delivered to students.

To edit the point total, assignment group, due date, availability dates, and the individual students and course sections who will receive the assessment, edit the assessment from the Assignments page.

Open Quiz

You can create a new assessment or open an existing assessment from the Assignments page.

If you are creating a new assessment, click the Add Quiz/Test button [1]. To edit an existing assessment, click the title of that assessment [2].
Open Settings

Click the Settings tab.

View Warning Message

Delivery Settings

⚠️ Students have already attempted this assessment. Be cautious about making changes to settings.

If students have already submitted the assessment, a warning message will appear on the Delivery Settings page.
Shuffle Questions

To shuffle the order questions are displayed to students, click the Shuffle Questions button. If this setting is turned off, questions will display in the order you designate in the assessment.

Note: Item bank questions that have been added in a group will continue to be randomized within that group whether this setting is turned on or off.
Display One Question at a Time

To display one question at a time to students, click the **One Question at A Time** button [1]. To allow students to backtrack to previous questions in an assessment, click the **Allow Backtracking** checkbox [2]. Allow Backtracking is enabled by default.
Require Student Access Code

To require students to enter an access code to take an assessment, click the **Require a student access code** button [1]. Then enter the access code in the **Password** field [2].
Set Time Limit

To set a time limit for an assessment, click the **Time Limit** button [1]. Then enter the time limit using the **Hours** and **Minutes** fields [2].
Filter IP Addresses

To filter IP addresses the assessment, click the Filter IP Addresses button [1]. Then enter the allowed IP ranges using the Allowed IP range fields [2]. To add multiple IP ranges, click the Add Allowed range link [3].
Allow Multiple Attempts

To allow multiple attempts for an assessment, click the Allow multiple attempts button [1]. To assign which score to keep for student grades, select the option in the Score to keep drop-down menu [2]. You can choose to keep the highest score, latest score, or average score.

Set Limited Attempts

By default, students will be allowed unlimited attempts when the Allow multiple attempts option is enabled. To set a limited number of attempts, select the Limited option [1]. Then select the number of attempts you want to allow [2].
Set Waiting Period

To set a waiting period between attempts, click the Require time between attempts checkbox [1]. Then select the days [2], hours [3], and minutes [4] to require students to wait before they can begin a new attempt.

Hide Student Results

<table>
<thead>
<tr>
<th>Delivery Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Shuffle questions</td>
</tr>
<tr>
<td>- One question at a time</td>
</tr>
<tr>
<td>- Require a student access code</td>
</tr>
<tr>
<td>- Time limit</td>
</tr>
<tr>
<td>- Filter IP addresses</td>
</tr>
<tr>
<td>- Allow multiple attempts</td>
</tr>
<tr>
<td>- Restrict student result view</td>
</tr>
</tbody>
</table>

1. Uncheck all to hide result view and show submission confirmation only.

- Show points awarded (overall and per question)
- Show points possible (overall and per question)
- Show items and questions
  - Show student response
  - Indicate response as correct/incorrect
  - Show correct answer with incorrect response
  - Show item feedback
To hide assessment results from students, click the **Restrict student result view** button. When this option is enabled, instructors can manage what is displayed to students in their assessment results page. This includes answer choices, feedback, and scores.

**Note:** Students can still see their assessment grades in the Gradebook when the Restrict student result view option is enabled. To completely hide grades from students, you will need to [mute the assignment](#).

### Show Points

To display the points awarded for the overall assessment and individual questions in the assessment results page, click the **Show points awarded** checkbox [1].

To display the points possible for the overall assessment and individual questions in the assessment results page, click the **Show points possible** checkbox [2].
Show Items & Questions

To display assessment items and questions in the assessment results page, click the **Show items and questions** checkbox [1].

If the Show items and questions option is enabled, you can also manage the option to display student responses and item feedback. To display student responses in the assessment results page, click the **Show student response** checkbox [2]. To display item feedback in the assessment results page, click the **Show item feedback** checkbox [3].

If the Show student response option is enabled, you can display to students if their response was correct or incorrect responses by clicking the **Indicate response as correct/incorrect** checkbox [4].

If the Indicate response as correct/incorrect option is enabled, you can indicate correct answers when incorrect responses were selected by clicking the **Show correct answer with incorrect response** checkbox [5].
How do I manage item banks in Quizzes.Next?

You can manage your item banks within any assessment in Quizzes.Next. Item banks can be viewed, edited, and used only by the user who created them.

You can also open Quizzes.Next to manage item banks by creating a new assessment.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

Click the title of an assessment.

Manage Item Banks

Click the Options icon [1] and select the Manage Item Banks option [2].
View Item Banks

From the Item Banks page, you can view all item banks you have created [1]. Each item bank will include the date it was last updated [2] and the number of questions and stimuli it contains [3].

To create a new item bank, click the Add Bank button [4].
To open an item bank, click the name of the item bank.
View the items in the item bank [1].

To search for an item, enter the search criteria in the Search field [2]. Search results will display items with matching results in question titles, question stems, and answer choices.

To filter search results, click the Add Filters button [3].
Search results can be filtered by tags or item type.

To filter results by tags, click the Tags and Metadata field and select a tag [1]. Selected tags will display in the Tags and Metadata field [2]. Tags can be created when editing an item bank item.

To filter results by item type, click the item type options you want to view [3].
Manage Items

![History Questions]

To edit an item bank question, click the **Edit** icon [1]. To move or copy a question to another item bank, click the **Copy** icon [2]. To delete a question, click the **Delete** icon [3].

To return to your item bank, click the **Item Banks** link [4].
View Item Details

To view more details for a question, click the **Open** icon [1]. The details will include answer choices [2], the date and time the item was last updated [3], and any tags added to the item [4].

To close question details, click the **Close** icon [5].
Edit Item Bank

To edit an item bank, click the Options icon [1] and select the Edit option [2].

Edit Item Bank Name

To change the name of the item bank, enter the name in the Bank Name field [1]. To save the item bank name, click the Save Changes button [2].
Delete Item Bank

To delete an item bank, click the Options icon [1] and select the Delete option [2].
Confirm Deletion

Delete Bank

Once deleted, items from this bank:

- will no longer be accessible to others who currently have shared access
- will **NOT** be removed from any assessments
- will lose their statistical link in reporting (if they were part of an assessment)
- will no longer be available to any assessments attempting a random/batch pull of items (removing the pull will resolve the issue)

View the warning message for deleting item banks [1].

To delete the item bank, click the **Delete** button [2]. To keep the item bank, click the **Cancel** button [3].

**Notes:**

- Questions added to an assessment individually will not be removed from the assessment when the item bank is deleted.
  - Question groups that use a random number of item bank items will not be available after the item bank is deleted.
- Once an item bank is deleted, it will also lose its statistical link to reports.
How do I create an item bank in Quizzes.Next?

You can create item banks in Quizzes.Next. Item banks can be used to store questions for use in other assessments. You can use your item banks in any course where you have permission to create and edit an assessment using Quizzes.Next.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

To open an assessment, click the title of the assessment [1].

To create a new assessment, click the Add Quiz/Test button [2].

Open Item Banks

Click the Item Banks button.
Add Item Bank

Click the **Add Bank** button.

**Name Item Bank**

![Image of Item Bank creation form]

1. **Bank Name**: US History Bank
2. **Create Bank** button

---

Canvas Instructor Guide Updated 2019-05-11
In the **Bank Name** field [1], enter the name of the item bank. To save your bank, click the **Create Bank** button [2].

**View Item Bank**

View your new item bank [1].

To view your item bank options, click the **Options** icon [2]. To edit the item bank, click the **Edit** option [3]. To delete the item bank, click the **Delete** option [4].
How do I add content to an item bank in Quizzes.Next?

Once you create content in an assessment, you can add it to an item bank for use in other assessments. You can add questions or stimulus from any course where you have permission to create and edit a quiz using Quizzes.Next.

After a question has been added to an item bank, all question properties other than point value and certain options must be edited in the item bank. You should make sure your question is complete before adding it to an item bank.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

To open an assessment, click the title of the assessment.

Edit Question

Match the state to its capital.

<table>
<thead>
<tr>
<th>Delaware</th>
<th>Dover</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Jersey</td>
<td>Trenton</td>
</tr>
<tr>
<td>Maryland</td>
<td>Annapolis</td>
</tr>
</tbody>
</table>
Locate the question you would like to add to the item bank [1]. Click the **Edit** icon [2].

### Open Item Banking

```
 Options

☐ Show on-screen calculator
☐ Shuffle questions

> Align to Outcomes (0)

> Item Banking
```

Click the **Item Banking** button.

### Add Question to Item Bank

```
 Align to Outcomes (0)

 Item Banking

 [Add to Bank]
```

Click the **Add to Bank** link.
Add to Existing Bank

To add the item to an existing item bank, click the **Existing item bank** option [1]. Then select the item bank you want to use in the **Select the destination bank** drop-down menu [2].

To add the item to the bank, click the **Add** button [3].
Create New Bank

To create a new bank for the item, click the New item bank option [1]. Then enter the name for the new bank in the New Bank Title field [2].

To add the item to the new bank, click the Add button [3].
How do I import questions from a QTI package into an item bank in Quizzes.Next?

You can import questions from a QTI package into an item bank. This lesson describes how to add a QTI package to an item bank by creating a new item bank. You can also add a QTI package to an empty item bank that has already been created.

Open Assignments

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

Click the title of an assessment.

**Manage Item Banks**

Click the **Options** icon [1] and select the **Manage Item Banks** option [2].
Add Item Bank

Click the Add Bank button.

Name Item Bank

In the Bank Name field [1], enter the name of the item bank. To save the bank, click the Create Bank button [2].
Select Item Bank

Click the name of your new item bank.

Import Content

Click the Options icon [1] then select the Import Content option [2].

Note: If there are questions in your item bank, you will not be able to select the Import Content option.
Import QTI File

To import a QTI file, drag and drop the file [1] or select a file by clicking the Browse button [2].

To start the import, click the Import button [3].

View Import Status

A status bar will display the status of the import.
Manage Item Bank Questions

View the imported questions in your item bank. To add a new question to the item bank, click the Add New button [1].

To edit an item bank question, click the Edit icon [2]. To move or copy a question to another item bank, click the Copy icon [3]. To delete a question, click the Delete icon [4].

To return to your item bank, click the Return button [5].
View Question Details

Civil War Questions

To view more details for a question, click the Open icon [1]. The details will include answer choices [2] and the date and time the question was last updated [3].

To close question details, click the Close icon [4].
How do I add an item from an item bank to an assessment in Quizzes.Next?

You can add individual items from an item bank to an assessment in Quizzes.Next. You can also add multiple items from an item bank.

This lesson shows how to add an item from an item bank using the Item Banks button on the Build page. You can also access your item banks when adding content to an assessment.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

Click the name of the assessment.

Open Item Banks

Click the Item Banks button.
Open Item Bank

<table>
<thead>
<tr>
<th>Banks</th>
<th>Updated</th>
<th>Questions Total</th>
<th>Associated Across Stimuli</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil War Questions</td>
<td>Mar 15, 2019</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>History Bank - 2019</td>
<td>Mar 15, 2019</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>History Midterm Exam</td>
<td>Mar 15, 2019</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>History Questions</td>
<td>Mar 15, 2019</td>
<td>28</td>
<td>0</td>
</tr>
</tbody>
</table>

Click the name of an item bank.
Add Item

To add an item to an assessment, click the Add button next to that item.

The item will display in the assessment.
View Item

![Multiple Choice Question]

Which city served as the capital of the colonies during the war?

- Washington, D.C.
- Jamestown
- Annapolis
- Philadelphia

View the item in the assessment. To edit the item, click the **Edit** icon [1]. To **move the item**, click the **Move** icon [2]. To delete the item, click the **Delete** icon [3].

If any tags have been added, the tags will display in the item [4].
When editing an item bank item in an assessment, you will only be able to edit point values [1] and some options [2]. To edit other parts of the question, click the Edit in Bank button [3].
How do I edit an item bank item in Quizzes.Next?

You can edit item bank items in Quizzes.Next. Edits will display in any assessment that uses the item. If students have submitted answers for an item, you can only edit a copy of the item. Editing a copy will create separate statistical data from the previous version of the item.

When editing an item, you can also add tags to the item. Tags can be used to search for items within item banks. Added tags will display on the item in the bank and in any assessment that uses the item.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

Click the title of an assessment.

Open Item Banks

To open your item banks, click the Item Banks button.
Open Item Bank

To open an item bank, click the name of the item bank.
Edit Item

Locate the item you want to edit [1]. To edit the item, click the Edit icon [2].
Edit Item Details

You can edit the item's title [1], stem [2], answer choices [3] and options [4]. You can also align the item to a learning outcome [5] and manage student feedback [6]. All edits will display in any assessment that uses the item.
If students have submitted answers for an item, you can only edit a copy of the item. Editing a copy will change the item bank contents for students who take the assessment in the future. It will also create separate statistical data from the previous version of the item.

To edit a copy of the item, click the **Edit a Copy** button.
Add Tags

You can add tags to items to make them easier to find.

To add a tag to an item, enter the name of the tag in the Tags and Metadata field [1].

If the tag has already been created, click the name of the tag [2].

If you want to create a new tag, click the Create new tag option [3].

Note: Created tags can be added to other items and will display as search filters in any item bank created by a user.

View Tags

View the tags for your item bank item [1].

To remove a tag, click the Remove icon [2].
Save Item Edits

To save your edits, click the Done button [1]. To cancel all changes, click the Cancel button [2].
How do I add all items or a random set from an item bank to an assessment in Quizzes.Next?

You can add multiple items to an assessment from an item bank in Quizzes.Next. These questions display in random order. Depending on the number of items you include from your item bank, students may view different questions when taking their assessment.

This lesson shows how to add an item from an item bank using the Item Banks button from the Build page. You can also access your item banks when adding content to an assessment.

You can also add individual items from an item bank.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

Click the name of an assessment.

Open Item Banks

Click the Item Banks button.
Open Item Bank

<table>
<thead>
<tr>
<th>Item Bank</th>
<th>Questions Total</th>
<th>Associated Across</th>
<th>Stimuli</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil War Questions</td>
<td>0</td>
<td>0</td>
<td>0 Stimuli</td>
</tr>
<tr>
<td>History Bank - 2019</td>
<td>3</td>
<td>0</td>
<td>0 Stimuli</td>
</tr>
<tr>
<td>History Midterm Exam</td>
<td>3</td>
<td>0</td>
<td>0 Stimuli</td>
</tr>
<tr>
<td>History Questions</td>
<td>26</td>
<td>0</td>
<td>1 Stimulus</td>
</tr>
</tbody>
</table>

Click the name of an item bank.
Add Multiple Items

Click the Add All/Random button.

Edit Item Bank Question Settings

All questions pulled from bank: History Questions
1 point per question
By default, the assessment includes all items from the item bank [1] and will award one point per question [2]. To edit these settings, click the Edit icon [3].

To change the item bank for the items, click the Select the destination bank menu [1].

To use all items from the item bank, select the Use all questions option [2]. To randomly select a specific number of items, select the Randomly select questions option [3] and enter the number of items to use in the Number of questions field [4].

To adjust the amount of points awarded per question, enter the number in the Points per question field [5]. To save your settings, click the Done button [6].
View Item Bank

View the items. You can view the question numbers that will be represented by items [1], the item bank used [2], and the amount of points per question to be awarded [3].

To move the questions, click the Move icon [4]. To delete the item bank questions, click the Delete icon [5].
How do I move or copy a question from one item bank to another in Quizzes.Next?

You can move a question from one item bank to another in Quizzes.Next. You can only move questions to item banks that you have created. Currently, you cannot move questions to another user’s item banks.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

Click the name of an assessment.

Open Item Banks

Click the Item Banks button.
Open Item Bank

Click the name of an item bank.
Move or Copy Question

Locate the question you want to move or copy [1]. Then click the Copy icon [2].
Move to Existing Bank

To move or copy the question to an existing bank, select the **Existing item bank** option [1]. Then select the item bank in the **Select the destination bank** drop-down menu [2].

By default, a copy of the question will be kept in the original item bank. To remove the question from the original item bank, uncheck the **Keep a copy in this bank** checkbox [3]. Click the **Add** button [4].
Create New Bank

To create a new item bank, select the **New item bank option** [1]. Then enter the name of the bank in the **New Bank Title** field [2].

By default, a copy of the question will be kept in the original item bank. To remove the question from the original item bank, uncheck the **Keep a copy in this bank** checkbox [3]. Click the **Add** button [4].
How do I align an outcome to an assessment in Quizzes.Next?

You can align course-level outcomes to an assessment in Quizzes.Next. Aligning an outcome allows you to measure student assessment performance using rating scales and mastery levels.

You can also align outcomes to an assessment question.

Notes:
- If you cannot see outcomes in Quizzes.Next, they have not been configured for your course. Contact your Canvas administrator for assistance.
- Outcomes scores from Quizzes.Next can only be viewed in the Outcomes Analysis report in Quizzes.Next. Outcomes scores cannot be viewed in the Learning Mastery Gradebook.
- It may take up to 48 hours before newly-created outcomes can be aligned to Quizzes.Next assessments.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

Click the title of the assessment.

Open Outcomes

Click the Outcomes button.
Align Outcome

Click anywhere in the Align Outcomes to Quiz section.
Select Outcome

Course-level outcomes will display in the Attached Outcomes page [1]. Account outcomes will also display if they have been added to the course.

Click the checkbox next to the outcome you want to add [2]. Then click the Align Selected button [3].
View Outcome

Build

Align Outcomes to Quiz

View your aligned outcome. To view outcome details, click the name of the outcome [1].

To remove the outcome from the question, click the Delete icon [2]. To add another outcome, click the Add button [3].
View Outcome Details

The details of an outcome include outcome ratings [1] and mastery level [2].
How do I align an outcome to an assessment question in Quizzes.Next?

You can align course-level outcomes to an assessment question in Quizzes.Next. Aligning an outcome allows you to measure student assessment performance using rating scales and mastery levels.

You can also align outcomes to an assessment.

Notes:

- If you cannot see outcomes in Quizzes.Next, they have not been configured for your course. Contact your Canvas administrator for assistance.
- Outcomes scores from Quizzes.Next can only be viewed in the Outcomes Analysis report in Quizzes.Next. Outcomes scores cannot be viewed in the Learning Mastery Gradebook.
- It may take up to 48 hours before newly-created outcomes can be aligned to Quizzes.Next assessments.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

Click the title of the assessment.

Edit Question

To edit the question, click the Edit icon.
Note: You can also edit the question by clicking anywhere in the body of the question.

Align to Outcome

To align the question to an outcome, click anywhere in the Align to Outcomes section.
Select Outcome

Course-level outcomes will display in the Attached Outcomes page [1]. Account outcomes will also display if they have been added to the course.

Click the checkbox next to the outcome you want to add [2]. Then click the Align Selected button [3].
View Outcome

View your aligned outcome. To view outcome details, click the name of the outcome [1].

To remove the outcome from the question, click the **Delete** icon [2]. To add another outcome, click the **Add** button [3].
The details of an outcome include outcome ratings [1] and mastery level [2].
How do I view reports for an assessment in Quizzes.Next?

You can view reports for an assessment created in Quizzes.Next. The reports available in Quizzes.Next are the Quiz and Item Analysis and the Outcomes Analysis. The Quiz and Item Analysis report includes statistics for the entire assessment and individual items. The Outcomes Analysis report includes outcome mastery statistics for all students who took the assessment.

Note: It may take up to 24 hours for assessment information to display in Quizzes.Next reports.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

Click the title of the assessment.
Open Reports

Click the Reports tab.

Open Quiz and Item Analysis

To open the Quiz and Item Analysis, click the Quiz and Item Analysis link.
The Quiz and Item Analysis report includes two sections: Quiz Analysis and Item Analysis.

The Quiz Analysis includes statistics for overall assessment scores. These statistics include all students who have taken the assessment. The following statistics are available:

- **High Score [1]**: displays highest percentage score
- **Low Score [2]**: displays lowest percentage score
- **Mean Score [3]**: displays average percentage score
- **Standard Deviation [4]**: represents the amount of variation from the mean score
- **Mean Elapsed Time [5]**: displays average time to complete assessment
- **Cronbach’s Alpha [6]**: measures internal consistency of how closely related a set of items are as a group
In the Item Analysis section, you can view statistics for specific questions in an assessment. The following item analysis statistics are available:

- **Difficulty Index** [1]: shows how hard it is to answer the question correctly. Calculated by dividing the number of correct answers by the number of times the item was included in the assessment.
- **Discrimination Index** [2]: measures how well a question can tell the difference between students who do well on the exam and those who do not. Calculated by subtracting the bottom 27% of difficulty index scores from the top 27% of difficulty index scores.
- **RPB (Point-Biserial Correlation Coefficient)** [3]: measures the correlation between a given item and the total score.
- **Mean Earned Score** [4]: displays average point score.

To view more statistics, click the **Arrow** icon [5].
View More Statistics

The Answer Frequency Summary chart displays the number and percentage of students who selected each answer choice [1].

The Performance by Quintile bar chart displays the number of students who scored within each percentage quintile [2].

You can also view any outcomes aligned to the question [3].

Note: The Answer Frequency Summary chart only appears for questions with answer choices.
Open Outcomes Analysis

To open the Outcomes Analysis, click the **Outcomes Analysis** link.

**View Outcomes Analysis**

The Outcomes Analysis includes each student who has completed an assessment [1] and their mastery results for each outcome [2].

To view more details for an outcome, click the name of the outcome [3].

**Notes:**

- Outcomes scores cannot be viewed in the Learning Mastery Gradebook.
Outcomes may take up to 24 hours to display in Quizzes. Next after they have been added to an account.

View Outcome Detail

The Outcome Detail page contains performance information for a specific outcome, including number of students who reached mastery [1], description [2], average score [3], and score required to earn mastery [4].

You can also view the number of students who score within each criteria level [5] and how mastery is calculated [6].
How do I use the Moderation page in Quizzes.Next?

You can view student results for any assessment created in Quizzes.Next on the Moderation page. Assessment results also include a detailed log for each student.

Student results can also be viewed in SpeedGrader and the Gradebook.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assessment

Click the title of an assessment.

Moderate Assessment

Click the Moderate tab.
The Moderation Page includes the names of each student who completed the assessment [1], their assessment attempts [2], the score for each attempt [3], the time for each attempt [4], and attempt logs [5].

To moderate an assessment for an individual student, click the Moderate button [6]. Moderation options include managing timer settings and reopening a student’s most recent attempt.
To filter table results, enter a student’s name in the Search field [1] or select an option from the drop-down menu [2]. You can filter by all attempts, no attempts left, attempts left, or submitted attempts.
**View Student Attempt**

## Moderate

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>JD</td>
<td>Attempt 1 / 1</td>
</tr>
<tr>
<td></td>
<td>Attempt 2 / 1</td>
</tr>
<tr>
<td>AB</td>
<td>Attempt 1 / 1</td>
</tr>
<tr>
<td>AB</td>
<td>Attempt 1 / 1</td>
</tr>
<tr>
<td>BJ</td>
<td>Attempt 1 / 1</td>
</tr>
</tbody>
</table>

To view the details of a student attempt, click the link for that attempt.
The student results page includes a student’s answers and grades for each question [1]. From this page, you can review student answers [2].

Depending on question type, you may be able to regrade assessment questions [3].
View Log

Moderate

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempts</th>
<th>Score</th>
<th>Time</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>JD</td>
<td>Attempt 1 / 1</td>
<td>60%</td>
<td>00:56</td>
<td>View Log</td>
</tr>
<tr>
<td>JD</td>
<td>Attempt 2 / 1</td>
<td>60%</td>
<td>01:26</td>
<td>View Log</td>
</tr>
<tr>
<td>AB</td>
<td>Attempt 1 / 1</td>
<td>20%</td>
<td>00:21</td>
<td>View Log</td>
</tr>
</tbody>
</table>

To view the log for a student's assessment attempt, click the View Log link.

Elapsed time

- System details captured
- Answered: Match the state to its capital.
- Answered: Match the state to its capital.
- Answered: Match the state to its capital.
- Answered: The Declaration of Independence was ___ in ____, ___.
- Answered: The Declaration of Independence was ___ in ____.
- Answered: Place the US colonies in the order they ratified the U.S. Constitution.
- Answered: Place the US colonies in the order they ratified the U.S. Constitution.

Finished at 8:03 AM after 6 minutes 57 seconds
In the log, you can view the time and date a student began the assessment [1] and completed the assessment [2]. You can also view each event a student completed while taking the assessment [3] and the time that event was completed [4].

To view more details about an assessment event, click the drop-down arrow next to the event [5].

**Note:** The completion time on the log may differ from the time displayed on the Moderate page by a few seconds. The time shown on the Moderate page is more accurate and should be referenced when reviewing student attempts on timed assessments.
How do I migrate a Canvas quiz to Quizzes.Next?

You can migrate a Canvas quiz to be used in Quizzes.Next.

While Quizzes.next migration supports all question types, you should still review your assessments for assigning them to students.

Notes:
- After migration to Quizzes.Next, multiple dropdown questions display as matching questions.
- Question groups linked to question banks will not migrate to Quizzes.Next.
- Quiz migration is an account-level feature option. If you are an instructor and cannot view this feature, contact your institution's Canvas Admin. If you are a Canvas Admin and need assistance enabling this feature, contact your Customer Success Manager.

Open Course

Dashboard

In the Dashboard, click the course that contains the quiz you want to migrate.
Open Quizzes

Click the Quizzes link.
Migrate Quiz

To migrate a quiz, click the **Options** icon [1]. Then click the **Migrate** option [2].

**Note:** If you cannot view the Migrate option, it has not been enabled for your institution. Contact your Canvas Admin for assistance.
Open Assignments

Click the Assignments link.

Open Quiz

Your quiz will be placed in the Migrated Quizzes assignment group [1]. To open your quiz, click the name of the quiz [2].

Note: By default, migrated quizzes are unpublished.
How do I moderate a student's assessment attempt in Quizzes.Next?

You can moderate assessment settings for individual students in Quizzes.Next. Moderation settings include reopening assessment attempts and managing timer settings.

Reopening a student’s assessment attempts will reopen a student’s most recent attempt. Previously recorded responses will be retained and the assessment timer will resume from its remaining time from the previous submission.

Timer settings apply to all course assessment attempts for the student. You can add a specific amount of minutes or hours to each attempt, multiply time limits by a set multiplier, or remove time limit requirements. Only one timer setting can be selected for each student.

Moderate Assessment

In Quizzes.Next, click the **Moderate** tab.
Open Moderation Settings

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempts</th>
<th>Score</th>
<th>Time</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>JD</td>
<td>Attempt 1 / 1</td>
<td>60%</td>
<td>00:56</td>
<td>View Log</td>
</tr>
<tr>
<td>JD</td>
<td>Attempt 2 / 1</td>
<td>60%</td>
<td>01:26</td>
<td>View Log</td>
</tr>
<tr>
<td>AB</td>
<td>Attempt 1 / 1</td>
<td>20%</td>
<td>00:21</td>
<td>View Log</td>
</tr>
<tr>
<td>AB</td>
<td>Attempt 1 / 1</td>
<td>20%</td>
<td>00:44</td>
<td>View Log</td>
</tr>
<tr>
<td>BJ</td>
<td>Attempt 1 / 1</td>
<td>40%</td>
<td>00:23</td>
<td>View Log</td>
</tr>
</tbody>
</table>

Find the student you want to moderate [1]. Then click the **Moderate** button [2].
Reopen Assessment

To reopen the student's most recent assessment attempt, click the Reopen button.
Accept Message

A warning message will display to inform you that the student can resume their assessment attempt from its previous position [1]. To accept and reopen the assessment, click the Reopen button [2].
Adjust Timer Settings

To adjust the timer settings for the student, click the **Adjust Timer Settings** checkbox.
Add Additional Time

To add additional time to all assessment attempts, click the Additional Time button [1]. Then select the amount of time [2] and the unit of time [3]. Time units can be set to minutes or hours.
Add Time Limit Multiplier

To add a time limit multiplier, click the Time Limit Multiplier button [1]. Then enter the multiplier in the timer limit field [2].
Remove Time Limit

To remove the time limit from student attempts, click the **No Limit Limit** button.
How do I delete a Quizzes.Next assessment?

You can delete assessments created with Quizzes.Next from your course.

Notes:

- Deleting an assessment will remove it completely from your course. If you would rather hide the assessment or make it inaccessible to submissions, you modify the accessibility dates. If the assessment has no student submissions, you can unpublish the assessment.
- When Multiple Grading Periods are enabled in a course, you cannot delete individual assessments for any student, group, or section in a closed grading period.

Open Assignments

In Course Navigation, click the Assignments link.
Delete Assessment

Find the assessment you want to delete [1].

To delete the assessment, click the Options icon [2] and click the Delete option [3].

Confirm Deletion

Are you sure you want to delete this assignment? [1] [2]

To delete the assessment, click the OK button [1]. To edit your assessment in another manner, click the Cancel button [2].
Rich Content Editor
How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as an instructor?

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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.
How do I add and modify text in the Rich Content Editor as an instructor?

Several features in Canvas support a Rich Content Editor, including Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus. You can type text and you can copy and paste text from other sources into the Rich Content Editor. The following keyboard shortcuts can be used when copying and pasting text:

- Normal copy and paste on a PC: Ctrl-C, Ctrl-V
- Copy and paste-without-formatting on a PC: Ctrl-C, Ctrl-Shift-V
- Normal copy and paste on a Mac: Cmd-C, Cmd-V
- Copy and paste-without-formatting on a Mac: Cmd-C, Cmd-Opt-Shift-V

The Rich Content Editor also includes several formatting tools that allow you to modify your text.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click on the Keyboard icon or press ALT + F8 (PC keyboard) or ALT + FN + F8 (Mac keyboard).
Welcome to English 101

English isn't just about reading and writing essays. It's about developing your reading, writing, collaboration, organization, and inquiry skills. These are invaluable skills that you will use throughout your life (just ask an adult). Every aspect of your future...

Paste the text you copied into the Rich Content Editor.

You can use the following keyboard shortcuts to paste text into the Rich Content Editor:

- Normal copy and paste on a PC: Ctrl-C, Ctrl-V
- Copy and paste-without-formatting on a PC: Ctrl-C, Ctrl-Shift-V
- Normal copy and paste on a Mac: Cmd-C, Cmd-V
- Copy and paste-without-formatting on a Mac: Cmd-C, Cmd-Opt-Shift-V
Remove Text Formatting

Welcome to English 101

English isn’t just about reading and writing essays. It’s about developing your reading, writing, collaboration, organization and inquiry skills to prepare for college and careers. These are invaluable skills that you will use throughout your life (just ask an adult). Every aspect of your future

To remove text formatting, select the pasted text [1], then click the Clear Formatting icon [2].

Align Text

Welcome to English 101

English isn’t just about reading and writing essays. It’s about developing your reading, writing, collaboration, organization and inquiry skills to prepare for college and careers. These are invaluable skills that you will use throughout your life (just ask an adult). Every aspect of your future will require that you comprehend complex ideas, think critically and communicate effectively. Throughout the school year we will:
To align text, place the cursor in front of the text you wish to align [1]. Use the tools in the toolbar to align the text. You can set the position of the text on the page with the **Left**, **Center**, and **Right Alignment tools** [2] or indent the text using the **Indent** tool [3].

**Align Directional Text**

The editor also supports directional text so users can insert content right to left. This feature can be added using the **Right to Left** button within the editor.

**Create Bulleted or Numbered List**

Select the text you wish to include in your list [1]. Click the **Bulleted List** icon to make a bulleted list [2]. Click the **Numbered List** icon to make a numbered list [3].

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Canvas Instructor Guide Updated 2019-05-11
think critically and communicate effectively. Throughout the school year we will:

- learn and use more sophisticated vocabulary
- engage in analytical thinking and defend opinions with textual evidence
- compose, revise and edit your thoughts on paper
- collaborate with peers
- listen and respond to others’ thoughts and opinions
- find, evaluate and synthesize information

View the bulleted list you made.

### View Numbered List

**Required Materials:**

You will need a few materials specifically for this class.

1. A notebook or paper-filled binder (kept in class)
2. A pen or pencil (bring to class daily)
3. Three highlighters, each a different color (kept in class)
View the numbered list you made.

**Change Font Size**

English isn’t just about reading and writing essays. To become a successful English learner, you must develop your reading, writing, collaboration, organization and inquiry skills. These are invaluable skills that you will need throughout your college career and beyond (just ask an adult). Every aspect of your future will require that you read, write, work collaboratively, and organize information. To better understand and express complex ideas, we recommend that you learn to think critically and communicate effectively. Through this module, we will:

Select the text you wish to modify [1] and click the **Font Size** drop-down menu to change the text font size [2]. You can choose from 8, 10, 12, 14, 18, 24, or 36 sized fonts.
Change Text Style

English isn’t just about reading and writing essays. It’s about developing writing, collaboration, organization and inquiry skills to prepare for your future careers. These are invaluable skills that you will use throughout your life (as an adult). Every aspect of your future will require that you comprehend, analyze, think critically and communicate effectively. Throughout the school...

Select the text you wish to modify [1], and click the Paragraph drop-down menu to change the text style [2]. You can choose from paragraph, heading 2, heading 3, or heading 4, or preformatted styles.

Single Space Text

p » span
To create single spacing in the Rich Content Editor, press the shift and return keys (on a Mac) or shift and Enter keys (on a PC). This will create a line break instead of a paragraph break.

**Superscript and Subscript Text**

Select the text you wish to modify [1], and click the **Superscript** or **Subscript** buttons in the toolbar [2].

**Save Changes**

Click the **Save** button.

**Note:** When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to "Save & Publish". When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".
Welcome

Welcome to English 101

English isn't just about reading and writing essays. It's about developing your reading, writing, collaboration, organization and inquiry skills to prepare for college and careers. These are invaluable skills that you will use throughout your life (just ask an adult). Every aspect of your future will require that you comprehend complex ideas, think critically and communicate effectively. Throughout the school year we will:

- learn and use more sophisticated vocabulary
- engage in analytical thinking and defend opinions with textual evidence
- compose, revise and edit your thoughts on paper
- collaborate with peers
- listen and respond to others' thoughts and opinions
- find, evaluate and synthesize information

Required Materials:
You will need a few materials specifically for this class.

1. A notebook or paper-filled binder (kept in class)
2. A pen or pencil (bring to class daily)
3. Three highlighters, each a different color (kept in class)

Grades:
Your academic grade will be based on the total percentage of points you earn on class

View the content you created.
How do I insert a table using the Rich Content Editor as an instructor?

You can use the Rich Content Editor to insert, format, edit, and delete a table.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Open Rich Content Editor

Welcome to the Rich Content Editor

Tables may be created using the Rich Content Editor for features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).
Open Table Creator

To open the Table Creator, click the Table icon.
Insert Table

Hover over the Insert table option to expand the table creator. Drag your cursor over the grid and click to specify the dimensions of the table you’d like to add.

**Note:** The maximum table that can be created within the table creator is 10x10; however, additional columns and rows may be manually added using row and column options.
Edit Table Layout

You can quickly edit the table layout using the Table Context Menu. With the table selected you can access the Table Properties options [1] or delete the table [2]. With a cell selected you can add or delete rows [3] or add or delete columns [4].
Edit General Table Properties

With the table selected, click the **Table** icon to open the table creator. To open the Table properties window, click the **Table properties** option. Edit the general properties of the table by typing in the appropriate fields.

- **Width**: The width of your table (in pixels or percent, e.g. 500px, 50%). Note that the table width may be adjusted manually by selecting the table until the adjustment handles appear around the perimeter of the table, then clicking and dragging the handles to adjust the size.

- **Height**: The height of your table (in pixels or percent, e.g. 500px, 50%). Note that the table height may be adjusted manually by selecting the table until the adjustment handles appear around the perimeter of the table, then clicking and dragging the handles to adjust the size.

- **Cell Spacing**: The space between individual cells as well as cells and table borders (in pixels, e.g. 3px).

- **Cell Padding**: The space between the cell border and its content (in pixels, e.g. 5px).

- **Border**: The thickness of your table border (in pixels, e.g. 5px).

- **Caption**: The table label is displayed on top of the table.

- **Alignment**: The location of your table on the page.

To apply edits, click the **Ok** button.
Edit Advanced Table Properties

In the Advanced tab, there are additional options to help customize the table.

- **Style**: The style of your table. You can add custom CSS styling to your table such as colors, borders, spacing, and alignment.
- **Border Color**: The color of your table border. You can either type in the hexadecimal RGB number for the color you want (in #nnnnnn format) or type in basic colors (red, pink, cyan, blue, green, yellow, brown, black, etc.)
- **Background Color**: The color of your table background. You can either type in hexadecimal RGB number for the color you want (in #nnnnnn format), or type in basic colors (red, pink, cyan, blue, green, yellow, brown, black, etc.)

To apply edits, click the **Ok** button.
Edit Row Options

With the table (or specific row) selected, click the Table icon to expand the table menu. Hover over Row to view row options. Edit rows by clicking the appropriate option.

- **Insert row before**: When a cell within a row is selected, use this option to insert a row above the selected row.
- **Insert row after**: When a cell within a row is selected, use this option to insert a row beneath the selected row.
- **Delete row**: Deletes the row and content within a selected row.
- **Row properties**: Options for selecting row type, alignment, height, and colors.
- **Cut row**: When a row is selected, this option will cut the row and place it in the clipboard, ready to be pasted.
- **Copy row**: When a row is selected, this option will copy the row and place it in the clipboard, ready to be pasted.
- **Paste row before**: After cutting or copying a row, click a cell within the table where you'd like the row pasted above.
- **Paste row after**: After cutting or copying a row, click a cell within the table where you'd like the row pasted below.
Edit Column Options

With the table (or specific column) selected, click the Table icon to expand the table menu. Hover over Column to view column options. Edit columns by clicking the appropriate option.

- **Insert column before**: When a cell within a column is selected, use this option to insert a column to the left of the selected column.
- **Insert column after**: When a cell within a column is selected, use this option to insert a column to the right of the selected column.
- **Delete column**: Deletes the row and content within a selected row.
Edit Cell Options

With one or more cells selected within the table, click the Table icon to expand the table menu. Hover over Cell to view cell options. Edit cells by clicking the appropriate option.

- **Cell properties**: Options for selecting cell width, height, cell type, scope, horizontal (H) alignment, vertical (V) alignment, height, and colors.
- **Merge cells**: When two or more cells are selected, choose this option to merge them into one cell within the table.
- **Split cell**: Select this option to split cells that were previously merged.

Delete Table

There are several ways to delete a table.
Delete Using Backspace

Place the cursor to the right of the table or select the entire table by clicking until the adjustment handles appear around the perimeter of the table, then press delete on the keyboard to delete the table.

Delete Using Table Menu
Select the table by clicking until the adjustment handles appear around the perimeter of the table. Click the Table icon and select the Delete table option to delete the table.

Delete Using HTML Editor

Click the HTML Editor link to view the HTML Editor. Select the HTML code between the <table> [1] and </table> [2] tags and press delete (MAC) or backspace (Windows).

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".
How do I use the HTML view in the Rich Content Editor as an instructor?

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

<p style="text-align: center;">Welcome to the Rich Content Editor!</p>
<p style="text-align: left;">Editing HTML</p>
<p style="text-align: right;">HTML Editing</p>
Edit your HTML content.

**Save Changes**

[Cancel] [Save]

Click the **Save** button.

**Note:** When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as the Update Syllabus button or Post Reply button.
How do I embed images from Canvas into the Rich Content Editor as an instructor?

You can upload image files to your files in Canvas and embed them in the Rich Content Editor. You can also add alt tags to your images for better accessibility.

As an instructor, you have the option to upload images to your course files using the Content Selector. 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

Insert / Edit Image

Image Source

URL: Canvas

http://example.com/image.png

Attributes

Alt text: Describe the image to improve accessibility

Dimensions: Aspect ratio will be preserved

Click the Canvas tab.
You can choose to embed images located in your course files [1] or your personal files [2]. As an instructor, you can embed any image from your files into the Rich Content Editor, even images that are in folders not visible to students.

**Note:** When accessing course files, students will only be able to see images that are public to the entire course.
Select Image

To embed a previously uploaded image, click the image you wish to embed.
To upload an image to embed, click the Upload File button.
Select File

In the dialogue box, select a file to upload [1]. Then click the Open button [2].
View File

Insert / Edit Image

Image Source

<table>
<thead>
<tr>
<th></th>
<th>URL</th>
<th>Canvas</th>
<th>Flickr</th>
</tr>
</thead>
</table>

Available folders

- btn-3.jpg
- btn-4.jpg
- Monarch Metamorph.jpg
- SectionHeaders_01.jpg
- SectionHeaders_03.jpg

Upload File

View your uploaded file.
Insert Alt Text

**Attributes**

1. **Alt text**
   - Monarch Metamorph.jpg
   - Describe the image to improve accessibility

2. **Decorative Image**
   - Indicates the image is for decorative purposes only and should not be read by screenreaders
   - Dimensions: 1800 x 1200
   - Aspect ratio will be preserved

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

View your embedded image in the Rich Content Editor.
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 Flickr Creative Commons in the Rich Content Editor as an instructor?

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, Quizzes, or Syllabus). 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

Image Source

<table>
<thead>
<tr>
<th>URL</th>
<th>Canvas</th>
<th>Flickr</th>
</tr>
</thead>
<tbody>
<tr>
<td>flower</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The images will automatically populate in the pop-up window. Select the image you want to embed.
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

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 record a video using the Rich Content Editor as an instructor?

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.

Note: HTML5 video recording only applies to Chrome and Firefox. If you are using Internet Explorer or Safari, you must use Flash video recording.

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 Media icon.

Select Video Recording Option

If your computer has a webcam, Canvas will select your default camera automatically. However, if you have multiple webcams, you can select your webcam by clicking the Webcam button.
Select Audio Option

Canvas will also select your default microphone. However, if you have multiple microphones, you can select your preferred microphone by clicking the Mic button.
Start Recording

To begin recording video, click the Start Recording button.
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. To stop recording, click the Finish button [3].
Review Recording

To review your video, click the **Play** button [1]. To save your video, click the text field [2], enter a title for your video, then click the **Save** button [3]. To re-record your video, click the **Start Over** button [4].

**Note:** Long videos may take some time to save. Please do not leave the page until your video has saved.
View Video

Welcome to the Rich Content Editor

This link will be replaced with a preview icon for the embedded media

p

11 words

View your video automatically inserted into the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.
How do I embed images from the web in the Rich Content Editor as an instructor?

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, Quizzes, or Syllabus). 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: If you want to embed an image not already uploaded into Canvas, you can upload your image through the Content Selector.

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

Insert / Edit Image

Image Source

<table>
<thead>
<tr>
<th>URL</th>
<th>Canvas</th>
<th>Flickr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

http://sciencemadesimple.com/img_autumn/autumn_leaves_maple.jpg

Paste or type in the URL of 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

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 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 upload a video using the Rich Content Editor as an instructor?

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 **Media** icon.

**Upload Media**

Select Video File

Choose the **Select Video File** button.
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

Welcome to the Rich Content Editor

This link will be replaced with a preview icon for the embedded media

this is a media comment

View your video automatically inserted into the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.
How do I create a hyperlink in the Rich Content Editor as an instructor?

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

Link to Website URL

This will make the selected text a link, or insert a new link if nothing is selected.

Paste or type a url or wiki page in the box below:

http://instructionaldesign.org/  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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.

Canvas Instructor Guide Updated 2019-05-11
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 an instructor?

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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.
How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as an instructor?

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.

Notes:

- 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 Microsoft Office 365 content to the web and pasting the embed code in the HTML editor.
- PDF files added through Microsoft Office 365 that cannot be previewed in Sharepoint are not supported to preview in Canvas. To preview the PDF files, you will need to add them to course files and link to them in the Rich Content 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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.

Canvas Instructor Guide Updated 2019-05-11
How do I link to a YouTube video in the Rich Content Editor as an instructor?

YouTube videos are automatically embedded in any feature that uses the Rich Content Editor. This lesson applies to the Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus features.

There are three different ways to link a YouTube video, depending on what you want it to look like:

1. Insert Link into the Rich Content Editor (full link with embedded video)
2. Insert Link with the Chain Icon (shortened link with optional embedded video)
3. Hyperlink existing text (selected text becomes the link)

Insert Link into Rich Content Editor

Open the Rich Content Editor using one of the Canvas features that support the Editor. Copy/paste the URL directly in the Rich Content Editor. Then press Enter (PC) or Return (MAC).
Verify Link

Verify the link, which will display the video title or the YouTube URL under the YouTube logo.

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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".
View Video

Rich Content Editor

Welcome to the Rich Content Editor!

https://www.youtube.com/watch?v=6qAeFJcscRY

You can view the YouTube video by clicking on the link [1], which will open in a new browser window. Or you can click on the embedded video image [2], which will expand to a larger size and play the video without leaving the page.

Insert Link with Hyperlink icon

Open the Rich Content Editor using one of the Canvas features that support the Editor. Click the Chain icon to link to the YouTube URL.
Paste Link

Type or copy/paste the YouTube URL in the text box [1]. By default, a small embedded image of the video will appear, showing the video you have selected. The link will also include a small thumbnail with an embedded video. Add alt text for the video in the **Alt text for inline preview** field [2]. If you do not want to include the embedded video, click the **Disable inline previews for this link** checkbox [3]. When you are ready to insert the video link into the Rich Content Editor, click the **Insert Link** button [4].
Verify Link

Verify the link, which will display Link under the YouTube™ logo [1]. You may see the link flash yellow the moment it is inserted and then turn blue, indicating it is a link.

Note: When you insert a YouTube video link and disable the inline preview, only the link will appear [2].

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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".
Rich Content Editor

Welcome to the Rich Content Editor!

You can view the YouTube video by clicking on the link [1], which will open in a new browser window. Or you can click on the embedded video image [2], which will expand to a larger size and play the video without leaving the page.
Hyperlink Existing Text

Open the Rich Content Editor using one of the Canvas features that support the Editor. Highlight the text you would like to hyperlink [1]. Click the Chain icon to link to the YouTube URL [2].
Paste Link

Type or copy/paste the YouTube URL in the text box [1]. By default, a small embedded image of the video will appear, showing the video you have selected. The link will also include a small thumbnail with an embedded video. Add alt text for the video in the Alt text for inline preview field [2]. If you do not want to include the embedded video, click the Disable inline previews for this link checkbox [3]. When you are ready to insert the video link into the Rich Content Editor, click the Insert Link button [4].
Verify Link

Verify the link. You may see the link flash yellow the moment it is inserted and then turn blue, indicating it is a link.

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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".
Rich Content Editor

Welcome to the Rich Content Editor!

Watch a [video about Lincoln's assassination](https://www.youtube.com/watch?v=dQw4w9WgXcQ) before class tomorrow.

You can view the YouTube video by clicking on the link, which will open in a new browser window.
How do I embed iFrame videos using the Rich Content Editor as an instructor?

You can embed iFrame videos in the Rich Content Editor using an external video’s direct URL link.

You can also use the HTML embed code in the media player. To locate the embed code, locate the video element that displays the HTML code for the video. Embed codes are commonly found in the video’s sharing options.

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 that support the Editor.
Open Insert Media Tool

Click the Insert Media icon.

Insert Source URL

The media window defaults to the General tab.

To embed the video using a direct URL source, paste the URL for the video in the Source field [1]. The video's dimensions will automatically populate the Dimensions fields [2]. The Dimensions fields can be used to resize the video. If you want to maintain height and width proportions when changing the video dimensions, click the Constrain proportions checkbox [3].
To embed the video using an embed code, click the **Embed** tab [1] and paste the code in the text field [2].

When you use the Embed tab, the General tab will automatically update the Source and Dimensions fields according to the content in the embed code.

### Insert Advanced Options

To insert advanced options for browsers that don't support the source video encoding, click the **Advanced** tab [1].

To specify an alternative source for the video, enter the URL in the **Alternative source** field [1]. Alternative source URLs can be used to specify a different video encoding in case the browser doesn't support the initial encoding offered.
To specify an image that displays until the user clicks the play button, enter the URL in the **Poster** field [2]. If the Poster field is blank, the first frame of the source video will be used as the poster image.

**Note:** Links from common providers (like YouTube and Vimeo) often link to custom media players and will not recognize any content added to the alternative source and poster options.

### Close Media Tool

![Ok Cancel](Ok.png)

To close the media tool, click the **Ok** button.

### Preview Video

![Video Preview](VideoPreview.png)

Preview your video in the Rich Content Editor.
Save Changes

To save changes to your course content, click the **Save** button.

**Note:** When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".
How do I record a video using the Rich Content Editor as an instructor?

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](#).

**Note:** HTML5 video recording only applies to Chrome and Firefox. If you are using Internet Explorer or Safari, you must use [Flash video recording](#).

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 **Media** icon.

Select Video Recording Option

If your computer has a webcam, Canvas will select your default camera automatically. However, if you have multiple webcams, you can select your webcam by clicking the **Webcam** button.
Select Audio Option

Canvas will also select your default microphone. However, if you have multiple microphones, you can select your preferred microphone by clicking the Mic button.
Start Recording

To begin recording video, click the **Start Recording** button.
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. To stop recording, click the Finish button [3].
To review your video, click the **Play** button [1]. To save your video, click the text field [2], enter a title for your video, then click the **Save** button [3]. To re-record your video, click the **Start Over** button [4].

**Note:** Long videos may take some time to save. Please do not leave the page until your video has saved.
View Video

Welcome to the Rich Content Editor

This link will be replaced with a preview icon for the embedded media

this is a media comment

View your video automatically inserted into the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.
How do I record a video using Flash in the Rich Content Editor as an instructor?

If you are using Chrome or Firefox, you can record a video using HTML5. However, if you are using Internet Explorer 11 or Safari, you must use Flash to record a video in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

You may need to Enable Flash in Internet Explorer 11 or Enable Flash in Safari before recording video. You will also need to use the current versions of your web browser and Flash.

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.

Canvas videos also support caption files. Once you record and save your video, learn how to add captions to a video.

If you are unable to record video comments with your webcam, there are several troubleshooting steps you can try.

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.
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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".
How do I upload a video using the Rich Content Editor as an instructor?

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 **Media** icon.

### Upload Media

<table>
<thead>
<tr>
<th>Record/Upload Media Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Upload Media](Select Video File)</td>
</tr>
</tbody>
</table>

Click the **Upload Media** tab.

### Select Video File

<table>
<thead>
<tr>
<th>Record/Upload Media Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Upload Media](Select Video File)</td>
</tr>
</tbody>
</table>

Choose the **Select Video File** button.
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

Welcome to the Rich Content Editor

This link will be replaced with a preview icon for the embedded media
this is a media comment

View your video automatically inserted into the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.
How do I record audio using the Rich Content Editor as an instructor?

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).

**Note:** HTML5 audio recording only applies to Chrome and Firefox. If you are using Internet Explorer or Safari, you must use Flash audio recording.

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 **Media** tool.

**Select Audio Recording Option**

To only record audio, click the **Webcam** button [1] and select the **No Video** option [2].

**Note:** If your computer does not have a webcam, the **No Video** option will be selected automatically.
Select Microphone

Canvas will select your default microphone. However, if you have multiple microphones, you can select your preferred microphone by clicking the Mic button.
Start Recording

To begin recording audio, click the **Start Recording** button.
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. To stop recording, click the Finish button [3].

To delete your current recording and start over, click the Start Over button [4].
Review Recording

To preview your audio recording, click the **Play** button [1]. To save your audio, click the text field [2], enter a title for your audio, then click the **Save** button [3]. To re-record your audio message, click the **Start Over** button [4].
View Recording

![Rich Content Editor]

Welcome to the Rich Content Editor

this is a media comment

View your audio automatically inserted into the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.
How do I record audio using Flash in the Rich Content Editor as an instructor?

If you are using Chrome or Firefox, you can record audio using HTML5. However, if you are using Internet Explorer 11 or Safari, you must use Flash to record audio in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

You may need to Enable Flash in Internet Explorer 11 or Enable Flash in Safari before recording video. You will also need to use the current versions of your web browser and Flash.

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.

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 using the drop-down menu if your computer contains more than one option [3].
Select Audio Recording Option

Click the Microphone icon.
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. To save your audio recording, click the Save button [1]. To re-record your audio message, click the Record button [2].
View Recording

Welcome to the Rich Content Editor

This link will be replaced with a preview icon for the embedded media

this is a media comment

View your audio recording inserted into 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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".
How do I upload an audio file using the Rich Content Editor as an instructor?

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, Quizzes, or Syllabus).

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 Media icon.

**Upload Media**

Record/Upload Media Comment

- Record Media
- Upload Media

Click the Upload Media tab.

**Select Audio File**

Record/Upload Media Comment

- Record Media
- Upload Media

- Select Audio File
- Select Video File

Choose the Select Audio File button.
Open Audio File

Select the audio file you want to upload [1]. Click the Open button [2].
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 your audio automatically inserted into the Rich Content Editor.

Save Changes

Click the Save button.

**Note:** When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Update Syllabus or Post Reply.
How do I use the Math Editor in the Rich Content Editor as an instructor?

Canvas has an integrated tool for math and science formulas based on LaTeX, the industry standard for academic publication. The LaTeX Math Editor is built into the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). Canvas also includes the option to create equations and expressions with its graphical point-and-click editor.

The Math Editor can be used for basic mathematical formatting for introductory math courses or for more advanced mathematical text for higher-level math courses. Both students and instructors have access to the editor.

For more help, download the following PDF files:

- Basic equations
- Advanced equations
- Chemistry formulas, equations, and scientific notation

**Note**: To have characters #, $, %, &, ^, _, {, and } appear in the Rich Content Editor, when your equation is inserted, you must use Advanced View and type a backslash (\) before the character. The ~ character can be inserted through Advanced View by typing \~. The $ character can be inserted through Basic View by typing \$. 
Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Math Editor

Click the Equation icon to open the Math Editor. A pop-up window will appear in your browser.
Create Basic Math Equation

Use the toolbars here, or Switch View to Advanced to type/paste in LaTeX.

Note: You can click Switch View to Advanced to type or copy and paste in LaTeX. In Advanced View, do not use \( \text{\textbackslash begin} \\text{equation} \text{\textbackslash end} \) to avoid receiving an error.

Use the Math Editor toolbar [1] to insert a equation in the equation field [2].

Note: You can click Switch View to Advanced to type or copy and paste in LaTeX [3]. In Advanced View, do not use \( \text{\textbackslash begin} \text{equation} \text{\textbackslash end} \) to avoid receiving an error.

\begin{equation}
\text{Unknown macro: \text{equation}}
\end{equation}

\text{\textbackslash end}
Insert Equation

Use the toolbars here, or Switch View to Advanced to type/paste in LaTeX

\[ x_1 = 1, \ x_2 = 1, \ x_n = x_{n-1} + x_{n-2} \ (n \geq 2) \]

Click Insert Equation.
Add Text to Equations

The sequence \( (x_n) \) defined by:

\[
x_1 = 1, \quad x_2 = 1, \quad x_n = x_{n-1} + x_{n-2} \quad (n > 2)
\]

In the Rich Content Editor, you can add text around your equations.

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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply.”
The sequence \((x_n)\) defined by:

\[x_1 = 1, \quad x_2 = 1, \quad x_n = x_{n-1} + x_{n-2} \quad (n > 2)\]

Advanced View:

\[ad - cb = \begin{vmatrix} a & b \\ c & d \end{vmatrix}\]

Chemical Equation using Advanced View:

\[CH_4 \quad + \quad 2O_2 \quad \rightarrow \quad CO_2 \quad + \quad 2H_2O\]

View the mathematical tex and/or chemical formulas or equations you created.
How do I use the Accessibility Checker in the Rich Content Editor as an instructor?

The Rich Content Editor includes an accessibility tool that checks common accessibility errors within the editor. This tool can help you design course content while considering accessibility attributes and is located in the Rich Content Editor menu bar.

This tool only verifies content created within the Rich Content Editor. You may also use other accessibility tools to verify additional content in Canvas.

All components are designed according to the template set in the institutions Theme Editor and verifies the following accessibility rules:

- Table captions: Tables should include a caption describing the contents of the table.
- Table header scope: Tables headers should specify scope and the appropriate structure.
- Table header: Tables should include at least one header.
- Sequential headings: Heading levels should not be skipped (e.g. H2 to H4). However, the tool does not check if the first header starts with H2 or whether the headings are sequential with the rest of the content in the page. Tables do not begin with H1, which is designated for the page title.
- Heading paragraphs: Headings should not contain more than 120 characters.
- Image alt text: Images should include an alt attribute describing the image content.
- Image alt filename: Image filenames should not be used as the alt attribute describing the image content. Currently, files uploaded directly to Canvas create a redirect that does not properly verify image filenames.
- Image alt length: Alt attribute text should not contain more than 120 characters.
- Adjacent links: Adjacent links with the same URL should be a single link. This rule verifies link errors where the link text may include spaces and break the link into multiple links.
- Large text contrast: Text larger than 18pt (or bold 14pt) should display a minimum contrast ratio of 3:1.
- Small text contrast: Text smaller than 18pt (or bold 14pt) should display a minimum contrast ratio of 4.5:1.

Note: For text contrast, the Accessibility Checker verifies color using the same calculations as the WebAIM tool and verifies against Theme Editor templates without High Contrast Styles. However, High Contrast Styles must be enabled for verification if a link color is overwritten manually in the Rich Content Editor.
Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Accessibility Checker

Click the Accessibility Checker icon.

Note: Depending on the width of your browser window, you may have to scroll the menu bar horizontally to view the icon.
View Issues

When an issue is detected, the Rich Content Editor highlights the affected area [1]. The sidebar displays the accessibility attribute [2] and an explanation of the error [3]. To learn more about the accessibility attribute, click the Information icon [4].
View Additional Issues

Accessibility Checker

Issue 1/2

Tables should include a caption describing the contents of the table.

Add a caption

If the Rich Content Editor contains more than one issue [1], you can view all issues by clicking the Previous or Next buttons [2].
Apply Fix

To correct an issue, complete the task as noted in the sidebar [1]. For instance, if the issue requires a caption be added to a table, the sidebar displays a text field for you to enter a caption.

When you are finished with your changes, click the **Apply Fix** button [2].

The Accessibility Checker will apply the fix and display information for the next issue. Continue to review and fix any detected issues within the editor.
Confirm Fix

When all issues have been fixed, or if no issues are detected in the Rich Content Editor, the sidebar indicates that no issues exist and will close automatically.
How do I insert links to course content into the Rich Content Editor using the Content Selector as an instructor?

You can insert links into the Rich Content Editor using the Content Selector. 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.
Prepare Links

Read before class and come prepared to discuss.

Next, read this page for more information.

Create your content in the Rich Content Editor. The file will be automatically inserted wherever your cursor is in the Rich Content Editor. You can either insert a link directly [1], or you can highlight text where you want to create a direct link [2].
Open Links Tab

Click the **Links** tab to insert links to course content and navigation.
Link to Course Content

Open the course content menu you want to access. By default the sidebar expands the Pages content, but you can also expand content areas for Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation links.
Insert Link

Click the title of the course content where you want to create a link.
Link to New Page

If you want to add a link to a new page, scroll to the bottom of the Pages content and click the Link to a New Page link. This option will allow you to create a page title for a new page and insert the link to the new page.

Please note that your new page will not contain any content. You will need to open the page later and add content to the page.
View Link

A Declaration by Committee
read this page

View your link in the Rich Content Editor. If you inserted the link where your cursor was located, the link displays as the file name [1]. If you highlighted text for the link, the link is associated with the text [2].

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.
Rich Content Editor

Read [A Declaration by Committee](#) before class and come prepared to discuss.

Next, [read this page](#) for more information.

View the content. To view the linked course content, click the inserted link.
How do I insert course files into the Rich Content Editor using the Content Selector as an instructor?

You can use the Rich Content Editor to insert course files from the Content Selector. 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.
Prepare Links

Read before class and come prepared to discuss.

Next, read this page for more information.

Create your content in the Rich Content Editor. The file will be automatically inserted wherever your cursor is in the Rich Content Editor. You can either insert a link directly [1], or you can highlight text where you want to create a direct link [2].
Open Files Tab

Click the Files tab.

Insert File

Click any file to insert a download link for that file.

1. course files

2. Upload a new file
You have the option to link to existing course files [1] or upload a new file. Click the **Upload a new file** link [2] to add a new file to the course.

### Upload New File

If you choose to upload a new file, select a folder for the file [1]. Click the **Choose File** or **Browse** button [2].
Select File

Click the title of the file you want to insert [1]. Click Open to upload the file [2].
Set Usage Right

If your institution requires setting a usage right for files, you must also select the Usage Right [1] and specify the copyright holder [2].
Click the **Upload** button.

**Note:** If the size of your file exceeds your course storage quota, Canvas displays an upload error. Talk to your system administrator or choose a different file to upload.
View File Link

Welcome to the Rich Content Editor

1. How the US was formed.pdf before class and come prepared to discuss.
2. read this page for more information.

View your link in the Rich Content Editor. If you inserted the link where your cursor was located, the link displays as the filename [1]. If you highlighted text for the link, the link is associated with the text [2].

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".
Rich Content Editor

Read [How the US was formed](#) before class and come prepared to discuss. Next, [read this page](#) for more information.

View your file.

If your document is supported by the [document previewer](#), you can preview the file by clicking the Preview icon.
How do I insert course images into the Rich Content Editor using the Content Selector as an instructor?

You can use the Content Selector to insert and upload course images into the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Note: If you do not need to upload images, you can embed images using the Rich Content Editor Embed Image functionality.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
The Content Selector will automatically open when the Rich Content Editor is opened.
Open Images Tab

Click the Images tab.
Insert Image

You have the option to link to existing course images [1], search the Flickr Creative Commons site [2] or upload a new image [3].

Click the Upload a new image link to add a new image to the course.
Upload New File

If you choose to upload a new file, select a folder for the file [1]. Click the Choose File or Browse button [2].

Note: If your institution requires setting a usage right for files, you can still upload a new image, but you will have to set the usage right in the course Files page.
Select File

Click the title of the file you want to insert [1]. Click **Open** to upload the file [2].
## Insert Alt Text

<table>
<thead>
<tr>
<th>Links</th>
<th>Files</th>
<th>Images</th>
</tr>
</thead>
</table>

Click any image to embed the image in the page.

- [Search Flickr](#)
- [Cancel image upload](#)

![Image File]

1. **Alternative text:**

2. [Decorative image]

To add alt text to your image, insert text in [Alternative text](#). To add the image as decorative, click the [Decorative image](#) box. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

### Upload Image

Click the **Upload** button. The image will be automatically inserted into the Rich Content Editor when it has been uploaded.

**Note:** If the size of your file exceeds your course storage quota, Canvas displays an upload error. Talk to your system administrator or choose a different file to upload.
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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.

View Content

Welcome to the Rich Content Editor

View your content.
How do I set the auto-open for inline preview for files using the Rich Content Editor as an instructor?

You can use the auto-open inline preview for files in the Rich Content Editor. Canvas can preview any file that is supported by the document previewer. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).

Notes:

• You can have multiple files auto-open, but you have to go through the steps in this lesson every time you want to add another auto-open file preview in a feature that uses the Rich Content Editor.
• The inline preview window automatically expands to fit a preview of the attached document.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
The Content Selector will automatically open when the Rich Content Editor is opened.
Open Files Tab

Click the Files tab.
Select File

Find and select the file you want to insert.
Open URL Link Icon

The file name will automatically be added inside the Rich Content Editor. Place your cursor over the link and click [1], then click the Link icon [2].

Enable Auto-Open for Inline Preview

Click the Auto-open the inline preview for this link checkbox [1]. Click the Update Link button [2].
Note: You can have multiple files auto-open, but you have to go through the steps in this lesson every time you want to add another auto-open file preview in a feature that uses the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”.

View Auto-Opened File

View the auto-opened file.
How do I disable inline previews for files using the Rich Content Editor as an instructor?

You can disable inline previews for files in the Rich Content Editor. 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.
The Content Selector will automatically open when the Rich Content Editor is opened.
Open Files Tab

Click the Files tab.
Select File

Click any file to insert a download link for that file.

- course files
  - GumCo files
  - images
    - How the US was formed.pdf
    - Intro to Amendments.pdf
    - Revolutionary War Timeline Slideshare
    - Start Here.jpg
    - The US Constitution Slideshare
    - US History Syllabus.pdf

+ Upload a new file

Find and select the file you want to insert.
Open URL Link Icon

Make sure the cursor is in the file link somewhere [1]. Click the URL link icon [2] to open a popup window.

Disable Inline Preview

Click the Disable inline previews for this link checkbox [1]. Then click on Update Link [2].
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 Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as "Update Syllabus" or "Post Reply".

View File

```
Intro to Amendments

Welcome to the Rich Content Editor!

Please review Intro to Amendments before class tomorrow.
```

Once you disable the inline preview, the file can no longer can be previewed. Users will have to click the link to open the file.
How do I add captions to an external video as an instructor?

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

Begin »

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

Caption 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

Upload caption file or transcript

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 an instructor?

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 include 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 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.
Upload Subtitles

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

Choose File
No file chosen

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.

- Language: English
- File: Choose File Captions.vtt

To submit your subtitle file, click the **Upload** button.

Confirm Upload

![Success message](Success message]

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 an instructor?

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**

Click the **Add a new language** link.
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.
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].
How do I view captions in a video as an instructor?

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

Rich Content Editor

Welcome to the Rich Content Editor!

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.
Rubrics
How do I manage rubrics in a course?

As an instructor, you can create, edit, and delete rubrics in your course. Rubrics are used as grading criteria for students and can be added to assignments, quizzes, and graded discussions.

**Notes:**
- Rubrics cannot be edited once they have been added to more than one assignment.
- When you delete a rubric, it will remove the rubric from all associated assignments in the course and delete any existing associated assessments.

**Open Outcomes**

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

**Manage Rubrics**

Click the **Manage Rubrics** button.
View Rubrics

Course Rubrics

**Discussion Rubric**
4 criteria
15 points possible

**Essay Rubric**
12 criteria
60 points possible

**Laboratory Notebook Entries**
5 criteria
25 points possible

**Quiz Rubric**
1 criterion
5 points possible

In the Manage Rubrics page, you can view all existing rubrics in your course.

Add Rubric

To add a rubric, click the Add Rubric button.
View Rubric

Course Rubrics

**Discussion Rubric**
- 4 criteria
- 15 points possible

**Essay Rubric**
- 12 criteria
- 60 points possible

**Laboratory Notebook Entries**
- 5 criteria
- 25 points possible

**Quiz Rubric**
- 1 criterion
- 5 points possible

To view an individual rubric, click the name of the rubric.
### Discussion Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Requirements Met</td>
<td>2.0 pts</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>Expectations Met</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approaching Expectation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expectation Not Met</td>
<td></td>
</tr>
<tr>
<td>Reply to Discussion</td>
<td>5.0 pts</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>Two Replies Complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One Reply Complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Discussion Replies</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 7.0

To edit the rubric, click the Edit Rubric button.
If a rubric has been used in more than one assignment, the Edit Rubric button is not available.

However, you can create a copy of a rubric and make any changes when adding a rubric to an assignment.
Delete Rubric

If you created a rubric in your course, you can delete the rubric. To delete a rubric, click the **Delete Rubric** button.

Rubrics can be deleted even if they have been used in more than one assignment.

**Note:** If you cannot delete a rubric, the rubric was created at the account level and aligned with an assignment in your course.

documentation.beta.instructure.com says

Are you sure you want to delete this rubric? This action will remove this rubric association from all assignments in the current course, and delete any existing associated assessments.

Click the **OK** button.

When you delete a rubric, it will remove the rubric from all associated assignments in the course and delete any existing associated assessments.
How do I add a rubric in a course?

If you cannot find a rubric you want to use in your course, you can create a new rubric. Once you create a rubric, the rubric is saved in your course for future use. You can add the rubric to an assignment and use the rubric for grading and adding comments. You can manage created rubrics in the Manage Rubrics page.

This lesson shows how to create a rubric in the Manage Rubrics page. You can also create a rubric directly when adding a rubric to an assignment, and the process is the same.

Rubric criteria can include a point range or an individual point value. Rubrics can also be set as non-scoring rubrics, which allows for the use of rubrics without point values.

Notes:

- Currently criterion cannot be reordered after they are added to a rubric.
- The option to create a range is managed by an account-level feature option. If the Range checkbox is not displayed in a rubric, your institution has not enabled this feature.

Open Outcomes

In Course Navigation, click the Outcomes link.
Manage Rubrics

Click the **Manage Rubrics** button.

Add Rubric

Click the **Add Rubric** button.

Add Title

| Title: Some Rubric
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of criterion</td>
<td>5 pts Full Marks</td>
<td></td>
</tr>
<tr>
<td>Range</td>
<td>0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td>▼ Criterion</td>
<td>▼ Find Outcome</td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td>▼ Create Rubric</td>
<td>Total Points: 5</td>
</tr>
</tbody>
</table>

5 pts
In the **Title** field, add a title for the rubric. This title identifies the rubric so it can be easily associated with an assignment, graded discussion, or quiz.

**Edit Criterion Description**

The rubric includes one default criterion entry. To edit the criterion description, click the **Edit** icon.

**Note:** Currently criterion cannot be reordered after they are added to a rubric. If you want to display criterion in a specific order, make sure you create them in the order that you prefer.
Enter Descriptions

Enter a short description for the criterion in the **Description** field [1]. To add a longer description to the criterion, enter a longer description [2]. The longer description provides students more information about the criterion. Click the **Update Criterion** button [3].
By default, rubric ratings are created as individual point values. If you want to create a point range instead, click the Range checkbox [1]. Ranges allow you to assign a rating for a range of point options instead of just one point value.

When enabled, the first rating (full marks) shows the total point value in a range format [2]. Each rating displays a maximum and minimum point value. For each rating, the maximum value is assigned as the point value.

Except for the range value display, criterion ranges function the same way as individual point ratings. For instance, a range that includes a maximum of five points and a minimum of three points is assigned the full point value of five points.
Rubric ratings default to 5 points, awarding 5 points for full rubric marks and 0 points for no rubric marks.

If you want to adjust the total point value of the criterion, enter the number of points in the Points field [1]. The first rating (full marks) updates to the new total point value and any incremental ratings adjust appropriately [2].
Add Ratings

To add a new rating for the criterion, click the Add icon.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideas and Content</td>
<td>10 to &gt;0 pts</td>
<td>10</td>
</tr>
<tr>
<td>Thesis and topic sentences as well as supporting details in body paragraphs.</td>
<td>Full Marks</td>
<td></td>
</tr>
<tr>
<td>Range</td>
<td>0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Marks</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 10
Update Rating

In the Edit Rating window, complete the rating criterion description. By default, the Rating Score field displays the point value between the two existing ranges [1]. To change the point value for the rating score, enter the new point value in the Rating Score field. Points can be whole (1, 5, 10) or decimal (0.3, 0.5, 2.75) numbers. However, if you are using a range, point values should be whole numbers.

In the Rating Title field [2], enter a title for the rating.

In the Rating Description field [3], enter a description for the rating.

Click the Update Rubric button [4].
Manage Criterion

To edit a rating, click the Edit icon [1]. Editing a specific rating value affects the full point value for the criterion. If you adjust the point value of a rating, the value of all ratings will adjust and create the updated point value for the criterion.

To delete a rating, click the rating’s Delete icon [2]. Note that you cannot delete the first and last rating for the criterion.

To delete the entire criterion, click the criterion Delete icon [3].
Add Criterion

To add another criterion, click the Add Criterion link [1]. To create a new criterion, click the New Criterion option [2]. To duplicate an existing criterion, click the name of the criterion you want to duplicate [3].

To find an outcome to align with the rubric, click the Find Outcome link [4].

Note: Outcomes cannot be edited directly in a rubric.

Create Rubric

Click the Create Rubric button.
### Essay Rubric (1)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideas and Content</td>
<td>10 to &gt;8 pts Full Marks</td>
<td>10 pts</td>
</tr>
<tr>
<td>Thesis and topic sentences as well as supporting details in body paragraphs.</td>
<td>8 to &gt;5 pts Proficient: Thesis present, may be missing 1-2 clear topic sentences, OR missing 1-2 supporting details</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 to &gt;3 pts Approaching Expectation: Thesis present, but 3 or more topic sentences OR supporting details missing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 to &gt;0 pts Needs Work: Thesis present, but topic sentences or supporting details missing</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>5 pts Meets Expectation: All parts work to create a cohesive essay.</td>
<td>5 pts</td>
</tr>
<tr>
<td>Introduction, body, conclusion work to create a cohesive whole.</td>
<td>3 pts Approaching Expectation: 1-2 body paragraphs missing or do not address thesis.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts Needs Work: 3-4 paragraphs missing or incomplete; holes in essay organization</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 15

View the new rubric.

To edit the rubric, click the Edit icon [1]. To delete the rubric, click the Delete icon [2].
How do I align an outcome with a rubric in a course?

You can align any outcome in your course to a rubric. Rubrics are used to help students understand expectations for an assignment and how their submissions will be graded. Outcomes can be aligned with a rubric for additional assessment and measurable performance.

To align an outcome, the outcome must already exist for your course. You can align outcomes created at the account level, or learn how to create course outcomes.

Notes:

- Outcomes can be added to rubrics, but rubrics cannot be added to outcomes.
- Rubrics cannot be edited once they have been added to more than one assignment in a course.

Open Outcomes

In Course Navigation, click the Outcomes link.

Manage Rubrics
Click the Manage Rubrics button.

**Open Rubric**

<table>
<thead>
<tr>
<th>Course Rubrics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion Rubric</strong></td>
<td>4 criteria</td>
</tr>
<tr>
<td></td>
<td>15 points possible</td>
</tr>
<tr>
<td><strong>Essay Rubric</strong></td>
<td>12 criteria</td>
</tr>
<tr>
<td></td>
<td>60 points possible</td>
</tr>
<tr>
<td><strong>Laboratory Notebook Entries</strong></td>
<td>5 criteria</td>
</tr>
<tr>
<td></td>
<td>25 points possible</td>
</tr>
<tr>
<td><strong>Quiz Rubric</strong></td>
<td>1 criterion</td>
</tr>
<tr>
<td></td>
<td>5 points possible</td>
</tr>
<tr>
<td><strong>Research Rubric</strong></td>
<td>7 criteria</td>
</tr>
<tr>
<td></td>
<td>35 points possible</td>
</tr>
<tr>
<td><strong>Worksheet Rubric</strong></td>
<td>3 criteria</td>
</tr>
<tr>
<td></td>
<td>10 points possible</td>
</tr>
</tbody>
</table>

Click the name of a rubric.
Create Rubric

Course Rubrics

Discussion Rubric
4 criteria
15 points possible

Essay Rubric
12 criteria
60 points possible

Laboratory Notebook Entries
5 criteria
25 points possible

Quiz Rubric
1 criterion
5 points possible

To create a new rubric, click the Add Rubric button.

Edit Rubric

Essay Rubric (1)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideas and Content&lt;br&gt;Ideas and content include the essay’s main idea and supporting details.</td>
<td>10.0 to &gt; 5.0 pts Full Marks</td>
<td>10.0 pts</td>
</tr>
<tr>
<td>Organization&lt;br&gt;Organization describes the introduction, body, and conclusion of an essay and determines how well these parts fit together.</td>
<td>5.0 pts Full Marks</td>
<td>5.0 pts</td>
</tr>
<tr>
<td></td>
<td>5.0 to &gt;3.0 pts Proficient&lt;br&gt;Essay includes a main idea with general or limited supporting details.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.0 to &gt;0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.0 pts No Marks</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 15.0
Click the **Edit Rubric** button.

### Find Outcome

#### Essay Rubric (1)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideas and Content</td>
<td>10.0 to &gt;5.0 pts</td>
<td>10.0 pts</td>
</tr>
<tr>
<td>Ideas and content include the essay's main idea and supporting details.</td>
<td>Full Marks</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>5.0 to &gt;3.0 pts</td>
<td></td>
</tr>
<tr>
<td>Organization describes the introduction, body, and conclusion of an essay and determines how well these parts fit together.</td>
<td>Proficient</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.0 to &gt;0 pts</td>
<td>No Marks</td>
</tr>
<tr>
<td></td>
<td>Full Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.0 pts</td>
<td>No Marks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use this rubric for assignment grading.
Hide score total for assessment results.

Click the **Find Outcome** link.
Import Outcome

Locate and select the outcome you want to align [1].

If you want to use the criterion for scoring, click the **Use this criterion for scoring** checkbox [2]. Selecting this checkbox displays the point value of the criterion directly in the rubric and contributes to the overall rubric point value. However, if this checkbox is not selected, the point value will not be factored into the rubric. The criterion point value will not be displayed after the rubric is updated.

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

**Note:** Available outcomes may vary by institution.
Confirm Import

**documentation.beta.instructure.com says:**

Import outcome "Assignment Outcome" to group "Biology 101"?

[Cancel] [OK]

Click the OK button.

**Update Rubric**

View the aligned outcome [1]. Click the **Update Rubric** button [2].
How do I add a rubric in a course?

If you cannot find a rubric you want to use in your course, you can create a new rubric. Once you create a rubric, the rubric is saved in your course for future use. You can add the rubric to an assignment and use the rubric for grading and adding comments. You can manage created rubrics in the Manage Rubrics page.

This lesson shows how to create a rubric in the Manage Rubrics page. You can also create a rubric directly when adding a rubric to an assignment, and the process is the same.

Rubric criteria can include a point range or an individual point value. Rubrics can also be set as non-scoring rubrics, which allows for the use of rubrics without point values.

Notes:

- Currently criterion cannot be reordered after they are added to a rubric.
- The option to create a range is managed by an account-level feature option. If the Range checkbox is not displayed in a rubric, your institution has not enabled this feature.

Open Outcomes

In Course Navigation, click the Outcomes link.
Manage Rubrics

Click the Manage Rubrics button.

Add Rubric

Click the Add Rubric button.

Add Title

Title: Some Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of criterion</td>
<td>5 pts Full Marks</td>
<td>5 pts</td>
</tr>
<tr>
<td>Range □</td>
<td>0 pts No Marks</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 5
In the **Title** field, add a title for the rubric. This title identifies the rubric so it can be easily associated with an assignment, graded discussion, or quiz.

**Edit Criterion Description**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of criterion</td>
<td>5 pts Full Marks</td>
<td>5 pts</td>
</tr>
<tr>
<td>Range</td>
<td>0 pts No Marks</td>
<td></td>
</tr>
</tbody>
</table>

The rubric includes one default criterion entry. To edit the criterion description, click the **Edit** icon.

**Note:** Currently criterion cannot be reordered after they are added to a rubric. If you want to display criterion in a specific order, make sure you create them in the order that you prefer.
Enter Descriptions

Enter a short description for the criterion in the **Description** field [1]. To add a longer description to the criterion, enter a longer description [2]. The longer description provides students more information about the criterion. Click the **Update Criterion** button [3].
Select Range

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideas and Content</td>
<td>5 to &gt;0 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td>Thesis and topic sentences as well as supporting details in body paragraphs.</td>
<td>Full Marks</td>
<td></td>
</tr>
<tr>
<td>Range</td>
<td>No Marks</td>
<td></td>
</tr>
</tbody>
</table>

By default, rubric ratings are created as individual point values. If you want to create a point range instead, click the Range checkbox [1]. Ranges allow you to assign a rating for a range of point options instead of just one point value.

When enabled, the first rating (full marks) shows the total point value in a range format [2]. Each rating displays a maximum and minimum point value. For each rating, the maximum value is assigned as the point value.

Except for the range value display, criterion ranges function the same way as individual point ratings. For instance, a range that includes a maximum of five points and a minimum of three points is assigned the full point value of five points.
Edit Total Point Value

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideas and Content</td>
<td>10 to &gt;0 pts Full Marks</td>
<td>10 pts</td>
</tr>
<tr>
<td>Thesis and topic sentences as well as supporting details in body paragraphs. Range</td>
<td>0 pts No Marks</td>
<td>0 pts</td>
</tr>
</tbody>
</table>

Rubric ratings default to 5 points, awarding 5 points for full rubric marks and 0 points for no rubric marks.

If you want to adjust the total point value of the criterion, enter the number of points in the **Points** field [1]. The first rating (full marks) updates to the new total point value and any incremental ratings adjust appropriately [2].
Add Ratings

To add a new rating for the criterion, click the Add icon.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideas and Content</td>
<td>10 to &gt;0 pts Full Marks</td>
<td>10</td>
</tr>
<tr>
<td>Thesis and topic sentences as well as supporting details in body paragraphs. Range</td>
<td>0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 10
Update Rating

In the Edit Rating window, complete the rating criterion description. By default, the Rating Score field displays the point value between the two existing ranges [1]. To change the point value for the rating score, enter the new point value in the Rating Score field. Points can be whole (1, 5, 10) or decimal (0.3, 0.5, 2.75) numbers. However, if you are using a range, point values should be whole numbers.

In the Rating Title field [2], enter a title for the rating.

In the Rating Description field [3], enter a description for the rating.

Click the Update Rubric button [4].
To edit a rating, click the **Edit** icon [1]. Editing a specific rating value affects the full point value for the criterion. If you adjust the point value of a rating, the value of all ratings will adjust and create the updated point value for the criterion.

To delete a rating, click the rating’s **Delete** icon [2]. Note that you cannot delete the first and last rating for the criterion.

To delete the entire criterion, click the criterion **Delete** icon [3].
Add Criterion

To add another criterion, click the Add Criterion link [1]. To create a new criterion, click the New Criterion option [2]. To duplicate an existing criterion, click the name of the criterion you want to duplicate [3].

To find an outcome to align with the rubric, click the Find Outcome link [4].

Note: Outcomes cannot be edited directly in a rubric.

Create Rubric

Click the Create Rubric button.
### Essay Rubric (1)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ideas and Content</strong>&lt;br&gt;Thesis and topic sentences as well as supporting details in body paragraphs.</td>
<td>10 to &gt;8 pts Full Marks&lt;br&gt;8 to &gt;5 pts Proficient&lt;br&gt;5 to &gt;3 pts Approaching Expectation&lt;br&gt;3 to &gt;0 pts Needs Work</td>
<td>10 pts</td>
</tr>
<tr>
<td><strong>Organization</strong>&lt;br&gt;Introduction, body, conclusion work to create a cohesive whole.</td>
<td>5 pts Meets Expectation&lt;br&gt;3 pts Approaching Expectation&lt;br&gt;0 pts Needs Work</td>
<td>5 pts</td>
</tr>
<tr>
<td><strong>Total Points:</strong></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

View the new rubric.

To edit the rubric, click the **Edit** icon [1]. To delete the rubric, click the **Delete** icon [2].
How do I add a rubric to an assignment?

You can add a rubric to an assignment to help students understand expectations for the assignment and how you intend to score their submissions. Occasionally, rubrics are added to assignments when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to assignments, rubrics can also be added to graded discussions and quizzes.

Rubrics can be added by finding an existing rubric in one of your courses, or by creating a new rubric.

Note: When you add a rubric to a moderated assignment, any associated outcome results display in the Learning Mastery Gradebook only after final grades are posted.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.

Add Rubric

For this assignment, all members of your group will need to choose which area of Biology to complete research on. The following choices are available:

- Biochemistry & Biophysics
- Bioengineering
- Cancer Biology
- Cell Biology
- Developmental Biology
- Genetics

Points 75
Submitting a text entry box or a file upload

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 24</td>
<td>Everyone</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Click the Add Rubric button.
Find a Rubric

To find an existing rubric, click the Find a Rubric link.

You can find rubrics that were created in previous assignments as well as rubrics created in other courses where you have an instructor role.
In the first column, select a course or account [1]. In the second column, locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the assignment, scroll to the bottom of the rubric and click the Use This Rubric button [3].
## Edit Rubric

### Worksheet Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet has student's name on it</td>
<td>2 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partial Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Name</td>
<td></td>
</tr>
<tr>
<td>Worksheet is complete</td>
<td>5 to &gt;3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fully complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 to &gt;1 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Half complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 to &gt;0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Less than 1/3 complete</td>
<td></td>
</tr>
<tr>
<td>Student work is legible (easy to read)</td>
<td>3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Somewhat legible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Illegible</td>
<td></td>
</tr>
<tr>
<td>Assignment Outcome view longer description threshold: 3 pts</td>
<td>5 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exceeds Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meets Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 15

To reopen the rubric and select rubric settings, click the **Edit** icon.
Create New Rubric

If you can't find an existing rubric to use for the assignment, you can create a new rubric for your assignment. New rubrics are saved in your course for future use.
Select Rubric Settings

Once you have added a rubric, you can select several options for the rubric.

If you want to **write free-form comments** to students in SpeedGrader, select the **I'll write free-form comments...** checkbox [1]. If this option is selected, no ratings are used to assess the student and criterion values are assigned manually.

If you want to remove points from the rubric, select the **Remove points from rubric** checkbox [2]. If this option is selected, no points are associated with the rubric, but students can still be rated using the rubric criterion.

If you have the Learning Mastery Gradebook enabled but you don't want outcome results to be posted to the Learning Mastery Gradebook, select the **Don't post Outcomes results to Learning Mastery Gradebook** checkbox [3]. If this option is selected, students will be able to see rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

If you want to **use the rubric for grading** in SpeedGrader, select the **Use this rubric for assignment grading** checkbox [4].

If you don't want students to see the score total for the rubric, select the **Hide score total for assessment results** checkbox [5]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option is only available if the rubric is not used for grading.
Save Rubric

Click the **Update Rubric** button.

**Note:** If you created a new rubric, the assignment will show the **Create Rubric** button.

**Adjust Scoring Points**

If you select the option to use the rubric for grading, Canvas will compare the rubric score and Assignment points.

If the number of points in the rubric is different than the number of points in the Assignment, Canvas will generate a warning message notifying that the point values are not equal.

To update the number of points in the assignment, click the **Change** button [1]. Otherwise, click the **Leave different** button[2].
View Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet has student's name on it</td>
<td>2 pts</td>
<td>2 pts</td>
</tr>
<tr>
<td></td>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partial Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Name</td>
<td></td>
</tr>
<tr>
<td>Worksheet is complete</td>
<td>5 to &gt;3 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Fully complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 to &gt;1 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Half complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 to &gt;0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Less than 1/3 complete</td>
<td></td>
</tr>
<tr>
<td>Student work is legible (easy to read)</td>
<td>3 pts</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>Legible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Somewhat legible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Illegible</td>
<td></td>
</tr>
<tr>
<td>Assignment Outcome</td>
<td>5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Exceeds Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meets Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Points: 15</td>
<td></td>
</tr>
</tbody>
</table>

View the rubric for the assignment.

To edit the rubric, click the **Edit** icon [1]. To replace the rubric with an existing rubric, click the **Search** icon [2]. To delete the rubric from the assignment, click the **Delete** icon [3].

Copy Rubric

documentation.beta.instructure.com says:

You can't edit this rubric, either because you don't have permission or it's being used in more than one place. Any changes you make will result in a new rubric based on the old rubric. Continue anyway?

[Cancel] [OK]
If you try to edit a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can't be edited. This message means that the rubric can't be edited directly, but you can create a copy of the rubric.

To create a copy of the rubric, click the **OK** button. Canvas will create a copied version of the rubric. The edited version will automatically replace the previous rubric in the assignment. If you use the rubric for grading, the rubric will update for all students in SpeedGrader. You may want to re-review student submissions that may have already been graded with the original rubric.

The copied rubric will also be saved in the [course rubrics list](#) for future use.

**Note:** A rubric linked to multiple assignments will not be copied if the only change made is to use the rubric for assignment grading.
How do I add a rubric to a graded discussion?

You can add a rubric to a graded discussion to help students understand expectations for the discussion and how you intend to score their replies. Occasionally, rubrics are added to assignments when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to graded discussions, rubrics can also be added to assignments and quizzes.

Rubrics can be added by finding an existing rubric in one of your courses, or by creating a new rubric.

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion
Click the name of the graded discussion

Add Rubric

Click the Options icon [1] and select the Add Rubric option [2].
Find a Rubric

To find an existing rubric, click the **Find a Rubric** link.

You can find rubrics that were created in previous graded discussions as well as rubrics created in other courses where you have an instructor role.
In the first column, select a course or account [1]. In the second column, locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the graded discussion, scroll to the bottom of the rubric and click the Use This Rubric button [3].
Edit Rubric

Discussion Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>4 pts Full Marks</td>
<td>4 pts</td>
</tr>
<tr>
<td></td>
<td>0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td>First Post</td>
<td>3 pts Full Marks</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td>Second Post</td>
<td>3 pts Full Marks</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td>Discussion Outcome</td>
<td>view longer description</td>
<td>5 pts</td>
</tr>
<tr>
<td>Exceeds Expectations</td>
<td>3 pts Meets Expectations</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 15

To reopen the rubric and select rubric settings, click the Edit icon.
Create New Rubric

If you can't find an existing rubric to use for the graded discussion, you can create a new rubric for your graded discussion. New rubrics are saved in your course for future use.
Select Rubric Settings

Once you have added a rubric, you can select several options for the rubric.

If you want to write free-form comments to students in SpeedGrader, select the I'll write free-form comments... checkbox [1]. If this option is selected, no ratings are used to assess the student and criterion values are assigned manually.

If you want to remove points from the rubric, select the Remove points from rubric checkbox [2]. If this option is selected, no points are associated with the rubric, but students can still be rated using the rubric criterion.

If you have the Learning Mastery Gradebook enabled but you don't want outcome results to be posted to the Learning Mastery Gradebook, select the Don't post Outcomes results to Learning Mastery Gradebook checkbox [3]. If this option is selected, students will be able to see rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

If you want to use the rubric for grading in SpeedGrader, select the Use this rubric for assignment grading checkbox [4].

If you don't want students to see the score total for the rubric, select the Hide score total for assessment results checkbox [5]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option is only available if the rubric is not used for grading and only applies to students when they view rubrics from the Grades page.
Save Rubric

Click the **Update Rubric** button.

**Note:** If you created a new rubric, the assignment will show the **Create Rubric** button.

Adjust Scoring Points

If you select the option to use the rubric for grading, Canvas will compare the rubric score and Assignment points.

If the number of points in the rubric is different than the number of points in the Assignment, Canvas will generate a warning message notifying that the point values are not equal.

To update the number of points in the assignment, click the **Change** button [1]. Otherwise, click the **Leave different** button [2].
View Rubric

View the rubric for the graded discussion.

To edit the rubric, click the **Edit** icon [1]. To replace the rubric with an existing rubric, click the **Search** icon [2]. To delete the rubric from the graded discussion, click the **Delete** icon [3].

To close the rubric and return to the graded discussion, click the **Close** icon [4].
Copy Rubric

If you try to edit a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can't be edited. This message means that the rubric can't be edited directly, but you can create a copy of the rubric.

To create a copy of the rubric, click the OK button. Canvas will create a copied version of the rubric. The edited version will automatically replace the previous rubric in the graded discussion. If you use the rubric for grading, the rubric will update for all students in SpeedGrader. You may want to re-review student discussion replies that may have already been graded with the original rubric.

The copied rubric will also be saved in the course rubrics list for future use.
How do I add a rubric to a quiz?

You can add a rubric to a graded discussion to help students understand expectations for the discussion and how you intend to score their replies. Occasionally, rubrics are added to quizzes when you have an outcome inside of the rubric that you would like to use for alignment purposes. In addition to quizzes, rubrics can also be added to graded discussions and assignments.

Notes:

• You cannot use a rubric for grading in quizzes, since quiz scores are calculated based on the number of points assigned to each quiz question.
• You cannot add a rubric to a practice quiz or ungraded survey.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

Click the name of the quiz.

Show Rubric

Click the Options icon [1] and select the Show Rubric link [2].
Add Rubric

Click the Add Rubric button.

Find a Rubric

To find an existing rubric, click the Find a Rubric link.

You can find rubrics that were created in previous quizzes as well as rubrics created in other courses where you have an instructor role.
In the first column, select a course or account [1]. In the second column, locate and click the name of a rubric [2]. You can view the criteria and points in each rubric. To select a rubric for the quiz, scroll to the bottom of the rubric and click the **Use This Rubric** button [3].
Edit Rubric

Assignment Rubric Details

Quiz Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎯 Quiz Outcome</td>
<td>5 pts Exceeds Expectations</td>
<td></td>
</tr>
<tr>
<td>view longer description</td>
<td>3 pts Meets Expectations</td>
<td></td>
</tr>
<tr>
<td>threshold: 3 pts</td>
<td>0 pts Does Not Meet Expectations</td>
<td>5 pts</td>
</tr>
</tbody>
</table>

Total Points: 5

To reopen the rubric and select rubric settings, click the Edit icon.
Create New Rubric

If you can't find an existing rubric to use for the quiz, you can create a new rubric for your quiz. New rubrics are saved in your course for future use.
Select Rubric Settings

Once you have added a rubric, you can select several options for the rubric.

If you want to write free-form comments to students in SpeedGrader, select the I'll write free-form comments... checkbox [1]. If this option is selected, no ratings are used to assess the student and criterion values are assigned manually.

If you want to remove points from the rubric, select the Remove points from rubric checkbox [2]. If this option is selected, no points are associated with the rubric, but students can still be rated using the rubric criterion.

If you have the Learning Mastery Gradebook enabled but you don't want outcome results posted to the Learning Mastery Gradebook, select the Don't post Outcomes results to Learning Mastery Gradebook checkbox [3]. If this option is selected, students will be able to see rubric and outcome results in the Grades and submission details pages but results will not be posted to the Learning Mastery Gradebook.

If you don't want students to see the score total for the rubric, select the Hide score total for assessment results checkbox [4]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option applies to students when they view rubrics from the Grades page.
Save Rubric

Click the Update Rubric button.

Note: If you created a new rubric, the assignment will show the Create Rubric button.

View Rubric

View the rubric for the assignment.

To edit the rubric, click the Edit icon [1]. To replace the rubric with an existing rubric, click the Search icon [2]. To delete the rubric from the assignment, click the Delete icon [3].

To close the rubric and return to the quiz, click the Close icon [4].
Copy Rubric

If you try to edit a rubric that has been used in more than one assignment (assignment, graded discussion, or quiz), Canvas generates a warning message that the rubric can't be edited. This message means that the rubric can't be edited directly, but you can create a copy of the rubric.

To create a copy of the rubric, click the OK button. Canvas will create a copied version of the rubric. The edited version will automatically replace the previous rubric in the quiz.

The copied rubric will also be saved in the course rubrics list for future use.
Settings
How do I use course settings?

The Settings navigation link is where you can easily update and see the different users and sections, and you can also modify the navigation of your course. Depending on your permissions, you can edit differing levels of the course settings.

Open Settings

- Outcomes
- Quizzes
- Conferences
- Collaborations
- SCORM
- Chat
- Settings

The settings portion of your course is only available to instructors.

In Course Navigation, click the Settings link.
In the Course Details tab, you can view the details of your course including its name, what your quota is, and what license that you’ve attached to this content inside of your course. You can also view the course status. If the course cannot be unpublished, the hover text will notify you accordingly.
View Sections

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Sections</th>
<th>Navigation</th>
<th>Apps</th>
<th>Feature Options</th>
</tr>
</thead>
</table>

Course Sections

- **History 101** (19 Users)
- **History 101 - MWF** (11 Users)
- **History 101 - TTH** (5 Users)

Add a New Section:*  

In the Sections tab, you can [add a section](#) to your course and manage student section enrollments.
View Navigation

In the Navigation tab, you can modify the Content Navigation links listed in your course. You can drag and drop to reorder and hide course navigation links.

Any configured course navigation External Apps (LTI Tools) that appear in Course Navigation also appear here as well.
View Apps

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

If your institution has enabled the Canvas App Center, in the Apps tab you can view all available external learning tools in Canvas. However, you can also configure apps manually.
View Feature Options

<table>
<thead>
<tr>
<th>Feature Options</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePub Exporting</td>
<td>beta</td>
</tr>
<tr>
<td>Learning Mastery Gradebook</td>
<td></td>
</tr>
<tr>
<td>Student Learning Mastery Gradebook</td>
<td></td>
</tr>
<tr>
<td>Post Grades to SIS</td>
<td>beta</td>
</tr>
<tr>
<td>Recurring Calendar Events</td>
<td></td>
</tr>
</tbody>
</table>

In the Feature Options tab, you can enable and disable Canvas features within your course as made available by your account admin.
How do I set details for a course?

As an instructor, you can manage the details in a Canvas course. The Course Settings page may allow you to manage the course identification details, course Dashboard image, Blueprint information (if any), file storage data, course grading scheme, course license, course visibility, course format, and other options available for the course.

Open Settings

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

Open Course Details

Click the **Course Details** tab.
View Course Identification

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Sections</th>
<th>Navigation</th>
<th>Apps</th>
<th>Feature Options</th>
</tr>
</thead>
</table>

### Course Details

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Name:</td>
<td></td>
<td>Biology 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2</strong> Course Code:</td>
<td></td>
<td>Bio 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3</strong> Time Zone:</td>
<td></td>
<td>Mountain Time (US &amp; Canada) (Eastern)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4</strong> SIS ID:</td>
<td></td>
<td>Bio 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5</strong> Subaccount:</td>
<td></td>
<td>Documentation Canvas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The first section of Course Details shows you an overview of your course, including the course name [1] and course code [2]. Depending on your institution, you may not be able to change your course name and code.

To change your course time zone, use the Time Zone drop-down menu [3].

If you can view SIS IDs, you can view the SIS ID for the course [4]. You can also view the assigned subaccount for the course [5].

The Course Details page also shows the status of the course, published or unpublished [6].
If your institution allows you to add an image to a course card in the Dashboard, you can add or replace the course image.
View Blueprint Course

<table>
<thead>
<tr>
<th>Name</th>
<th>Geography 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>GEO 101</td>
</tr>
<tr>
<td>Blueprint Course</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Geography 101-B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>CLC-B</td>
</tr>
<tr>
<td>Blueprint Course</td>
<td>Geography 101 (courses/189)</td>
</tr>
</tbody>
</table>

Your Course Details tab indicates whether the course has been enabled as a blueprint course and displays Yes or No [1].

If your course is associated with a blueprint course, your Course Details tab indicates the name of the blueprint course [2]. The course name also includes the course ID as a reference (e.g. courses/XXX). If you have been enrolled in the blueprint course as an instructor or TA, the name of the blueprint course will contain a link to access the blueprint course.

Most commonly, your course will be associated with a blueprint course and you can only manage unlocked content in your course. If your course is a blueprint course, you can lock and sync course content to associated courses.
Courses may be assigned to the Default Term or a specific term [1]. By default, your course will be available to students within the term dates.

If needed, you can set specific start and end dates for your course [2]. However, changing course dates may override term availability settings and placement in the Courses page and Dashboard. Please confirm term dates before modifying course dates. Changing start and end dates also allow you to manage participation between the course dates.

You may also be able to change student access settings to allow or restrict students from viewing your course before the start or end date [3].
View Course Language

You can set a specific language for your course. By default the language is set to Not set, English (US). Selecting a language for your course will override user language preferences and is only recommended for foreign language courses.

View File Storage

You can view the storage file size allowed in your course. File storage consists of all files in course files and assignment submissions. Administrators at your institution set the file storage quota for each course.

View Grading Scheme

You can enable a grading scheme for your course. A grading scheme is a set of criteria that measures varying levels of achievement in a course. You can also view the current existing grading scheme, if any.

View License

License: Private (Copyrighted)
You can view the license for your course. By default all content is considered private and copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. When making your course public, you will most likely want to [set a license for your course](https://example.com/license).

### View Visibility

![Visibility settings](https://example.com/visibility)

<table>
<thead>
<tr>
<th>Visibility:</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customize</td>
<td></td>
</tr>
<tr>
<td>Include this course in the public course index</td>
<td></td>
</tr>
</tbody>
</table>

You can view any visibility settings for your course. Each visibility option is independent of the others. You can customize course visibility, customize content visibility, and include the course in the public course index.

### View Formats

![Format settings](https://example.com/format)

<table>
<thead>
<tr>
<th>Format:</th>
<th>Not Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epub Export:</td>
<td>Organize epub by content type (default is by module).</td>
</tr>
<tr>
<td>Offline Course:</td>
<td>Allow course content to be downloaded and viewed offline</td>
</tr>
</tbody>
</table>

You can [set the format for your course](https://example.com/format) in the Format menu [1]. This setting specifies the intended format of the course. To change the course format, click the format drop-down menu.

You can also allow users to download your course for offline viewing using one of two options.

- If ePub Exporting is enabled in your course, you can view the **ePub Export** check box [2] and change the ePub format.
- If your course displays an Offline Course check box [3], your institution has enabled course content to be viewed offline as an HTML file. By default, this check box will be selected. However, you can [manage offline course access](https://example.com/offline) by deselecting the check box at any time.
If your course is part of the public course index, you can include a description for your course in the description field.

You can change more options in your course by clicking the More Options link [1].

You can grant additional course privileges for students by selecting the appropriate checkbox [2]:

- Allow students to self-enroll by clicking the Let students self-enroll by sharing with them a secret URL or code checkbox.
• **Show recent announcements** on the course home page by clicking the Show recent announcements on course home page checkbox.

• Allow students to [attach files to discussion replies](#) by clicking the Let students attach files to Discussions checkbox. *

• Allow students to [create new discussion topics](#) by clicking the Let students create Discussion Topics checkbox. *

• Allow students to [edit or delete their own discussion posts](#) by clicking the Let students edit or delete their own discussion posts checkbox. *

• Allow students to create their own student groups by clicking the Let students organize their own groups checkbox.

• [Hide student grade totals](#) in the grades page by clicking the Hide totals in student grades summary checkbox.

• [Hide the grade distribution graphs](#) in the grades page by clicking the Hide grade distribution graphs from students checkbox.

• [Disable comments on announcements](#) by clicking the Disable comments on announcements checkbox. *(Depending on your institution's preference, this option may already be selected for you.)*

• Allow students to edit course pages by default by selecting the Edit course pages drop-down menu. *

• If the Content Security Policy is enabled in an account, admins can disable the Content Security Policy for a course by clicking the Disable Content Security Policy checkbox. If the box is checked, the policy is disabled for this course.

* These options can also be selected from the feature's index page.
How do I add a grading scheme in a course?

If you would like to use a grading scheme that your institution has not created on the account level, you can create a new grading scheme for your course. View examples of common grading schemes.

Note: Your grading scheme will not take effect until it has been enabled for the course.

Open Settings

In Course Navigation, click the Settings link.

Open Course Details

Click the Course Details tab.
Enable Grading Scheme

Click the **Enable course grading scheme** checkbox.

View Grading Scheme

Click the **View Grading Scheme** link.

Manage Grading Schemes

Canvas will show you the current grading scheme enabled by your institution, if any [1]. Click the **Manage Grading Schemes** link [2].
Add Grading Scheme

Click the **Add Grading Scheme** button.

**Edit Grading Scheme**

<table>
<thead>
<tr>
<th>Name</th>
<th>Range</th>
<th>To</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>100%</td>
<td>90</td>
<td>%</td>
</tr>
<tr>
<td>Good</td>
<td>&lt; 90%</td>
<td>80</td>
<td>%</td>
</tr>
<tr>
<td>Fair</td>
<td>&lt; 80%</td>
<td>70</td>
<td>%</td>
</tr>
<tr>
<td>Poor</td>
<td>&lt; 70%</td>
<td>60</td>
<td>%</td>
</tr>
</tbody>
</table>

Create a title in the Scheme Name field [1]. For each line item, edit the grading scheme name in the name field [2]. Edit the minimum end of each individual range in the To [Number] % field [3].
Add Range

<table>
<thead>
<tr>
<th>Name</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>100%</td>
</tr>
<tr>
<td>to 90%</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td>&lt; 90%</td>
</tr>
<tr>
<td>to 80%</td>
<td></td>
</tr>
<tr>
<td>Fair</td>
<td>&lt; 80%</td>
</tr>
<tr>
<td>to 70%</td>
<td></td>
</tr>
<tr>
<td>Poor</td>
<td>&lt; 70%</td>
</tr>
<tr>
<td>to 60%</td>
<td></td>
</tr>
</tbody>
</table>

If you need to add ranges, place your cursor over a range checkbox and click the Add icon [1]. You can remove individual ranges by clicking the remove icon [2]. When you are finished editing your grading scheme, click the Save button [3].

Save Scheme

Click the Save button.
Modify Grading Scheme

<table>
<thead>
<tr>
<th>Performance (account: Documentation Canvas)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Excellent</td>
</tr>
<tr>
<td>Good</td>
</tr>
<tr>
<td>Fair</td>
</tr>
<tr>
<td>Poor</td>
</tr>
<tr>
<td>Fail</td>
</tr>
</tbody>
</table>

Your new grading scheme will appear underneath any previously used grading schemes. If you are able to edit the grading scheme, you can always edit the grading scheme by clicking the Edit icon [1]. To delete a grading scheme, click the Delete icon [2].
How do I change a course name and course code?

If you have permission from your admin, you can change your course name and course code in your course Settings in Canvas.

The course code is a short name for the course and is displayed at the top of the Course Navigation menu and in course cards in the dashboard.

Notes:

- Course names and codes may be generated by your institution's student information system (SIS). If these fields are not editable, you cannot change the course name or code.
- The course code is also known as the reference code or short name.

Open Settings

In Course Navigation, click the Settings link.
Open Course Details

Click the Course Details tab.

Edit Course Name and Code

Edit the course name and code by typing in the name [1] and course code [2] fields. Both fields have a 255 character limit.

Update Course Details

Click the Update Course Details button.

View Changes

Click the Update Course Details button.
Your changes will be reflected in the course details.
How do I add an image to a course card in the Dashboard?

If your institution allows, you can upload an image to display behind the course card in the Canvas Dashboard. Accepted images include JPG, JPEG, GIF, and PNG files. For best practice, images should be approximately 262 pixels wide by 146 pixels high.

Images can also be added from Flickr; the search results display images with a Creative Commons public domain license.

When added to a course, images display behind a color overlay in the course card. The overlay color is a user setting defined individually by each user in the Dashboard. Although the color overlay can be completely removed by a user, best practice is to use an image that can display well behind a variety of colors.

**Note:** Adding an image to a course card is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the [course features lesson](https://example.com/course/features).

Open Course Settings

In Course Navigation, click the **Settings** link.
Open Course Details

Click the Course Details tab.

Choose Image

Click the Choose Image button.
Upload File

Choose Image

Drag and drop your image here or browse your computer

For best results crop image to 262px wide by 144px tall. JPEG, PNG or GIF file types accepted

To upload your own image, drag and drop your image in your browser [1]. Or, to browse your computer and locate an image, click the browse your computer link [2].

Images will automatically upload, but larger images may take a few seconds to process. The image will be centered, so if the width of the image exceeds the recommended width, the sides of the image will be cut off.
To use an image from Flickr, enter a search term in the **Search** field [1]. Search results display all related images with a Creative Commons public domain license and may include more than one page.

When you've found an image you want to use, click the image [2].
View Image

Course Details

Image:

View the image as it will be shown in the Dashboard course card.

Manage Image

Course Details

Image:

To manage the image, click the Options icon [1]. To change the image and select a new one, click the Change image option [2]. To remove the image completely, click the Remove image option [3].
Update Course Details

Click the **Update Course Details** button.
How do I set a time zone for a course?

All dates and times throughout a course are displayed according to the course time zone. Courses automatically default to the account time zone. However, as an instructor, you may be able to change the time zone for your course.

Note: Users can specify a time zone in their User Settings, which does not have any effect on the course time zone. If users have set a specific time zone in their User Settings, all course dates and times will display in their local time, but if they hover over the date and time, they can also see the course date and time.

Open Course Settings

In Course Navigation, click the Settings link.

Open Course Details

Click the Course Details tab.
Set Course Time Zone

In the **Time Zone** drop-down menu, select a new time zone for your course.

**Update Course Details**

Click the **Update Course Details** button.

**View Course Time Zone**

- **Name:** Biology 101
- **Course Code:** BIO101
- **Blueprint Course:** No
- **Time Zone:** Central Time (US & Canada) (-07)
View the time zone for your course.
How do I change the start and end dates for a course?

By default, courses inherit term dates set for your entire institution. However, as an instructor, you may need to change the start and end dates for your course. Dates can be shorter than or overlap the term dates.

Limit User Participation Dates

You can set whether or not students can only participate in the course during the specified course dates using the Student Participation checkbox. Participation means that students can submit assignments, post discussions, upload files, or take part in any other action-based task within a course. If you limit students to only be able to participate during the course dates, they can accept the course invitation, access the course, and look at content, but they cannot fully participate until the first day of the course. When the course is concluded, the course is placed in a read-only state.

Course Override Dates

Course override dates are only created if the Student Participation checkbox is selected as part of creating start and end dates (both dates are required). If the Student Participation checkbox is not selected in Course Settings, students can participate in the course before and after the start and end date, and participation dates will always be determined by the term dates.

Dashboard Considerations

The Student Participation checkbox may also affect courses that have been marked as a favorite and display in the Dashboard. If a course includes an override date and the Student Participation checkbox is selected, students cannot participate in the course after the end date, and the course will be removed from the Dashboard.

Moreover, if the Student Participation checkbox is not selected, the course will still display in the Dashboard as a favorite course after the end date since the course still allows participation as an active course. The course will not be removed until the course is concluded via term dates. However, course dates will still determine the placement of the course in a student's Past, Current, or Future Enrollments list regardless of the term dates.

Restrict Course Access

If you do not want students to be able to view any content in the course until the course start date, Course Settings also allows you to restrict students from being able to access content. You can also choose to restrict all course access after the course has concluded.

Note: You can only change the course end date when your enrollment is active. Course dates cannot be changed once your enrollment has concluded for the course.
Open Settings

- Outcomes
- Quizzes
- Conferences
- Collaborations
- SCORM
- Chat

Settings

In Course Navigation, click the Settings link.

Open Course Details

Course Details

Sections  Navigation  Apps  Feature Options

Click the Course Details tab.
Set Start Date

Changing course dates may override term availability settings and placement in the Courses page and Dashboard. Please confirm term dates before modifying course dates.

Starts:

Oct 22, 2018 at 12:13pm

Click the Starts calendar icon [1]. Select a new start date for the course [2].

Click the Starts calendar icon [1]. Select a new start date for the course [2].
Set End Date

Changing course dates may override term availability settings and placement in the Courses page and Dashboard. Please confirm term dates before modifying course dates.

Starts: Oct 22, 2018 12:13 pm

Ends: Jan 13, 2019 11:59 pm

Note: In your end date, if you do not set a time, or you set the end time to midnight, a warning icon displays notifying you that the date prior to the set end date will be the last available day in the course. For instance, if the course were set to end January 13, the last full available date for the course would be January 12.

Click the Ends calendar icon [1]. Select a new end date for the course [2].

Note: Students can only participate in the course between these dates. When selected, the course is in a read-only state outside these dates.
Limit Student Participation

If you do not want to let students participate in the course outside of the course dates, select the Students can only participate in the course between these dates checkbox. Selecting this checkbox creates a course override and overrides the term dates. Students can only participate in the course between the course dates, and the course will be in a read-only state outside the course dates.

This checkbox only affects student and observer roles; all other roles default to term access dates.

Notes:

- Course override dates are only created if the Student Participation checkbox is selected.
- If the Student Participation checkbox is not selected in Course Settings, students can participate in the course before and after the start and end date, and participation will always be determined by the term dates.
- When the Student Participation checkbox is not selected, the course dates determine the placement of the course in the Past, Current, or Future Enrollments list for students.
Restrict Course Access

You may also be able to change student access settings to allow or restrict students from viewing your course before the start or end date. When selected, the course is inaccessible outside course dates. If the course dates are blank, these start and end dates apply to the term dates.

Update Course Details

Click the Update Course Details button.
How do I use grading schemes in a course?

A grading scheme is a set of criteria that measures varying levels of achievement in a course. Course-level grading schemes are grading schemes that can be defined at both the course level and the assignment level. Without a grading scheme, scores are not measured against any specific standard.

You can enable a grading scheme created by your institution, or you can add a new grading scheme specific to your course. View a video about Grading Schemes.

Common Grading Schemes

Grading schemes are built based on percentage ranges, and each percentage range is assigned a name value. You can create any type of grading scheme by editing the name and percentage range for each item. When enabling a grading scheme for a course, the grading scheme is applied to the students' final grades in addition to the overall percentage.

Notes about Grading Schemes:

- Grading schemes only support two decimal places.
- The only scores allowed in the Gradebook are those defined in the grading scheme.
- Gradebook entries that are not specifically defined in the grading scheme revert back to the icon showing that the submission needs to be graded. Depending on an assignment's display grade, some Gradebook entries cannot convert to a grading scheme.
Letter Grades

<table>
<thead>
<tr>
<th>Name</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% to 94%</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 94% to 90%</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 90% to 87%</td>
</tr>
<tr>
<td>B</td>
<td>&lt; 87% to 84%</td>
</tr>
<tr>
<td>B-</td>
<td>&lt; 84% to 80%</td>
</tr>
<tr>
<td>C+</td>
<td>&lt; 80% to 77%</td>
</tr>
<tr>
<td>C</td>
<td>&lt; 77% to 74%</td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 74% to 70%</td>
</tr>
<tr>
<td>D+</td>
<td>&lt; 70% to 67%</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 67% to 64%</td>
</tr>
<tr>
<td>D-</td>
<td>&lt; 64% to 61%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 61% to 0%</td>
</tr>
</tbody>
</table>

Letter Grades is the most traditional type of grading scheme and is the default format for new grading schemes. Only supported scores are allowed in the Gradebook, so if you build a letter grade scheme with name values for only A, B, and C, you cannot enter a score that converts to an A- or B+.

Performance

<table>
<thead>
<tr>
<th>Name</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>100% to 90%</td>
</tr>
<tr>
<td>Good</td>
<td>&lt; 90% to 80%</td>
</tr>
<tr>
<td>Fair</td>
<td>&lt; 80% to 70%</td>
</tr>
<tr>
<td>Poor</td>
<td>&lt; 70% to 60%</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt; 60% to 0%</td>
</tr>
</tbody>
</table>
Performance grading schemes are based on a standard of individual performance. Only supported scores are allowed in the Gradebook, so if you build a performance scheme with the name values of only *Excellent* and *Poor*, you cannot enter a score of *Good*.

**Course Grading Schemes**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Research Paper 1 Out of 35</th>
<th>Instructor Notes</th>
<th>Extra Credit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone Biology 101 and Biology 10</td>
<td>emily.boone.canvas@gmail</td>
<td></td>
<td></td>
<td></td>
<td>100% A</td>
</tr>
<tr>
<td>Jessica Doe Biology 101 and Biology 10</td>
<td>jessica.doe.canvas@gmail</td>
<td></td>
<td></td>
<td></td>
<td>87.5% B+</td>
</tr>
<tr>
<td>Max Johnson Biology 101 and Biology 10</td>
<td>max.johnson.canvas@gmail</td>
<td></td>
<td></td>
<td></td>
<td>100% A</td>
</tr>
</tbody>
</table>

When enabling a grading scheme for a course, the grading scheme is applied to the students’ final grades in addition to the overall percentage. Learn how to enable a [course grading scheme](#).
When grading schemes are enabled, students only see percentages in their overall total grades (unless it is changed to points in the Gradebook).
Assignment Grading Schemes

Grading schemes can be applied specifically to individual assignments. Each assignment includes a field that allows you to choose how the grade is displayed in the Gradebook and in the student Grades page. Learn how to enable an assignment grading scheme.

For **Letter Grade Schemes**, you can input scores in the Gradebook depending on the assignment display type:

- For any assignment type, you can enter grades as points or a percentage. For instance, if an assignment is worth 10 points and the student earns 9, you can input 9 or 90% (which displays the grade defined in the percentage range).
- When an assignment grade display is specifically set to Letter Grade, you can also input a letter grade directly, such as an A-.

For **Performance schemes**, you can input scores in the Gradebook by points, percentage, or performance value. For instance, if an assignment is worth 10 points and the student earns 9, you can input 9 or 90% (which displays the performance defined in the percentage range). You can also input a performance value directly.

**Note:** Grading schemes do not apply to Assignment Group columns in the Gradebook.
In assignments, students can see their grades displayed with both the points earned and the grading scheme equivalent.
How do I restrict student access to a course before or after the course dates?

As an instructor, you may be able to change restrictions for student access in your course. These restrictions include student access to courses before or after the start and end date. These restriction settings can be used independently or in conjunction with override course start and end dates for the course. If no course override dates are specified for the course, the start and end dates apply to the term dates.

Please be aware that the settings for student access are already set by your institutional admin. If settings are available to you, you can modify them for your course. If settings are locked, you cannot change the settings for your course.

Restrict students from viewing course before start date: When a student enrolls in a future course, the course displays in the Future Enrollments section in the student Courses list. Once a course is published, the course displays an invitation to join the course, where the students can view course content at any time before the course begins. However, when the student restriction for the course start date is enabled, students cannot view a link to the course until the start date, even if the course is published.

Restrict students from viewing course after end date: Once a course has concluded, students can still view the course but all content is displayed in a read-only state. However, when the student restriction for the course end date is enabled, students can no longer view the course in the Courses list after the course has concluded. This setting can be used if your institution uses the course across multiple terms and want to restrict students from accessing prior content for future students, or if students have to re-enroll in the course.

Notes:

• Although any changed section dates override course dates, student access restrictions cannot be set at the section level, and restriction options apply to all sections within the course.
• Restricting student access does not apply to users who do not have course enrollments and are accessing the course through Public or Institution visibility options.
Open Settings

In Course Navigation, click the Settings link.

Set Restriction Options

Starts: [Calendar]

Ends: [Calendar]

- Students can only participate in the course between these dates
  When selected, the course is in a read-only state outside these dates.

- Restrict students from viewing this course after end date

- Restrict students from viewing this course before start date
  When selected, the course is inaccessible outside course dates. If the course dates are blank, these start and end dates apply to the term dates.

In the Courses tab, view the Visibility section. By default, student access checkboxes are not selected, meaning students can view courses before and after course dates. To retain this default for the course, do not select any checkboxes.
To set a default so that students cannot view a link to the course before the course start date, click the **Restrict students from viewing courses before start date** checkbox [1]. When selected, the course is inaccessible before the course start date. If the course dates are blank, the start date applies to the term start date.

To set a default so that students cannot access the course after the course end date, **Restrict students from viewing courses after end date** checkbox [2]. When selected, the course is inaccessible after the course end date. If the course dates are blank, the end date applies to the term end date.

### Change Student Access

The default checkbox settings are passed down from the account level. By default, student access checkboxes are not selected, meaning students can view and access courses before and after course dates.

Depending on your admin, the student access setting may vary in your course.

### View Locked Setting

If your admin has locked one or more settings, locked settings are grayed out and cannot be changed.

If your admin has not locked one or more settings, you can change the settings for your course as necessary. If any settings are already selected, the selection indicates the default for the entire institution.
How do I change the language preference for a course?

You can change the language settings for your course to override user and account settings. This feature should probably only be used for foreign language courses.

Open Settings

In Course Navigation, click the Settings link.

Open Course Details

Click the Course Details tab.
Select Language

In the **Language** drop-down menu, select the new default language.

Update Course Details

Click the **Update Course Details** button.
View your course in the updated language preference.
How do I use grading schemes in a course?

A grading scheme is a set of criteria that measures varying levels of achievement in a course. Course-level grading schemes are grading schemes that can be defined at both the course level and the assignment level. Without a grading scheme, scores are not measured against any specific standard.

You can enable a grading scheme created by your institution, or you can add a new grading scheme specific to your course.

View a video about Grading Schemes.

Common Grading Schemes

Grading schemes are built based on percentage ranges, and each percentage range is assigned a name value. You can create any type of grading scheme by editing the name and percentage range for each item. When enabling a grading scheme for a course, the grading scheme is applied to the students' final grades in addition to the overall percentage.

Notes about Grading Schemes:

- Grading schemes only support two decimal places.
- The only scores allowed in the Gradebook are those defined in the grading scheme.
- Gradebook entries that are not specifically defined in the grading scheme revert back to the icon showing that the submission needs to be graded. Depending on an assignment's display grade, some Gradebook entries cannot convert to a grading scheme.
Letter Grades

<table>
<thead>
<tr>
<th>Name</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% to 94%</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 94% to 90%</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 90% to 87%</td>
</tr>
<tr>
<td>B</td>
<td>&lt; 87% to 84%</td>
</tr>
<tr>
<td>B-</td>
<td>&lt; 84% to 80%</td>
</tr>
<tr>
<td>C+</td>
<td>&lt; 80% to 77%</td>
</tr>
<tr>
<td>C</td>
<td>&lt; 77% to 74%</td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 74% to 70%</td>
</tr>
<tr>
<td>D+</td>
<td>&lt; 70% to 67%</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 67% to 64%</td>
</tr>
<tr>
<td>D-</td>
<td>&lt; 64% to 61%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 61% to 0%</td>
</tr>
</tbody>
</table>

Letter Grades is the most traditional type of grading scheme and is the default format for new grading schemes. Only supported scores are allowed in the Gradebook, so if you build a letter grade scheme with name values for only A, B, and C, you cannot enter a score that converts to an A- or B+.

Performance

<table>
<thead>
<tr>
<th>Name</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>100% to 90%</td>
</tr>
<tr>
<td>Good</td>
<td>&lt; 90% to 80%</td>
</tr>
<tr>
<td>Fair</td>
<td>&lt; 80% to 70%</td>
</tr>
<tr>
<td>Poor</td>
<td>&lt; 70% to 60%</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt; 60% to 0%</td>
</tr>
</tbody>
</table>
Performance grading schemes are based on a standard of individual performance. Only supported scores are allowed in the Gradebook, so if you build a performance scheme with the name values of only Excellent and Poor, you cannot enter a score of Good.

Course Grading Schemes

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Research Paper 1 Out of 35</th>
<th>Instructor Notes</th>
<th>Extra Credit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone Biology 101 and Biology 10</td>
<td>emily.boone.canvas@gmail</td>
<td>100% A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Doe Biology 101 and Biology 10</td>
<td><a href="mailto:jessica.doe.canvas@gmail.c">jessica.doe.canvas@gmail.c</a></td>
<td>87.5% B+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Johnson Biology 101 and Biology 10</td>
<td>max.johnson.canvas@gmail</td>
<td>100% A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When enabling a grading scheme for a course, the grading scheme is applied to the students' final grades in addition to the overall percentage. Learn how to enable a course grading scheme.
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- When an assignment grade display is specifically set to Letter Grade, you can also input a letter grade directly, such as an A-.

For **Performance schemes**, you can input scores in the Gradebook by points, percentage, or performance value. For instance, if an assignment is worth 10 points and the student earns 9, you can input 9 or 90% (which displays the performance defined in the percentage range). You can also input a performance value directly.

**Note:** Grading schemes do not apply to Assignment Group columns in the Gradebook.
In assignments, students can see their grades displayed with both the points earned and the grading scheme equivalent.
How do I view grading schemes in a course?

If you want to enable a grading scheme for a course or specific assignments in the course, you can manage grading schemes for the course. Your institution may have already created grading schemes that you can use in your course, or you can add a new grading scheme. You can also edit and delete grading schemes that you create if necessary.

Open Settings

In Course Navigation, click the Settings link.

Open Course Details

Click the Course Details tab.
Enable Grading Scheme

<table>
<thead>
<tr>
<th>File Storage:</th>
<th>500 megabytes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Scheme:</td>
<td>☑ Enable course grading scheme</td>
</tr>
<tr>
<td>License</td>
<td>Private (Copyrighted)</td>
</tr>
</tbody>
</table>

Click the **Enable course grading scheme** checkbox.

View Grading Scheme

| Grading Scheme: | ☑ Enable course grading scheme | [view grading scheme] |

Click the **view grading scheme** link.
Manage Grading Schemes

Click the Manage Grading Schemes link.
View Grading Schemes

The Grading Schemes page shows all grading schemes for your account or that have been created in your course. If the scheme was created at the account level, the grading scheme includes the name of the account.

Add Grading Scheme

To add a course grading scheme, click the Add Grading Scheme button.
Manage Grading Schemes

To edit a grading scheme, click the Edit icon [1].

To delete a grading scheme, click the Delete icon [2].

Notes:

- You can only edit or delete grading schemes that you have created for your course. Only users with admin permissions can edit or delete grading schemes created at the account level. If you do not have permission to manage an account grading scheme, the icons will be grayed out.
- If you delete a grading scheme that is enabled as the course grading scheme or added to an assignment, the grading scheme will still be retained unless another scheme is selected.
How do I enable a grading scheme for a course?

You can enable an existing grading scheme for your course by editing your Course Settings. If you need to change your course grading scheme at any time, you can manage the grading schemes and find a new scheme.

If you want to disable grading schemes for your entire course, you can deselect the grading scheme checkbox in Course Settings and your course will no longer be associated with a grading scheme. If you choose to use a grading scheme at a later time, you will have to re-enable a grading scheme.

Notes:

- In a course export, the enabled course grading scheme is copied as the default grading scheme.
- Using an account-level grading scheme built by your institution links the scheme into your course—it does not import as a new scheme on the course level.

Open Settings

Files
Outcomes
Quizzes
Conferences
Collaborations
SCORM
Chat
Settings

In Course Navigation, click the Settings link.
Open Course Details

Click the **Course Details** tab.

Enable Grading Scheme

Click the **Enable course grading scheme** checkbox.

Set Grading Scheme

To **create a grading scheme** for your course, or to use a default grading scheme provided by your account, click the **set grading scheme** link.
View Grading Scheme

To enable a grading scheme that you have previously created in your course or that was imported using the Course Import Tool, click the view grading scheme link.

Select Grading Scheme

Canvas will show you the Canvas default grading scheme. If you want to select another grading scheme, click the Select Another Scheme link.
View Grading Schemes

View/Edit Grading Scheme

<table>
<thead>
<tr>
<th>GPA Scale</th>
<th>Performance</th>
<th>Erin Halmark, Documentation Canvas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy Admin, Documentation Canvas</td>
<td>Excellent</td>
<td>100% to 90%</td>
</tr>
<tr>
<td>Letter Grades</td>
<td>Good</td>
<td>&lt; 90% to 80%</td>
</tr>
<tr>
<td>Alli Brown, Documentation Canvas</td>
<td>Fair</td>
<td>&lt; 80% to 70%</td>
</tr>
<tr>
<td>Pass/Fail</td>
<td>Poor</td>
<td>&lt; 70% to 60%</td>
</tr>
<tr>
<td>Alli Brown, Documentation Canvas</td>
<td>Fail</td>
<td>&lt; 60% to 0%</td>
</tr>
</tbody>
</table>

To view a grading standard, click the title of the grading scheme [1].

When you have located the grading scheme you want to use in the course, click the Use This Grading Standard button [2].
View your enabled grading scheme. Click the **Done** button.

**Update Course Details**

Click the **Update Course Details** button.
How do I add a grading scheme in a course?

If you would like to use a grading scheme that your institution has not created on the account level, you can create a new grading scheme for your course. View examples of common grading schemes.

Note: Your grading scheme will not take effect until it has been enabled for the course.

Open Settings

In Course Navigation, click the Settings link.

Open Course Details

Click the Course Details tab.
Enable Grading Scheme

Click the **Enable course grading scheme** checkbox.

View Grading Scheme

Click the **View Grading Scheme** link.

Manage Grading Schemes

Canvas will show you the current grading scheme enabled by your institution, if any [1]. Click the **Manage Grading Schemes** link [2].
Add Grading Scheme

Click the Add Grading Scheme button.

Edit Grading Scheme

Create a title in the Scheme Name field [1]. For each line item, edit the grading scheme name in the name field [2]. Edit the minimum end of each individual range in the To [Number] % field [3].
Add Range

If you need to add ranges, place your cursor over a range checkbox and click the Add icon [1]. You can remove individual ranges by clicking the remove icon [2]. When you are finished editing your grading scheme, click the Save button [3].

Save Scheme

Click the Save button.
Modify Grading Scheme

<table>
<thead>
<tr>
<th>Performance (account: Documentation Canvas)</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Range</td>
</tr>
<tr>
<td>Excellent</td>
<td>100% to 90%</td>
</tr>
<tr>
<td>Good</td>
<td>&lt; 90% to 80%</td>
</tr>
<tr>
<td>Fair</td>
<td>&lt; 80% to 70%</td>
</tr>
<tr>
<td>Poor</td>
<td>&lt; 70% to 60%</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt; 60% to 0%</td>
</tr>
</tbody>
</table>

Your new grading scheme will appear underneath any previously used grading schemes. If you are able to edit the grading scheme, you can always edit the grading scheme by clicking the Edit icon [1]. To delete a grading scheme, click the Delete icon [2].
How do I view grading periods in a course?

If your course supports Multiple Grading Periods, you can use grading periods created by your Canvas admin. Grading periods consist of a specific date range that define the grading period, including the close date when you are no longer allowed to edit grades in the grading period. Grading periods may also be weighted.

However, the dates of each grading period can only be viewed as part of the Grading Schemes page. You may need to view the grading period dates to view how your admin has defined the grading periods.

You can only edit grades in a current or future grading period. Once the close date for a grading period has passed, you cannot edit grades for the prior grading period. The close date may be the same date as the end date, or may extend past the end date.

Open Settings

In Course Navigation, click the Settings link.
In the Course Details tab, locate the Grading Scheme heading and click the view grading scheme link.

**Note:** If a grading scheme is not already set for your course, you can view the grading scheme link by selecting the Enable course grading scheme checkbox; the link will display as set grading scheme. A course grading scheme does not have to be enabled to view the grading periods.
Manage Grading Scheme

<table>
<thead>
<tr>
<th>Name</th>
<th>Range</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 %</td>
<td>94.0 %</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 94.0 %</td>
<td>90.0 %</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 90.0 %</td>
<td>87.0 %</td>
</tr>
<tr>
<td>B</td>
<td>&lt; 87.0 %</td>
<td>84.0 %</td>
</tr>
<tr>
<td>B-</td>
<td>&lt; 84.0 %</td>
<td>80.0 %</td>
</tr>
<tr>
<td>C+</td>
<td>&lt; 80.0 %</td>
<td>77.0 %</td>
</tr>
<tr>
<td>C</td>
<td>&lt; 77.0 %</td>
<td>74.0 %</td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 74.0 %</td>
<td>70.0 %</td>
</tr>
<tr>
<td>D+</td>
<td>&lt; 70.0 %</td>
<td>67.0 %</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 67.0 %</td>
<td>64.0 %</td>
</tr>
<tr>
<td>D-</td>
<td>&lt; 64.0 %</td>
<td>61.0 %</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 61.0 %</td>
<td>0.0 %</td>
</tr>
</tbody>
</table>

Click the Manage Grading Schemes link.
View Grading Periods

In the Grading Periods tab, any grading periods created by your admin display the grading period names [1], start dates [2], end dates [3], and close dates [4]. If grading periods are weighted, you can view each grading period's weighted percentage [5].

Grading period data is read-only.

<table>
<thead>
<tr>
<th>Grading Period Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Close Date</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2017</td>
<td>Apr 30, 2017</td>
<td>Sep 3, 2017</td>
<td>Sep 10, 2017</td>
<td>50%</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>Sep 3, 2017</td>
<td>Dec 31, 2017</td>
<td>Dec 31, 2017</td>
<td>50%</td>
</tr>
</tbody>
</table>
How do I customize visibility options for a course?

Course visibility options can be customized and allow access to different user roles. The visibility setting offers three choices for a course:

- **Course**: The course is available to all users associated (enrolled) in the course. This option is the default setting.
- **Institution**: The course is available to users associated with this institution. This option allows users in your institution to view your course before they enroll in the course. For this option, users can only view the course if course self-enrollment is enabled or the course is included in the Public Course Index. The course content shown to authenticated users is the same content shown to the public for publicly visible courses.
- **Public**: The course is available to anyone with the URL. If a public course is unaccessible to unauthenticated users, your institution may require a login and password to view all courses within their Canvas instance.

As part of course visibility, you can also customize content visibility.

To learn more about visibility options, view the [Canvas Course Visibility Options PDF](#).

Open Settings

In Course Navigation, click the **Settings** link.
Open Course Details

Click the Course Details tab.

Set Visibility

In the Visibility options, the default is set to Course.

To change the visibility, click the Visibility menu and select the visibility option you prefer.

Customize Content Visibility

If you also want to customize content visibility, such as the course syllabus, click the Customize checkbox.

Update Course Details
Click the **Update Course Details** button.
How do I customize visibility options for course content?

Content visibility options can be customized to allow specific users to view course content. Currently, only the Syllabus can be customized as a content item. Content visibility is defined by the course visibility option, so content visibility can only be set to an equal or greater structure.

Like with course visibility, content visibility can be set to one of the same visibility options: Course, Institution, or Public.

- **Course**: Content is available to all users associated (enrolled) in the course.
- **Institution**: Content is available to users associated with the institution. This option allows users in your institution to view the selected content before they enroll in the course.
- **Public**: Content is available to anyone with the URL.

To learn more about visibility options, view the [Canvas Course Visibility Options PDF](#).

Open Settings

In Course Navigation, click the **Settings** link.
Open Course Details

Click the Course Details tab.

Confirm Course Visibility

In the Visibility options, confirm the course visibility is set correctly. Content visibility is defined by the course visibility option.

Customize Content Visibility

Click the Customize checkbox.
Set Content Visibility

Currently the only content available for customization is the Syllabus. The default is set to the same option shown for course visibility.

In the **Syllabus** menu, select the visibility option you want to set:

- If course visibility is set to Course, content visibility can be set to Course, Institution, or Public.
- If course visibility is set to Institution, content visibility can be set to Institution or Public.
- If course visibility is set to Public, the entire course is already public so content visibility can only be set to Public.

**Update Course Details**

Click the **Update Course Details** button.
How do I set a Creative Commons license for a course?

By default, the content you create in your course is considered copyrighted and private. However, if you want to make your course available to others for reuse, you can set a Creative Commons license for your course that specifies how you will let others copy, distribute, or display your work. The benefit of using Creative Commons licenses is that other instructors can use and build upon your own content. This sort of creative collaboration can add value to your curriculum. You can reuse other users' content if it has a Creative Commons license.

Licenses range from restrictive use to public domain. If you are not sure what type of license you need, learn more about Creative Commons licensing. While setting a license, you can also use the Help icon to determine which type of Creative Commons license is best for you. You can change your course license at any time.

You can set a license for both private and public courses. Learn how to make your course available to users through course visibility options.

Note: If you are using Canvas Commons, the license you select for your course is not associated with the content license set for a shared resource.

Open Settings

In Course Navigation, click the Settings link.
Open Course Details

Click the Course Details tab.

Select License

In the Course Details tab, the License menu is set to Private (Copyrighted). If you want to select a different license and know what license you want to use, click the License menu [1] and select the license from the menu list.

If you need more information about choosing a license, click the Help icon [2].
The Help menu explains the four conditions that comprise Creative Commons licenses. To create a license, click the condition(s) you want to select [1]. The name of the license displays at the bottom of the page [2].

Notes:

- All Creative Commons licenses require attribution, so when others distribute or reuse your work, they must always credit you for your original creation. If you select more than one condition, the Attribution condition will always be selected.
- The Attribution-ShareAlike license is used by Wikipedia and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects. With this license, others can copy, distribute, and use your course content or altered forms of your course content (even for commercial purposes) as long as they credit you and use the same Creative Commons license.
Use This License

Content Licensing Help

Canvas can track the default license for content inside of your course. By default all content is considered copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. Creative Commons provides a number of different licenses, which can be confusing. However, the licenses are all based on four conditions, so we can help you choose a license. Select which of the conditions you want to apply and we’ll show you the correct license for those conditions.

- **Attribution**: You let others copy, distribute, display, and perform your copyrighted work -- and derivative works based upon it -- but only if they give credit the way you request.
- **Share Alike**: You allow others to distribute derivative works only under a license identical to the license that governs your work.
- **Non-Commercial**: You let others copy, distribute, display, and perform your work -- and derivative works based upon it -- but for non-commercial purposes only.
- **No Derivative Works**: You let others copy, distribute, display, and perform only verbatim copies of your work, not derivative works based upon it.

Use This License  
CC Attribution Non-Commercial

When you are finished creating your license, click the **Use This License** button.

View License

View your selected license in the **License** menu.

Update Course Details

Click the **Update Course Details** button.
How do I include a course in the Public Course Index?

The public course index is a collection of all courses that can be viewed publicly within your institution. In relation to the index, the word public references the index, not the courses; courses in the index may be public or private courses. Learn how to view the Public Course Index.

If you want to include your course as part of the public course index, you can select the course index visibility option in course settings. You can also create a description for your course as part of the catalog listing.

To learn more about visibility options, view the Canvas Course Visibility Options PDF.

Notes:

- The Public Course Index is currently an account opt-in feature and must be enabled by your institutional admin.
- If your course is enabled for self-enrollment, you can add a Join button to allow users to self-enroll at any time. This option does not have to be enabled to include a course in the Public Course Index, but students who view the course will not be able to contribute to any discussions, quizzes, or assignments unless they are enrolled.
- If a course includes an end date, the course is not automatically removed from the Public Course Index.

Open Settings

In Course Navigation, click the Settings link.
Open Course Details

Click the Course Details tab.

Set Visibility

In the visibility options, click the **Include this course in the public course index** checkbox.

Set Description

In the description field, enter a description for your course.
Update Course Details

Click the **Update Course Details** button.
How do I set a course format?

You can set the format for a course in Course Settings. Course format shows whether the course is intended to be an on-campus course, a online course, or a blended course. Blended courses can sometimes be called hybrid courses, but the interpretation can be defined by your institution.

For admins, currently course format reporting can only be accessed through the Courses API or the Provisioning Report (Courses CSV configuration) in Account Settings.

Open Settings

Files
Outcomes
Quizzes
Conferences
Collaborations
SCORM
Chat
Settings

In Course Navigation, click the Settings link.

Open Course Details

Course Details  Sections  Navigation  Apps  Feature Options

Click the Course Details tab.
Open Course Format Menu

Click the Format drop-down menu.

Select Format

Click the format type that best represents your course.

Update Course Details

Click the Update Course Details button.
How do I change the format of a course ePub export file?

As an instructor, you can allow users to download your course as an ePub file using an ePub reader. You can also select the format for the course ePub file.

The default ePub organization is by module, meaning only items that students have access to view in each module will be included in the ePub file. Locked modules list either their pre-requisites or the unlock date, as well as the items that are contained within that module (though not the actual content of those items themselves).

If you do not want the ePub file to be organized by Modules, you can choose to set your course organization by content type (e.g. assignments, quizzes, etc.).

Notes:

- ePub Exporting is currently a course opt-in feature. To enable this feature, learn how to manage feature options in the course features lesson.
- If your account does not display the ePub Export option, your institution may only allow you to manage offline content as an HTML file. The offline content feature will override the ePub Exporting feature option, as both features cannot be used together.

Open Settings

Outcomes
Quizzes
Conferences
Collaborations
SCORM
Chat
Settings

In Course Navigation, click the Settings link.
Open Course Details

Click the Course Details tab.

Organize ePub by Content Type

In the Course Details tab, locate the ePub Export section. Click the Organize ePub by content type checkbox.

Update Course Details

Click the Update Course Details button.
How do I allow course content to be exported as an offline HTML file?

If your institution has enabled offline content, you can allow users in your course to download course content as an HTML file in the Modules page. This feature supports courses that use complex HTML or dynamic linking to downloaded files. Users can view the HTML file on a computer any time.

Exports are based on modules. To use this feature, you must allow students to view modules in the course, either by displaying the Modules link in Course Navigation or enabling modules as the Course Home Page layout.

Course content export packages include all course files, pages, and embedded files added to a module and are viewable as long as the user has permission. Content items locked by modules or by date are not included in offline content and show that the content is not available.

Exported content does not expire, so please ensure your institution has specific online user agreement guidelines as exported content files cannot be managed by the institution. When exporting content, users are notified that they may not reproduce or communicate any of the content in the course, including files exported from the course, without the prior written permission of their institution.

**Note:** If your course does not display the Offline Content option, your institution has not enabled this feature. However, you may be able to allow course content to be downloaded as an ePub file and manage the ePub export format.

Open Settings

In Course Navigation, click the **Settings** link.
Open Course Details

Click the Course Details tab.

Enable Offline Content

Locate the Offline Course section. Click the Allow course content to be downloaded and viewed offline checkbox.

Note: This checkbox may already enabled by your institution.

Update Course Details

Click the Update Course Details button.
How do I enable course self-enrollment with a join code or secret URL?

If your Canvas admin has enabled self enrollment for your institution, you can enable self enrollment in your course. Self-enrollment allows a student to sign up for a course using a secret URL or code. Self-enrollment can be enabled for a course whether or not the course is publicly visible.

Note: If you cannot view the options for self enrollment, your admin has disabled this setting for your institution.

Open Settings

In Course Navigation, click the Settings link.

Open Course Details

Click the Course Details tab.
Open More Options

At the bottom of the page, click the More Options link.

Enable Self-Enrollment

Click the Let students self-enroll by sharing with them a secret URL or code checkbox.
Add Join the Course Link

If you want to add an enrollment link to the Course Home Page, click the **Add a "Join this Course" link to the course home page** checkbox.

Update Course Details

Click the **Update Course Details** button.

View Self-Enrollment Details

This course has enabled open enrollment. Students can self-enroll in the course once you share with them this URL: [https://documentation.beta.instructure.com/enroll/X8DFEK](https://documentation.beta.instructure.com/enroll/X8DFEK).

Alternatively, they can sign up at [https://documentation.beta.instructure.com/register](https://documentation.beta.instructure.com/register) and use the following code: X8DFEK.
Copy and share the provided secret URL [1].

If your institution has enabled Canvas authentication, which allows students to sign up for a Canvas account, you can also view an alternative sign-up option that includes the account URL and join code [2].
How do I show recent announcements in the Course Home Page?

You can show recent announcements as part of your Course Home Page. You can set the number of announcements that should be displayed.

The Course Home Page only displays text and links within announcements; any images or media will not be shown.

Open Settings

In Course Navigation, click the Settings link.

Open Course Details

Click the Course Details tab.
Open More Options

Click the more options link.

Show Recent Announcements

Select the Show recent announcements on Course home page checkbox.

Select Number of Announcements

In the Number of announcements menu, select the number of announcements to show on the home page. You can show up to the most recent 15 announcements.
Update Course Details

Click the **Update Course Details** button.
How do I hide totals in my students' grade summaries?

Instructors can hide totals in students' grade summaries. By default, totals are visible to students. For courses using weighted assignment groups, assignment group totals are also hidden from students.

If your course is using Multiple Grading Periods, this setting restricts students from viewing grades in any grading period, even if the Display Totals for All Grading Periods feature option is enabled.

Open Settings

In Course Navigation, click the Settings link.

Open Course Details

Click the Course Details tab.
Open More Options

Click the more options link.

Hide Totals in Student Grades Summary

Select the Hide totals in student grades summary option.

Update Course Details

Click the Update Course Details button.
How do I hide grade distribution scoring details from students?

Instructors can hide the box and whisker plot (grade distribution) graphs to keep students from viewing the summary statistics of the class and figuring out each others' grades. By default, the whisker graph is on. When the grade distribution graph is hidden, students cannot view any aspect of the graph, including the high, low, and mean scores.

Note: Instructors can still view the grade distribution graphs even if they are hidden from students.

Open Settings

In Course Navigation, click the Settings link.

Open Course Details

Click the Course Details tab.
Open More Options

Offline Course:  ✔ Allow course content to be downloaded and viewed offline

Description:

Click the more options link.

Hide Grade Distribution

☐ Let students attach files to discussions
☐ Let students create discussion topics
☐ Let students edit or delete their own discussion posts
☐ Let students organize their own groups
☐ Hide totals in student grades summary
☐ Hide grade distribution graphs from students
☐ Disable comments on announcements

Check the Hide grade distribution graphs from students checkbox.

Update Course Details

Click the Update Course Details button.
How do I disable announcement replies for an entire course?

By default, comment replies are disabled for announcements unless enabled in an individual assignment. However, you can disable comments for announcements and have that setting applied to every announcement throughout the entire course. When this setting is applied, you cannot select the option to allow users to comment when creating an announcement.

If you enable announcement replies, only newly created announcements will be able to allow user replies. Any existing announcements will remain locked and must be opened to comments individually in the Announcements page.

Note: Depending on your institution's preference, comments may already be disabled in the course.

Open Settings

In Course Navigation, click the Settings link.

Open Course Details

Click the Course Details tab.
Open More Options

Offline Course:  ✔ Allow course content to be downloaded and viewed offline

Description:

Click the more options link.

Disable Comments on Announcements

☐ Let students attach files to discussions
☐ Let students create discussion topics
☐ Let students edit or delete their own discussion posts
☐ Let students organize their own groups
☐ Hide totals in student grades summary
☐ Hide grade distribution graphs from students
☒ Disable comments on announcements

Check the Disable comments on announcements checkbox.

Note: If the checkbox is grayed out, comments have already been disabled by your institution and cannot be changed.
Update Course Details

Click the Update Course Details button.
How do I validate links in a course?

As an instructor, you can verify all external links throughout your course to ensure they are valid. You can check these links using the course link validator, which searches through course content and returns invalid or unresponsive external links in both published and unpublished content. However, please note that some links flagged as unresponsive are inaccessible by Canvas servers and will still work for students.

The link validator also includes deleted links. Deleted links are links that are still in the course, but their linked content has been deleted (such as a course file or page).

Note: The link validator does not validate mailto (email address) links.

Open Settings

In Course Navigation, click the Settings link.
Open Validation Link

In the sidebar, click the Validate Links in Content link.

Start Link Validation

Course Link Validator

The course link validator searches course content for invalid or unreachable links and images.

Start Link Validation

Click the Start Link Validation button.
View Links

Course Link Validator

The course link validator searches course content for invalid or unreachable links and images.

- [Restart Link Validation]
- [Show links to unpublished content]

1. Found 10 broken links

2. Label your Microscope
   ASSIGNMENT
   - Unpublished content referenced in this resource: microquiz.pdf.

If any links are found in the course, Canvas displays the number of links [1], followed by the name of the content item and the content's associated invalid link(s) [2].
View Unpublished Content

By default, the Show links to unpublished content checkbox is selected [1]. The page will display any broken links in unpublished content [2].
The validator displays broken links and images by item type [1]. Broken content is identified as either a link or an image [2]. Non-existent content means that the object is invalid and should be replaced [3]. Unreachable objects mean the image could not be displayed [4].

Note: Course Cards are a supported object type. Any deleted course image added from Flickr displays as an invalid image.
Update Links

Course Link Validator

The course link validator searches course content for invalid or unreachable links and images.

- **Label your Microscope**
  - Assignment
  - Unpublished content referenced in this resource: `microquiz.pdf`

- **Found 10 broken links**

To update links within course content, click the name of the content item [1].

After you update your content, you can validate your links again by returning to the Link Validator page and clicking the **Restart Link Validation** button [2].
How do I view course statistics?

Course statistics give you a glimpse into which Assignments, Discussions, and Quizzes are engaging students and what might be improved in the future. It will also help you to detect which students are not participating to the fullest or have started to fall behind the rest of the class.

To learn about specific file quota details, view the Course Files Quota PDF.

Open Settings

In Course Navigation, click the Settings link.
Open Course Statistics

Click the Course Statistics link.
View Totals

Statistics for History 101

Running Totals

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions</td>
<td>12</td>
</tr>
<tr>
<td>Discussion Posts</td>
<td>10</td>
</tr>
<tr>
<td>Assignments</td>
<td>27</td>
</tr>
<tr>
<td>Assignment Groups</td>
<td>5</td>
</tr>
<tr>
<td>Course Rubrics</td>
<td>12</td>
</tr>
<tr>
<td>All Rubrics</td>
<td>10</td>
</tr>
<tr>
<td>Active Students</td>
<td>7</td>
</tr>
<tr>
<td>Unaccepted Students</td>
<td>0</td>
</tr>
<tr>
<td>Quizzes</td>
<td>6</td>
</tr>
<tr>
<td>Quiz Questions</td>
<td>56</td>
</tr>
<tr>
<td>Quiz Submissions</td>
<td>4</td>
</tr>
</tbody>
</table>

In the Totals tab, view running totals of course discussions, assignments, active students, and quizzes.
In the Assignments tab, you can view statistics about assignments in your course including the submission type, number of assignments, and number of submissions.
## View Students

In the Students tab, you can view the students who have recently logged in to Canvas.

To view user details about a student, click the name of a student. The user details page also allows you to view any online interactions you’ve had with the student in the course as well as course access information and individual analytics.

<table>
<thead>
<tr>
<th>Statistics for History 101</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Totals</strong></td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
</tr>
<tr>
<td><strong>Students</strong></td>
</tr>
<tr>
<td><strong>File Storage</strong></td>
</tr>
</tbody>
</table>

**Recently Logged-In Users**

- **Emily Boone**
  - last logged in Jan 22 at 9:20am

- **Max Johnson**
  - last logged in Jan 19 at 2:45pm

- **Bruce Jones**
  - last logged in Jan 19 at 11:40am

- **Jessica Doe**
  - last logged in Jan 15 at 2:52pm
In the File Storage tab, you can view the allotted storage for your course, the number of unique uploaded files, and the number of unique media files in your course.

Please note that any files from a previous course import or course copy is not included in the storage quota or files count. Learn more about course files.
How do I view a course as a test student using Student View?

You can view a course the same way that your students view your course through Student View. Enabling Student View creates a Test Student in your course. You can also activate Student View in your Course Settings.

To see the student’s perspective on Canvas, use Student View to view the course, post and reply to discussions, submit assignments, view grades, view people, view pages, view the syllabus, view quizzes, view the calendar, and view the scheduler (if enabled). You can reset Test Student data at any time; however, Test Student activity that involves interactions with other students cannot be removed, such as discussion replies.

Attendance, conferences, conversations, collaborations, differentiated assignments, external apps, groups, peer reviews, and profiles do not work for the Test Student. You will see only what you, as the instructor, allow your students to see.

Notes:

- Each Canvas course has a separate Test Student account. Whenever you move to a new course you will need to enable Student View for that course.
- Submissions and scores for the Test Student do not affect course analytics.
- You can only view the course layout as it is seen by your students. You cannot view student-specific information, such as conversations between students.
- Student View cannot be used with MasteryPaths in a course.
- Once you activate Student View, the Test Student is shown at the end of the Gradebook and SpeedGrader and is automatically added to every section in your course. If you want to remove the test student completely, you will have to remove the test student from your section enrollments.
Open Student View

In the course home page sidebar, click the Student View button.
You can now view the course as a student user would see it. For example, students cannot see the Settings navigation link like instructors can.

You will know if you are in Student View because of the persistent box on the bottom of the screen indicating you are logged into Student View.

**Reset Student**

You can also reset the Test Student by clicking **Reset Student**. This action will clear all activity that does not include any student interaction.

For example, if you created an assignment and submitted it as the Test Student but then forgot to add a certain submission type, you can click the Reset Student button and submit the assignment again as the Test Student.
Leave Student View

To return to your course in the instructor view, click the **Leave Student View** button.
How do I reset course content?

If you have permission as an instructor, you can reset course content with your course settings in Canvas. However, resetting course content permanently removes all content and it cannot be recovered.

When you reset course content, you reset all content in the course including:

- Course ID—external URLs will no longer direct back to the course unless they are manually changed
- LTI tools added at the course level

Course details and enrollments will remain intact within your course. Following the reset, your course will be unpublished and will not be visible to students. If you added the course to the Dashboard, it will still appear in the Dashboard after a reset.

Note: Course content cannot be reset in Blueprint Courses.

Open Settings

Quizzes
Conferences
Collaborations
SCORM
Chat
Settings

In Course Navigation, click the Settings link.
Reset Course Content

In the sidebar, click the **Reset Course Content** link.
Confirm Course Reset

Reset Course Content

Resetting course content will permanently delete all associated assignments, discussions, quizzes, modules, rubrics, pages, files, learning outcomes, question banks, collaborations, conferences, or any other content. This action is irreversible, and the data cannot be recovered. Are you sure you wish to continue?

Click the **Reset Course Content** button.
How do I manage new features for a course?

Canvas is continually creating new features to improve your experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may change the workflow for common activities in Canvas during your current term. Because we want you to be able to learn about these features at your own pace, they’ll be placed in your Course Settings as a Feature Option. Feature Options allow you to choose when you want to enable the new feature for your course.

This lesson gives an overview of how to manage feature options at the course level. On the course level, you may have the option to implement features on a course-by-course basis. Instructors have no control over user-level features. To view the specific course-level feature options available in Canvas, visit the current course features lesson.

In order for a feature to appear for a course, the feature must be enabled for your institution by a Canvas admin.

Please note that most Feature Options will only be optional for a short period of time. Once a Feature Option is officially released to your production environment, you’ll have a few releases (depending on the feature) before the option will be enabled for all Canvas users. Therefore we encourage you to use your beta environment to learn about new Feature Options for your course.

Open Course Settings

Outcomes
Quizzes
Conferences
Collaborations
SCORM
Chat
Settings

In Course Navigation, click the Settings link.
Open Feature Options Tab

Click the **Feature Options** tab.

View Feature Options

Available features will appear in the Feature Options tab. New features are enabled by your institutional admin, and the Feature Options tab will not display any features until they are granted access to you.

Each course feature includes a feature description. Click the arrow icon next to the feature to expand the feature box and display the description.
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.

**Note:** Occasionally features may include a Development tag, which means the feature is only available for testing in your beta environment; it is not available in your production environment.

View Feature Access

Each feature displays a feature access status as set by your admin.
Note: Course features are activated on a course-by-course basis.

View On Feature

If a feature is turned on by your admin, the feature will be grayed out and set to On. Your course will be required to use this feature.

View Allowed Feature

If a feature is Allowed by your admin, you can choose how you want to manage the feature for your course. The feature will display two options:

1. On: Toggle this button to turn on this feature for your course.
2. Off: By default, the feature will be off. Do not toggle this button if you do not want to enable this feature for your course. This option is good for features that you are not yet comfortable allowing in your course, or features that appear within a semester and you do not want to distract students from the course.

Note: Depending on feature functionality, when you enable a feature to On, Canvas may display a warning message asking to confirm your option, as some course features may have unintended consequences if turned Off.

View Off Feature

If a feature that was previously made available by your admin has been turned off, the feature will be grayed out and set to Off. Contact your admin for more information about this change.
View User-Level Features

Users can enable User-Level Feature Options at the bottom of their Profile Settings.

Note: Admins have no control over user-level features.
What feature options are currently available for Canvas courses?

Canvas is continually creating new features to improve your experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may change the workflow for common activities in Canvas during your current term and will be placed in your Course Settings as a Feature Option. After a specified period of time, some Feature Options may become standard features in Canvas. Learn more about Feature Options and how to enable them in the manage new features lesson.

Feature Option Availability

Feature Options are enabled by your institutional admin. The following Feature Options are currently available for your institution as noted in their respective environments (beta or production). If you do not see them available in your Course Settings Feature Options, please contact your admin.

Account-Level Features

Please note that course feature options can be enforced for an entire account instead of being allowed on a course-by-course basis.

Notes:

- Feature option settings are never copied from production and always retain their default settings. Feature options must be managed individually in the test and beta environments.
- Some feature options may not be available in Free-for-Teacher accounts. Please view the Canvas Account Comparisons PDF.

ePub Exporting

ePub Exporting allows all users to download a course as an ePub file. This feature allows users to view course content offline, such as files and pages. However, users cannot interact with the course in ePub material; course materials are displayed in a read-only state and any tasks such as submitting an assignment must be completed online.

By default, an ePub file is arranged by module, meaning only items that students have access to view in each module are included in the ePub file. However, instructors can choose to organize the ePub file by content type (e.g. assignment, quizzes, etc.) in Course Settings.
Note: Canvas offers an additional download option that allows users to export modules content offline as an HTML file. If this feature is enabled for an account, the offline content feature will override the ePub Exporting feature option. The offline content feature can be enabled by a Customer Success Manager.

Details

- Released in beta November 30, 2015
- Released in production December 19, 2015
- View the [ePub Exporting](#) lesson

Learning Mastery Gradebook

*This feature will always be a feature option in Canvas.*

The Learning Mastery (Outcome) Gradebook helps you assess the outcomes that are being used in Canvas courses. Located as part of the regular Gradebook, the Learning Mastery Gradebook provides an overview of student learning based on standards rather than grades. You can also use the gradebook for feedback about curriculum and teaching methods.

Students are not affected by the Learning Mastery Gradebook unless the Student Learning Mastery Gradebook option is also enabled.

Details

- Released in beta February 18, 2014
- Released in production March 1, 2014
- View the [Learning Mastery Gradebook](#) lesson

Student Learning Mastery Gradebook

*This feature will always be a feature option in Canvas. This feature can only be used in conjunction with the Learning Mastery Gradebook feature option.*
The Student Learning Mastery Gradebook shows students how they are being scored against outcomes being used in Canvas courses. When enabled, this feature displays as a separate grades tab on the Student Grades page.

Details

- Released in beta June 18, 2014
- Released in production July 12, 2014

Allow Outcome Extra Credit

Allow Outcome Extra Credit allows you to award more than the maximum possible score on an outcome in a rubric.

Note: Excess points for a rubric criterion can be awarded at any time and are not managed by this feature option.

Details

- Released in beta April 9, 2018
- Released in production April 21, 2018
- View the Using a rubric to grade submissions lesson

Post Grades to SIS

Post Grades to SIS allows the Canvas Gradebook to share grade information with your institution’s external Student Information System (SIS). You can use this feature to pass back grades from the Gradebook. Only assignments that are individually selected will be sent back to the SIS.

SIS integrations supported by this feature option currently include: PowerSchool

Details

- Released in beta December 29, 2014
- Released in production January 10, 2015
- View the Publish Grades to PowerSchool lesson
Anonymous Instructor Annotations

Anonymous Instructor Annotations allows instructors to create assignments with anonymous instructor annotations in DocViewer-supported submissions. When students view instructor comments in DocViewer, comments do not display an instructor's name.

Details:
- Released in beta September 25, 2018
- Released in production October 6, 2018

New Gradebook

New Gradebook allows you to view an improved version of the Gradebook. This feature makes grading more flexible and intuitive and elevates the Gradebook user experience.

Please use caution when enabling this feature option. Features in the New Gradebook are not compatible with the current Gradebook; once you enable New Gradebook features (such as Late Policies), you will not be able to disable this feature option.

Details
- Released in beta November 6, 2017
- Released in production November 18, 2017
- View the New Gradebook lesson

Final Grade Override
The Final Grade Override allows you to manually enter a final grade for a student that is different from the grade automatically calculated by Canvas.

The New Gradebook feature option must be enabled to enable this feature option. Once this feature option is enabled within the course, the feature option cannot be disabled in the course.

Details

- Released in beta February 4, 2019
- Released in production February 16, 2019
- View the Final Grade Override lesson

Recurring Calendar Events

Recurring Calendar Events allows you to create multiple copies of an event every day, week, or month. However, once events are created, they are not linked together and are treated as independent events.

Details

- Released in beta September 8, 2015
- Released in production September 19, 2015
- View the Recurring Calendar Events lesson

Gradebook - List Students by Sortable Name

Gradebook - List Students by Sortable Name allows you to view student names in the Gradebook by sortable name. Sortable name displays as last name, first name.

This feature is only applicable to the current Gradebook; listing students by sortable name is already an option in the New Gradebook.

Details
• Released in beta December 10, 2014
• Released in production December 20, 2014
• View the Sortable Name Gradebook lesson

Require Usage Rights for Uploaded Files

This feature will always be a feature option in Canvas.

Require Usage Rights for Uploaded Files requires users to indicate usage rights for all course files before publishing the file to a course.

Details

• Released in beta February 9, 2015
• Released in production February 21, 2015
• View the Usage Rights lesson

Enable Dashboard Images for Courses

Enable Dashboard Images for Courses allows you to include an image in the course card in the Dashboard. Images are uploaded through the Course Details tab in Course Settings.

Details

• Released in beta August 15, 2016
• Released in production August 27, 2016
• View the Course Card Images lesson
Anonymous Grading

Anonymous Grading requires all course assignments to be graded anonymously in SpeedGrader. Students can view whether or not an assignment was graded anonymously in both the student Grades page and the sidebar of the assignment submission page.

If this feature option is off, you can still set anonymous grading for individual assignments in the SpeedGrader Settings menu.

Details
- Released in beta November 30, 2015
- Released in production December 19, 2015
- View the Anonymous Grading lesson

Moderated Grading

Moderated Grading allows anyone with assignment creation permissions to specify an assignment submission to be reviewed by one or multiple graders, review the assignment grades, and select which grade should be set as the final grade for each student.

For each moderated submission, the moderator does not have to personally grade the assignment, but only they can specify the final grade for each assignment. Once the assignment is created, only the moderator and admins will be able to change the assigned final grader.

Anonymous Moderated Grading

When the Anonymous Grading and Moderated Grading feature options are both enabled, content creators can create assignments that hide student names from graders and set moderating options. All options for both anonymous grading and moderated grading are displayed for the assignment on the assignment details page.

Details
MasteryPaths

MasteryPaths allows you to customize learning experiences to students based on student performance. Along with course designers, you can identify activities for each student’s learning path and differentiate assignments for required learning, optional learning, or choosing their own content and assignments within a specific path.

Details

- Released in beta (US environments only) November 7, 2016
- Released in production (US environments only) November 19, 2016
- View the MasteryPaths lesson

External Collaborations Tool

External Collaborations Tool allows users to view an updated interface for Collaborations. This feature option only applies when the Microsoft Office 365 LTI and Google Apps LTI are enabled as external apps.

Enabling the External Collaborations Tool removes the links to all existing collaborations and no longer allows users to create collaborations with the existing Google Drive option. If you want to retain existing collaborations, do not enable the External Collaborations Tool feature option.

Details

- Released in private beta August 1, 2016
- Released in production December 10, 2016
- View the Collaborations lesson
Quizzes.Next

Quizzes.Next allows you to use Quizzes.Next to create assessments in your course. Once it is enabled, Quizzes.Next can be accessed from the Assignments page.

Details

- Released in production July 1, 2018
- View the Quizzes.Next lesson

Quiz Log Auditing

Quiz Log Auditing allows you to investigate problems that a student may have when taking a quiz. Quizzes will automatically create data for any quiz taken in the course, but Quiz Log Auditing allows the logs to be viewed as part of a student's quiz results.

Details

- Released in beta December 29, 2014
- Released in production January 31, 2015
- View the Quiz Log lesson
How do I access the Canvas beta environment as an instructor?

The beta environment allows you to explore new features before they reach production. The beta environment is overwritten with data from the production environment every Saturday. Any work or content you add to your beta environment will be overwritten every week.

If you want to keep up on the latest beta features in Canvas, visit the Release Notes page in the Canvas Community.

The beta environment is separate from the test environment, which is overwritten with data from the production environment every three weeks and allows you to test using your real data without ruining the experience for your users. Learn more about the different Canvas environments.

Notes about the Beta Environment:

- All users can access the Canvas beta environment, but students cannot access course content beyond the Dashboard; if you want to allow students to view all course content, please contact your local Admin.
- Notifications, including course invitations and report downloads, cannot be sent in the beta environment.
- Canvas DocViewer can be used in the beta environment, but new and updated DocViewer features are not available for testing.
- Canvas Commons can be used in the beta environment, but new and updated Commons features are not available for testing.
- Quizzes.Next can be used in the beta environment, but reports, statistics, item bank search, and item bank tagging are not currently supported.
- Any changes you want to keep in the beta environment must be made directly within the production environment before beta is reset.
- LTI tools (External Apps) are typically not available outside the production environment. LTI tools may display in the beta environment, but often they are only configured for the production environment. Using production-configured LTI tools in the beta environment will affect live data. If you have permission to edit LTI tools, you can confirm the configuration for a specific LTI tool in your course or account. Please contact your Customer Success Manager for specific questions.
- Feature option settings are not copied from the production environment. Feature options must be managed individually in the beta environment.

Access Beta Environment

To log in to your beta environment, type [organization name].beta.instructure.com into the URL field.
Users in the beta environment will see a pink bar across the bottom of the screen indicating the user is in a Canvas Test Installation. Beta environments reset every Saturday and any content created in this environment will be deleted. If you want to save any course content created in your beta environment, you can export your course.

**Note:** To hide the pink bar across the bottom of your screen, double-click on the words **Canvas Test Installation**.
Manage Canvas Features

Some new features may be released as opt-in only and will not appear until you enable them in your beta environment. You can view these features in the Feature Options tab within Course Settings. Learn how to manage new features for an individual course.
How do I access the Canvas test environment as an instructor?

In the test environment, you can test using your real data without messing up your live production environment. Here you can add users, test course content, and/or troubleshoot issues without ruining the experience for your users. The test environment is overwritten with data from the production environment every three weeks. You can configure your test environment with production-ready features, such as access to your institution’s login authentication system.

If you want to keep up on the latest production features in Canvas, visit the [Release Notes](https://help.instructure.com) page in the Canvas Community.

The test environment is separate from the beta environment, which is overwritten with data from the production environment every week and allows you to explore new features before they reach production. Learn more about the different Canvas environments.

Notes about the Test Environment:

- All users can access the Canvas test environment, but students cannot access course content beyond the Dashboard; if you want to allow students to view all course content, please contact your local Admin.
- Notifications, including course invitations and report downloads, cannot be sent in the test environment.
- Quizzes.Next is not supported in the Canvas test environment.
- Any changes you want to keep in the test environment must be made directly within the production environment in order to affect live data.
- LTI tools (External Apps) are typically not available in the outside the production environment. LTI tools may display in the test environment, but often they are only configured for the production environment. Using production-configured LTI tools in the beta environment will affect live data. If you have permission to edit LTI tools, you can confirm the configuration for a specific LTI tool in your course or account. Please contact your Customer Success Manager for specific questions.
- Feature option settings are never copied from production and always retain their default settings. Feature options must be managed individually in the test environment.

Access Your Test Environment

To log into your test environment, type [organization name].test.instructure.com into the URL field.
Users in the test environment will see a pink bar across the bottom of the screen indicating the user is in a Canvas Test Installation. Test environments are reset every three weeks after the production release, and any changes you make in your test environment will be reset. If you want to save any course content created in your test environment, you can export your course.

**Note:** To hide the pink bar across the bottom of your screen, double-click the Canvas Test Installation bar.
Manage Canvas Features

Some new features may be released as opt-in only and will not appear until you enable them in your test environment. You can view these features in the Feature Options tab within Course Settings. Learn how to manage new features for an individual course.
How do I get to SpeedGrader from an assignment, quiz, or graded discussion?

Canvas allows you to access SpeedGrader from an assignment, quiz, or graded discussion.

Open Assignments

In Course Navigation, click the Assignments link.

View Assignments

Click the name of the assignment.
Open SpeedGrader

SpeedGrader will be available in every graded assignment, including quizzes or graded discussions.

Open SpeedGrader from a Graded Assignment or Quiz

Within a graded assignment or quiz, the SpeedGrader link will appear in the sidebar under Related Items.
Open SpeedGrader from a Graded Discussion

Within a graded discussion, click the **Options** icon [1] and click the **SpeedGrader** link [2].
Use SpeedGrader

Use SpeedGrader to view submitted assignments, comment on student submissions, and grade assignments.
How do I use SpeedGrader?

SpeedGrader makes it easy to evaluate individual student assignments and group assignments quickly.

SpeedGrader displays assignment submissions for active students in your course. However, SpeedGrader displays assignment submissions according to the current Gradebook settings for inactive enrollments and concluded enrollments. For instance, if the Gradebook settings show inactive enrollments, inactive student submissions also appear in SpeedGrader.

You can access SpeedGrader through: Assignments, Quizzes, Graded Discussions, and the Gradebook.

SpeedGrader Performance

In SpeedGrader, all values for an assignment are loaded and saved in the browser, including student submission data, any grades (including original grades for resubmitted assignments), rubrics, and comments. This behavior reduces load time while using SpeedGrader, allowing instructors to grade all submissions quickly without continually refreshing the browser. Advancing from one submission to the next does not dynamically load any updated content.

In large courses, SpeedGrader loading times are affected by a threshold of data points that can be loaded within a 60-second window. This threshold is based on a single submission per student. Multiple submissions by the same student increases the submission threshold. Assignments with more than 1500 submissions may result in delayed SpeedGrader loading times, and assignments with more than 2500 submissions may fail to load at all.

To improve SpeedGrader performance, large courses should be separated into sections, which allows SpeedGrader to display submissions for a specific section and decrease the overall loading time for an assignment’s data.

SpeedGrader Users

SpeedGrader is generally designed for one instructor role to grade submissions at a time. Because of how SpeedGrader data is loaded and stored in the browser, multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. Updated grades also affect the Gradebook.

If your course includes multiple graders, graders added to a course can be limited to only interact with users in a section and only grade submissions in the section where they were enrolled. This enrollment option prevents assignment grading overlap so multiple instructor roles cannot grade the same assignment.

Moderated Grading

If you are grading a moderated assignment and the maximum number of graders has been reached, SpeedGrader will be displayed in a read-only mode to hide all student names and submission details.
View SpeedGrader

SpeedGrader includes several areas to help you locate and view student submissions, grade submissions, and add comments to submissions.

View SpeedGrader Menu Icons
The SpeedGrader menu includes several tools and resources to assist with grading assignments.

The left side of the menu includes general settings and options.

To return to the Gradebook, click the Gradebook icon [1].

To mute or unmute the assignment from SpeedGrader, click the Mute icon [2].

To view SpeedGrader settings, click the Settings icon [3]. SpeedGrader settings include:

- **Options** [3], which allows you to select student list sorting options and enable anonymous grading.
- **Keyboard Shortcuts** [4], which opens a list of keyboard shortcuts for SpeedGrader. You can also press the Comma key to view the Keyboard Shortcuts menu.
- **Help** [5], which opens the Canvas Help menu. The help menu icon matches the help icon set by a Canvas admin, so icons may vary across accounts.

**Note:** When moderated grading is enabled for an assignment, final graders (moderators) will also view a Moderation Page button, which will allow them to view the Grade Summary Page for the moderated assignment.

### View Assignment Details

The center of the menu bar includes assignment information and overall grading information. Assignment information includes the name of the assignment [1], assignment due date [2], and the name of the course [3].

To view the assignment details, click the name of the assignment. The assignment details page also lets you download all student submissions for the assignment.

To return to the Course Home Page, click the name of the course.

Grading information includes assignment statistics, including the number of assignments that have been graded out of the total number of submissions [4] and the average score and percentage [5]. You can use this information to keep track of your grading progress.
The right side of the menu bar includes the student list for the assignment. SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name. If you have activated student view, the Test Student will be shown at the end of the student list. The student list also displays the status of each student's submission. You can also use the student list to find student submissions.
View Student Submission

Once you have selected a student, the student's submission displays in the preview window.

Depending on the assignment and submission type, the SpeedGrader preview window may vary. For example, a website URL submission type will appear in the main body of SpeedGrader with the option to open the URL in a new tab. Some website URL submissions cannot be viewed in Canvas and must be viewed in a new tab. Media submissions may display as an embedded file in SpeedGrader or only display as a downloadable file.

To provide comments on document submissions, you can:

- Use Canvas DocViewer to mark up .pdf, .doc/.docx, and .ppt/.pptx assignments directly in SpeedGrader. SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.
- Download the submission, put feedback on the document, and re-upload the submission.
If a Google Drive or Microsoft Office 365 assignment upload is queued for submission, an *Uploading* image displays in place of the student submission [1]. An *Uploading* icon also displays next to the assignment link [2].
View Failed Submission Uploads

When a Google Drive or Microsoft Office 365 assignment submission fails to upload, or when viewing an unsupported file type in SpeedGrader, an *Upload Failed* image displays [1]. Failed submission uploads display an *Upload Failed* icon next to the assignment link [2].

View Enrollment Notice

SpeedGrader displays assignment submissions according to the current [Gradebook settings](#) for inactive enrollments and concluded enrollments. If an assignment includes a submission from an inactive or concluded student, a notice appears at the top of the SpeedGrader window.
For group assignments where students are graded as a group, the group displays as long as there is at least one active student in the group. If there are no active students in the group, the group displays if one group member aligns with the enrollment settings in the Gradebook. For group assignments where students are graded individually, individual student submissions display according to the enrollment settings in the Gradebook.

Inactive student submissions can still be graded in SpeedGrader, but students do not receive any notifications about their assignment and cannot view course grades.

Concluded student submissions are read-only; they cannot be graded or receive comments.

Note: If a student does not have a submission for the assignment, the student may have been deactivated or concluded before being able to submit the assignment.

View Closed Grading Period

If your course uses multiple grading periods, a notice appears at the top of the SpeedGrader window if an assignment is in a closed grading period. Assignments in a closed grading period cannot be edited.
The SpeedGrader sidebar provides all the submission details for the student shown in the student list. However, submission details are not shown when an assignment is graded anonymously.

View the submission details [1], including as the date and time of the submission; if an assignment was resubmitted, you can view previous versions of the submission.

You can also download the submission file by clicking the link [2].

Complete the assessment of the submission by entering a grade or using a rubric for grading, if available [3].

Leave assignment feedback comments for the student in the comments section [4]. Assignment comments also display as a new thread in Conversations.
View Assignment for Next Student

Once you grade the submission, the student's assignment indicator changes to a check mark, indicating the submission has been graded.

You can view the next student's submission by clicking the arrow button next to the student list.

View Group Assignments

When evaluating group assignments, the student list displays the name of each group, unless the group assignment is graded individually. Evaluating group assignments is the same process as individual students. You can mark up documents directly or download them for feedback, enter grades and view the rubric, and post and view comments. Learn more about grading group assignments.
View Anonymous Assignments

If an assignment was set to be anonymous, the student list displays all student names as anonymous. The student list order does not match the order in the Gradebook and is randomized for each assignment.

If an assignment is not anonymous, you can enable anonymous grading in SpeedGrader to hide student names at any time.
How do I use a rubric to grade submissions in SpeedGrader?

If you have added a rubric to an assignment, you can assess the rubric in SpeedGrader.

Use Rubric for Grading

If you want to use the rubric to calculate a grade, be sure you have selected the Use this rubric for assignment grading checkbox when adding a rubric to an assignment. Make sure this checkbox is selected before you begin grading submissions.

If you do not select the rubric specifically for grading, you can still use the rubric to evaluate an assignment but the score will not update automatically.

Outcomes Extra Credit

If your rubric includes outcomes, you may be able to assign extra points for the outcome criterion if this feature is enabled for your course. Learn how to manage feature options in the course features lesson.

Notes:

- If your rubric does not contain any predetermined rubric criteria, you should grade the rubric using free-form comments.
- If your rubric does not contain any point values, you should grade the rubric as a non-scoring rubric.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.
Open Student Submission

Use the student list to locate a student submission.

View Rubric

Click the View Rubric button.
To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.
Complete Rubric

For each criterion, click the rating that applies to the student's submission [1]. The selected rating displays the rating value in the Points field [2]. If a criterion includes a range, clicking a rating selects the entire range and defaults to the highest value in the range [3].

To select a different value within a range, type the value into the Points (pts) field [4]. You can manually enter points above the criterion maximum point value. Each criterion value adds to the student's total points [5].

Outcomes may also be able to support additional points. If additional points on outcomes are not retained after the rubric is saved, this feature has not been enabled for your course.

You can also add a comment for each rubric criterion by clicking the Comment icon [6].
Save Rubric

Click the Save button.

View Score

Assessment
Grade out of 30

26

If you set your rubric for grading, the rubric points will be automatically populated in the grade field. Otherwise, you can enter the grade from the rubric manually.
How do I use the student list to view student submissions in SpeedGrader?

The right side of the SpeedGrader menu bar includes the student list for the assignment. SpeedGrader gives you an overview of student submissions for an assignment.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student List

To open the list of students, click the drop-down menu.
View Student List

SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name [1]. However, you can choose to sort the student list by student name, submission date, or submission status.

When you view a submission, the student which student submission you are viewing in the student list compared to the total number of students [2].
If your course includes more than one section, students are displayed according to the section shown in the Gradebook. By default, the Gradebook shows all sections, though you can select a specific section to view.

Viewing an assignment by section only displays submissions for that section and decreases the overall loading time for the assignment's data. When an assignment is opened in SpeedGrader, all values for that assignment are loaded and saved in the browser, including student submission data, any grades (including original grades for resubmitted assignments), rubrics, and comments. To improve performance, assignments in large courses should always be viewed by section.

Notes:

- Viewing by section is only available to instructors; admins cannot filter assignments by section.
- Viewing by section is only available for group assignments if you assign grades to students individually.
- When a section filter is applied in SpeedGrader, the same section filter also displays in the Gradebook.
View Assignment Indicators

For easy identification, each student is identified with an assignment submission status next to his or her name:

1. A green checkmark indicates the assignment has been graded
2. An orange dot indicates the assignment has not been graded or has been re-submitted
3. No checkmark and a grayed out name indicates the assignment has not been submitted
4. A gray checkmark indicates the assignment is moderated and has already been graded by another grader
Canvas DocViewer is a tool that allows annotations on online assignment submissions in Canvas. You can use DocViewer to view files and assignments in SpeedGrader. You can view when students view annotated feedback in the assignment details section of the sidebar.

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.

A student can view your DocViewer comments from the assignment Submissions Details page.

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.
- Annotation tools are not available for text entry assignments.
- SpeedGrader may take up to ten minutes after an assignment is submitted to display a file that supports DocViewer.
- In mobile devices, DocViewer annotations are only fully supported in the Canvas Teacher app.
- If an assignment is anonymously graded, students will not be able to view instructor annotations until the assignment is unmuted.
View DocViewer Toolbar

The DocViewer Toolbar helps you manage the assignment submission.

To download a PDF of the annotated submission, click the **Download** button [1].

If there are multiple pages, the **Page number** field [2] 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 [3] to advance through the submission.

To rotate the current page 90 degrees clockwise, click the **Rotate** button [4]. Pages with annotations cannot be rotated.

To zoom in and out on the submission, use the **Zoom** buttons [5].

To view the submission in full screen, click the **Full Screen** button [6].

To annotate the submission, use the annotation tools [7].
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 student 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 student 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.

Comments remain on the page where the annotation was made. If there are too many comments to display on a single page, the comment section becomes scrollable and some comments are hidden. An indicator shows how many comments have been hidden [2].

When an annotated comment includes more than five content lines, the content box displays an ellipses link [3]. To expand a comment, click the ellipses link. If a comment includes multiple replies, all replies will be expanded.

Comments with replies are stacked [4]. When you click on a comment, all replies are expanded in the group. The number of stacked replies is indicated below the first comment.

If needed, you can delete any user comments by clicking the Delete icon [5]. When a comment is deleted, the comment is deleted from your view. However, the owner can still view the deleted comment along with an indication that the comment has been deleted. The owner can review the deleted comment and choose whether or not to remove the deleted comment permanently.
Manage Anonymous Instructor Annotations

If you enable the Anonymous Instructor Annotations option for an assignment, students will not see the instructor's or grader's name on annotations and comments in DocViewer.

Notes:

- Anonymous Instructor Annotations only apply to comments made after the option is enabled.
- Anonymous Instructor Annotations do not currently apply to comments or annotations made while using a mobile device.
Manage Other User Annotations

When another user adds an annotation within a document, you can view the author of the annotation by clicking the annotation [1]. You can also leave a comment on any annotation created by other users [2].

If needed, you can delete any user annotations in the document by clicking the annotation and clicking the Delete icon [3]. When an annotation is deleted, the annotation is deleted from your view. However, the owner can still view the deleted annotation along with an indication that the annotation has been deleted. The owner can review the deleted annotation and choose whether or not to remove the deleted annotation permanently.
How do I sort the student list in SpeedGrader?

By default, the SpeedGrader student list arranges student names alphabetically by last name. For easier grading, you can sort the student list by student name [alphabetically], the date they submitted the assignment, or by submission status.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.

Open SpeedGrader Options

To open SpeedGrader options, click the Settings icon [1]. In the settings drop-down menu, select Options [2].
Sort Student List

To open the sorting options for the student list, select the drop-down menu.

Select Sorting Option

Select the sorting option you prefer for the student list.
Save Settings

To set the SpeedGrader Options, click the Save Settings button.
How do I grade group assignments in SpeedGrader?

Before you can evaluate group work, you will need to create a group assignment. Students can submit Google documents, pages, and other group work as an assignment.

Open SpeedGrader

Open SpeedGrader from the group assignment.

View Group Submissions

When evaluating group assignments, the SpeedGrader drop-down menu displays the name of each group. Select the name of the group whose submission you want to view.
Grade Submission

To submit a grade for all members of the group, enter the grade in the Grade field [1].

If a Rubric is attached to the assignment, you can view the rubric by clicking the View Rubric button [2]. If your rubric is set up for grading, the Grade field will automatically populate with the rubric grade results.

Send Group Feedback

Comments made on group assignments that are not graded individually are sent to the whole group.

Instructors can view the Submission Comments filter in Conversations.
If the group assignment was set up to assign grades to each student individually, the submission will still apply for each group member's assignment, but the drop-down menu displays the name of each individual student [1].

When grading the submission [2], the entered grade will only apply for the student whose submission you are viewing.

Individually graded group assignments include commenting options. To send your comment to one student in a group, select **Send comment to this student only** [3]. To send your comment to the whole group, select **Send comment to the whole group** [4].

Individual comments also appear in the **Submission Comments filter** in Conversations.
How do I view the details of a submission for a student in SpeedGrader?

You can view the details of a student's submission in the SpeedGrader sidebar. If a student has resubmitted an assignment, you can view previous versions.

However, when anonymous grading is enabled, submission details are hidden in the submission sidebar until the assignment is unmuted.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission
Use the student list to locate a student submission.

**View Submission Details**

1. Submitted: Sep 29 at 12:44pm **LATE**

When you open SpeedGrader for a particular assignment, you will see each individual submission and the date and time that it was submitted [1]. If the assignment was submitted after the due date, you will see a late label [2].

**Note:** When anonymous grading is enabled, submission details are hidden in the submission sidebar. Details will be visible when the assignment is unmuted.

**Download Submission**

Submitted Files: (click to load)

- [emily_boone_assignment.pdf]

If an assignment can be downloaded, you can view the name of the submission and a download link.

**View Uploading and Failed Submission Details**

1. [ Lincoln Essay ]

If a Google Drive or Microsoft Office 365 assignment upload is queued for submission, an **Uploading** icon displays next to the assignment link [1].

2. [ Lincoln Essay ]

When a Google Drive or Microsoft Office 365 assignment submission fails to upload, an **Upload Failed** icon displays next to the assignment link [2].
Verify Student Annotation Views

If you add annotations to an assignment using Canvas DocViewer, you can view when the student viewed the annotations. SpeedGrader shows the date and time that the student opened the file and viewed your feedback.

Evaluate Multiple Submissions

If a student has submitted more than one assignment, the submission view will include a drop-down menu where you can view prior submissions.

By default, the date of the most recent assignment will always be shown first. Canvas will warn you if you are not viewing the most recent submission.

Note: When anonymous grading is enabled, the submission menu displays submission by number (e.g., Submission 1, Submission 2).
See All Quiz Attempts

Submitted: Dec 9 at 11:33am

See all quiz attempts

If a quiz includes more than 65 total submissions, individual attempts cannot be viewed in SpeedGrader. To view prior quiz attempts for a specific student, click the See all quiz attempts link.
How do I hide student names in SpeedGrader?

If you want to grade assignments without viewing student submission details, you can hide student names in SpeedGrader for anonymous grading. This option can be enabled on a per-user basis.

When a grader accesses a SpeedGrader link, the first student displayed in the student list is always randomly generated for every assignment. Additionally, each assignment includes a random ID that cannot be traced back to any specific student.

When student names are hidden, all student submission details are hidden in the SpeedGrader submission sidebar. Additionally, student grade visibility is not automatically affected; if you want to mute the assignment, assignments must be muted manually.

Anonymous Grading

This feature does not require the Anonymous Grading feature option to be enabled. However, assignments that have enabled Anonymous Grading display the following SpeedGrader options:

- If the checkbox to hide student names is not visible in SpeedGrader settings, anonymous grading has been enabled for the assignment.
- Assignments enabled with anonymous grading are automatically muted. Anonymity can be removed from each submission by editing the assignment and changing the anonymous options to allow graders to view student names. Submission details can only be viewed once the assignment is unmuted.

Note: Hiding names in SpeedGrader does not affect names in the Gradebook and must be done separately. Learn how to hide student names in the Gradebook.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.
Open SpeedGrader Options

Click the Settings icon [1]. In the settings drop-down menu, select the Options link [2].

Hide Student Names

To hide the student names, click the checkbox next to Hide student names in the SpeedGrader.

Note: If the checkbox to hide student names is not visible in SpeedGrader settings, anonymous grading has been enabled for the assignment.
Save Settings

Click the Save Settings button.

View Student Names

View the student drop-down menu and verify that all student names are hidden.
How do I mute or unmute an assignment in SpeedGrader?

By default, Canvas allows students to see assignment grades as soon as you have graded the assignment. In some cases, however, you may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, you can choose to mark an assignment as muted. You can also mute assignments in the Gradebook.

A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a Mute icon on the student grades page so students know the assignment is muted. Students will be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved assignments for the assignment, until the assignment is unmuted. In Gradebook exports and reports, muted grades are part of unposted grades.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

If you do not want students to be able to view their total grade, you can hide the total grade from students.

Notes:

- If you make changes to a muted assignment, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you unmute the assignment, the total grade in the student’s view will update accordingly.
- Anonymous and moderated assignments are muted by default. Moderated assignments cannot be unmuted until final grades have been posted.
- Students can see peer review comments when an assignment is muted. However, students cannot see instructor comments until after the assignment is unmuted.
- If you unmute an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- Students will not be able to view their quiz responses while a quiz is muted.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.
Mute Assignment

Click the Mute icon.

Confirm Mute Assignment

Are you sure you want to mute this assignment? While this assignment is muted, students will not receive new notifications about or be able to see:

- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that this assignment is muted.

Once you have muted this assignment, you can begin sending notifications again by clicking the "Unmute Assignment" link.

A notification window will verify you want to mute the assignment. Click the Mute Assignment button.

Note: Students will be unable to view their grades until the assignment is unmuted.
Student View: Muted Assignment

<table>
<thead>
<tr>
<th>Revolution Topic Discussion</th>
<th>Jul 26 by 3pm</th>
<th>-</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: Response 1</td>
<td>Jul 31 by 11:59pm</td>
<td>📡</td>
<td>15</td>
</tr>
<tr>
<td>Historical Video Assignment</td>
<td>Jul 31 by 11:59pm</td>
<td>📡</td>
<td>25</td>
</tr>
</tbody>
</table>

The **Mute** icon will appear next to the title of the muted assignment on the Grades page. If a student tries to click on the mute button, a popup dialog informs the student that the Instructor is working on the grades for that assignment.

**Note:** The Mute icon will appear with the assignment in every instance throughout Canvas. In this example, for instance, the icon is displayed next to the assignment in Grades, but the icon will also appear next to the assignment in Assignments.

Unmute Assignment

To unmute the assignment and release grades to the students, open the assignment in SpeedGrader and click the **Unmute** icon.

**Note:** Moderated assignments cannot be unmuted until final grades have been posted.

Confirm Unmute Assignment

Click the **Unmute Assignment** button.
How do I add annotated comments in student submissions using DocViewer in SpeedGrader?

Canvas DocViewer is a tool that allows annotations on online assignment submissions in Canvas. You can use DocViewer to view files and assignments in SpeedGrader. You can view when students view annotated feedback in the assignment details section of the sidebar.

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.

A student can view your DocViewer comments from the assignment Submissions Details page.

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.
- Annotation tools are not available for text entry assignments.
- SpeedGrader may take up to ten minutes after an assignment is submitted to display a file that supports DocViewer.
- In mobile devices, DocViewer annotations are only fully supported in the Canvas Teacher app.
- If an assignment is anonymously graded, students will not be able to view instructor annotations until the assignment is unmuted.
The DocViewer Toolbar helps you manage the assignment submission.

To download a PDF of the annotated submission, click the **Download** button [1].

If there are multiple pages, the **Page number** field [2] 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 [3] to advance through the submission.

To rotate the current page 90 degrees clockwise, click the **Rotate** button [4]. Pages with annotations cannot be rotated.

To zoom in and out on the submission, use the **Zoom** buttons [5].

To view the submission in full screen, click the **Full Screen** button [6].

To annotate the submission, use the annotation tools [7].
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 student 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 student 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.
Manage 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.

Comments remain on the page where the annotation was made. If there are too many comments to display on a single page, the comment section becomes scrollable and some comments are hidden. An indicator shows how many comments have been hidden [2].

When an annotated comment includes more than five content lines, the content box displays an ellipses link [3]. To expand a comment, click the ellipses link. If a comment includes multiple replies, all replies will be expanded.

Comments with replies are stacked [4]. When you click on a comment, all replies are expanded in the group. The number of stacked replies is indicated below the first comment.

If needed, you can delete any user comments by clicking the Delete icon [5]. When a comment is deleted, the comment is deleted from your view. However, the owner can still view the deleted comment along with an indication that the comment has been deleted. The owner can review the deleted comment and choose whether or not to remove the deleted comment permanently.
Manage Anonymous Instructor Annotations

If you enable the Anonymous Instructor Annotations option for an assignment, students will not see the instructor's or grader's name on annotations and comments in DocViewer.

Notes:

- Anonymous Instructor Annotations only apply to comments made after the option is enabled.
- Anonymous Instructor Annotations do not currently apply to comments or annotations made while using a mobile device.
Manage Other User Annotations

When another user adds an annotation within a document, you can view the author of the annotation by clicking the annotation [1]. You can also leave a comment on any annotation created by other users [2].

If needed, you can delete any user annotations in the document by clicking the annotation and clicking the Delete icon [3]. When an annotation is deleted, the annotation is deleted from your view. However, the owner can still view the deleted annotation along with an indication that the annotation has been deleted. The owner can review the deleted annotation and choose whether or not to remove the deleted annotation permanently.
How do I enter and edit grades in SpeedGrader?

In SpeedGrader, you can enter grades for student submissions. Grades are automatically displayed in the Gradebook.

Notes:

- SpeedGrader is generally designed for one instructor role to enter grades at a time. Because of how SpeedGrader loads and stores data in the browser, multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. For more details on grading limitations, please see the lesson about how to use SpeedGrader.
- When using differentiated assignments, the assignment only displays students in the student list who are part of the assignment or section.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.
Open Student Submission

Use the student list to locate a student submission.

Grade Submission

Scores are entered according to the assignment's Display Grade setting [1]. Scores can be entered as one of five options: points, complete/incomplete, letter grade, percentage, and GPA.
If a rubric is attached to the assignment, you can view the rubric by clicking the View Rubric button [2]. If your rubric is set up for grading, the Grade field will automatically populate with the rubric grade results.

**Enter Points Grade**

Assessment
Grade 9 out of 10

To enter a points grade, enter the number of points in the grade field.

**Enter Complete or Incomplete Grade**

Assessment
Grade ---
Assessment
Grade ---
Complete
Incomplete
Excused

To enter a complete or incomplete grade, click the Grade drop-down menu [1] and select the desired option [2].

**Enter Letter Grade**

Assessment
Grade A-

To enter a letter grade, enter the letter in the grade field.
Enter Percentage Grade

Assessment

Grade: 85% (25.5 / 30)

To enter a percentage grade, enter the percent in the grade field.

Enter GPA Grade

Assessment

Grade: 3.3

To enter a GPA grade, enter the number which corresponds to the GPA scale defined by the grading scheme in the grade field.

View Excessive Points Alert


If an excessive amount of points is added to a student's grade, Canvas will generate an alert notifying that the student was awarded an unusually high grade. You can either keep or correct the point value.

Excessive points can occur in the following situations:

- The amount entered is 50% above the total points possible
- An extra digit is entered (e.g. 500 instead of 50)
- Negative points are entered

**Edit Grade**

To edit an existing score, click the grade field and enter the new grade.

**Delete Grade**

To edit an existing score, click the grade field and enter the new grade.
To manually delete a grade, click the grade field and click the delete key.

View Deleted Grade

![Grading Interface](image)

View the deleted grade and the ungraded submission.
How do I audit an assessment in SpeedGrader?

If an assignment includes moderated or anonymous grading, you may be able to view an audit log in SpeedGrader. The audit log displays all changes that affect an assignment submission.

The audit log only displays once the assignment has been unmuted and may be used to verify any grading related actions. The audit log also includes information about Submission comment events, DocViewer comment events, and edits made to the assignment's settings.

Notes:

- Auditing an assessment is an account permission. If you do not have permission to view the Assessment Audit link, your institution has not allowed you to view this feature.
- Assessment auditing requires an assignment to include moderated grading or anonymous grading, which are course opt-in features, and may not apply to every assignment.

Open SpeedGrader

Open Speedgrader from the assignment or from the Gradebook.
Open Student Submission

Use the student list to locate a student submission.

**Note:** If the assignment was set to hide student names, or student names were hidden in SpeedGrader settings, the student list displays all student names as anonymous. In anonymous grading, the student list order does not match the order in the Gradebook and is randomized for each assignment.
Confirm the assignment is unmuted [1] and then click the Assessment audit link [2].

Notes:

- The Assessment Audit link only displays once the assignment has been unmuted.
- Moderated assignments cannot be unmuted until final grades have been posted.
The Assessment Audit tray displays details about the submission, including the final grade [1] and a timestamp of when the submission was graded [2].

The tray displays a timestamp showing when grades for a non-moderated assignment were unmuted and posted to the Gradebook [3]. If an assignment is moderated, the tray displays the time the grade was posted to the student [4].
View Anonymity Status

The sidebar also displays the anonymity status of the assignment.

If the entire assignment was graded anonymously, the sidebar displays the Anonymous On status [1].

If the assignment was only moderated and was not graded anonymously, the sidebar displays the Anonymous Off status [2].
If anonymity was turned off during the grading process, the anonymity status displays as Partially Anonymous [1]. Partially anonymous means that anonymity was turned off and back on for any of the three levels of anonymity during the grading process—student anonymity, grader-to-grader anonymity, or grader-to-final grader anonymity.

Additionally, if a grader updated the assignment at any time, the name of the grader displays an alert icon [2], and the audit trail displays the modified actions [3].
View Grader Details

Doug Roberts (Grader)

Nora Sanderson (Grader)

December 4 starting at 2:29pm

- Docviewer strikeout created
- Docviewer strikeout deleted
- Docviewer strikeout created
- Docviewer strikeout created
- Docviewer comment created
  Interesting point!

If there is more than one grader for the assignment, each grader will display in the sidebar.

To view the audit trail for a user, click the arrow icon next to the user’s name.
View Event List

The event list displays the start date and time of the audit trail [1] and a list of events the user took while interacting with the submission [2].

The event list may include events related to the following:

- Assignment created or updated
- Submission created or updated
- Anonymity status changed
- Grades posted
- Muted status changed
- DocViewer annotations and comments created
- Submission comments created
How do I use a rubric to grade submissions in SpeedGrader?

If you have added a rubric to an assignment, you can assess the rubric in SpeedGrader.

**Use Rubric for Grading**

If you want to use the rubric to calculate a grade, be sure you have selected the Use this rubric for assignment grading checkbox when adding a rubric to an assignment. Make sure this checkbox is selected before you begin grading submissions.

If you do not select the rubric specifically for grading, you can still use the rubric to evaluate an assignment but the score will not update automatically.

**Outcomes Extra Credit**

If your rubric includes outcomes, you may be able to assign extra points for the outcome criterion if this feature is enabled for your course. Learn how to manage feature options in the [course features lesson](#).

**Notes:**

- If your rubric does not contain any predetermined rubric criteria, you should grade the rubric using free-form comments.
- If your rubric does not contain any point values, you should grade the rubric as a non-scoring rubric.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.
Open Student Submission

Use the student list to locate a student submission.

View Rubric

Click the View Rubric button.
## Resize Rubric

<table>
<thead>
<tr>
<th>Writing Prompt Rubric</th>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Follows Instructions</td>
<td>5 pts</td>
<td>Full Marks</td>
</tr>
<tr>
<td></td>
<td>Correct Length</td>
<td>5 to &gt;0 pts</td>
<td>Full Marks</td>
</tr>
<tr>
<td></td>
<td>Grammar</td>
<td>5 to &gt;0 pts</td>
<td>Full Marks</td>
</tr>
<tr>
<td></td>
<td>Writing Prompt Outcome</td>
<td>5 pts</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td></td>
<td>T.1.a</td>
<td>5 pts</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td></td>
<td>T.1.b</td>
<td>5 pts</td>
<td>Exceeds Expectations</td>
</tr>
</tbody>
</table>

Total Points: 0 out of 30

To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.
For each criterion, click the rating that applies to the student’s submission [1]. The selected rating displays the rating value in the **Points** field [2]. If a criterion includes a range, clicking a rating selects the entire range and defaults to the highest value in the range [3].

To select a different value within a range, type the value into the **Points (pts)** field [4]. You can manually enter points above the criterion maximum point value. Each criterion value adds to the student’s total points [5].

Outcomes may also be able to support additional points. If additional points on outcomes are not retained after the rubric is saved, this feature has not been enabled for your course.

You can also add a comment for each rubric criterion by clicking the **Comment icon** [6].
Save Rubric

Click the Save button.

View Score

Assessment
Grade out of 30

26

If you set your rubric for grading, the rubric points will be automatically populated in the grade field. Otherwise, you can enter the grade from the rubric manually.
How do I use free-form comments instead of ratings in a rubric in SpeedGrader?

When modifying a rubric, you can choose to enable free-form comments instead of using a ratings scale for each criterion. This allows you to write and leave comments related to the specific criterion. Please note that this option hides all ratings for each criterion, even for ratings within outcomes.

To use free-form comments, make sure you have selected the free-form comments checkbox when adding a rubric to an assignment. Make sure this checkbox is selected before you begin grading submissions. This option is only available for rubric criteria that use individual point values; range values are not supported in free-form comments.

You can use free-form comments with the option to use the rubric for grading. If you do not select the rubric specifically for grading, you can still use the rubric to evaluate an assignment but the score will not update automatically.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.
Open Student Submission

Use the student list to locate a student submission.

View Rubric

Click the View Rubric button.
Resize Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Comments</td>
<td>/ 5 pts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Save this comment for reuse</td>
<td></td>
</tr>
<tr>
<td>Completeness</td>
<td>Comments</td>
<td>/ 5 pts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Save this comment for reuse</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 0 out of 15

To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.
In the Ratings column, enter a comment for the criterion [1]. If you want to save the comment to use again for other students, select the Save this comment for reuse checkbox [2].

In the points column, enter a score for the criterion [3]. Each score will create the total points for the assignment [4].
Reuse Comments

If you select your comment for reuse, in your next student assessment, the comment displays as an option in a comments drop-down menu.
Save Rubric

Click the Save button.

View Rubric

If you set your rubric for grading, the rubric points will be automatically populated in the grade field. Otherwise, you can enter the grade from the rubric manually.
How do I use a non-scoring rubric to assess submissions in SpeedGrader?

If you have added a non-scoring rubric to an assignment, you can assess the rubric in SpeedGrader. Non-scoring rubrics contain rating criterions without point values. Unlike regular rubrics, non-scoring rubrics are not used for grading.

Be sure you have selected the Remove points from rubric option when adding a rubric to an assignment. Be sure this checkbox is selected before you begin grading submissions.

Note: If your rubric does not contain any predetermined rubric criteria, you should grade the rubric using free-form comments.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission
Use the student list to locate a student submission.

**View Rubric**

Click the View Rubric button.

**Resize Rubric**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Notes</td>
<td>Exceeds Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mastery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Near Mastery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs Work</td>
<td></td>
</tr>
<tr>
<td>Lab Completed</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partially Complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Name and Date Present</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Reflection</td>
<td>Exceeds Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mastery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Near Mastery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs Work</td>
<td></td>
</tr>
</tbody>
</table>
To view the entire rubric window, you may need to scroll both vertically and horizontally. To resize the rubric window, click and drag the sizing column horizontally.

**Complete Rubric**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Notes</td>
<td>Exceeds Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mastery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Near Mastery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs Work</td>
<td></td>
</tr>
<tr>
<td>Lab Completed</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partially Complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Name and Date Present</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Reflection</td>
<td>Exceeds Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mastery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Near Mastery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Needs Work</td>
<td></td>
</tr>
</tbody>
</table>

For each criterion, click the rating that applies to the student’s submission [1].

You can also add a comment for each rubric criterion by clicking the **Comment** icon [2].

**Save Rubric**

Click the **Save** button.
View Rubric Ratings

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Notes</td>
<td>Mastery</td>
</tr>
<tr>
<td>Lab Completed</td>
<td>Completed</td>
</tr>
<tr>
<td>Name and Date Present</td>
<td>Yes</td>
</tr>
<tr>
<td>Reflection</td>
<td>Near Mastery</td>
</tr>
<tr>
<td></td>
<td>I'd love to see more of your thoughts in future submissions.</td>
</tr>
</tbody>
</table>

View the rubric ratings.
How do I leave feedback comments for student submissions in SpeedGrader?

You can leave feedback for your students using text, an attached file, video, or audio.

Assignment comments also display as a new thread in Conversations.

If your students submitted a writing assignment and you want to leave comments in the document, learn how to use Canvas DocViewer in SpeedGrader. A student can view your DocViewer comments from the assignment Submission Details page.

Notes:

- If you enter an assignment score, the score will automatically submit to the Gradebook when navigating to a new submission in SpeedGrader. However, assignment comments must be submitted manually before they can be viewed by students.
- To ensure that students can’t access assignment grades and comments until you are finished grading, consider muting the assignment.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.
Open Student Submission

Use the student list to locate a student submission.

View Comments

In the Assignment Comments section, you can post comments to the student. Any comments that have been made by the student also appear in this section.
View Group Assignment Comments

Comments on group submissions that are not graded individually are sent to the whole group [1]. Individually graded group assignments include commenting options. To send your comment to one student in a group, select Send comment to this student only [2]. To send your comment to the whole group, select Send comment to the whole group [3].

Add Text Comment

To add a comment to the assignment, enter text in the Add a Comment field [1]. To expand the size of the comment field, click and drag the corner of the text box [2].
Add File Comment

To attach a file to the comment, click the Attach icon.

Add Media Comment

To record a video or audio comment, click the Media icon.
Use Chrome Speech Recognition

If you are using Chrome, you can use the speech recognition tool to leave comments.

Submit Comment

Click the Submit button.

View Draft Comment

Assignment Comments

Good job on the assignment! Your thesis is strong!

Doug Roberts, July 13, 2019

Submit
If you navigate away from the SpeedGrader page or view another student submission before submitting your comment, Canvas will notify you that your comment has been saved as a draft. You can return to the submission at any time and submit [1] or delete [2] the draft comment. Comments cannot be viewed by students until they are submitted.

View Comment

Assignment Comments

1. Good job on the assignment! Your thesis is strong!
   - Doug Roberts, Jul 12 at 1:34pm
2. Remember to cite your sources.
   - Doug Roberts, Jul 12 at 1:35pm

Add a Comment

Submit

Comments will be organized chronologically with the older comments appearing near the top [1] and the newer comments appearing at the bottom [2].

Note: Depending on the size of your browser window, comments within the SpeedGrader Discussion box may appear to be limited. You can use the scrollbar within the Discussion box to view additional or longer comments.
How do I download submission comments as a PDF in SpeedGrader?

You can download a PDF with all the comments on a student's submission in SpeedGrader. If an assignment is anonymous, the Download Submissions Comments link is not displayed until the assignment is unmuted.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.

Open Student Submission

Use the student list to locate a student submission.
In the Assignment Comments section [1] in the Sidebar, click the Download Submission Comments link [2]. The PDF will open in a new tab in your browser.

**Note**: If an assignment is anonymous, the Download Submission Comments link will not display until the assignment is unmuted.

**View Submission Comments PDF**
The PDF file displays information about the assignment including the assignment name, course name, student name, assignment score, and the account where the course resides [1]. Each included comment displays the name of the user who created the comment, the comment, and the date and time of the comment [2].

To download the PDF to your computer, click the Download icon [3].
How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?

If you use the Google Chrome web browser to access Canvas, you can use Chrome's speech recognition feature to leave text comments on student assignments in the SpeedGrader. Chrome's speech recognition feature turns your spoken comments into text comments.

Chrome speech recognition will default to the preferred language set in your Chrome settings. To change your setting to a different language, view your language settings in Chrome.

Open SpeedGrader

Open SpeedGrader from any assignment, graded discussion, or quiz.
Open Student Submission

Use the student list to locate a student submission.

Open Speech Recognition

In the Assignment Comments area, click the Microphone comment icon.
Record Comment

Speech to Text

Click the "Record" button to begin.

Click the Record button.

Speech to Text

Recording...

great job on this assignment

The dialog box indicates that the feature is recording your comments, and text box will convert your speech to text in real time [1].
If you want to re-record the converted text, click the Cancel button [2]. Otherwise, apply the recorded text in SpeedGrader by clicking the Stop button [3].

Submit Comment

If necessary, modify your text in the comment box. Then click the Submit Comment button.

View Unsaved Changes Warning

If you navigate away from a SpeedGrader page before submitting your comment(s), Canvas generates a message warning that you have unsaved comments on the page.

Note: This feature only applies to leaving the SpeedGrader page; it does not apply to the comment field for each student submission. If you create a comment for a student but do not submit it before viewing another student submission, SpeedGrader retains the comment in the comment field for the second student—and any student—until the Submit Comment button is clicked and the comment is officially submitted as part of a student’s submission.
How do I review moderated assignments in SpeedGrader as a moderator?

If you have moderator permissions, you can review assignments that have been reviewed in SpeedGrader by graders, if needed. If an assignment includes a rubric, you can also view the rubric criterion and any feedback that have been used to grade a submission.

Final grades can be selected in SpeedGrader, but grades can only be posted and unmuted from the Grade Summary page for the assignment.

Moderated grading supports anonymity options for grader comments, grader names, student names, and final grader visibility. Depending on the assignment’s moderated grading configurations, you may not be able to see certain grader or student identifiers in SpeedGrader.

Notes:

- Individual graders can review comments within each submission at any time.
- Students can only view comments in the submission that is selected for the final grade; they cannot view comments from any other provisional grade reviews. If you want to include any comments from additional reviewers, you will have to copy the comments manually into the submission selected for the final grade.
- If a reviewer uses Canvas DocViewer annotations, students can only view the annotations in the assessment that was selected or copied as the final grade. In copied reviews, students can view the original reviewer’s annotations as well as any annotations added by the moderator.

Open SpeedGrader

Open SpeedGrader from the moderated assignment or from the Gradebook.
Open Student Submission

Use the student list to locate a student submission.

**Note:** If the moderated assignment was set to hide student names, or student names were hidden in SpeedGrader settings, the student list displays all student names as anonymous. In anonymous grading, the student list order does not match the order in the Gradebook and is randomized for each assignment.
View Submission

View the student's submission in SpeedGrader [1] and associated comments or annotations, if any, from all graders [2].

The sidebar displays the student's grade and the name of the grader [3]. If an assignment includes multiple graders, the displayed grade is the grade assigned by the most recent grader.

Note: Depending on the assignment configuration, grader names may be anonymous. If grader names cannot be viewed, names are replaced with Grader.
View Grade Details

 Assessment
 Grade out of 20

 20  Joe Rogers

1 Show Details

 20  Joe Rogers

 Hide Details

 HOW IS THE GRADE DETERMINED?

 Custom

2 20 out of 20  Joe Rogers

To view grading details, click the Show Details link [1]. The details information expands and shows how the grade has been determined.

When a submission is graded by multiple graders, each grader's name or Grader number displays in the details along with the given grade.
Select Final Grade

If you want to keep the selected grade as the final grade [1], no action is required.

If you want to assign a custom grade for the student, click the Custom button [2] and enter the new grade in the Grade text field [3].

When the submission is graded by multiple graders, each grader’s name and grade displays in the list. If you want to select another grader’s grade, click the button next to the grade you want to select.

Note: Students can only view comments in the submission that is selected for the final grade; they cannot view comments from any other provisional grade reviews. If you want to include any comments from additional reviewers, you will have to copy the comments manually into the submission selected for the final grade.
If the assignment has a rubric, you can select a rubric to use for the final assessment. To view and select a rubric, click the **Select Rubric** drop-down menu [1] and select the name of the grader [2]. To fill out the rubric with custom ratings, select the **Custom** option from the drop-down menu [3].

If you disabled the Final grader can view other grader names option, grader names will not be visible in the **Select Rubric** drop-down menu [4].
When you are finished reviewing student submissions in SpeedGrader, grades are not recorded in the Gradebook until they are posted from the moderation page. To view the Moderation Page, click the SpeedGrader Settings icon [1] and click the Moderation Page link [2].
How do I grade quiz questions in SpeedGrader?

Quiz questions can be manually graded in SpeedGrader. Essay and file upload questions require manual grading. However, you may also revise scores for automatically graded questions.

If you want to grade the same quiz question individually for each student, learn how to [grade one quiz question at a time](#).

Notes:

- Quizzes that pull questions from a question bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.
- Quiz grading will not be marked as complete and notifications will not be sent to students until each question for the quiz includes an entered point value. If the value earned for the question is zero, the question must be manually changed from the default unscored value to a score of zero.

Open Quizzes

In Course Navigation, click Quizzes.
Open Quiz

Click the name of the quiz you want to open.

Open SpeedGrader

Related Items

Quiz Statistics

Moderate This Quiz

Download All Files

SpeedGrader™

In the Sidebar, click the SpeedGrader link.
View Question

History Overview Results for Jessica Doe

1. The following questions need review:
   - Question 10
   - Question 11

Score for this attempt: 0 out of 11
Submitted Jan 5 at 11:12am
This attempt took 9 minutes.

To view a question, scroll down the quiz to locate the quiz question you want to view.

If a question needs to be manually graded, you can click the question number directly within the notification window.
Assign Score

In the points field, enter the score for the question.

Assign Grade

You may also enter fudge points to adjust a student’s score for the entire quiz [1]. To assign a quiz score, click the Update Scores button [1].
How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?

Fudge points allow you to manually add or remove points from a student’s overall quiz score. This feature is only available in SpeedGrader.

Note: If you want to adjust points for a specific question within the quiz, you may want to use the quiz regrade feature.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

Click the name of the quiz you want to open.

Open SpeedGrader

In the sidebar, click the SpeedGrader link.
Select Student

In the Student drop-down menu, select the name of the student whose quiz you want to view.

Assign Fudge Points

George Washington is the only president to have a state named after him.

Correct

False

Additional Comments:

Fudge Points:

Final Score: 19 out of 21

Update Scores
In the Fudge Points field at the bottom of the window, enter the number of points you want to add to the overall quiz score. You can also enter negative points.

**View Fudge Points**

The Final Score area will show you what the final score would look like based on the number of fudge points.
Update Quiz Score

When you are ready to change the student's quiz score, click the **Update Scores** button.
How do I grade one quiz question at a time in SpeedGrader?

You can choose to manually grade the same quiz question for each student before viewing student submissions for a different quiz question. Essay and file upload questions always require manual grading, but any quiz question type may be manually graded in SpeedGrader.

Notes:

- Grading one question at a time is only available for quizzes.
- Quizzes that pull questions from a question bank will shuffle the order of questions for each student. Question order for each submission may vary within SpeedGrader.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

Click the name of the quiz you want to open.

Open SpeedGrader

In the Sidebar, click the SpeedGrader link.
Open SpeedGrader Options

To enable question grading, click the SpeedGrader settings icon [1] and select Options from the drop-down menu [2].

Select Grade by Question

Select the Grade by question (beta) checkbox.
When question grading is enabled, Canvas will display a number bar above the quiz view panel to represent each question in your quiz.

Numbers in gray boxes with gray numbers [1] represent questions that have already been graded. These are multiple-choice, true/false, and other types of questions where instructors can assign the answer and have Canvas grade the quiz automatically.

Numbers in white boxes with blue numbers [2] represent questions that need to be graded manually. Canvas will also display a red notification bar [3] with the quiz questions that need to be reviewed and assigned a grade.

**Note:** Manually graded questions will turn gray in the question bar once a score is entered and updated for a student.

**View Additional Questions**

If the number of questions in your quiz exceeds the width of the number bar, you can use the arrows at either end of the number bar to advance to additional questions.
You can also scroll down the quiz to locate the quiz question you want to view. The number bar will adjust automatically as you scroll.

**Note:** The question bar is dynamic according to the size of your browser view. Zooming into your browser's window will decrease the number of questions in the number bar, while zooming out will increase the number of questions. The minimum number of questions that will appear within the largest zoom view is 18.

**Select Questions**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
</table>

**History Overview Results for Emily Boone**

⚠️ The quiz has changed significantly since this submission was made. This submission may need re-grading.

⚠️ The following questions need review:

- **Question 11**

Score for this attempt: **20 out of 21**

Submitted Jul 10 at 9:39am

This attempt took 2 minutes.

To view a question, click the question number in the number bar [1].

If a question needs to be manually graded, you can click the question number directly within the notification window [2].

**Note:** When hovering over any box in the number bar, the box will temporarily fill with a light gray color to indicate which quiz number you want to select.
Once you begin to view the quiz, a blue outline around the number will identify the question you are currently viewing. A blue outline will also appear around the entire question.
Assign Grade

To assign a grade for a question or to revise the grade for an automatically graded question, enter the score in the points field [1], then click the Update Scores button [2].

**Note:** You may also enter fudge points to adjust a student's score for an entire quiz.
To grade a student submission for the same question, click the arrow in the student menu [1] or click the drop-down menu and select a student from the student list [2]. SpeedGrader will show the same quiz question for the next student.
How do I grade a graded discussion in SpeedGrader?

You can grade and provide feedback on graded discussion submissions in SpeedGrader. Discussion replies will display individually, but the replies can also be viewed in the context of the full discussion in SpeedGrader.

Graded group discussions can be graded as group assignments in SpeedGrader.

Note: You will not be notified in the Gradebook of additional posts to discussions after a grade has been entered.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the name of a discussion.

Open SpeedGrader

Click the Options icon [1] and then click the SpeedGrader link [2].
Use the student list to locate a student submission.

View Submission

The submissions for this assignment are posts in the assignment's discussion. Below are the discussion posts for Jane Smith, or you can view the full discussion.

1. Hi! My name is Jane Smith. Since Jane is so short already, I don’t really have a nickname.
2. My favorite food is chicken mole and chips and salsa. Yum!
3. My hobbies include spelunking, antique hunting, and watercolor painting.

Emily: it is! I love pineapple pizza too!
View the student's discussion replies. Older replies are listed at the top with newer replies listed below.

**View Full Discussion**

To view the discussion replies in the context of the full discussion, click the **view the full discussion** link.

**Grade Submission**

To enter a grade for the submission, enter the grade in the **Grade** field [1].

If you [added a rubric to the discussion], you can view the rubric by clicking the **View Rubric** button [2].
Web Services
How do I connect to web services outside of Canvas as an instructor?

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.

Connect to Web Services

Other Services

Click any service below to register:

- Google Drive
- Skype
- LinkedIn
- Twitter
- Delicious

You may be able to integrate Canvas with the following web services:

- Google Drive
How do I connect to Google Drive as a web service in Canvas as an instructor?

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 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

Other Services

Click any service below to register:

- Google Drive
- Skype
- LinkedIn
- Twitter
- Delicious

In Web Services, click the **Google Drive button**.

Authorize Google Drive

Authorize Google Drive

Google Drive Access

Once you authorize us to see your Google Drive you'll be able to submit your assignments directly from Google Drive, and create and share documents with members of your classes.

Authorize Google Drive Access

Click the **Authorize Google Drive Access** button. You will be re-directed to Google to verify the authorization.
Allow 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

Google Drive

view your profile doug.roberts.canvas@gmail.com

Other Services

Click any service below to register:

- Skype
- LinkedIn
- Twitter

View Google Drive as a registered service in your Canvas account.
How do I connect to web services outside of Canvas as an instructor?

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.

Connect to Web Services

Other Services

Click any service below to register:

- Google Drive
- Skype
- LinkedIn
- Twitter
- Delicious

You may be able to integrate Canvas with the following web services:

- Google Drive
How do I connect to Delicious as a web service in Canvas as an instructor?

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

Other Services

Click any service below to register:

- Google Drive
- Skype
- LinkedIn
- Twitter
- 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 an instructor?

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 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

Once you authorize us to see your Google Drive you'll be able to submit your assignments directly from Google Drive, and create and share documents with members of your classes.

Click the Authorize Google Drive Access button. You will be re-directed to Google to verify the authorization.
Allow 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

**Google Drive**

*view your profile doug.roberts.canvas@gmail.com*

Other Services

Click any service below to register:

- [Skype](#)
- [LinkedIn](#)
- [Twitter](#)

View Google Drive as a registered service in your Canvas account.
How do I connect to Twitter as a web service in Canvas as an instructor?

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

Other Services

Click any service below to register:

Google Drive
Skype
LinkedIn
Twitter
Delicious

Click the Twitter button underneath the Other Services heading.
Authorize Twitter Access

Authorize Twitter

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 an instructor?

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

Other Services

Click any service below to register:

- Google Drive
- Skype
- LinkedIn
- Twitter
- Delicious

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 an instructor?

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

Other Services

Click any service below to register:

- Google Drive
- Skype
- LinkedIn
- Twitter
- Delicious

Click the LinkedIn button underneath the Other Services heading.
Authorize LinkedIn Access

LinkedIn Access
LinkedIn is a great resource for business networking, and can be helpful long after you've finished your education. If you have a LinkedIn account, you can register it here. Then if you allow fellow course/group members to see your registered services, they can easily invite you to link with them without having to search LinkedIn for your profile.

Register Your LinkedIn Account

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.