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Introduction
How do I accept an email invitation to join a Canvas course as a student?

If you are using Canvas through your institution, you will most likely already have a Canvas account and need to accept a course invitation before you can log in. Your institution will email your login information.

However, you may also receive a course invitation where you have to create a Canvas account as part of the registration process.

Note: If your institution is using Canvas and you are having trouble with your account, contact your instructor for assistance.

Accept Course Invitation

You've been invited to participate in a class at [canvas.instructure.com](http://canvas.instructure.com). The class is called Your Guided Course Template. Course role: Student.

1. Name: Bethany Sanderson
   2. Email: bethany.sanderson.canvas@gmail.com
   3. Username: none

You'll need to register with Canvas before you can participate in the class.

Get Started

Click here to view the course page  |  Update your notification settings

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

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

Welcome Aboard!

In order to finish signing you up for the course History of Civilization, we'll need a little more information.

1. Login: [Input field with placeholder: bethany.sanderson.canvas@gmail]
2. Password: [Input field]
3. Time Zone: [Input field with options: Mountain Time (US & Canada)]

- [ ] I want to receive information, news and tips from Instructure
- [ ] I agree to the Acceptable Use Policy

[Register button]

Create a password [1] and enter your time zone [2]. Depending on your account type, you may be asked if you want to receive information, news, and tips from Instructure [3].

Select the Acceptable Use Policy checkbox [4], then click the Register button [5].
How do I sign up for a Canvas account with a join code or secret URL as a student?

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

Note: Once you create an account, you can request to delete your account at any time. Deleting your Canvas account cannot be undone and will delete all Canvas information including courses, assignments, grades, and participation. Do not request to have your account deleted unless you are certain you absolutely no longer require any access to your prior Canvas activity. To request to have your account deleted, open the Help menu and submit a ticket to Canvas support through the Report a Problem link.

Enter URL

canvas.instructure.com

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

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

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

Click the Need a Canvas Account? link.
Sign Up As a Student

Sign up now, it's free!

I'M A TEACHER

I'M A STUDENT

Parents sign up here

Click the I'm a Student button.
Complete Registration

1. Enter the course join code in the **Join Code** field. This code will be emailed to you by your instructor or institution—the email is separate from your email invitation to join the course.
2. Enter your name in the **Full Name** field.
3. Enter your username in the **Username** field.
4. Set your password by typing in the **Password** field.
5. Confirm your password by typing your password in the **Confirm Password** field.
6. Agree to the terms of use by clicking the terms of use checkbox.
7. Confirm that you are not a robot by completing the Captcha form (if enabled by your institution)
8. Click the **Start Learning** button.
How can I use Canvas on my mobile device as a student?

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

Mobile Browsers

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

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

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

Mobile Applications

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

- **Canvas Student**: This app provides access to Canvas while on the go. Depending on your device, not all Canvas features may be available on the app at this time. View Canvas Student mobile features by version and device.
- **Polls for Canvas**: If your instructor uses polls in your courses, this app allows you to participate and share your opinion without any extra devices.
Announcements
How do I view Announcements as a student?

The Announcements Index Page allows you to view and filter announcements in your course. You can also receive new announcements via Canvas notifications, view announcements on the Recent Activity Dashboard, or view announcements in the To Do list.

If the steps in this lesson do not match what is displayed in your course, learn how to use the Announcements Redesign interface.

Open Announcements

In Course Navigation, click the Announcements link.
View Announcements

In Announcements, you can view all the announcements in your course. Announcements are listed in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom.

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

Note: If an announcement shows the letter U in place of a profile picture, the announcement was imported or copied from another course in Canvas. Additionally, copied announcements do not include a posted date and time.

Filter Announcements

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

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

View Announcement

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

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

Open Announcements

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

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

### Add Announcement

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

1. Topic Title
2. Content box with Rich Content Editor

Give your announcement a title [1] and add content using the Rich Content Editor [2].

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

Save Announcement

Click the **Save** button.
View Announcement

Group Meeting
Reminder that our group meeting tomorrow at 7pm is ...

Posted on:
Apr 18, 2018 at 10:39am

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

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

Open Announcements

Home
Assignments
Announcements
Discussions
Grades
People
Pages
Files

In Group Navigation, click the Announcements link.
Open Announcement

Click the name of the announcement.

Edit Announcement

Click the Edit button.
Save Announcement

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

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

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

Open Announcements

In Group Navigation, click the Announcements link.
Delete in Announcement 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 icon [4].
Delete in Individual Announcement

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

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

**Delete Announcement**

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

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

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

Notes:

- 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 settings may see a substantial increase in the amount of notifications they receive.
- External RSS feeds are not supported in courses using Announcements Redesign.

Open Announcements

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

Click the External Feeds link.

Add External Feed

Click the Add External Feed link.
Enter Feed URL

![External feeds]

- RSS Feed

**Feeds**

- Add External Feed

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](image)

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

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

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

Note: RSS feed subscriptions are not supported in courses using Announcements Redesign.

Open Announcements

Open External Feeds

In Course Navigation, click the Announcements link.

Click the External Feeds link.
Open RSS Feed

Click the **RSS Feed** button.

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

**Copy URL**

```xml
<?xml version="1.0" encoding="UTF-8"?>
<feed xmlns="http://www.w3.org/2005/Atom">
  <id>https://training.instructure.com/courses/851671/announcements</id>
  <title>Documentation Sandbox Announcements Feed</title>
  <updated>2012-12-10T22:02:10+00:00</updated>
  <link rel="self" href="https://training.instructure.com/courses/851671/announcements"/>
  <entry>
    <title>Announcement: Welcome to Class!</title>
  </entry>
</feed>
```

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

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

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

If the steps in this lesson do not match what is displayed in your course, learn how to reply to an announcement in the Announcements Redesign interface.

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

Open Announcements

In Course Navigation, click the Announcements link.
Open Announcement

Click the Reply link.
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 the course calendar for office hours and group meeting times if you would like to schedule a meeting with me before the deadline.

Click the Reply field.
Post Reply

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 announcement reply 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

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

Assignment Information.docx

Search entries or author Unread

Emily Boone
3/31

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.
How do I like a reply in a course announcement as a student?

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

If the steps in this lesson do not match what is displayed in your course, learn how to like a reply to an announcement in the Announcements Redesign interface.

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

Open Announcements

In Course Navigation, click the Announcements link.
Open Announcement

**Group Project Proposals Due Monday**

All Sections
This is just a reminder that all group project proposals, including an abstract and list o...

Reply

Posted on: Mar 5, 2018 at 12:37pm

**Classroom Change**

All Sections
Due to a scheduling conflict, your Thursday lecture will take place in room 224 of the ...

Posted on: Feb 21, 2018 at 2:07pm

**Midterm Review Collaboration**

All Sections
Please see the new Midterm Review collaboration. Each student has been assigned a ...

Reply

Posted on: Feb 15, 2018 at 12:39pm

Click the name of the announcement.
Like Announcement Reply

Group Project Proposals Due Monday
Doug Roberts
All Sections

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

Assignment Information.docx

Search entries or author Unread

Reply

Doug Roberts
3:47pm

Check out the Group Project assignment for more information.

1 like

Reply

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

Check out the Group Project assignment for more information.

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

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

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.

👍 (2 likes)

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

If enabled in your course, you can use Announcements Redesign to participate in course announcements.

**Note:** If Announcements Redesign is not available in your course, it has not been enabled by your instructor.

Open Announcements

To view class announcements, click the **Announcements** link in Course Navigation.

Open Announcement

Click the name of an announcement.
An announcement displayed in the Announcements Redesign interface includes three sections: the announcements toolbar [1], the announcement [2], and announcement replies [3].

View Announcement Toolbar

The announcement toolbar will remain at the top of the screen when you are viewing announcement replies.

To search for replies or specific authors, enter your terms in the search field [1].

To filter replies, click the Filter drop-down menu [2]. You can filter by all replies or unread replies.

To sort replies by newest or oldest, click the Sort button [3]. To return to the top of the announcement, click the Top button [4].
Welcome!

Welcome to US History! I’m excited to get this semester started and get to know each of you. Please reach out to me if you have any questions or concerns about the course.

The announcement includes important information about the announcement, including the announcement title [1] and description [2].

You can also view the name of the author [3], the date and time the announcement was published [4] or edited [5], and number of replies [6].
View Announcement Replies

Guest Speaker Tomorrow

Tomorrow we will have a guest speaker coming to class. Tom Nguden is a historical expert who studies the impact fake news makes on society.

Reply

Emily Boone

Sep 10 12:04pm Last reply Sep 10 12:04pm

I’m super excited!

Reply | 1 reply, 1 unread

Announcement replies display below the announcement topic [1].

To view threaded replies, click the # of replies link [2].

Learn how to reply to an announcement.
When creating or editing announcements or replies, you will enter and edit your content using the Rich Content Editor. The Rich Content Editor allows you to format text, link text to course or external content, insert media, attach files, and @mention course users. Learn more about using the Rich Content Editor.
How do I view a thread in Announcements Redesign as a student?

You can view announcement replies below the announcement and threaded announcement replies in the Thread sidebar. If announcement replies are enabled by your instructor, you can respond to an announcement or respond to a reply thread. When responding to a thread, you can quote a threaded reply.

**Note:** If the Reply options do not display, your instructor has not enabled replies for the announcement.

Open Announcements

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

Guest Speaker Tomorrow

Tomorrow we will have a guest speaker, Tom Nguyen. Tom studies...

Reply

Class Chat

Join us on Zoom tonight for an open Q&A session about any course...

Posted on: Sep 13, 2021 at 11:37am

Posted on: Jul 1, 2021 at 2:23pm

Click the name of the announcement.

View Threaded Replies

Guest Speaker Tomorrow

Tomorrow we will have a guest speaker for our society.

Reply

Emily Boone

Sep 10 12:04pm Last reply Sep 10 12:04pm

I'm super excited!

Reply | Quote | 1 reply, 1 unread

Max Johnson

Sep 10 12:04pm

Me too!

Reply | Quote

If course users have replied to an announcement reply, you can view the reply thread by clicking # of replies link [1].
The Thread sidebar displays threaded replies [2] including the name of the user who posted the reply [3] and the date and time the reply was posted [4].

**Quote Threaded Reply**

To reply to a thread, click the **Reply** link [1].

To create a reply that includes quoted text from a threaded reply, click the reply's **Quote** link [2].
Post a Message

To enter your reply, links, photos, equations, and/or media, or @mention course users, use the Rich Content Editor [1].

If you chose to quote a threaded reply, the Include quoted reply in message toggle displays and is enabled by default [2]. To exclude quoted text from your response, disable quoting by deselecting the Include quoted reply in message toggle.

To post your reply, click the Reply button [3].
View Your Reply

To view your reply, click the **# of replies** link [1].

Your reply displays in the **Thread** sidebar [2].

To view threaded replies options, click the **Options** icon [3]. You can mark replies as read/unread, mark threaded replies as read/unread, or return to the topic.
How do I reply to an announcement in Announcements Redesign as a student?

If allowed by your instructor, you can reply to announcements or announcement replies in the Announcements Redesign interface.

If the steps in this lesson do not match what is displayed in your course, learn how to reply to an announcement in the classic Announcements interface.

Open Announcements

- Home
- Modules
- Assignments
- Announcements
- Discussions
- Quizzes

In Course Navigation, click the Announcements link.
Open Announcement

Unit 1 Test This Friday

All Sections

This Friday is the Unit 1 test. It will cover the information in chapte...

Posted on: Jul 26, 2021 at 9:20am

_reply

Welcome!

All Sections

Welcome to US History! I'm excited to get this semester started an...

Posted on: Jul 26, 2021 at 9:14am

_reply

Click the name of the announcement.
Reply to Announcement

Welcome!

Welcome to US History! I’m excited to get this semester started and get to know each of you. Please reach out to me if you have any questions or concerns about the course.

To reply to the announcement, click the Reply button.
Post a Message

I'm excited to start this class!

To enter your reply, add links, photos, equations, and/or media, use the Rich Content Editor [1].

To post your reply, click the Reply button [2].

View Your Reply

Max Johnson
Jul 27 12:48pm

I'm excited to start this class!

Reply | 😊

Your reply will be posted at the top of the announcement reply thread.
Reply to a Comment

To view threaded replies, click the # of replies link [1].

To reply to a comment, click the Reply link [2].

Note: Within the Thread sidebar, you can choose to quote a threaded reply in your response [3].
Post a Message

To enter your reply, add links, photos, equations, and/or media, or @mention course users, use the Rich Content Editor [1].

To post your reply, click the Reply button [2].
View Your Reply

To view your reply, click the Total Replies link [1].

Your reply displays in the Thread sidebar [2].
How do I mention a user in an announcement reply in Announcements Redesign as a student?

If replies are allowed in the announcement, you can @mention a course user in an announcement reply using Announcement Redesign.

Reply to Announcement

Welcome!

Welcome to US History! I'm excited to get this semester started and get to know each of you. Please reach out to me if you have any questions or concerns about the course.

To reply to the announcement, click the Reply button [1]. To reply to an announcement reply, click the Reply link [2].
Mention User in Reply

Use the Rich Content Editor to enter your reply, links, photos, equations, or media.

To mention a user in your reply type the @ symbol in the Rich Content Editor [1]. A list of course users displays [2].
Select User

To locate the course user, scroll through the list or filter the list by typing the course user’s name [1]. Then select the user’s name from the list [2].
Post Reply

Your @mention text displays in a purple font and highlight [1].

To post your reply, click the Save button [2].
Your post displays at the bottom of the thread.
How do I like a reply in a course announcement in Announcements Redesign as a student?

If your instructor allows liking for a course announcement, you can like announcement replies.

If the steps in this lesson do not match what is displayed in your course, learn how to like discussion replies in the classic Announcements interface.

Open Announcements

In Course Navigation, click the Announcements link.
Open Announcement

Unit 1 Test This Friday

All Sections
This Friday is the Unit 1 test. It will cover the information in c...

Welcome!

All Sections
Welcome to US History! I'm excited to get this semester star...

Like Announcement Reply

Emily Boone

Sep 13 3:09pm Last reply Sep 13 3:10pm
I'm excited to start this class!

Reply | 1 reply, 1 unread

Locate the reply and click the Like icon.
Like Threaded Announcement Reply

To view threaded replies, click the # of replies link [1].

To like a threaded reply, click the reply's Like icon [2].

View Liked Announcement Reply

The Like icon will fill in, indicating you have liked the reply [1].

The Like icon also displays the total number of times a reply has been liked [2].
How do I view Assignments as a student?

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

Notes:

- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.

Open Assignments

In Course Navigation, click the Assignments link.

Note: If the Assignments link is not available in Course Navigation, you can access course assignments through the Modules page.
In Assignments, you can view all the assignments in your course.

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

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

Each assignment also includes an icon with the assignment type: assignment [1], discussion [2], or quiz [3].

**Note**: The Assignments page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.
View Assignment Summary

Each assignment displays the assignment name [1], any availability dates for the assignment [2], due date (if any) [3], and the number of points the assignment is worth [4].

View Availability Dates
The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit an assignment during a specified date range, so the available dates are the range of time that the assignment is accessible to you.

1. If the assignment does not have a date listed, the assignment is open; you can submit the assignment at any time during your course.
2. If the assignment says Available until [date], you can submit the assignment until the specified date.
3. If the assignment says Not Available Until [date], the assignment is locked until the specified date.
4. If the assignment says Closed, the assignment cannot accept submissions.

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

View Due Dates

<table>
<thead>
<tr>
<th>Upcoming Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Safety in Science - Symbols (Peer Reviews)</strong></td>
</tr>
<tr>
<td>Available until Mar 18</td>
</tr>
<tr>
<td><strong>Biology Test Discussion (Chapter 5)</strong></td>
</tr>
<tr>
<td>Not available until Mar 12</td>
</tr>
</tbody>
</table>

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

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

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

Due dates also include a time [2]. If your instructor does not set a specific time, the assignment due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.
Filter Assignments

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

Open Assignment

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

You can also view additional details:

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

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

To submit your assignment, click the **Start Assignment** button [4].

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

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

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Due</td>
<td>Wednesday by 12:59am</td>
<td>Points 100</td>
</tr>
<tr>
<td><strong>2</strong> Submitting</td>
<td>a text entry box, a website url, a media recording, or a file upload</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong> Available</td>
<td>Mar 1 at 12am - Apr 1 at 12:59am about 1 month</td>
<td></td>
</tr>
</tbody>
</table>

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

If you were to miss the assignment submission due date [1], you could still submit the assignment until the last available date [2]. Once the last date passes, you can no longer submit the assignment.
View Assignment with Limited Attempts

Your instructor may limit the number of submission attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view the number of submission attempts you have made [1] and the number of submission allowed for the assignment [2].

Once you have used all your submission attempts, the New Attempt button displays as disabled [3].
View Locked Assignment

Safety in Science - Symbols (Peer Reviews)

This assignment is locked until Jul 12 at 12am.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>Full Marks 5.0 pts</td>
<td>5.0 pts</td>
</tr>
<tr>
<td>Format</td>
<td>Full Marks 5.0 pts</td>
<td>5.0 pts</td>
</tr>
<tr>
<td>Length</td>
<td>Full Marks 5.0 pts</td>
<td>5.0 pts</td>
</tr>
</tbody>
</table>

Total Points: 15.0

An assignment can be locked before an instructor wants it open, or after a specific date has passed after the due date. When an assignment is locked, you can view the rubric (if any) and the assignment details. You can also view the date when the assignment will be open for submissions if it has not been opened yet.
View Closed Assignment

Biomes

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

Instructions

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

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

This quiz was locked Jun 30 at 11:59pm.

When an assignment is closed, you can still view the rubric, if any, and any existing submission details in the sidebar, but you can no longer view the assignment details or submit/re-submit the assignment. You can also view the date the assignment was locked to submissions.

Assignments close when they are only available until a specific date.
How do I filter assignments by type as a student?

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

Open Assignments

In Course Navigation, click the Assignments link.

Group Assignments by Type

Click the Show By Type button.
View Assignments by Type

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

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

You can view rubric results for a graded assignment in the Grades page or from the assignment details page.

Notes:
- Not all assignments may include a rubric.
- Rubrics for external tool assignments can be viewed in the submissions detail page, before or after the assignment is submitted.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.

Open Assignments

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Availability</th>
<th>Due Date</th>
<th>Points</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety in Science - Symbols (Peer Reviews)</td>
<td>Available until Mar 18</td>
<td>Due Mar 10 at 11:59pm</td>
<td>-/25 pts</td>
<td></td>
</tr>
<tr>
<td>Biology Test Discussion (Chapter 5)</td>
<td>Not available until Mar 12</td>
<td>Due Mar 20 at 11:59pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biome travel guide (brochure or video)</td>
<td>Available until Apr 10</td>
<td>Due Mar 27 at 11:59pm</td>
<td>-/100 pts</td>
<td></td>
</tr>
</tbody>
</table>

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

The rubric includes criteria [1], ratings [2], and full point values [3]. A rubric criterion may include up to five different ratings and individual point values.

**Note:** Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values your instructor may still use it to provide feedback on your assignment.
Criterion may include a description [1].

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

<table>
<thead>
<tr>
<th>Writing Prompt Rubric:</th>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>5.0 pts</td>
<td>Full Marks</td>
<td>5.0 pts</td>
</tr>
<tr>
<td>Addresses all aspects of the prompt</td>
<td>3.0 pts</td>
<td>Meets Expectations</td>
<td></td>
</tr>
<tr>
<td>Correct Length</td>
<td>5.0 to 3.0 pts</td>
<td>Full Marks</td>
<td>5.0 pts</td>
</tr>
<tr>
<td></td>
<td>3.0 to &lt;0.0 pts</td>
<td>No Description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.0 pts</td>
<td>No Marks</td>
<td></td>
</tr>
<tr>
<td>Grammar</td>
<td>5.0 to 3.0 pts</td>
<td>Full Marks</td>
<td>5.0 pts</td>
</tr>
<tr>
<td></td>
<td>3.0 to &lt;0.0 pts</td>
<td>Meets Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.0 pts</td>
<td>No Marks</td>
<td></td>
</tr>
<tr>
<td><strong>Writing Prompt Outcome</strong></td>
<td>5.0 pts</td>
<td>Exceeds Expectations</td>
<td>5.0 pts</td>
</tr>
<tr>
<td>Demonstrates ability to complete the weekly writing prompt by following directions and format.</td>
<td>3.0 pts</td>
<td>Meets Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.0 pts</td>
<td>Does Not Meet Expectations</td>
<td></td>
</tr>
<tr>
<td>1.1.a</td>
<td>5.0 pts</td>
<td>Exceeds Expectations</td>
<td>5.0 pts</td>
</tr>
<tr>
<td>Speak in complete sentences.</td>
<td>3.0 pts</td>
<td>Meets Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.0 pts</td>
<td>Does Not Meet Expectations</td>
<td></td>
</tr>
<tr>
<td>1.1.b</td>
<td>5.0 pts</td>
<td>Exceeds Expectations</td>
<td>5.0 pts</td>
</tr>
<tr>
<td>Listen and demonstrate understanding by responding appropriately e.g., follow multiple-step directions, reasons, clarity, overview</td>
<td>3.0 pts</td>
<td>Meets Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.0 pts</td>
<td>Does Not Meet Expectations</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 30.0
How do I view the rubric for my external tool assignment?

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

Open Grades

In Course Navigation, click the Grades link.
### Grades for Emily Boone

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

Click the name of an assignment.
Show Rubric

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follows Instructions</td>
<td>5 pts Full Marks</td>
<td>5 / 5 pts</td>
</tr>
<tr>
<td>Correct Length</td>
<td>5 to &gt;3 pts Full Marks</td>
<td>5 / 5 pts</td>
</tr>
<tr>
<td>Grammar</td>
<td>5 to &gt;3 pts Full Marks</td>
<td>3 / 5 pts</td>
</tr>
<tr>
<td>Writing Prompt Outcome</td>
<td>5 pts Exceeds Expectations</td>
<td>5 / 5 pts</td>
</tr>
<tr>
<td>1.1.a</td>
<td>5 pts Exceeds Expectations</td>
<td>5 / 5 pts</td>
</tr>
<tr>
<td>1.1.b</td>
<td>5 pts Exceeds Expectations</td>
<td>5 / 5 pts</td>
</tr>
</tbody>
</table>

Total Points: 28

View the rubric for your external tool assignment.

**Note:** Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values your instructor may still use it to provide feedback on your assignment.
How do I submit an online assignment?

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

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

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

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

Third-Party File Application Submissions

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

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

Mobile Submissions

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

Notes:

- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.
- Group assignments do not support the student annotation submission type.
Open Assignments

In Course Navigation, click the Assignments link.

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

View Course Assignments

<table>
<thead>
<tr>
<th><strong>Upcoming Assignments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Safety in Science - Symbols (Peer Reviews)" /></td>
</tr>
<tr>
<td><img src="image" alt="Biology Test Discussion (Chapter 5)" /></td>
</tr>
<tr>
<td><img src="image" alt="Biome travel guide (brochure or video)" /></td>
</tr>
</tbody>
</table>

Click the name of an assignment.
Biome travel guide (brochure or video)

<table>
<thead>
<tr>
<th>Due</th>
<th>Wednesday by 12:59am</th>
<th>Points</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting</td>
<td>a text entry box, a website url, a media recording, or a file upload</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available</td>
<td>Mar 1 at 12am - Apr 1 at 12:59am about 1 month</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?

To submit an assignment, click the **Start Assignment** button.

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

Your instructor may limit the number of submission attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view the number of submission attempts you have made [1] and the number of submission allowed for the assignment [2].

Once you have used all your submission attempts, the New Attempt button displays as disabled [3].
View Final Grade Notice

This assignment does not count toward the final grade.

Biome travel guide (brochure or video)

Due Wednesday by 12:59am  
Points 100

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

Available  Mar 1 at 12am - Apr 1 at 12:59am about 1 month

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?

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

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

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

To submit an annotated document, click the Student Annotation tab.

**Note:** Group assignments do not support the student annotation submission type.
Submit a File Upload

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

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

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

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

Submit Media Recording

To submit a media recording, select the Media tab.
Submit Assignment

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

**Note:** Large files submitted using the File Upload tab display a submission status indicator.

View Submission

<table>
<thead>
<tr>
<th><strong>Biome travel guide (brochure or video)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due</strong> Wednesday by 12:59am <strong>Points</strong> 100</td>
</tr>
<tr>
<td><strong>Submitting</strong> a text entry box, a website url, a media recording, or a file upload</td>
</tr>
<tr>
<td><strong>Available</strong> Mar 1 at 12am - Apr 1 at 12:59am about 1 month</td>
</tr>
</tbody>
</table>

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

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

After you have submitted your work, you will see information in the Sidebar about your submission [1]. For file uploads, the sidebar provides a link to your submission to download if necessary.

If you choose, you may resubmit another version of your assignment using the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

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

You can also see details about your assignment and links to additional feedback in your **Grades** page.

**Notes:**

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

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

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

Notes:

- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- You can also submit assignments using your Android or iOS device.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.
View Course Assignments

**Revolution Review**
Due May 7 at 11:59pm | -.30 pts

Click the name of an assignment.

Start Assignment

**Revolution Review**

<table>
<thead>
<tr>
<th>Due</th>
<th>May 7 by 11:59pm</th>
<th>Points</th>
<th>30</th>
</tr>
</thead>
</table>

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

To submit an assignment, click the **Start Assignment** button.

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

This assignment does not count toward the final grade.

Revolution Review

Due May 7 by 11:59pm Points 30
Submitting a text entry box, a website url, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

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

Open Text Entry

File Upload  Text Entry  Website URL  Media

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

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

As part of your text entry assignment submission, you can [record media](https://example.com) or [upload a media file](https://example.com) [1].

You can also [embed images from Canvas](https://example.com) or [upload images](https://example.com) in your text entry assignment submission [2].

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

Revolution Review

Due  May 7 by 11:59pm  Points  30
Submitting  a text entry box, a website url, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

The Sidebar displays information about your submission [1].

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

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

Notes:

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

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

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

Third-Party File Application Submissions

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

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

Notes:

- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- You can also submit assignments using your Android or iOS device.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.
Open Assignments

In Course Navigation, click the Assignments link.

View Course Assignments

Click the name of an assignment.
Start Assignment

**Revolution Review**

<table>
<thead>
<tr>
<th>Due</th>
<th>May 7 by 11:59pm</th>
<th>Points</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting</td>
<td>a text entry box, a website url, a media recording, or a file upload</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

To submit an assignment, click the Start Assignment button.

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

**View Final Grade Notice**

This assignment does not count toward the final grade.

**Revolution Review**

<table>
<thead>
<tr>
<th>Due</th>
<th>May 7 by 11:59pm</th>
<th>Points</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting</td>
<td>a text entry box, a website url, a media recording, or a file upload</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

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

To submit a URL, click the **Website URL** tab.

Submit Website URL

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

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

The Sidebar displays information about your submission [1].

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

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

Notes:

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

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

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

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

Notes:

- Canvas will not accept media uploads larger than 500 MB.
- Your instructor will decide what type of submissions are allowed. One or both of these options may not be available. You may also have the option to resubmit assignments if your instructor allows.
- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way, or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.
In Course Navigation, click the Assignments link.

**Open Assignment**

[Revolution Review]

Due May 7 at 11:59pm | -/30 pts

Click the name of the assignment.

**Submit Assignment**

Revolution Review

Due May 7 by 11:59pm Points 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the Start Assignment button.

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

This assignment does not count toward the final grade.

Revolution Review

Due: May 7 by 11:59pm  Points: 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

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

Select Media

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.

Record / Upload Media

Comments...

Cancel  Submit Assignment
To open the media upload tool, select the **Media** tab [1] and click the **Record/Upload Media** button [2].

**Record Media**

![Record/Upload Media Comment](image)

You have the option to record video or record audio to upload to the assignment.

To select a microphone for your recording, click the **Mic** button [1]. To select a webcam, or, to turn the webcam off for audio-only recordings, click the **Webcam** button [2].

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

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

Select the file you want to upload and click **Open** to begin uploading the file.
Monitor File Upload

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

Use the link below to record your submission. Click "Save" when you're finished and ready to submit.

**Ready to Submit! Click 'Submit Assignment' button to finish.**

1. 
2. Comments...
3. 

View your media recording upload in the assignment submission box [1]. You can add text comments to your recording [2].

To replace the recorded or uploaded media before submitting your assignment, refresh your web browser and record or upload your media again.

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

View Submitted Assignment

**Revolution Review**

Due May 7 by 11:59pm Points 30
Submitting a text entry box, a website url, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

The Sidebar displays information about your submission [1].
If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

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

**Notes:**

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

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

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

Notes:

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

• If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.

View Group Assignment

Revolution Group Assignment

Due May 7 by 11:59pm Points 50

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

Submit your group assignment

To open assignment submission options, click the Start Assignment button.
View Final Grade Notice

This assignment does not count toward the final grade.

Revolution Group Assignment

Due May 7 by 11:59pm    Points 50
Submitting a text entry box, a website url, a media recording, or a file upload

Submit your group assignment

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

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

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

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

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

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

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

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

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

Submit Assignment

Click the Submit Assignment button.

Note: Large files submitted using the File Upload tab display a submission status indicator.
View Submission

Revolution Group Assignment

Due: May 7 by 11:59pm  Points: 50
Submitting: a text entry box, a website url, a media recording, or a file upload

Submit your group assignment

The Sidebar displays information about your submission [1].

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

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

Notes:

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

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

View Dashboard

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

View Recent Activity

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

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

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

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

Open Assignments

You can also view peer reviews when viewing assignments. In Course Navigation, click the Assignments link.
Note: You can also access your Assignments through your Dashboard, Course Activity Stream, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment

The assignments page does not display an icon if you have a peer review. If you know the name of the peer review assignment, click the title to open the assignment.

View Assigned Peer Review

In the sidebar under Assigned Peer Reviews, you will see any peer reviews assigned to you. The caution sign icon [1] indicates the peer review has not been completed. A check mark icon [2] indicates that you have completed the peer review.

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

Notes:
• If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

• If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review will not be displayed on this page. However, it can still be viewed from the Dashboard.
How do I submit a peer review to an assignment?

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

If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

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

Open Assignments

In Course Navigation, click the Assignments link.

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

Click the title to open the assignment.

Open Assigned Peer Review

Submission

✓ Submitted!
Oct 24 at 8:58am
Submission Details
Download my assignment.docx

Assigned Peer Reviews

1 Max Johnson
2 Jessica Doe

Under Assigned Peer Reviews, you will see any peer reviews assigned to you. Click the name of the assigned peer whose work you will be reviewing. The caution sign icon [1] indicates the peer review has not been completed. A checkmark icon [2] indicates that you have completed the peer review.
Open Anonymous Peer Reviews

Submission
✓ Submitted!
Oct 24 at 8:58am
Submission Details
Download my assignment.docx

Assigned Peer Reviews
Anonymous User

Comments:
No Comments

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

View Peer Review

Peer Review

Safety in Science - Symbols (Peer Reviews)
Max Johnson submitted Oct 24 at 12:49pm

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

1 Essay 1.1.pdf 35.7 KB

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

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

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

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

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

Note: In anonymous peer reviews, you cannot leave comments in DocViewer.
Complete Rubric

If the assignment has a rubric attached, you are only required to complete the attached rubric for the peer review to be considered finished.

To view the rubric, click the Show Rubric link [1].

To score the assignment with the rubric, select rubric ratings [2] or enter a score for each criterion in the Points column [3]. To deselect a rubric rating, click the rubric rating [4].

Each criterion score will create the total points for the assignment [5].

When you're finished, click the Save Comment button [6]. You may need to refresh your browser to see that you've completed the required steps for the peer review.

Notes:

- Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values you will still need to fill out the rubric to complete the peer review.
- After you save the rubric, you cannot edit it to change your comments or ratings.
Add Assignment Comment

Peer Review

Safety in Science - Symbols (Peer Reviews)
Max Johnson submitted Oct 24 at 12:49pm

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

If your assignment does not include a rubric, you are required to add at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

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

Note: When an assignment is muted, you can view peer review comments. However, instructor comments are hidden until after the assignment is unmuted.
Where can I find my peers' feedback for peer reviewed assignments?

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

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

View Recent Feedback

Recent Feedback

✅ Safety in Science - Symbols (Peer Reviews)
   Bio 101
   “This is really interesting! Don't forget to include your citations at the end of your paper.”

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

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

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

Notes:

- When assignment grades are hidden, you can view peer review comments. However, instructor comments are hidden until after assignment are posted.
- When peer reviews are anonymous, you can leave submission and rubric comments, but annotated submission comments are not supported.
- For group assignments, you will see peer review comments for all reviews of your group's submission.
If your assignment includes a rubric, you can view peer review rubric assessments.

To view the rubric assessment, click the Show Rubric link [1].

View the peer review rubric assessment, including ratings and comments [2].

If your assignment was reviewed by multiple people, click the Show Assessment By drop-down menu to select other rubric assessments [3].
View Assignment Page

Safety in Science - Symbols (Peer Reviews)

Due: Friday by 11:59pm  
Points: 25

Submission: a text entry box or a file upload  
File Types: docx and pdf

Review the Lab Safety - Symbols reading assignment in CK-12 and complete the attached worksheet.

Reading Assignment: http://www.ck12.org/group-assignments/25892

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

Note: Peer review feedback only displays on the assignment page for assignments that require an online submission.

View Grades

Safety in Science - Symbols (Peer Reviews)  
Oct 26 by 11:59pm  
Points: 25  

Comments:  

This is really interesting! Don’t forget to include your citations at the end of your paper.  
Max Johnson, Oct 24 at 10:22am

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

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

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

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

Notes:

- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.
Select Assignment

Click the title of the assignment.

Start Assignment

Revolution Review

Due May 7 by 11:59pm  | Points 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the Start Assignment button.
Add File

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

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

If you have access to upload a file from Google Drive, you can submit a Google file by clicking the **Google Drive** tab [3].
Use Webcam

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

- Upload File
- Use Webcam

Add Another File

Click here to find a file you've already uploaded

Comments...

Cancel Submit Assignment

You can also use your computer's webcam to take a photo to upload as an assignment submission.
Add Another File

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

[Upload File] [Use Webcam] [Add Another File]

Click here to find a file you've already uploaded

[Comments...]

[Cancel] [Submit Assignment]

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

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

Submit Assignment

[Cancel] [Submit Assignment]

Click the Submit Assignment button.
View Submission Status

Large files display a submission status indicator.

View Submission

Revolution Review

Due May 7 by 11:59 pm Points 30
Submitting: a text entry box, a website url, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

View the confirmation of your assignment submission.
How do I use my webcam to take a photo for an assignment submission in Canvas?

You can use your computer's webcam to take a photo and use it as your assignment submission. Submission photos are saved to the Submissions folder in your user files as a PNG file.

Note: If your instructor limits file types for an assignment submission, you may not be able to use your webcam to submit your assignment.

Open Assignments

In Course Navigation, click the Assignments link.

Select Assignment

Click the title of the assignment.
Start Assignment

Revolution Review

Due May 7 by 11:59pm  Points 30
Submitting a text entry box, a website url, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the **Start Assignment** button.

Use Webcam

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

- [ ] Upload File  [ ] Use Webcam

+ Add Another File

Click here to find a file you've already uploaded

Comments...

[ ] Cancel  [ ] Submit Assignment
To take a picture with your webcam and submit the image, click the **Use Webcam** button.

**Enable Webcam**

If your browser prompts you for access to your computer’s camera, click the **Allow** button.

**Take Photo**

To take a photo using your computer’s webcam, click the **Take Photo** button.
Submit Photo

To use the photo you took as your assignment submission, click the **Use This Photo** button [1]. To retake the photo, click the **Try Again** button [2].

View Photo

You can preview your photo in the File Upload tab [1]. To remove the photo from your submission, click the **Delete** icon [2].

Submit Assignment

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

Large files display a submission status indicator.

View Submission

Revolution Review

Due  May 7 by 11:59pm    Points  30
Submitting  a text entry box, a website url, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Submitted!
Mar 30 at 3:53pm
Submission Details
Download webcam-picture.png

View the confirmation of your assignment submission.
How do I annotate a file as an assignment submission in Canvas?

Your instructor may upload a file for you to annotate as your assignment submission. You can annotate the file and submit the annotated file as your assignment submission from within Canvas.

Note: Group assignments do not support the student annotation submission type.

Open Assignments

In Course Navigation, click the Assignments link.

Select Assignment

Click the title of the assignment.
Start Assignment

Revolution Review

Due Aug 24 by 11:59pm  Points 30
Submitting a text entry box, a website url, a media recording, a student annotation, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the Start Assignment button.

Open Student Annotation

Click the Student Annotation tab.
Annotate Assignment

To annotate your assignment submission, use the annotation tools in the DocViewer menu. [Learn more about how to use DocViewer.]

To download the file, click the Download icon [1].

To rotate the document clockwise by 90 degrees, click the Rotate icon [2].

To zoom in or out, click the Zoom in or Zoom out icons [3].

To view the document in full screen, click the Fullscreen icon [4].

To select and move annotations, click the Selection icon [5].

To add a point annotation, click the Point Annotation icon [6].

To add a highlight annotation, click the Highlight Annotation icon [7].

To add a text annotation, click the Freetext Annotation icon [8].

To add a strikeout annotation, click the Strikeout Annotation icon [9].
To add a drawing annotation, click the **Free Draw Annotation** icon [10].

To add an area annotation, click the **Area Annotation** icon [11].

**Submit Assignment**

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

**View Submission**

**Revolution Review**

<table>
<thead>
<tr>
<th>Due</th>
<th>Aug 24 by 11:59pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>30</td>
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<tr>
<td>Submitting</td>
<td>a text entry box, a website url, a media recording, a student annotation, or a file upload</td>
</tr>
</tbody>
</table>

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

The Sidebar displays information about your submission [1].

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Canvas Student Guide Updated 2022-03-24
If allowed by your instructor, you may choose to resubmit another version of your assignment by clicking the **New Attempt** button [2]. You will only be able to view the details of your most recent submission in the Sidebar, but your instructor will be able to see all of your submissions.

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

**Notes:**

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

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

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

Notes:

- If the Google Drive tab is not available in your submission, your institution has not enabled this feature.
- If your course displays a link to your Google Drive in the Course Navigation Menu, your course has enabled Google Drive directly. Otherwise, you must enable Google Drive as a web service in your user profile to upload Google Drive files.
- In Google Drive assignments, you can only submit one file for your submission.
- When Google Drive files (docs, sheets, and slides) are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.

Open Assignments
In Course Navigation, click the Assignments link.

Select Assignment

Click the title of the assignment.

Start Assignment

Revolution Review

Due: May 7 by 11:59pm  Points: 30
Submitting: a text entry box, a website URL, a media recording, or a file upload

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the Start Assignment button.

Open Google Drive

Click the Google Drive (LTI 1.3) tab.

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

Google Drive will display a list of all allowed file types. Click the name of the file [1], then click the Select button [2].

View Submission Notification

documentation.beta.instructure.com says
Canvas is currently processing your submission. You can safely navigate away from this page and we will email you when the submission has processed.

OK
After you submit your assignment, Canvas displays a message notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload. You will also receive an email notification when your submission completes processing.

To clear the notification, click the **OK** button.

**View Submission**

![Submission](image)

View the confirmation of your assignment submission.

**View Uploading and Failed Submission Icons**

![Submission](image) ![Submission](image)

If your submission has been queued for upload, an uploading icon displays [1]. This icon also displays for your instructor if they access the assignment before it uploads.

If your submission failed to upload, an upload failed icon displays [2]. Click the download submission link to view the error.
How do I submit a cloud assignment with Google Drive?

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

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

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

Note: If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.

View Assignment

Pre-Colonial Worksheet

Please do this worksheet by tomorrow:

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

Unit 1 Assignment.docx

Unit Assignment

Overview of Pre-Colonial to 1789

Objective
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse adipiscing purus purus, id tincidunt leo, ultricies eget. Pellentesque in urna quis dolor vestibulum aliquam sit amet ut ante. Vivamus innerdum magna erat, ut

View the assignment in the assignment page.
Edit Assignment

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

Submit Assignment

When you are ready to submit the assignment, verify that all edits have been saved, then click the Submit button.

Confirm Submission

Confirm your assignment was submitted.

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

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

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

Notes:

- If the Office 365 tab is not available in your submission, your institution has not enabled this feature.
- Canvas will require you to authorize access to your OneDrive account.
- In Office 365 assignments, you can only submit one file for your submission.
- When Office 365 files are uploaded as a submission, later changes made to the file in OneDrive will not be updated in the submission.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature setting in your user settings.
- If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.

Open Assignments

In Course Navigation, click the Assignments link.
Select Assignment

Click the title of the assignment.

Start Assignment

Revolution Review

Due May 7 by 11:59pm Points 30

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

Write a 2-page summary of chapters 5-7. What did you learn about the revolution?

Click the Start Assignment button.
Open Office 365

Click the **Office 365** tab.

**Note:** If the **Office 365** tab is not available, your institution has not enabled this feature.
Attach File

Microsoft Office 365 will display a list of all allowed file types. Click the name of the file [1], then click the Attach File button [2].
Submit Assignment

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

Click the Submit Assignment button [3].

View Submission Notification

documentation.beta.instructure.com says

Canvas is currently processing your submission. You can safely navigate away from this page and we will email you when the submission has processed.

OK

After you submit your assignment, Canvas displays a message notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload. You will also receive an email notification when your submission completes processing.
To clear the notification, click the OK button.

**View Submission**

**Submission**

☑ **Submitted!**

May 1 at 4:11pm

Submission Details

Download Assignment-1.pdf

Comments:
No Comments

View the confirmation of your assignment submission.

**View Uploading and Failed Submission Icons**

**Submission**

☑ **Submitted!**

Oct 15 at 11:41am

Submission Details

Download Essay about Lincoln

1️⃣

![Icon](image)

**Submission**

☑ **Submitted!**

Oct 15 at 11:41am

Submission Details

Download Essay about Lincoln

2️⃣

![Icon](image)

If your submission has been queued for upload, an uploading icon displays [1]. This icon also displays for your instructor if they access the assignment before it uploads.

If your submission failed to upload, an upload failed icon displays [2]. Click the download submission link to view the error.
How do I know when my assignment has been submitted?

View the assignment submission details to know that you have turned in the assignment.

All file submissions also appear in your personal unfiled folder.

**Note:** If the assignment you are accessing displays differently, your assignment may be using the Assignment Enhancements feature. Please view this guide for more information.

Open Grades

In Course Navigation, click the Grades link.
Select Assignment

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomes</td>
<td>Oct 4 by 11:59pm</td>
<td>-</td>
<td>8</td>
</tr>
<tr>
<td><strong>General Class Question and Answer</strong></td>
<td>Oct 15 by 11:59pm</td>
<td>📊</td>
<td>10</td>
</tr>
</tbody>
</table>

Click the assignment name.
View Submission Details

Submission Details

General Class Question and Answer
Emily Boone submitted Oct 19 at 2:21pm

The submissions for this assignment are posts in the assignment's discussion forum. Here are the discussion posts for Emily Boone, or you can view the full discussion.

from General Class Question and Answer

Does Professor Roberts have weekly office hours?

Add a Comment:

Save

Re-submit Assignment

View the submission confirmation for submitted assignments.
How do I manage confetti animations in Canvas as a student?

If enabled by your institution, confetti displays in the assignment submissions page when you add an on-time submission. If you prefer not to see confetti or would like to re-enable this feature, you can manage the feature setting in your user settings.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Manage Celebration Animations

In the Feature Settings section, use the **Disable Celebration Animations** icon to enable or disable this feature.

**Note:** If the Disable Celebration Animations feature setting does not display, it has not been enabled by your institution.
How do I know when my instructor has graded my assignment?

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

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

Open Grades

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Due Date</th>
<th>Grade</th>
<th>Points</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 101</td>
<td>Feb 21 by 11:59pm</td>
<td>24</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Tools and Measurements</td>
<td>Aug 31, 2019 by 11:59pm</td>
<td></td>
<td>7</td>
<td>LATE</td>
</tr>
<tr>
<td>Safety in Science - Symbols (Peer Reviews)</td>
<td>Mar 10 by 11:59pm</td>
<td>24</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.

Open Document Editor

History Essay

Please complete the assignment.

To complete the assignment from the assignments page, click the Edit Document drop-down menu and select Edit [1].

To open the assignment using the corresponding app, select Open in Desktop App [2].

To open the assignment in a separate window, click the Open button [3].
Edit Assignment

Make edits directly to the document as necessary to complete the assignment. Word will periodically save your changes.

Submit Assignment

When you are ready to submit the assignment, verify that all edits have been saved, then close the Word Online window. In the assignment page, click the Submit button.
Confirm Submission

History Essay

Due  No Due Date  Points  50  Submitting  an external tool

Please complete the assignment.

Assignment Submitted

History Essay
Submitted:  November 16, 2020 17:04

Confirm your assignment was submitted. Click the Finished button.

If you need to make changes, you can edit the assignment again and submit the assignment as a re-submission.
How do I view assignment comments from my instructor?

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

Open Grades

In Course Navigation, click the Grades link.

View Assignment Comments

Locate the assignment and click the comment icon [1]. View the comments in the assignment [2]. You can also view the author, date, and time of the comment.
Open Assignment

**Road to Revolution: Patriotism or Treason**

Nov 8 by 11:59pm  
10 (A)  
10

Comments

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

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

View Comments

Grade: 22 / 25

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

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

2. Show Rubric

3. Re-submit Assignment

Any instructor comments added to your submission, as well as any comments added by you, appear in the Comments portion of the sidebar [1].
If your assignment includes a rubric [2], your instructor may also leave comments in the rubric. The Show Rubric link displays an indicator if comments have been added in a rubric [3].

**View Annotated Comments**

![Submission Details]

Safety in Science - Symbols (Peer Reviews)
Emily Boone submitted Jan 16 at 2:14pm

![View Feedback]

Well done completing this assignment!

Doug Roberts, Jan 16 at 2:33pm

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

Save

If you submitted the assignment with a file upload, your instructor may have included annotated feedback in your assignment.

Files that support annotations display a View Feedback link next to the submission. The View Feedback link displays an indicator if annotated comments have been added to a supported assignment. Learn how to view annotated comments.
Add Comments

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

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

To submit your comment, click the Save button [4].
Add Media Comment

To add a media comment to your submission, click the **Media Comment** link. You can [record a video or record an audio comment](#) to send to your instructor.
How do I use DocViewer in Canvas assignments as a student?

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

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

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

Compatible DocViewer Files

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

Notes:

- If you cannot annotate a document in DocViewer, your institution may have restricted this feature.
- Files over 100 MB and password-protected files will not be converted by DocViewer.
- DocViewer annotations can be viewed in the Canvas Student app.
- Your instructor can delete any comment or annotation at any time.
- If your instructor anonymously grades an assignment, annotations in DocViewer will not be available until the assignment is unmuted.
To access DocViewer, view feedback from your instructor or peer review feedback on the assignment details page. The View Feedback link displays an indicator if annotated comments have been added to a supported assignment.
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].

**Note:** If you cannot use the annotation tools in DocViewer, your institution may have restricted this feature.
Add Point Annotation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

To delete a drawing at any time, click the drawing and then click the **Delete** icon [7]. DocViewer will confirm you want to delete the drawing. Deleting an annotation will also delete any associated comments.
**Note:** Draw annotations can only have one line width per annotation. Individual annotations must be saved before creating a new line with a different width.

### Add Area Annotation

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

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

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

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

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

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

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

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

Comments with replies are stacked [3]. When you click on a comment, all replies are expanded in the group. The number of stacked replies is indicated below the first comment.

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 [4].

You can delete your comments by clicking the delete icon [5].
View Anonymous Instructor Comments

If your instructor has enabled Anonymous Instructor Annotations, annotations and comments on your submission will not display the name of the instructor or grader.

View 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].
View Deleted Items

Your instructor can delete any comment or annotation at any time. If a comment or annotation is deleted, the deleted item displays in the sidebar [1]. You can view the name of the user who made the deletion and the date of the deletion. Items can only be deleted by instructors or admins.

If multiple comments or annotations are deleted, including comment replies with the same comment thread, each comment or annotation will include its own heading information about the deletion.

To permanently remove the deleted item, click the Remove icon [2].

**Note:** Permanently deleted items cannot be recovered.
How do I view annotation feedback comments from my instructor directly in my assignment submission?

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

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

Notes:

- If the assignment attachment displays a Preview button instead of the View Feedback button, your file is not DocViewer compatible and will not include any annotated comments.
- If you submitted a group assignment but are not a member of a group, instructor comments may not display in the Submission Details page. You can view comments from your Grades page or the Submission Comments folder of the Inbox.

Open Grades

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

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

Click the title of an assignment.

View Feedback

Submission Details

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

Click the View Feedback link. The View Feedback link displays an indicator if annotated comments have been added to a supported assignment.
Note: If the assignment attachment displays a Preview button, your file is not DocViewer compatible.

View Annotated Comments

View the annotated comments from your instructor [1]. To reply to a comment, click on the comment and click the Reply button [2]. When an annotated comment includes multiple content lines, the content box displays an ellipses link [3]. To expand a comment, click the ellipses link. To view stacked replies, click the comment to expand all replies [4]. To view comments in an expanded view, click the Full Screen icon [5]. You can also use DocViewer to make your own annotations on your assignment.
To download a PDF of the submission and annotations, click the Download icon.
How do I view rubric results for my assignment?

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

You can also view rubric feedback in the Assignment Details page.

Open Grades

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Score</th>
<th>Rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Washington Biography Assignment</td>
<td>Aug 15 by 11:59pm</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>George Washington Essay</td>
<td>Aug 19 by 11:59pm</td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>
View Rubric Results

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follows Instructions</td>
<td>5 pts Full Marks</td>
<td>5 / 5 pts</td>
</tr>
<tr>
<td>Correct Length</td>
<td>5 to +5 pts Full Marks</td>
<td>5 / 5 pts</td>
</tr>
<tr>
<td>Grammar</td>
<td>5 to +5 pts Full Marks</td>
<td>3 / 5 pts</td>
</tr>
</tbody>
</table>

Total Points: 20

View the rubric results for your assignment.
View Non-Scoring Rubric Results

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar and Spelling</td>
<td>No grammar or spelling errors</td>
</tr>
<tr>
<td></td>
<td>A few grammar or spelling errors</td>
</tr>
<tr>
<td></td>
<td>Many grammar or spelling errors</td>
</tr>
<tr>
<td>Analysis</td>
<td>Strong analysis of the topic and solid evidence provided</td>
</tr>
<tr>
<td></td>
<td>Some analysis and weak evidence</td>
</tr>
<tr>
<td></td>
<td>No analysis or evidence provided</td>
</tr>
<tr>
<td>Thoroughness</td>
<td>Many examples supporting the argument</td>
</tr>
<tr>
<td></td>
<td>Few examples to support the argument</td>
</tr>
<tr>
<td></td>
<td>No examples to support the argument</td>
</tr>
<tr>
<td>Writing Prompt Outcome</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations</td>
</tr>
<tr>
<td>1.1.a</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations</td>
</tr>
<tr>
<td>1.1.b</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations</td>
</tr>
</tbody>
</table>

If your instructor has removed points from the rubric, you can still view the rubric results for your assignment.
## View Rubric Comments

![Position Paper](image)

**View Rubric Comments**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar and Spelling</td>
<td>No grammar or spelling errors</td>
</tr>
<tr>
<td>Analysis</td>
<td>Strong analysis of the topic and solid evidence provided</td>
</tr>
<tr>
<td>Thoroughness</td>
<td>Many examples supporting the argument</td>
</tr>
</tbody>
</table>

**Writing Prompt Outcome**

<table>
<thead>
<tr>
<th>1.1.a</th>
<th>view longer description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Expectations</td>
<td>Meets Expectations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.1.b</th>
<th>view longer description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Expectations</td>
<td>Meets Expectations</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Open Grades

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

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

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

The first time you view the Roll Call Attendance assignment, you must authorize your account. Click the Authorize button.
View Submission Details

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

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

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

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

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

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

Open User Settings

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

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

Create Export

**Download Submissions**

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

*Content export files cannot be downloaded after 30 days.*

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

Download Submissions

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

When the export has completed, click the New Export link.

**Note:** Content exports expire after 30 days and can no longer be downloaded.

The ZIP file will automatically download to your computer. If your computer asks you what to do with the file, you can choose to open the file directly, or save the file to your computer.

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

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

**View Submissions**

![Example of a window with a ZIP file expanded]

Open the expanded folder and view your assignment submissions by course.
Assignment Enhancements
How do I view an assignment in a course using Assignment Enhancements as a student?

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

Notes:
- Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
- Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.

Open Assignments

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

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

- **Overdue Assignments** [1]: assignments and discussions that are past the due date, are still available, have not been submitted, and have not been graded.
- **Upcoming Assignments** [2]: assignments, discussions, and quizzes that have an upcoming due date.
- **Undated Assignments** [3]: assignments, discussions, and quizzes that do not have a due date.
- **Past Assignments** [4]: assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Each assignment also includes an icon with the assignment type: assignment [5], discussion [6], or quiz [7].

**Note:** The Assignments Index page supports keyboard shortcuts. To view a list of keyboard shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.
View Assignment Summary

Each assignment displays the assignment name [1], availability dates (if any) [2], due date (if any) [3], and points possible [4].

View Availability Dates

The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit an assignment during a specified date range, so the available dates are the range of time that the assignment is accessible to you.

- If the assignment does not have a date listed [1], the assignment is open; you can submit the assignment at any time during your course.
- If the assignment says Available until [date] [2], you can submit the assignment until the specified date.
• If the assignment says **Not Available Until** [date] [3], the assignment is locked until the specified date.

• If the assignment says **Closed** [4], the assignment cannot accept submissions.

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

**View Due Dates**

<table>
<thead>
<tr>
<th>Assignment 1: Concept Map - Seafloor Spreading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available until Oct 10 at 11:59pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biome travel guide (brochure or video)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available until Oct 23 at 11:59pm</td>
</tr>
</tbody>
</table>

An assignment may display a second date, which is the **Due date** [1]. Any assignments submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all assignments may include a Due date.

Due dates also include a time [2]. If your instructor does not set a specific time, the assignment due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

You can still submit late assignments before the **Available until** date [3].

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

If your course includes Multiple Grading Periods, you can view assignments by grading period [1]. You can search for an assignment by typing an assignment title or a keyword in the Search for assignment field [2]. By default, assignments on the Assignments Index page display by due date. To view assignments by type (assignment, discussion, quiz), click the Type button [3].

Open Assignment

To view the details of an assignment, click the name of the assignment.
The **Assignment Summary** header displays the assignment title, due date, and points possible [1]. Not all assignments may have a due date.

The **Attempt** drop-down allows you to view your submission attempts for the assignment [2]. By default, the Attempt drop-down displays your most recent submission attempt.

The **Progress Tracker** displays the assignment submission and grading status [3].

To add an assignment comment for your instructor, click the **Add Comment** button [4].

View the number of allowed attempts [5] and availability dates [6].

If your instructor added assignment instructions, they display in the **Details** section [7].

If a rubric has been added to the assignment, the **View Rubric** section automatically expands to display the assignment rubric [8].

If the assignment is accepting submissions, you can select a permitted submission type from the **Choose a submission type** section [9].
Notes:

- If your assignment is part of a module, you can view the previous module item by clicking the Previous button [10] and the next module item by clicking the Next button [11].
- Assignment instructions can only be downloaded if your instructor has included a link to download them. You can also print the screen or copy and paste the directions into a word processing program. You can also view the assignment in the Canvas mobile app.
- If the assignment allows multiple attempts and is within its set availability dates, you can resubmit the assignment.

View Assignment with Availability Dates

Biome travel guide (brochure or video)

1. Due: Tue May 25, 2021 11:59pm
   
   Attempt 1
   
   IN PROGRESS
   
   Next Up: Submit Assignment

2. Unlimited Attempts
   
   Available: May 18, 2021 10:00pm until May 28, 2021 9:59pm

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

If you were to miss the assignment submission due date [1], you could still submit the assignment until the last available date [2]. Once the last available date passes, you can no longer submit the assignment.
View Assignment with Limited Attempts

Your instructor may limit the number of submission attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view your submission attempts [1] and the number of allowed submissions for the assignment [2].

Once you have used all your submission attempts, the Try Again button will disappear [3].
View Locked Assignment

If an assignment is not within its set availability dates, you cannot view assignment details nor submit or resubmit work.

Locked assignments display locked icon and message [1]. If your assignment is locked due to module prerequisites, you can view course modules by click the modules page link [2].
View Assignment Score

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
<th>Score/Points</th>
<th>Feedback Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logical Fallacy Project</td>
<td>Tue Oct 15, 2019 11:59pm</td>
<td>88/100 Points</td>
<td>Attempt 1: 88/100</td>
<td>Yes</td>
</tr>
<tr>
<td>Class Journal Week 4</td>
<td>Sun Sep 29, 2019 11:59pm</td>
<td>25/25 Points</td>
<td>Offline: 25/25</td>
<td>Yes</td>
</tr>
</tbody>
</table>

If your assignment has been graded by your instructor, you can view the score for each attempt in the **Attempt Score** field [1]. If your assignment has been graded without a submission, you can view your score in the **Offline Score** field [2].
How do I view the rubric for an assignment in a course using Assignment Enhancements?

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

Notes:

- Not all assignments may include a rubric.
- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Upcoming Assignments

- **Class Journal Week 4**
  Available until Feb 7 | Due Jan 31 at 11:59pm | -/25 pts

- **Class Journal Week 5**
  Available until Feb 14 | Due Feb 7 at 11:59pm | -/25 pts

Click the name of an assignment.
### View Rubric

**Class Journal Week 5**

**Due: Thu May 20, 2021 11:59pm**

- **Attempt 1**
- **IN PROGRESS**
- Next Up: Submit Assignment

#### Unlimited Attempts

#### Details

Talk about what you’re learning in class and one question you have.

#### View Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of criterion</td>
<td>view longer description</td>
<td>/ 25 pts</td>
</tr>
<tr>
<td>Quiz Outcome</td>
<td>view longer description</td>
<td>/ 4 pts</td>
</tr>
<tr>
<td>Discussion Outcome</td>
<td>view longer description</td>
<td></td>
</tr>
<tr>
<td>Discussion Outcome</td>
<td>view longer description</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 0

If a rubric has been added to the assignment, the **View Rubric** section automatically expands to display the assignment rubric.
How do I submit an online assignment in a course using Assignment Enhancements?

You can submit online assignments in Canvas courses that have enabled Assignment Enhancements. Instructors can choose what kind of online submissions they want you to use. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements. If your instructor allows, you may also have the option to resubmit assignments.

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

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

Third-Party File Application Submissions

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

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

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.
- Canvas does not support file uploads larger than 5 GB.
- Group assignments do not support the student annotation submission type.
- Observers can view all content from submitted assignments. However, observers cannot view assignment drafts.
Open Assignments

In Course Navigation, click the Assignments link.

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

Open Assignment

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</tbody>
</table>

Click the name of the assignment.
Select Submission Type

The following submission types are accepted using Assignment Enhancements: Text Entry, Website URL, Media, Annotation, File Upload, and external application. However, your instructor may specify which submission types are appropriate for each assignment.

Select a submission type from the Choose a submission type section.

If your instructor only allows one submission type, the Choose a submission type section does not display.
Submit Text Entry

To submit a text entry assignment, enter text in the Rich Content Editor [1].

Once added, your text will be saved as an assignment submission draft [2].

Submit Website URL

To submit a text entry assignment, enter text in the Rich Content Editor [1].

Once added, your text will be saved as an assignment submission draft [2].
To submit a website URL, add the URL to the Website URL field. Once added, your website URL will be saved as an assignment submission draft.

Submit Media Recording

Choose a submission type

Text  Web URL  Media  Annotation  Upload  More

Add Media

Record/Upload

To submit a media recording, click the Record/Upload button.

Submit Annotation

Choose a submission type

Text  Web URL  Media  Annotation  Upload  More

To submit an annotated document, click the Annotation button.

Note: Group assignments do not support the student annotation submission type.
Submit File Upload

To upload a file as your submission, click the Upload button [1].

To upload a file from your computer, drag and drop a file [2], or browse your computer files by clicking the Choose a file to upload link [3].

To capture a photo of your assignment using your computer’s webcam, click the Webcam button [4].

To upload a file from your Canvas user files, click the Canvas Files button [5].

Once uploaded, your file will be saved as an assignment submission draft.
Submit Course App File

If added to your course, you may see options to upload a file from a course app such as Google Drive or Office 365.

To upload a file or URL from a course app, click the More button [1]. Then click the app name [2].

Once added, your file will be saved as an assignment submission draft.

Submit Assignment

When you are ready to submit your assignment, click the Submit Assignment button [1].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the Cancel Attempt button [2].

Note: If you added a text entry submission, you must save the submission draft before you can submit the assignment.
When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment using the Try Again button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the Attempt drop-down [4].

To add an assignment comment for your instructor, click the Add Comment button [5].

Notes:

- If your assignment is part of a module, you can view the previous module item by clicking the Previous button [6] and the next module item by clicking the Next button [7].
- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.
How do I submit an assignment on behalf of a group using Assignment Enhancements?

A group assignment allow students to work together on an assignment and submit it as a group using Assignment Enhancements. Only one group member needs to submit the assignment on behalf of the group.

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

Notes:

- When a group assignment is submitted, any submission drafts belonging to other group members are deleted.
- Previously uploaded group files cannot be accessed in the assignment details page. To submit a previously uploaded group file as an assignment submission, you must move the group file to user files.
- Group assignments do not support Student Annotation assignments.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

- **Group Project: U.S. Presidents**
  - Due Aug 27 at 11:59pm | -/30 pts

- **Declaration of Independence Topic Discussion**
  - Available until Sep 17 at 11:59pm | Due Sep 10 at 11:59pm | -/10 pts

Click the name of the assignment.

**Choose Submission Type**

[Image of submission options: Text, Web URL, Media, Annotation, Upload, More]

Unlimited Attempts Allowed

**Details**

As a group, summarize the life of one of the U.S. presidents by submitting ONE of the following:

- 5 page, double-spaced paper
- 8 minute video presentation
- Picture of a poster displaying at least 15 images and descriptions of the president's life
- Link to a Google Drawing displaying at least 15 images and descriptions of the president's life
To begin the assignment, select a submission type from the Choose a submission type section [1].

If allowed by your instructor, you can choose to add a text entry submission [2], a website URL submission [3], a media file submission [4], an annotation submission [5], or a file upload submission [6].

If external tools are installed in your course, such as Google Drive or Microsoft Office 365, you can add a Google Drive file or URL submission or a Microsoft Office 365 file or URL submission [7].

Lastly, if allowed by your instructor, you may also take a photo of your assignment submission using your webcam.

Notes:

- If your assignment does not list one or more of the available submission types, those submission types have been restricted by your instructor.
- Group assignments do not support Student Annotation assignments.

Submit Assignment

Click the Submit Assignment button.

Note: When a group assignment is submitted on behalf of a group, any submission drafts belonging to other group members are deleted.
View Submission

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If your instructor allows multiple attempts, you may resubmit another version of your assignment using the Try Again button [3].

If you’ve submitted multiple assignment submissions, you can view previous submissions by clicking the Attempt drop-down [4].

To add an assignment comment for your instructor, click the Add Comment button [5].

Notes:

- If you’re not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment’s availability dates.
- Once you’ve submitted your work, the assignment will still display in the Assignments page and the Syllabus.
How do I submit a text entry assignment in a course using Assignment Enhancements?

You can submit a text entry submission in a Canvas course that uses Assignment Enhancements. Text entry assignments are created in the Rich Content Editor. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements. If your instructor allows, you may also have the option to resubmit assignments.

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

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of an assignment.

Select Submission Type

Your instructor may specify which submission types are appropriate for each assignment.

In the **Choose a submission type** section [1], select the **Text** option [2].

If your instructor only allows Text Entry submissions, the Rich Content Editor may display in place of the Choose a submission type section.

**Notes:**

- If the Text option does not display in the Choose a submission type section, your instructor has restricted this submission type.
Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

**Draft Text Entry**

Enter your assignment submission text in the Rich Content Editor [1].

To format your text or insert content, use the Rich Content Editor menubar [2] or toolbar [3]

View the word count in the Editor Status bar [4].
Add Media

As part of your text entry assignment submission, you can record media, upload a media file from your computer, or upload a media file from your user files by clicking the Media icon [1].

You can also embed images from Canvas, from the web, or from Unsplash in your text entry assignment submission by clicking the Image icon [2]. Canvas also allows you to embed images from your user files.

To insert media or images, you can also use the Insert menu [3] in the menubar.

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

**Note:** You may need to click the Options icon [4] to view the Record/Upload Media and Images icons in the toolbar.
Submit Text Entry

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.

Your work automatically saves as an assignment draft [1].

To submit your text entry draft, click the Submit Assignment button [2].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the Cancel Attempt button [3].
View Submission

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays in a read-only format [2].

If you choose, you may resubmit another version of your assignment using the Try Again button [3].

If you’ve submitted multiple assignment submissions, you can view previous submissions by clicking the Attempt drop-down [4].

To add an assignment comment for your instructor, click the Add Comment button [5].

Notes:

- If you’re not able to resubmit work, your assignment may no longer be accepting submissions due to the assignment’s availability dates.
- Once you’ve submitted your work, the assignment will still display in the Assignments page and the Syllabus.
How do I upload a file as an assignment submission for a course using Assignment Enhancements?

If your instructor allows file uploads as a submission type, you can upload a file from your computer or Canvas User files as an assignment submission. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements.

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

If your institution has enabled Google Docs or Microsoft Office 365 as a submission type, you can upload a file from Google Drive or Office 365.

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.
- Canvas will not accept file uploads larger than 500 MB.
Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

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<tr>
<td>Available until Oct 23 at 11:59pm</td>
</tr>
</tbody>
</table>

Click the name of the assignment.
Select Submission Type

Choose a submission type

1. Text
2. Web URL
3. Media
4. Annotation
5. Upload
6. More

Your instructor may specify which submission types are appropriate for each assignment.

If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

Click the Upload option [2].

If your instructor only allows File submissions, the Upload File tool displays in place of the Choose a submission type section.

Notes:

- If the Upload submission type does not display, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.
Upload Computer File

To upload a file from your computer, drag and drop a file [1], or browse your computer files by clicking the Choose a file to upload link [2].
Select File

Select your file [1] and click the Open button [2].
Upload Canvas User File

To upload a file from your Canvas user files, click the Canvas Files button.
Select Canvas User File

Use the Files page to select your file [1] and click the Upload button [2].
Submit Assignment

Your file displays as a draft submission [1].

To delete the file, click the Delete icon [2].

To submit the file, click the Submit Assignment button [3].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the Cancel Attempt button [4].
View Submission

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment using the Try Again button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the Attempt drop-down [4].

To add an assignment comment for your instructor, click the Add Comment button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.
How do I annotate a file as an assignment submission using Assignment Enhancements?

Your instructor may upload a file for you to annotate as your assignment submission. You can annotate the file and submit it as your assignment submission using Assignment Enhancements.

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view [this guide](#) for more information.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.
- Group assignments do not support the student annotation submission type.

Open Assignments

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

Click the title of the assignment.

Select Submission Type

Choose a submission type [1]  

- Text
- Web URL
- Media
- Annotation
- Upload
- More

Your instructor may specify which submission types are appropriate for each assignment.

In the Choose a submission type section [1], click the Annotation button [2].

If your instructor only allows Annotation submissions, DocViewer may display in place of the Choose a submission type section.

Notes:

- If the Annotation option does not display in the Choose a submission type section, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.
Annotate Assignment

To annotate your assignment submission, use the annotation tools in the DocViewer menu. Learn more about how to use DocViewer.

To download the file, click the Download icon [1].

To rotate the document clockwise by 90 degrees, click the Rotate icon [2].

To zoom in or out, click the Zoom in or Zoom out icons [3].

To view the document in full screen, click the Fullscreen icon [4].

To select and move annotations, click the Selection icon [5].

To add a point annotation, click the Point Annotation icon [6].

To add a highlight annotation, click the Highlight Annotation icon [7].

To add a text annotation, click the Freetext Annotation icon [8].

To add a strikeout annotation, click the Strikeout Annotation icon [9].
To add a drawing annotation, click the **Free Draw Annotation** icon [10].

To add an area annotation, click the **Area Annotation** icon [11].

### Submit Assignment

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

### View Submission

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays in a read-only format [2].

If you choose, you may resubmit another version of your assignment using the **Try Again** button [3].
If you’ve submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To view add an assignment comment for your instructor, click the **Add Comment** button [5].

**Notes:**

- If you’re not able to resubmit work, your assignment may no longer be accepting submissions due to the assignment’s availability dates.
- Once you’ve submitted your work, the assignment will still display in the Assignments page and the Syllabus.
How do I use my webcam to take a photo for an assignment submission using Assignment Enhancements?

You can use your computer's webcam to take a photo and use it as your assignment submission using Assignment Enhancements. Submission photos are saved to the Submissions folder in your user files as a PNG file.

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- If your assignment does not allow image file types, such as PNG and JPEG files, the Webcam option does not display.
- For instruction on completing an assignment, view the assignment details or contact your instructor for assistance.

Open Assignments

In Course Navigation, click the Assignments link.
Select Assignment

[Table showing Upcoming Assignments]

- **Reading Assignment**
  - Due Aug 14 at 12:59am
  - 20 pts

- **The Bill of Rights Quiz**
  - Due Aug 21 at 11:59pm
  - 10 pts

Click the title of the assignment.

Select Submission Type

[Diagram showing submission type options]

- **Text**
- **Web URL**
- **Media**
- **Annotation**
- **Upload**
- **Webcam**
- **Canvas Files**

Drag a file here, or
Choose a file to upload

Your instructor may specify which submission types are appropriate for each assignment.

To use your webcam to upload a photo of your assignment, click the **Upload** button [1]. Then click the **Webcam** button [2].

If your instructor only allows File Upload submissions, the File Upload options may display in place of the Choose a submission type section.
Notes:

- If the Upload option does not display in the Choose a submission type section, your instructor has restricted this submission type.
- If your assignment does not allow image file types, such as PNG and JPEG files, the Webcam option does not display.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Enable Webcam

---

If your browser prompts you for access to your computer's camera, click the **Allow** button.
Take Photo

To take a photo using your computer's webcam, click the **Take Photo** icon. A timer will count down from three seconds and take the picture.
View Photo

Once taken, your photo is previewed in the Take a Photo via Webcam page [1].

To edit the photo name, enter your edits in the **Photo Name** field [2].

To save your photo, click the **Save** button [3].

To remove your photo and take a new photo, click the **Start Over** button [4].
Submit Assignment

Your file displays as a draft submission [1].

To delete the file, click the Delete icon [2].

To submit the file, click the Submit Assignment button [3].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the Cancel Attempt button [4].
View Submission

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment using the Try Again button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the Attempt drop-down [4].

To add an assignment comment for your instructor, click the Add Comment button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.
How do I submit a media file as an assignment submission for a course using Assignment Enhancements?

You can upload a video or audio file as an assignment submission in a Canvas course that uses Assignment Enhancements. You can also use Canvas to record an audio or video file to submit as an assignment. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements.

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

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

Notes:

- Canvas will not accept media uploads larger than 500 MB.
- Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the name of the assignment.

Select Submission Type

Your instructor may specify which submission types are appropriate for each assignment.

If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

Click the Media option [2]

If your instructor only allows Media submissions, the Media Upload tool displays in place of the Choose a submission type section.

Notes:
If the Media submission type does not display, your instructor has restricted this submission type.

Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions or contact your instructor for assistance.

Open Media Upload Tool

To open the media upload tool, the Record/Upload Media button.
Upload Media

By default, the Media Upload tool opens on the Computer tab [1].

To upload a file from your computer, drag and drop a file, or browse your computer files by clicking the Upload File icon [2].
Select your media file [1] and click the **Open** button [2].
Save File as Submission Draft

Once uploaded, you can review the media using the media player [1].

To upload a closed caption or subtitle file, click the Add CC/Subtitle checkbox [2].

To delete your uploaded file, click the Delete icon [3].

To save your media as a submission draft, click the Submit button [4].

**Note:** When a media file is submitted, an upload percentage tracks the upload progress [5].
Record Media

To record media, click the **Record** tab [1].

You have the option to record video or audio to upload to the assignment.

To select a microphone for your recording, click the **Mic** button [2]. To select a webcam, or, to turn the webcam off for audio-only recordings, click the **Webcam** button [3].

To begin recording, click the **Start Recording** button [4].

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

To end your recording, click the **Finish** button.
Save Recorded Media as Draft

To play your media, click the **Play** button [1].

To erase your current recording and try again, click the **Start Over** button [2].

By default, the media file name will save as “Untitled” and include the date and time of the recording. To edit the default file name, type your preferred file name in the **File Name** field [3].

To save your recording as a submission draft, click the **Save** button [4].
Submit Assignment

Once your media file has been saved as a draft submission, you can review it in the media player [1].

To delete the media file, click the **Delete** icon [2].

To submit the media file, click the **Submit Assignment** button [3].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the **Cancel Attempt** button [4].
View Submission

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1].

If you choose, you may resubmit another version of your assignment using the Try Again button [2].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the Attempt drop-down [3].

To add an assignment comment for your instructor, click the Add Comment button [4].

Notes:

- If you're not able to resubmit work, your assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.
How do I enter a URL as an assignment submission for a course using Assignment Enhancements?

You can enter a website URL as a submission in a Canvas course that uses Assignment Enhancements. When a URL is submitted as an assignment, Canvas takes a screenshot of the web page at the time it was submitted. This lesson shows how to turn in a standard online assignment in a course using Assignment Enhancements. You may also have the option to resubmit assignments if your instructor allows.

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

Third-Party File Application Submissions

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

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

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.
Open Assignments

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

Open Assignment

Click the name of an assignment.

- **Assignment 1: Concept Map - Seafloor Spreading**
  - Available until Oct 10 at 11:59pm | Due Oct 7 at 11:59pm | -/13 pts | Not Yet Graded

- **Biome travel guide (brochure or video)**
  - Available until Oct 23 at 11:59pm | Due Oct 7 at 11:59pm | -/100 pts

Click the name of an assignment.
Select Submission Type

Choose a submission type

- Text
- Web URL
- Media
- Annotation
- Upload
- More

Your instructor may specify which submission types are appropriate for each assignment.

If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

Click the Web URL option [2].

If your instructor only allows URL submissions, the Website URL field displays in place of the Choose a submission type section.

Notes:

- If the URL submission type does not display in the Choose a submission type section, your instructor has restricted this submission type.
- Not all of your assignments may be submitted online. If you cannot see options to submit your work, your instructor may want you to submit your assignment in a different way or the assignment is not within its availability dates. View the assignment header and details for instructions, or contact your instructor for assistance.
Submit a Website URL

Type or copy and paste the URL into the **Enter Web URL** field [1].

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

To preview your URL in a new browser tab, click the **View** icon [2].

To submit your URL submission, click the **Submit Assignment** button [3].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the **Cancel Attempt** button [4].

**Note:** A URL must be entered to view the Preview icon and Submit Assignment button.
View Submission

Biome travel guide (brochure or video) 100 Possible Points
Due: Tue May 25, 2021 11:59pm

Submitted on May 19, 2021 2:51pm
Next Up: Review Feedback

Unlimited Attempts
Available: May 18, 2021 10:00pm until May 28, 2021 9:59pm

Details
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)

View Rubric
https://docs.google.com/document/d/0B95NvGxNyZ7OaIZ6VzNgQ3ZUTjA/edit

Try Again

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment by clicking the Try Again button [3].

If you’ve submitted multiple assignment submissions, you can view previous submissions by clicking the Attempt drop-down [4].

To add an assignment comment for your instructor, click the Add Comment button [5].

Notes:
- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.
How do I submit a Google Drive file or URL as an assignment submission using Assignment Enhancements?

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

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

Notes:

• If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
• If the Google Apps submission type does not display, your instructor has not installed the app in your course.
• If your course displays a link to your Google Drive in the Course Navigation Menu, your course has enabled Google Drive directly. Otherwise, you must enable Google Drive a web service in your user profile to upload Google Drive files.
• In Google Drive assignments, you can only submit one file for your submission.
• When Google Drive files (docs, sheets, and slides) are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.
• Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
• Canvas does not support file uploads larger than 5 GB.
In Course Navigation, click the Assignments link.

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

### Open Assignment

- **Upcoming Assignments**

  - **Assignment 1: Concept Map - Seafloor Spreading**
    - Available until Oct 10 at 11:59pm | Due Oct 7 at 11:59pm | -/13 pts | Not Yet Graded
  - **Biome travel guide (brochure or video)**
    - Available until Oct 23 at 11:59pm | Due Oct 7 at 11:59pm | -/100 pts

Click the name of the assignment.

### Select Submission Type

- Choose a submission type:
  - **Text**
  - **Web URL**
  - **Media**
  - **Annotation**
  - **Upload**
  - **More**

If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

You can add a Google Drive or Google Doc URL submission using the **Web URL** button [2].

Alternatively, if the Google Apps LTI has been added to your course, you can upload a Google Drive or Google Doc file using the **More** button [3].
Submit Google Drive URL

To add a Google Drive or Google Docs URL as your assignment submission, click the Web URL option in the Choose a submission type section [1].

Create a shareable URL for your Google Drive or Google Docs file.

Then, in Canvas, add the shareable website URL to the Enter Web URL field [2].

Once added, your website URL will be saved as an assignment submission draft.

To preview your URL in a new browser tab, click the View icon [3].

Note: If a shareable link is not created, your instructor will not have permission to view your file.
Submit Google Drive File

To upload a Google Drive or Google Docs file as your assignment submission, click the **More** option in the Choose a submission type section [1].

Then click the **Google Apps** option [2].

**Note:** If the Google Apps option does not display, your instructor has not installed the app in your course.
Select File

Select the appropriate Google Drive or Google Doc file [1].

To save your upload as a draft, click the **Select** button [2].

Submit Assignment

To submit your Google Drive file or URL as your assignment submission, click the **Submit Assignment** button [1].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the **Cancel Attempt** button [2].

**Note:** If you submit a website URL without creating a shareable link, your instructor will not have permission to view your file. Once a shareable link is created, your instructor will have access to the submitted URL.
View Submission

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment by clicking the Try Again button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the Attempt drop-down [4].

To add an assignment comment for your instructor, click the Add Comment button [5].

Notes:

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.
How do I submit a Microsoft Office 365 file as an assignment submission using Assignment Enhancements?

If your course has enabled Microsoft Office 365 and Assignment Enhancements, you can upload a file from your Microsoft OneDrive for an assignment.

Files uploaded from Office 365 are added to your Canvas user files submissions folder.

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

Notes:

- If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
- If the Microsoft Office 365 submission type does not display, your instructor has not installed the app in your course.
- Canvas will require you to authorize access to your OneDrive account.
- You can only attach one file for your submission.
- When Office 365 files are uploaded as a submission, changes later made to the file in OneDrive will not be updated in the submission.
- Assignment Enhancements does not support the following assignment types: Peer Reviews and Cloud Assignments.
- Canvas does not support file uploads larger than 5 GB.

Open Assignments

In Course Navigation, click the Assignments link.
Note: You can also access your Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment

Click the name of the assignment.

Select Submission Type

If your instructor allows multiple submission types for the assignment, accepted submission types display in the Choose a submission type section [1].

You can add an Office 365 URL submission using the Web URL button [2].

Alternatively, if the Microsoft Office 365 LTI has been added to your course, you can upload an Office 365 file using the More button [3].
Submit Office 365 URL

To add an Office 365 URL as your assignment submission, click the **Web URL** option in the Choose a submission type section [1].

Create a [shareable URL for your Office 365 file](https://instructure6330-my.sharepoint.com/:w:/g/personal/student1_instructure6330_on).

Then, in Canvas, add the shareable website URL to the **Enter Web URL** field [2].

Once added, your website URL will be saved as an assignment submission draft.

To preview your URL in a new browser tab, click the **View** icon [3].

**Note:** If a shareable link is not created, your instructor will not have permission to view your file.

Submit Office 365 File

Choose a submission type

To add an Office 365 file as your assignment submission, click **More** and select **Microsoft Office 365** [1].

Then, select a file from your Office 365 account [2].
To upload a Microsoft Office 365 file as your assignment submission, click the **More** option in the Choose a submission type section [1].

Then click the **Microsoft Office 365** option [2].

**Note:** If the Microsoft Office 365 option does not display, your instructor has not installed the app in your course.

**Select File**

Microsoft Office 365 displays a list of allowed file types. Click the checkbox of the appropriate file [1].

To save your upload as a draft, click the **Attach File** button [2].

**Submit Assignment**
To submit your Office 365 file or URL as your assignment submission, click the Submit button [1].

If you are working on an additional assignment attempt, you can cancel your submission your assignment attempt by clicking the Cancel Attempt button [2].

**View Submission**

![Biome travel guide (brochure or video) 100 Possible Points](https://instructure6330-mv.sharepoint.com/wobgs/personalstudent1_instructure6330_onmicro6Gzt0WXkxtWmsg?e=mKgL)

When your submission is successfully submitted, the Progress Tracker displays a Submitted status [1] and your most recent submission displays [2].

If you choose, you may resubmit another version of your assignment by clicking the Try Again button [3].

If you’ve submitted multiple assignment submissions, you can view previous submissions by clicking the Attempt drop-down [4].

To add an assignment comment for your instructor, click the Add Comment button [5].

**Notes:**

- If you’re not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment’s availability dates.
- Once you’ve submitted your work, the assignment will still display in the Assignments page and the Syllabus.
How do I know when my assignment has been submitted in a course using Assignment Enhancements?

If Assignment Enhancements is enabled in your course, you can view an assignment to verify your assignment submission. All file submissions also appear in your personal unfiled folder.

Notes:

• If the assignment you are accessing displays differently, Assignment Enhancements may not be enabled in your course or your instructor may not have used a supported assignment type. Please view this guide for more information.
• The Assignment Enhancements - Student feature preview does not support the following assignment types: Peer Reviews and Cloud Assignments.

Open Assignments

In Course Navigation, click the Assignments link.
Open Assignment

Click the assignment name.

View Assignment Status

Biome travel guide (brochure or video) 100 Possible Points
Due: Tue May 25, 2021 11:59pm
Attempt 2 ☑ SUBMITTED on May 19, 2021 2:16pm
Next Up: Review Feedback

Unlimited Attempts
Available: May 18, 2021 10:00pm until May 28, 2021 9:59pm

Details
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)

View Rubric

The Progress Tracker displays the assignment submission status. A successfully submitted assignment displays a **Submitted** status [1].

Additionally, you can view your most recent submission [2].

If you choose, you may resubmit another version of your assignment using the **Try Again** button [3].

If you've submitted multiple assignment submissions, you can view previous submissions by clicking the **Attempt** drop-down [4].

To add an assignment comment for your instructor, click the **Add Comment** button [5].

**Notes:**

- If you're not able to resubmit work, your instructor may have limited the number of allowed submissions or the assignment may no longer be accepting submissions due to the assignment's availability dates.
- Once you've submitted your work, the assignment will still display in the Assignments page and the Syllabus.

**View Assignment Score**

If your assignment has been graded by your instructor, you can view the score for each attempt in the **Attempt Score** field [1]. If your assignment has been graded without a submission, you can view your score in the **Offline Score** field [2].
How do I view assignment feedback from my instructor using Assignment Enhancements?

You can see comments from your instructor in the Assignment Details page. Most comments are located in the Feedback sidebar. However, your instructor may also leave comments in a rubric or as annotations on your assignment submission.

Open Assignments

In Course Navigation, click the Assignments link.

Open Assignment

To open the assignment, click the assignment title.
View Feedback

If your instructor has added assignment feedback, the Feedback sidebar displays by default [1]. You can view up to the 20 most recent comments for the submission attempt.

You can view comments [2] as well as the author, date, and time the comment was written [3]. Comments may also include media or file attachments [4].

**Note:** The feedback sidebar is specific to the submission attempt viewed in the assignment page. Opening a new submission attempt will display a separate sidebar.
Add Comments

To add an assignment comment, type your comment in the comment field [1].

To attach a file, click the Attach File button [2].

You can record a media comment for your instructor. To record or attach a media file, click the Attach Media File button [3].

To send your comment, click the Send Comment button [4].

Note: If your instructor has not provided feedback via the Feedback sidebar, the Add Comment button displays in place of the View Feedback button on the Assignment Details page. To add an assignment comment, click the Add Comment button.
Close Feedback Sidebar

To close the feedback sidebar, click the Close icon[1].

To reopen the feedback sidebar, click the View Feedback button[2].
If your assignment includes a rubric, your instructor may also leave comments in the rubric.

By default, if a rubric was completed for your submission attempt, the View Rubric section is expanded [1].

You can view ratings and comments made by specific graders using the Select Grader drop-down [2].

You can view awarded ratings [3], points [4], and criteria comments [5].
View Annotated Comments

If you added a file upload submission, your instructor may have included annotated feedback directly on your submission.

Files that support annotations display in Docviewer. Learn how to view annotated comments.
How do I use the Calendar as a student?

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

Note: If you change your language or locale preferences, the Calendar week start date may also change. Certain languages or locales change the Calendar week start date to Monday.

Open Calendar

In Global Navigation, click the Calendar link.
View Calendar

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

Add Calendar Items

Each calendar view shows any assignments or events that have been added to the calendar. You can add events and to-do items to your personal calendar at any time in the navigation bar by clicking the Add button.
Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated calendar items for each course or group display when selected in the calendar view [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

- **UNDATED**
  - Biology Overview
  - General Class Question and Answer
  - Constitution Assignment
  - Declaration Summary
  - Research Paper
  - Moderated Assignment
  - Class Survey
  - Class Survey

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

In the Month view, click the arrow buttons [1] to move from month to month. To view events for the current date, click the Today button [2].

To view a specific date, click the month link [3] and enter 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 may display in the calendar for a course.

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

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Date</th>
<th>Activity</th>
<th>Date</th>
<th>Activity</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Articles of Conf</td>
<td>4</td>
<td>Holiday - No Class</td>
<td>5</td>
<td>Biology 101 Stu</td>
<td>6</td>
<td>Laboratory Field Tri</td>
</tr>
<tr>
<td>7</td>
<td>History Study G</td>
<td>6:59p Bill of Rights</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Project Sign-up</td>
<td>11</td>
<td>Safety in Srei</td>
<td>12</td>
<td>12:00a Group Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:59p</td>
<td>Course Introd</td>
<td>7:59p Revisionist Hi</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>3p Declaration of Ini</td>
<td>2p Study Group</td>
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</tr>
<tr>
<td>9:29p</td>
<td>Research Pap</td>
<td>4:59p Group Assign</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:29p</td>
<td>To Sign or Not to Sii</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Articles of Confederation vs. Constitution Topic Discussion</td>
<td>Holiday - No Class</td>
<td>11a Biology 101 Study Group</td>
<td>Laboratory Field Trip</td>
<td>12p History Study Group</td>
</tr>
<tr>
<td>10</td>
<td>Project Sign-up</td>
<td>5:59p Safety in Science - Symbols</td>
<td>5:59p Course Introductions</td>
<td>3p Declaration of Independence Topic Discussion</td>
<td>Field Trip</td>
</tr>
<tr>
<td>11</td>
<td>2:05p The Bill of Rights Quiz (2 students)</td>
<td>7:59p Revisionist History</td>
<td>9:29p Research Paper</td>
<td>2p Study Group</td>
<td></td>
</tr>
</tbody>
</table>

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

Jun 10, 2018 – Jun 22, 2018

Sun, Jun 10

Due 11:59pm  Revolution Topic Discussion

Mon, Jun 11

Due 11:59pm  Declaration of Independence Topic Discussion

Tue, Jun 12

Due 11:59pm  Major Biomes

Wed, Jun 13

Due 12:59am  Cell Biology Quiz

2:00pm  Class Readings

To view all your calendar items in an agenda format, click the Agenda button.
Find Appointments

If your institution has enabled Scheduler appointment groups, you can sign up for an appointment in the Calendar sidebar.
How do I filter the Calendar view by course as a student?

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 view the Calendar iCal feed to subscribe to an external calendar as a student?

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

Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to another calendar program. The calendar feed includes up to 1,000 items.
- To Do items are not included in the Calendar iCal feed.

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 supports iCal feeds (Google Calendar, iCal, Outlook, etc.):

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

To copy the link, copy the link in the text field [1].
To download the feed as an ICS file, click the click here to view the feed link [2].
How do I add an event to my calendar as a student?

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

Open Calendar

In Global Navigation, click the Calendar link.
Add Event

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

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

Enter a title for the event [1].

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

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

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

Submit Event
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 a to-do item in the Calendar as a student?

You can add a to-do item to your Calendar.

You can also create to do items from the Dashboard List View.

Notes:

- To Do items are not included in the Calendar iCal feed.
- Your personal calendar must be selected before you can add a to-do item in the Calendar.

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 To Do Details

Click the **ToDo** tab [1].

In the **Title** field [2], enter a title for the To Do [2].

The Date field defaults to the current date [3]. To change the date when you want to complete the item, type the new date or select a date by selecting the Calendar icon.

If you want to set a specific time for the item, enter the time in the Time field [4]. If no time is entered, the Time field defaults to 11:59pm.

The To Do will associate with your personal calendar by default if your calendar is selected in the sidebar. You can also associate a To Do with a specific course. To select a course calendar for your To-Do item, click the Calendar drop-down menu [5].

In the Details field [6], any other details about your to-do item.
Submit To Do

Click the Submit button.

View To Do

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
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<tbody>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3p Test Pract</td>
<td>Class Journal</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>3p Study for Te</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

View your to-do item in the calendar.
Manage To Do

To edit or delete a to-do item, click the name of the item [1] and click the **Edit** button [2] or **Delete** button [3].
How do I add and duplicate an event in the Calendar as a student?

When creating a new event, if you want to create the same event multiple times for yourself or for a group, 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 group event for a weekly study group. This may help keep you organized and prepared for your course.

Once created in a calendar, duplicate events are not linked together and are independent events. Therefore, if you 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.

**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].
Enter the details as you would when [creating a personal reminder](1). In the Calendar drop-down menu [2], select your calendar or the group 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 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

View the events in your 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 view a group calendar?

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

Open Groups

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

In the Group sidebar, click the View Calendar link.

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

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

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

You can also subscribe to the Canvas Calendar Feed using Outlook.com.

Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Outlook. The calendar feed includes up to 1,000 items.
- 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.
- To Do items are not included in the Calendar iCal feed.
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 subscribe to the Calendar feed using Outlook.com as a student?

You can subscribe to the Calendar Feed using the Outlook.com website. 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 from Outlook.com by clicking the more options icon and selecting the remove option from the menu.

You can also add your calendar to the Outlook desktop program.

Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Outlook.com. The calendar feed includes up to 1,000 items.
- Outlook.com may take up to 24 hours to sync with the Canvas Calendar. Canvas updates may not be immediately visible in the Outlook.com calendar.
- 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.
- To Do items are not included in the Calendar iCal feed.
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.com Calendar

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

In the sidebar, click the Add calendar link.
Subscribe to Calendar from Web

To subscribe to a calendar from the web, click the **Subscribe from web** link.

Paste Calendar Feed Link

Paste the url for the calendar you would like to subscribe to below. Any edits that the author of the calendar makes will be updated automatically.

https://documentation.beta.instructure.com/feeds/calendars/user_CgxIVjlhw8SzsofYDljfZUjeB:

Paste the calendar feed link from Canvas in the **calendar url** field.
Import Calendar

Customize your calendar subscription with a calendar name [1], calendar color [2], and calendar charm (icon) [3]. Select an option from the Add to drop-down menu [4].

To import the calendar, click the Import button [5].
How do I subscribe to the Calendar feed using Google Calendar as a student?

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

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

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

Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Google Calendar. The calendar feed includes up to 1,000 items.
- 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.
- To Do items are not included in the Calendar iCal feed.
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 to view Calendar 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

Click the Other Calendars Add icon [1]. Then click the From URL option [2].
Add Calendar by URL

From URL

1. URL of calendar
   https://documentation.beta.instructure.com/feeds/cal

2. Make the calendar publicly accessible
   You can add a calendar using the iCal format by its address.

   [Add calendar]

Take the copied URL from Canvas and paste it into the URL of calendar field [1]. Click the Add Calendar button [2].
How do I sign up for a Scheduler appointment in the Calendar?

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

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

Open Calendar

In Global Navigation, click the Calendar link.
Find Appointment

In the Calendar sidebar, click the **Find Appointment** button.

**Notes:**

- The Scheduler tool is an optional feature that must be enabled by your institution. If you do not see the **Find Appointment** button, your institution has not enabled this feature.
- When an instructor or TA creates an appointment group for an entire course, all course section users can view the appointment group. However, if an appointment group is made for a specific section or is added by a section-restricted instructor or TA, only users in that section can view the appointment group.

Select Course

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

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

View Next Available Appointment

The next available appointment in this course is on July 14, 2017

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

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

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

<table>
<thead>
<tr>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>1p History 101</td>
<td>2p History 101</td>
</tr>
<tr>
<td>1:30p History 1</td>
<td>2:30p History 1</td>
</tr>
<tr>
<td>2p Study Group</td>
<td>3p History 101</td>
</tr>
<tr>
<td>3:30p History 1</td>
<td>4:59p Group A</td>
</tr>
<tr>
<td>7:29p Patriotis</td>
<td>To Sign or Not</td>
</tr>
</tbody>
</table>

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

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

**Confirm New Appointment**

---

**Cancel existing reservation and sign up for this one?**

You are already signed up for:
Jul 14, 2pm - 2:30pm

Would you like to cancel that and sign up for this?

2. Do Nothing

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

### Close Appointments

<table>
<thead>
<tr>
<th>14</th>
<th>15</th>
<th>Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="History 101 C" /></td>
<td>1:30p History 101 C</td>
<td><img src="#" alt="Close" /></td>
</tr>
<tr>
<td><img src="#" alt="2p Study Group" /></td>
<td>2p History 101 C</td>
<td><img src="#" alt="2:30p History 101 C" /></td>
</tr>
<tr>
<td><img src="#" alt="3p History 101 C" /></td>
<td>3:30p History 101 C</td>
<td><img src="#" alt="4:59p Group Ass" /></td>
</tr>
<tr>
<td><img src="#" alt="7:29p Patriotism" /></td>
<td><img src="#" alt="To Sign or Not to Sign" /></td>
<td><img src="#" alt="Close" /></td>
</tr>
</tbody>
</table>

When you are finished with course reservations, click the **Close** button.
View Calendar

View the appointment added to your course calendar.
Change Appointment

View the appointment added to your course calendar.
Unreserve Appointment

History 101 Office Hours

Jul 14, 2pm - 2:30pm

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

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

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

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

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

Note:

- If you cannot view the Chat tool, Chat has not been enabled for your institution.
- You cannot delete chat messages.
- Safari 13.1 contains an update that may cause issues with chat alerts. You can avoid errors with files and images by disabling cross-site tracking prevention in Safari when using Canvas.

Open Chat

In Course Navigation, click the Chat link.
View Chat

When you open the Chat page, you immediately join the chat. Chat discussion appears in the content window [1].

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

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

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

View Time Stamp

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

Send Message

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

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

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

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

Notes:

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

Open Course

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

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

Chat messages appear in the content window.
Send Message

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

Course Chat

Good morning class!

Any questions about next week's test?

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

Doug Roberts 1/25/18 12:08 PM
Yes. It will be.

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

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

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

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

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

**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**
- Chat

In Course Navigation, click the **Collaborations** link.
View Collaborations

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

Add Collaboration

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

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

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

Open Collaboration

Current Collaborations

- **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

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

Jessica: Introduction
Ben: Summary
Emily: Visual Aids

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

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

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

Notes:

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

Open Collaborations

In Course Navigation, click the **Collaborations** link.
Start a New Collaboration

Click the **Start a new collaboration** button.

Authorize Google

---

**Start a New Collaboration**

Collaborate using: Google Docs

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

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

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

- [Authorize Google Drive Access](#)
- [Cancel](#)

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

Start a New Collaboration

Collaborate using: Google Docs

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

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

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

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

Click the Start Collaborating button [4].

Notes:

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

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

View the newly created document in a new browser window.

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

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

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

Notes:

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

Open Collaborations

In Course Navigation, click the Collaborations link.
Start a New Collaboration

Click the **Start a new collaboration** button.

Authorize Google

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

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

Add Details

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

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

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

Notes:

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

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

Add Groups

You can also create collaborations with groups. To select an entire group, click the Groups tab [1]. Select the group(s) you want to add to the collaboration [2].

Notes:

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

Submit Collaboration

Click the Submit button.

View Collaboration

History Project Tasks
Tracking tasks, time, and assignments for our project.
Started by Doug Roberts, Jan 29 at 11:29am

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

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

Notes:

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

Open Collaborations

In Course Navigation, click the Collaborations link.
Add Collaboration

To add a collaboration, click the **Start a new collaboration** button.

**Note:** If you do not have any existing collaborations, this button will not display in the Collaborations page.

Select Office 365

In the **Collaborate using** drop-down menu [1], select the **Office 365** option [2].

Log in to Office 365

Click the "Log In" button to log in.

This screen will refresh after successfully logging 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.
Select Type

In the **Type** drop-down menu, select the type of collaboration you want to create. You can select Word, Excel, or PowerPoint.

Add Details

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

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

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

Add as many users as necessary.

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

Remove Collaborators

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

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

---

**Save Collaboration**

Click the **Save** button.
View Collaboration

Current Collaborations

**Office Collaborations**
Meeting up to discuss our project.
Started by Doug Roberts, May 8 at 1:26pm

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

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

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

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

**Google Drive and OneDrive**

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

**Google Doc**

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

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

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

Delete Collaboration

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

Locate the collaboration and click the **Delete** icon.
If you are deleting a Google Doc, Canvas will ask you if you want to delete the collaboration from Canvas or also delete from Google Docs.

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

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

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

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

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

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

Open Conferences

In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.
View Conferences

You can view conferences where you have been invited to participate.

Conferences are grouped in two parts: New Conferences [1] and Concluded Conferences [2]. Both always display the conference name [3] and description [4].
View In Progress Conference

New conferences will be listed in the index, but they cannot be accessed until the host has started the conference. When the conference is available, click the **Join** button [1]. Once the conference has started, the conference status shows as in progress [2].

You can join the conference for as long as the Join button is available. Some conferences only allow you to join the conference for a specific amount of time.

View Concluded Conferences

- **Project Discussion**
  Mar 17 at 3:10pm | Bring any questions you have about the final project. | 1 Recording

- **History 101 Conference**
  Mar 17 at 3:26pm | Feel free to ask any questions about the course.

- **Mr. Robert's Office Hours**
  Mar 17 at 2:40pm | This is a great time to ask questions about the class, questions about assignments, etc.

- **Biology 101 Conference**
  Mar 13 at 9:34am
Concluded conferences display in the Concluded Conferences section. Each concluded conference shows the title, date, and description of the conference.

**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. The rendering process may take some time to complete. 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 7 days after the conference ends.

**View Statistics and Notes**

If you created a conference in a group, you may be able to view statistics and notes for your conference.
If your institution has upgraded to the Canvas Conferences premium tier, you can view conference statistics by clicking the **Statistics** link [1].

If your conference included shared notes, you can view the notes by clicking the **Notes** link [2]. The shared notes will display in a new browser tab, where they can be viewed and copied.

**Note:** Notes are only available for recorded conferences.
How do I create a conference in a student group?

You can create a conference in your student group. Conferences can be created with as many users as needed, though the recommended guideline is a limit of 100 users.

You can create multiple conferences, which are listed in chronological order by the date they were created. The most recently created conference will appear at the top of the list.

Notes:

- Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
- Users invited to a conference will not receive a notification in Canvas. However, depending on the user’s notification settings, they may receive a notification via their preferred notification method(s). To notify group users of a conference in Canvas, consider adding a group announcement or calendar event.

Note: If your institution is likely to need more than 10 concurrent Conferences powered by BigBlueButton, consider upgrading to Premium BigBlueButton or exploring alternative conferencing solutions Canvas partners with, such as Zoom, Hangouts, Teams, and other video conferencing tools who are offering free or discounted services.
Open Conferences

In Group Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Add Conference

Click the Add Conference button.
Add Conference Details

To create a new conference, type a name for the conference in the name field [1].

If you want to set a time limit on how long invited members are able to join the conference, enter the number of minutes in the duration field [2]. The time limit will begin when the presenter starts the conference. Once the duration has expired, new participants will be unable to join and the conference will continue until the last person leaves the conference room or the conference organizer concludes the conference.

If you want to enable recording options for this conference, select the Enable recording for this conference checkbox [3].

If you don't want to set a time limit for the conference, you can create a long-running conference by selecting the No time limit (for long-running conferences) checkbox [4].

To create a description of your conference, type a description in the description field [5].
Invite Course Members

You can add any user in your group to your conference. However, once a user has been invited, the user cannot be removed from the conference.

By default, all members in the group will be invited to the conference [1].

To remove all group observer members from the conference invitation, select the Remove All Group Observer Members checkbox [2]. When this checkbox is selected all course members except observers are invited to the conference.

Notes:

- Conferences can accommodate as many users as needed, though the recommended guideline is a limit of 100 users. If your group contains more than 50 people, you will have to invite group members individually.
- If the Remove All Group Observer Members checkbox does not display, observers are unable to access groups in the course.

Invite Individual Members
If you want to select specific members of your group, deselect the **Invite All Group Members** checkbox [1]. Select the checkbox(es) for the individual member(s) you would like to invite [2].

**Update Conference**

To save, click the **Update** button.

**Note:** Users invited to a conference will not receive a notification in Canvas. However, depending on the user’s notification settings, they may receive a notification via their preferred notification method(s). To notify group users of a conference in Canvas, consider adding a [group announcement](#) or [calendar event](#).

**View Conference**

- **New Conferences**
  - **Group 1 Conference**

View your created conference.
How do I delete a conference in a student group?

You can delete new and concluded conferences.

**Note:** Deleting a concluded conference also immediately removes the conference from the server, in addition to all associated recordings.

Open Conferences

In Group Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.
Delete Conference

![Conference settings](image)

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

Confirm Deletion

![Delete confirmation](image)

Click the **OK** button.
How do I edit a conference in a student group?

You can edit conferences within your student groups. Conferences can be edited by any group member. You can add new users to the conference, but you cannot remove any users who have already been invited.

Notes:

- When a conference has been recorded and the conference is concluded, you cannot edit the conference recording.
- New users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via their preferred notification method(s). To notify group users of a conference in Canvas, consider adding a group announcement or calendar event.

Open Conferences

In Group Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.
Edit Conference

Click the settings icon [1] and select the Edit link [2].

Edit Conference Details

Edit “Group Project Conference”

- Name: Group Project Conference
- Type: BigBlueButton
- Duration: 60 minutes
- Options: 
  - [ ] Enable recording for this conference
  - [ ] No time limit (for long-running conferences)
- Description:

Members

[ ] Invite All Group Members

Edit the fields you’d like to change.
Update Conference

Click the **Update** button.

View Conference

- **New Conferences**

  - **Group Project Conference**
    
    Bring any questions you have about your group project.

  

View the updated Conference.
How do I record a conference in a student group?

As part of creating or editing a conference, you can choose to set up your conference to be recorded. Once this setting is enabled, you can start and stop the recording as necessary in the Conferences interface.

After the conference has concluded, you can view recorded segments in the group Conferences 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 group where the conference was recorded; URLs cannot be shared outside Canvas.

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

In Group Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Add Conference

Click the Add Conference button.
Enable Recording

While completing the details for the conference, click the Enable recording for this conference checkbox.

Update Conference

Click the Update button.

Once you start your conference, you can start and stop the recording as necessary in the Conferences interface.
How do I start a conference in a student group?

You can start conferences that you have created for your group.

Open Conferences

In Group Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.

Start Conference

Next to the conference you want to start, click the Start button.
Canvas will direct you to the conference room for your conference.
How do I join a conference in a course as a student?

You can join a conference that has already been started by the conference host.

To use 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.

Note: It is recommended that users use Chrome or Firefox browsers to access the Conferences interface.

Open Conferences

In Course Navigation, click the link for your web conferencing tool. The link name reflects the conferencing tool used by your institution.
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

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 once 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 best audio experience.
View Conference

View the conference.

Learn how to use the Conferences interface.
How do I use the Conferences interface as a participant?

Once you have joined a conference as a participant, the Conferences interface contains multiple tools to help you participate in the conference. Any student who joins a conference that was started by someone else will be considered a participant.

You may also start a conference or be given the role of presenter or moderator. Learn more about using the Conferences interface as a moderator or presenter.

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]
- Presentation Window [2]
- Conference Tools [3]
- Options Menu [4]

**View User Menu**

From the User Menu, you can view all the users in the conference [1]. Each user is represented by their display name in Canvas.

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 User Menu icon [4].
View Presentation Window

The Presentation Window displays the presentation that has been uploaded by the moderator or presenter [1]. If the conference is being recorded, the recording time will display at the top of the screen [2].

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 [3]. To leave or join the conference audio, click the Audio button [4].

To enable your webcam, click the Webcam button [5]. If webcams are enabled, you can hide the presentation window and display only webcams by clicking the Hide icon [6].
If the moderator allows, participants can use tools 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 enable palm rejection, click the **Palm Rejection** icon [10].

**Note:** If you cannot view the annotation tools, they are not enabled for participants in your conference.
Open Options Menu

To open the Options menu, click the **Options** icon [1].

To view the conference in fullscreen mode, click the **Make fullscreen** link [2].

To view information about the interface, click the **About** link [3].

To view help tutorials, click the **Help** link [4].

To view hotkeys, click the **Keyboard shortcuts** link [5].

To logout of the conference, click the **Leave meeting** link [6].
View Settings Menu

To open the Settings menu, click the **Settings** link.

Manage Application Settings

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**Settings**

**Application**

- Animations
- Audio Filters for Microphone
- Application Language: English

**Font size**: 90%

---

Canvas Student Guide Updated 2022-03-24
To manage applications settings, click the **Application** link [1].

To manage animations that display when a user is speaking, click the **Animations** toggle [2].

To manage microphone audio filters, click the **Audio Filters for Microphone** toggle [3].

To select the language for the interface, click the **Application Language** drop-down menu [4].

To adjust the font size, click the **Decrease** or **Increase** buttons [5].

### Manage Notification Settings

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<thead>
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<th>Settings</th>
<th>Close</th>
<th>Save</th>
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<td><strong>Notifications</strong></td>
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<td>Data savings</td>
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To manage notification settings, click the **Notifications** link [1].

To manage chat alerts, click the **Chat Message Audio Alerts** [2] and **Popup Alerts** toggles [3].

To manage user join alerts, click the **User Join Audio Alerts** [4] and **Popup Alerts** toggles [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** toggle [2].

To enable or disable desktop sharing, click the **Enable desktop sharing** toggle [3].
Course Navigation
How do I use the Course Home Page as a student?

If you are enrolled in a course as a student, the Course Home Page helps you navigate your course and manage your coursework. The Course Navigation Menu is always visible on its respective pages.

Note: Your instructor may choose to display a different font for your course.

Open Course

In Global Navigation, click the Courses link [1], then click the name of the course [2].
View Course Home Page

The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].
**View Course Navigation**

The Course Home Page is viewed from the Course Navigation **Home** link [1].

Course Navigation includes links that help you and your students get to specific locations in the course. Instructors can customize what links are shown in a course, so if you don't see links that may display in other courses, your instructor has hidden those links from your view.

The active link of the page you are viewing is highlighted with different color text and a line indicator. This highlight helps you quickly identify the feature area you are currently viewing in Canvas.

You may also see course indicators [2] that show updates to your course grades when your [instructor grades your assignments](#).
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 [1]. The content can also show the Course Activity Stream, which is a list of all recent activity in the course. Your Home Page may also display recent announcements at the top of the page [2].

The Home Page content also defines what sections display in the sidebar.
View Breadcrumbs

- HIST101
- HIST101 › Assignments
- HIST101 › Assignments › Position Paper

Breadcrumbs appear above the course content area.

As you view course content, the breadcrumbs leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

**Note:** If you have created a nickname for a course, the breadcrumbs display the nickname to identify the course. Otherwise, the breadcrumbs display the course code.
View Sidebar

The sidebar functions the same as the [Dashboard sidebar](#) but only shows content for the specific course and includes additional options.

If your Course Home Page displays a page other than the Course Activity Stream, you can view the course activity stream by clicking the sidebar View Course Stream button [1]. When the Home Page is set as the Course Activity Stream, this button will not appear.

If you have been added to a group in your course, the Course Group section [2] includes links to your course groups.
The sidebar always shows the To Do section [1], which shows all recent announcements and up to seven assignments that are due in the upcoming weeks, including ungraded quizzes and assignments that do not require a submission. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. Once the due date has passed, items remain in this section for four weeks.

The sidebar can also include a variety of other sections, depending on the layout your instructor sets for the Course Home Page. Additional sidebar options include the Assignment list, Calendar and Assignment Groups, and Recent Feedback.
Manage Sidebar Items

Each section item displays an icon [1] to differentiate between assignments and peer review assignments.

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items [2].

The To Do section shows up to seven items with due dates in the upcoming weeks. To view more items, you must manually remove items from the list. To remove a To Do item, click the remove icon [3].

**Note:** Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually.
How do I use the Course Activity Stream as a student?

The Course Activity Stream shows you important recent activities from a single course including announcements, discussions, assignments, and conversations. This stream is similar to the Global Activity Stream in the Dashboard when you first log in to Canvas.

The following activities will cause notifications to appear in the Course Activity Stream:

- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

Notes:

- Notifications in the Course Activity Stream will not appear for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only appear in the Course Activity Stream when the Notify users that this content has changed button has been selected.
- If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.
Open Course

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

In the Home Page sidebar, click the View Course Stream button.

**Note:** If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.
View Course Activity

Recent Activity in HIST 101

- **1 Announcement**
- **1 Assignment Notification**

The Course Activity Stream contains recent notifications in the course, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your course and easily ask questions and post to discussion forums. Unlike course cards on the Dashboard, the activity stream does not mimic visibility of Course Navigation links.

You can manage recent activity in a course the same way you can on the Dashboard. Activities are indicated by activity type and display an icon [1] for the activity. New activity in your account is indicated by a blue dot [2]. Discussions and Announcements indicate new activity items published in a course, and Conversations indicate a new message received from a user in a course. Recent Activity items remain for four weeks.

**Note:** To receive notifications for Discussions, you must actively post in the discussions at least once every two weeks. If you stop participating in a discussion after two weeks, Canvas will no longer display discussion notifications.
Expand and Collapse Notifications

Recent Activity in HIST 101

- **1 Announcement**

- **1 Assignment Notification**
  
  Assignment Created - Group Project, History 101  
  Dec 18 at 3:53pm

You can view the details of each activity by hovering in the notification area and clicking the Show More link [1]. To collapse recent activity, click the Show Less link [2].

Manage Recent Activity

Recent Activity in HIST 101

- **1 Announcement**

- **1 Assignment Notification**
  
  Assignment Created - Group Project, History 101  
  Dec 18 at 3:53pm

You can directly access your recent activities by clicking the activity link [1]. To remove a notification, click the remove icon [2].
How do I drop a self-enrolled Canvas course?

If you decide you want to drop a course you self-enrolled in using Canvas, follow these steps.

**Note:** You can only drop a self-enrolled Canvas course while it is in progress (between the course participation dates). Also, if you did not enroll in the course using the given URL or join code, meaning you were manually or automatically added to the course, you will have to ask your teacher or institution to be removed from the course.

Open Course

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

In the sidebar, click the **Drop this Course** button.

**Note:** You can only drop a self-enrolled Canvas course while it is in progress (between the course start date and end date). Also, if you did not enroll in the course using the given URL or join code, meaning you were manually or automatically added to the course, you will have to ask your teacher or institution to be removed from the course.
Confirm Un-enrollment

Drop this Course

Confirm Unenrollment

Are you sure you want to unenroll in this course? You will no longer be able to see the course roster or communicate directly with the teachers, and you will no longer see course events in your stream and as notifications.

Cancel  Drop this Course

Click the Drop this Course button to un-enroll from the course. You will no longer be able to see the course roster, communicate with people in the course, and see course events or notifications.
How do I use the Syllabus as a student?

The Syllabus helps your instructor communicate course expectations and information. The Syllabus is automatically populated by assignments and calendar events in the course.

Your instructor has the option to set the Syllabus to be the home page for your course as well.

Open Syllabus

In Course Navigation, click the Syllabus link.
View Syllabus

The syllabus includes the syllabus description [1], the syllabus table [2], and the sidebar [3].
View Syllabus Description

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.

Use the discussion on course questions if you need explanation of any of the course assignments or activities.

A note on working with others... in this course, you will see that you may sign up to work with a team, a group, and a circle to edit three different wiki pages. These working organizations will allow you opportunities to work with a variety of people, and will help differentiate between the wiki page assignments. You are expected to work collaboratively within these structures. You may choose your own team, group or circle as the class starts the module in which they are assigned. The wiki page edits are due at the same time as the quiz for the module.

Click the Modules button on the left menu of the Home button to get started. Good luck on the course!

Mr. Jurel

The syllabus description may contain the course description, a brief introduction, class guidelines, weekly reminders, and other important information from your instructor.
View Course Summary

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed Jul 4, 2018</td>
<td>Holiday - No Class 12am</td>
</tr>
<tr>
<td>Fri Jul 6, 2018</td>
<td>Position Paper 11:59pm</td>
</tr>
<tr>
<td>Wed Aug 1, 2018</td>
<td>Road to Revolution: Patriotism or Treason   due by 11:59pm</td>
</tr>
<tr>
<td></td>
<td>Revolutionary War Required Reading           to do: 11:59pm</td>
</tr>
<tr>
<td>Thu Aug 2, 2018</td>
<td>Course Questions 11:59pm</td>
</tr>
<tr>
<td>Fri Aug 3, 2018</td>
<td>Office Hours 9am to 1pm</td>
</tr>
<tr>
<td></td>
<td>Office Hours 10am to 10:30am</td>
</tr>
<tr>
<td></td>
<td>Class Survey</td>
</tr>
<tr>
<td></td>
<td>Constitution Assignment</td>
</tr>
<tr>
<td></td>
<td>group assignment</td>
</tr>
<tr>
<td></td>
<td>Moderated Assignment</td>
</tr>
</tbody>
</table>

The Course Summary is automatically generated for the course and contains a list of assignments and calendar 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].

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 [4] are listed in alphabetical order.
View Time Zones

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed Jul 4, 2018</td>
<td>📅 Holiday - No Class</td>
<td>2am</td>
</tr>
<tr>
<td>Sat Jul 7, 2018</td>
<td>📄 Position Paper</td>
<td>due by 1:59am</td>
</tr>
<tr>
<td>Thu Aug 2, 2018</td>
<td>📄 Road to Revolution: Patriotism or Treason</td>
<td>due by 1:59am</td>
</tr>
</tbody>
</table>
|                | 📄 Revolutionary War Required Reading         | Local: Aug 2 at 1:59am  
|                |                                              | Course: Aug 1 at 11:59pm |

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. If your Syllabus is also set as your course home page, the sidebar may also include additional features.

The Syllabus sidebar includes a mini calendar [1]. Any date that includes an event or assignment due date are shown with a gray background. To view an associated assignment or event in the Syllabus table, click the calendar date.

If your course includes weighted assignment groups, the sidebar may also shows the percentages of each group [2].

**Note:** If you cannot view assignment group totals, your instructor has restricted this feature.

---

1. **August 2018**

<table>
<thead>
<tr>
<th>29</th>
<th>30</th>
<th>31</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
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<tr>
<td>12</td>
<td>13</td>
<td>14</td>
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<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

2. **Assignments are weighted by group:**

<table>
<thead>
<tr>
<th>Group</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>Summaries</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
How do I view New Analytics in a course as a student?

As a student, you can view New Analytics in a course.

Available analytics include course grade, weekly online activity, and communication. By default, the analytics page displays an interactive chart graph of all data. However, you can view data within a table at any time.

Notes:
- If you cannot view an option to access New Analytics, your institution may not have enabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time data was last updated in the course, as content may be outdated compared to recent activity and submissions.

Open Course

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

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

**Note:** If you cannot view an option to access New Analytics, your instructor may not have enabled this feature.
View Course Grade Graph

By default, student analytics opens to the **Course Grade** tab [1]. The Course Grade graph shows your submission status and grade for all the assignments in the course. Your current course grade is shown above the chart graph [2].

The x-axis displays an icon to indicate if the activity is an assignment, quiz, or discussion. The y-axis indicates the grade percentage.


To download a CSV of your course grade data, click the **Download** button [5].
View Assignment Details

To view more details about an assignment, click the dot [1].

Each assignment will display the title [2], due date [3], grade [4], and status label [5]. The status label may display as on time, missing, late, or excused.
**View Course Grade Data Table**

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Due Date</th>
<th>Status</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articles of Confederation vs. Constitution Topic Discussion</td>
<td>Aug 22, 2019</td>
<td>MISSING</td>
<td></td>
</tr>
<tr>
<td>Course Introductions</td>
<td>Aug 23, 2019</td>
<td>ON TIME</td>
<td>90%</td>
</tr>
</tbody>
</table>

To view course grade data in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the assignment name [3], due date [4], status [5], and grade [6]. The table can be sorted by clicking any column heading.
View Weekly Online Activity Graph

To view your weekly online activity, click the **Weekly Online Activity** tab [1]. Your total page views and total participations are displayed above the chart [2].

Data is displayed as a chart with two rows: average page views [3] and average participations [4]. The following actions will generate participations:

- Announcements: posts a new comment to an announcement
- Assignments: submits an assignment
- 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 page
- Quizzes: submits a quiz
- Quizzes: starts taking a quiz

Data for the week that is currently in progress is indicated by a dotted line [5].

To download a CSV of the weekly online activity data, click the **Download** button [6].
To view weekly online activity in a table, click the Options icon and select the Data Table option. The data table shows the week start date, number of page views, and number of participations. The table can be sorted by clicking any column heading.
View Communication Graph

To view an overview of messages, click the Communication tab [1]. The Communication graph shows the number of conversations that have taken place between you and your instructor(s) in the Canvas Inbox. The total number of messages sent by you and your instructors is displayed above the graph [2].

The x-axis shows the date range and the y-axis shows the number of messages sent. Student and instructor messages are differentiated by different colors. To improve contrast in the chart, click the Chart Options icon [3] and select the Display Shapes option [4].

To view the details of the bar graph, hover over the specific bar you want to view. You can view the total number of messages sent for the date range. Click the bar to view the specific days and number of messages that were sent in the range.

To download a CSV of the communication data, click the Download button [5].
View Communication Data Table

<table>
<thead>
<tr>
<th>Week Starting</th>
<th>Student Messages</th>
<th>Instructor Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19</td>
<td>11</td>
<td>6</td>
</tr>
<tr>
<td>May 26</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Jun 2</td>
<td>5</td>
<td>8</td>
</tr>
</tbody>
</table>

To view communication activity in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the week start date [3], number of student messages [4], and number of instructor messages [5]. The table can be sorted by clicking any column heading.

To view details of a specific date range, click the date [6].
How do I use the Microsoft Immersive Reader in a course as a student?

The Microsoft Immersive Reader enhances your reading experience by improving accessibility and boosting reading comprehension. You can use the Microsoft Immersive Reader when viewing the Course Home Page or Syllabus or when viewing an individual assignment or page. For more information about the reader, visit the [Microsoft Immersive Reader website](https://microsoft.com).

**Note:** In User Settings, Microsoft Immersive Reader is available for users to enable individually, regardless of the preference set at the account level. However, if the feature is on for the entire account, the account preference overrides the user preference, and the user setting has no effect.

Open Immersive Reader

When viewing [pages](#), [assignments](#), [course home pages](#), and the [syllabus](#) in a course, click the **Immersive Reader** button.
View Immersive Reader

The Microsoft Immersive Reader displays a variety of tools and options to enhance your reading experience.

You can manage text, grammar, and reading preferences using the toolbar [1]. To expand the reader display, click the Full Screen button [2].

To hear the page text read aloud, click the Play button [3]. To adjust audio settings, click the Voice Settings button [4].

To close the reader and return to Canvas, click the Exit button [5].

**Note:** For more details about the Microsoft Immersive Reader functionality, visit the Microsoft Immersive Reader website.
Discussions
How do I view Discussions as a student?

The Discussion Index page allows you to view all the discussions within a course.

Notes:

• Your instructor may choose to hide the Discussions link in Course Navigation. If the Discussions link is not available, you can still access Discussions through other areas of Canvas.
• If your discussion looks different than what is displayed in this lesson, you can reference the Discussions Redesign guides for more information.

Open Discussions

In Course Navigation, click the Discussions link.

Note: If the Discussions link is not available in Course Navigation, you can access course discussions through the Modules page.
Discussions are organized into three main areas.

**Discussions [1]:** These are current discussions within the course. Discussions are ordered by most recent activity. You will only see this section heading if there are discussions within this section.

**Pinned Discussions [2]:** These are discussions that your instructor wants you to pay specific attention to and will appear at the top of the Discussions page. *You will only see this section heading if there are discussions within this section as designated by your instructor.*

**Closed for Comments [3]:** These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by most recent activity. You will always see this section heading, even if there are no discussions within this section.
View Individual Discussion

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 due date (if any) [4], the number of unread/total posts in the discussion [5], and whether or not you are subscribed to the discussion [6].

You can also view availability dates for individual discussions [7].

An unread icon next to a discussion indicates an unread discussion [8]. The number of unread/total posts will not appear for group discussions and discussions that have no discussion replies [9].

There will also be a peer review icon if a graded discussion has been assigned peer reviews [10].
View Availability Dates

The first dates you may see are the availability dates. Your instructor may use availability dates to restrict discussion replies to a specified date range. The availability dates are the range of time that the discussion is accessible to you. Availability dates also appear on the Assignments page for all discussions with assigned availability dates.

- If the discussion does not have a date listed, the discussion is open; you can reply to the discussion at any time during your course [1].
- If the discussion says **Not Available Until** [date], the discussion is locked until the specified date [2].
- If the discussion says **Available until** [date], you can reply to the discussion until the specified date [3].
- If the discussion is in the **Closed for Comments** section, the discussion cannot accept submissions [4]. Discussions in this section may show a "Was locked at [date]" to indicate when the discussion was closed for comments [5].

**Note:** If a date does not include a time, the listed date defaults to 12 am. Therefore, the last day for the discussion is the full day before the listed date. For instance, if a discussion is Available until March 29, you can access the discussion until March 28 at 11:59 pm.
View Due Dates

The second set of dates are the due dates for each respective discussion [1]. However, due dates only apply to graded discussions. Any replies to discussions after the due date are marked as late; some instructors may deduct points for late replies. You can still reply to late discussion before the Available until date.

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

Due dates also include a time [2]. If your instructor does not set a specific due time, the graded discussion due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

Filter Discussions

There are a few ways to filter Discussions:

1. View All or only unread discussions by selecting an option from the drop-down menu.
2. Search for a discussion by typing a discussion title, a user name, or a keyword in the Search field.
3. Start a new discussion by clicking the Add Discussion button. (Note: Some instructors may choose to disable this option.)
4. Change the discussions settings to manually mark posts as read by clicking the Settings icon.
Open Discussion

To Sign or Not to Sign Discussion

All Sections

Available until Apr 2 at 12:59am

To do Aug 31, 2019 at 11:59pm

To view the details of a discussion, click the name of the discussion.

View Open Discussion

This is a graded discussion: 10 points possible
due Jun 24

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 you most excited to do this summer?

In addition to answering the above questions, reply to one of your classmates.

When a discussion is available for participation, you can view the Reply field beneath the discussion topic [1]. To reply to the discussion, click the Reply button.

The discussion also shows the discussion topic [2] and the name of the person who created the discussion [3].

Notes:
If your discussion looks different than what is displayed in this lesson, you can reference the Discussions Redesign guides for more information.

The Discussions page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press Alt+F8 (on a PC keyboard) or Option+Fn+F8 (on a Mac keyboard) simultaneously on your keyboard.

**View Graded Discussion**

If your discussion is a graded discussion, you can view the discussion the same way as regular discussions with additional information:

- **Graded Discussion details [1]**: points and due date for the graded discussion, if any. Not all graded discussions may have a due date.
- **Rubric [2]**: any grading criteria that your instructor has provided for the graded discussion. A graded discussion may or may not include a rubric. Before submitting your reply, you may want to review the discussion rubric.

If you were to miss the due date, you may be able to submit a reply to the discussion before the last day of the course. If the graded discussion does not have a due date, you can submit a reply any time before the last day of the course.
View Discussion with Required Reponses

If you are unable view responses from other students, you may be required to make a reply before you can view them. Once you reply to the discussion, any other replies will be visible.
View Group Discussion

If a discussion is a group discussion, you will be directed to Discussions in your group.

View Locked Discussion

When a discussion is locked, you can't view any details in the discussion topic. However, you can view the date when the discussion will be open.
Both graded- and non-graded discussions can be closed at any time. Your instructor may note in the description topic or syllabus if a discussion is only scheduled to be available for a specific period of time.

When a discussion has been closed for comments, you can still view the details of the discussion topic and any replies, but you can no longer reply to the discussion.

The discussion was either available until a specific date, or your instructor manually closed the topic.
How do I view the rubric for my graded discussion?

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

Note: Not all graded discussions may include a rubric.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the name of a graded discussion.

Show Rubric

Click the Options icon [1] and select the Show Rubric link [2].

Note: If the Show Rubric link does not display, there is no rubric for your discussion.
Show Rubric in Discussions Redesign

To view a rubric in Discussions Redesign, click the Options icon [1] and select the Show Rubric link [2].
View the graded discussion rubric.

The rubric includes criteria [1], ratings [2], and full point values [3]. A rubric criterion may include up to five different ratings and individual point values.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>Full Marks 4.0 pts</td>
<td>No Marks 0.0 pts</td>
</tr>
<tr>
<td>First Post</td>
<td>Full Marks 3.0 pts</td>
<td>No Marks 0.0 pts</td>
</tr>
<tr>
<td>Second Post</td>
<td>Full Marks 3.0 pts</td>
<td>No Marks 0.0 pts</td>
</tr>
<tr>
<td>Discussion Outcome</td>
<td>Exceeds Expectations 5.0 pts</td>
<td>Meets Expectations 3.0 pts</td>
</tr>
</tbody>
</table>

Total Points: 15.0
View Rubric Details

## Assignment Rubric Details

### Discussion Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>Full Marks 4.0 pts</td>
<td>4.0 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0.0 pts</td>
<td></td>
</tr>
<tr>
<td>First Post</td>
<td>Full Marks 3.0 pts</td>
<td>3.0 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0.0 pts</td>
<td></td>
</tr>
<tr>
<td>Second Post</td>
<td>Full Marks 3.0 pts</td>
<td>3.0 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0.0 pts</td>
<td></td>
</tr>
</tbody>
</table>

### Discussion Outcome

<table>
<thead>
<tr>
<th>Exceeds Expectations 5.0 pts</th>
<th>Meets Expectations 3.0 pts</th>
<th>Does Not Meet Expectations 0.0 pts</th>
</tr>
</thead>
</table>

Total Points: 15.0

If a criterion includes a longer description with more details, click the view longer description link [1].

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

If your instructor has enabled a podcast in a discussion, you can subscribe to receive the feed in a podcast application. This lesson explains how to add a podcast to Apple Podcast.

**Note:** The Record/Upload Media Comment tool in the Rich Content Editor must be used for updates to be added to the podcast feed. Text-only discussion posts are not included in the feed.

Open Discussions

In Course Navigation, click the Discussion link.
Open Discussion

Click the title of the discussion.

Open RSS Feed

Right click the Topic Podcast Feed link in classic Discussions [1] or Topic: Podcast Feed button in Discussion Redesign [2].
Copy URL Link

Click the **Copy Link Address** link.

**Note:** Depending on your browser, the option may read **Copy Link Location**.

Open Podcast Application

Open Apple Podcasts or other podcast application.
Subscribe to Podcast

Open the File options and click the **Add a Show by URL...** link.

**Paste URL**

![Add a show by URL](https://documentation.beta.instructure.com/feeds/topics/767/parentpost_1D81HvQwXp6vZ0lCfXzSpaD3fRe7lmk.png)

To subscribe to the podcast, paste the URL into the text box and click the **Follow** button.
View Podcast

The discussion displays in your podcast application.
How do I know if I have a peer review discussion to complete?

Your instructor can assign you to review another student's discussion post. You can view peer review notifications in Canvas in the Recent Activity Stream, the To Do list, and from the individual discussion page. Once peer reviews are assigned, you can also be notified according to your Canvas notification settings.

Learn how to submit a peer review discussion or a peer review discussion in Discussions Redesign.

View Dashboard

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

View Recent Activity

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

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

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

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

You can also view peer reviews when viewing discussions. In Course Navigation, click the **Discussions** link.

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

Open Discussion

Peer review discussions display the peer review icon [1]. Click the title of the discussion [2].
View Assigned Peer Review

The peer review assignment is highlighted at the top and includes a direct link to the peer review [1].

If a specific due date is assigned to the peer review, the date also appears as part of the message [2]. Otherwise, it displays the due date for the graded discussion, if any.
View Assigned Peer Review in Discussions Redesign

The peer review assignment includes a direct link to the peer review [1].

If a specific due date is assigned to the peer review, the date also appears as part of the message. Otherwise, it displays the due date for the graded discussion, if any [2].

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**Declaration of Independence Topic 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 peer posts.

Reply
How do I submit a peer review to a discussion?

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

If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

Discussion peer reviews cannot be anonymous.

Learn how to see if have been assigned a peer review discussion.

**Note:** If your discussion looks different than what is displayed in this lesson, your instructor may be using Discussions Redesign in your course. Learn how to submit a peer review to a discussion in Discussions Redesign.

Open Discussions

In Course Navigation, click the Discussions link.

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

Click the title of the discussion.

Open Assigned Peer Review

Click the Review Now link.
Complete Rubric

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

When you’re finished, click the Save Comment button [4].
Add Discussion Comment

Peer Review

Articles of Confederation vs. Constitution Topic Discussion
Emily Boone submitted Oct 25 at 9:22am

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

The submissions for this assignment are posts in the assignment’s discussion. Below are the discussion posts for Emily Boone, or you can view the full discussion.


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

Add a Comment:
1. Type a comment in the comment field.[1]
2. Leave a media comment.[2]
3. Attach a file.[3]
4. Click the Save button.[4]

If your assignment does not include a rubric, you are required to add at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

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

A message will appear on your discussion to confirm you have completed the peer review.

**Note:** You may need to refresh your browser to see that you've completed the required steps for the peer review.
Where can I find my peers' feedback for peer reviewed discussions?

You can find your peers' feedback for peer reviewed assignments in the sidebar of your Canvas course and on the submission details page.

If your discussion looks different than what is displayed in this lesson, your instructor may be using Discussions Redesign in your course. Learn how to find feedback for peer reviewed discussions in Discussions Redesign.

View Recent Feedback

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

The submissions for this assignment are posts in the assignment’s discussion. Below are the discussion posts for Max Johnson, or you can view the full discussion.

You can view the comment directly in the submission details page.

View Grades

Articles of Confederation vs. Constitution Topic Discussion
Oct 26 by 11:59pm
85% 25

Comments
You made some really interesting points! Emily Boone, Oct 25 at 8:46am
The comment can also be viewed on your Grades page.
How do I create a course discussion as a student?

You may be able to create new discussions in your course. These discussions are part of the course and are separate from creating a discussion in a group.

Note:
- If the Add Discussion button does not display, your instructor has restricted this setting in your course. However, this setting does not affect discussions in course groups.
- If you add a file to your discussion, it will be stored in course files in the unfiled folder.

Open Discussions

In Course Navigation, click the Discussions link.

Add Discussion

Click the Add Discussion button.
Create Discussion

Enter a discussion title in the **Topic Title** field [1].

Add discussion content using the Rich Content Editor [2]. Learn more about using the Rich Content Editor.

By default, all sections in your course can view and participate in the discussion. To specify specific sections for your discussion, use the **Post to** drop-down menu [3].

You can also attach files to your discussion [4].
Set Discussion Options and Availability

Select options for your discussion [1] and add dates specifying when your classmates can view and participate in your discussion [2].

**Note:** If you do not set availability dates for your discussion, it can be accessed at any time during the course or section dates.

**Save Discussion**

Click the **Save** button.
How do I subscribe to a discussion as a student?

You can subscribe to entire discussion threads in your courses and be notified when new comments are posted to the topic. If you reply to a discussion, you will automatically be subscribed to discussions and will be notified of updates unless you manually unsubscribed to that discussion. Please note that you cannot subscribe to individual threads within a threaded discussion.

You will automatically be subscribed to discussions you create in your student groups. You will also be subscribed to any new discussions you create in your course, if your instructor has set course permissions that allow you to do so.

Notes:

• You must specify your notification settings to receive updates for subscribed discussions.
• If your discussion looks different than what is displayed in this lesson, your instructor may be using Discussions Redesign in your course. Learn how to subscribe to a discussion in Discussions Redesign.

View Discussion Notification Settings

In Notification Settings, you can change the method and frequency of subscribed discussion posts.
Open Discussions

In Course Navigation, open the Discussions link.

Subscribe on Discussions Index Page

You can subscribe to an entire discussion from the Discussions page. Locate the discussion you want to subscribe to and click the Subscribe icon.

The Subscribe icon will turn green when you are subscribed.
Unsubscribe on Discussions Index Page

To unsubscribe from a discussion, locate the discussion you want to unsubscribe from and click the **Subscribe** icon.

The Subscribe icon will appear as an outline when you are unsubscribed.

Subscribe within Discussion

You can also subscribe within a discussion. Click the title of the discussion you want to subscribe to.
Subscribe to Discussion

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.

Click the Subscribe button.

The Subscribe button will become green when you are subscribed to the discussion topic.
Unsubscribe from Discussion

To unsubscribe from a discussion, open the discussion and click the green **Subscribed** button.

The **Subscribed** button will become a gray Subscribe button when you are unsubscribed from a discussion topic.
How do I view and sort discussion replies as a student?

You can view all replies in a discussion by scrolling or searching content. Focused discussion replies are shown in hierarchal order; threaded discussions are hierarchal, collapsable, and expandable.

You can also search for discussion replies and copy a direct link to a discussion reply.

**Note:** If your discussion looks different than what is displayed in this lesson, your instructor may be using Discussions Redesign in your course. [Learn how to view and sort discussion replies in Discussions Redesign.](#)

Open Discussions

In Course Navigation, click the **Discussions** link.
Open Discussion

![Open Discussion Interface](image)

Click the title of the Discussion.

View Discussion

![View Discussion Interface](image)

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.

In a discussion, you have several options to view and sort discussions. Use the search field [1] to search for replies or specific authors. To filter by unread replies, click the Unread button [2]. You can also collapse and expand [3] all discussion replies.
To subscribe to a discussion, click the **Subscribe** button [4]. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification settings. You are automatically subscribed to any discussions you reply to. When you create a discussion in a group—or in a course if you have permission—you are also automatically subscribed to the discussion. If you are subscribed, the button will have a green background. To unsubscribe, click the **Subscribe** button and the background will turn gray.

To open options for the discussion, click the **Options** button [5]. Options allows you to mark all existing posts (replies) as read. If your discussion is graded, you can view the rubric for the discussion, if any.

You can view how many unread and replies are in a thread [6]. The number on the left indicates unread replies, while the number on the right indicates the total number of replies.

**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 button [3] will show the rubric for the graded discussion, if any.
View Group Discussion

If a discussion is a group discussion, you'll be redirected to Discussions for the appropriate group.
View Replies

1. Max Johnson
   Jan 5, 2018

1. My name is Max. I don't have a nickname.
2. My favorite food is tacos.
3. My hobbies are reading, writing, and arithmetic.

2. Doug Roberts
   Yesterday

Reading and writing are fantastic hobbies to have, Max. Glad to have you in my class!

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 Discussions

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, you can collapse and expand individual threaded discussions. Hover over the top of a discussion reply and click the up arrow to expand or collapse a threaded discussion reply [1]. When a threaded discussion reply is collapsed, you can view the reply indicators showing the number of unread and total replies [2].
View Liked Discussions

If your instructor allows you to like replies in a discussion, a Like icon appears next to each reply in the discussion. Blue icons indicate replies that you've liked. The number of total likes also appears next to the icon.

The discussion may also be set up to sort automatically according to the number of likes. In threaded discussions, likes are retained with the original discussion reply. Original replies will always sort first, and any associated replies will be reordered beginning with the highest-liked reply.
Search for Reply

To search for a discussion reply, enter any term in the **Search** field [1]. Search results include matches for user names [2] and reply text [3].
View Reply in Discussion

Max Johnson
Aug 23, 2019

1. Maximilian. I go by Max.
2. My favorite food is my mom's homemade enchiladas.
3. I love to run, try new foods, and hang out with friends.

View in discussion

To clear search results and view the reply as part of the entire discussion, click the View in discussion link [1].

To copy a direct link to the discussion reply, right click the View in discussion link and select the Copy Link Address option [2].
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].

If you are allowed to edit and delete your own discussion posts, you will also view Edit and Delete options [3].
To reply to a discussion, reply to the main discussion topic by clicking the Reply field [1]. If your discussion is threaded, you can reply to any other post in the discussion by clicking the Reply link [2].
How do I change discussion settings to manually mark discussion replies as read as a student?

In discussion replies, a blue dot indicates the reply is new and unread. A white dot indicates a reply is read. When you navigate away from the discussion or refresh the page, the blue dots will change to white dots indicating the replies are read.

You can tell Canvas not to automatically mark your discussion replies as read so that you can manually control which replies you haven’t viewed. Your selection for this option will apply to the Discussions settings for all of your courses. By default, manually marking posts as read is turned off.

You can **manually mark discussion replies as read or unread** at any time.

Open Discussions

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

Open Settings

Click the **Settings** icon.
Manually Mark Posts as Read

Click the **Manually Mark Posts as Read** checkbox.

**Note:** Selecting this option will require you to manually mark posts as read for all of your courses.

Save Settings

Click the **Save Settings** button.
How do I mark discussion replies as read or unread as a student?

By default, as you read new Discussion posts, Canvas will mark them as read (changing the indicators from blue to white) as you scroll down the page. However, you can manually mark each post's state back to a read or unread state.

You can tell Canvas not to automatically mark all your posts as read in your Discussion settings.

Notes:

- Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.
- If your discussion looks different than what is displayed in this lesson, your instructor may be using Discussions Redesign in your course. Learn how to mark discussion replies as read or unread in Discussions Redesign.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the discussion you want to view.

View Posts

1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.
3. My hobbies are video games, philosophy, and writing.

Sushi is the best! What's your favorite sushi place in town?

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

[Image of a post with the name "Doug Roberts" and the message "Sushi is the best! What?"]

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 reply to a discussion as a student?

You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. Discussion replies can be edited or deleted, as long as your instructor has not restricted this setting in your course.

Before submitting a reply for a graded discussion, you may want to review all discussion information, such as the graded discussion rubric, if any.

Notes:
- The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.
- If your discussion looks different than what is displayed in this lesson, your instructor may be using Discussions Redesign in your course. Learn how to reply to a discussion in Discussions Redesign.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the title of the discussion.

Reply to Discussion

To reply to the main discussion, type your reply in the Reply field.
Post Reply

Add your reply, links, files, and other media in the Rich Content Editor [1]. If allowed in your course, you may also attach files [2].

To post your reply, click the **Post Reply** button [3].

**Note:** If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.
View Your Reply

When is the final project due?

Reply

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash 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, the unread icon will remain until you manually mark it as read.

Thread a Discussion Reply

When is the final project due?

Reply

To respond to a discussion reply, click the Reply link.

Note: Depending on how your instructor set up the discussion, the reply field may look slightly different.
Post Reply

Add your reply, links, files, and other media in the Rich Content Editor [1]. If allowed in your course, you may also attach files [2].

To post your reply, click the Post Reply button [3].

Note: If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.
View Reply

2

Emily Boone
3:20pm

When is the final project due?

1

Emily Boone
3:22pm

I missed class the day it was announced and need to know the due date! Thanks!

Reply

Your reply displays at the bottom of the discussion thread. If your discussion replies are automatically marked as read, your new reply displays a Read icon [1]. If you have selected to manually mark read discussion posts, your post displays an Unread icon [2] until you manually mark it as read.
How do I attach a file to a discussion reply as a student?

If your instructor allows file attachments, you can attach a file to a discussion reply using the attachment icon. Attachments can be added to both graded and non-graded discussions. Any attachments added as part of discussions are copied to your user files. Attachments for graded discussions are not counted against your user quota and cannot be deleted.

Notes:

- If the attachment icon does not display, this option is not available in your course.
- If your attachment causes you to exceed your user file quota, the file may fail to attach to an ungraded discussion.
- If you have permission to edit or delete discussion replies, editing a reply also allows you to remove an attachment.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the title of the discussion you want to participate in.

Create Reply

Click the reply field.
Attach File

After adding content using the Rich Content Editor to the discussion reply [1], click the Attach link [2].

**Note:** If you do not have a file attachment icon in your Discussion reply, your instructor has disabled this feature.

Browse for File

Depending on your browser, click the Choose File or Browser button to locate personal files on your computer.
Note: Once an attachment is posted to a discussion post, the attachment cannot be deleted.

Select File Upload

Browse personal files on computer and select the file or files you wish to attach [1]. Double click the selected files or click the Open or Choose button [2] to upload the files to the discussion reply.

Note: You can only upload one attachment in your reply.
Post Reply

Click the Post Reply button.

View Discussion Reply

Emily Boone
9:09am

Will we discuss the American Revolution this year?

American Revolution.docx

Reply
View your discussion reply. Your attached file will appear under the text.
How do I embed an image in a discussion reply as a student?

You can embed an image file directly into discussion replies using the image icon. Images can be embedded from the web, your Canvas user files, or Flickr. If a change is made to the source of your image after you have embedded it in a discussion reply, the image added to your discussion reply will not be changed.

Notes:

- Before you can embed an image from Canvas, the image must first be uploaded to your user files.
- You can also attach a file to a discussion reply.
- If you post your discussion response before an attached image finishes uploading, Canvas will display a warning message.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Course Questions

Due Apr 24 at 12:59am

Course Introductions

Last post at Oct 25, 2019 at 1:27pm
Due Aug 23, 2019 at 11:59pm

Click the discussion title.

Write Reply

This is a graded discussion: 10 points possible
due Apr 5

Course Questions

Use this discussion thread to ask for clarification or further explanation of any of the course assignments or activities.

Create a new discussion entry by clicking the Reply text field.
Add Image from Toolbar

To add an image from the toolbar, click the **Image** icon [1].

You can also upload an image from the image options menu. To view additional image options, click the **Image Options** arrow [2]. Then select the **Upload Image** option [3].

**Note:** To view the Image icon, you may have to click the **Options** icon [4].
Add Image from Menubar

You can also add an image using the menubar in the Rich Content Editor. The menubar displays the title of Rich Content Editor tools and may be preferable for those using keyboard navigation.

To upload an image using the menubar, click the Insert menu [1], select the Image option [2]. You can upload new images and embed images from your user files [3].
Upload Image from Computer

By default, the Image Upload Tool displays the **Computer** tab [1]. Click or drag and drop an image file to the image uploader to upload a file from your computer [2].

**Note:** Images uploaded from your computer using the image upload tool are added to your user files.

Select File
Select the image file [1] and click the Open button [2].

**View Selected File**

The uploader displays the image file name [1] and an image preview [2]. To remove the image, click the Delete icon [3].
Embed Image from Unsplash

To embed an image from Unsplash, click the Unsplash tab [1].

Enter a search term in the Search Term field [2] and select from the displayed options [3]. To view more image options, click the page navigation links [4].

Note: Canvas uses safe search filters provided by Unsplash. You can read more about the Unsplash content policy on their Terms page.

Embed Image from URL

File URL

To embed an image using a URL, click the URL tab [1].

Enter the URL in the File URL field [2].

Manage Usage Rights

If required by your institution, you will need to select usage right settings for your image.

In the Usage Right drop-down menu [1], select one of the five usage right options:

- **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 an exception - e.g. fair use, the right to quote, or others under applicable copyright laws**: excerpt or summary used for commentary, news reporting, research, or analysis in education
- **The material is licensed under Creative Commons**: this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the Copyright Holder field [2].

**Note**: If you are an instructor and are not sure which usage right applies to your image, please consult your institutional admin for guidance.
Manage Image Attributes

To add Alt Text to your image, type an alternative text description or text tags in the Alt Text field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, select the Decorative Image option [2].

By default, the Embed Image display option is selected for embedded images [3].

To display the image file link, select the Display Text Link (Opens in a new tab) display option [4]. The file link will replace the image in the Rich Content Editor.

Embed Image

To embed your selected image, click the Submit button.

Note: The image will flash before it embeds in the Rich Content Editor.
View Embedded Image

Write an essay describing the possible implications of the Declaration of Independence not being

View your uploaded image in the Rich Content Editor. You can also add or modify alt text tags and manage the image display options.

Post Reply

Click the Post Reply button.
View Discussion Reply

Emily Boone
3:40 pm

President Lincoln did many great things for our country.

Edited by Emily Boone on Jan 17 at 3:40 pm

Reply

View your discussion reply.
How do I link to a YouTube video in a discussion reply as a student?

You can add a YouTube video in a discussion reply by adding the URL of the video as a link to the response.

Note: Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion
Click the discussion title.

Write Reply

This is a graded discussion: 10 points possible
due Apr 5

Course Questions

Use this discussion thread to ask for clarification or further explanation of any of the course assignments or activities.

Create a new discussion entry by clicking the Reply text field.
Embed URL

To embed a URL in the discussion reply, click the Link icon [1] and select the External Links option [2].

Notes:

- You can also insert a link using the Insert menu options [3].
- If enabled in your course, you can link to a YouTube video from the Apps icon [4].
**Insert Link**

Enter the video link in the **Link** field [1]. Then click the **Done** button [2].

**View Video Link**

View the video link in the Rich Content Editor.

https://www.youtube.com/watch?v=ZNRe_shC_A
Open Apps

You can view a list of external tools from the menubar. Click the **Tools** link [1]. Navigate to the **Apps** option [2], then select the **View All** option [3].

Alternatively, you can view your apps from the toolbar. In the toolbar, click the **App** icon [4].

**Note:** To view the App icon, you may have to click the **Options** icon [5].

View Recently Used Apps

If you have previously used an external app from the Rich Content Editor, you can quickly open recently used apps.

To view recently used apps, click the **App** icon [1]. Then select the app you want to open [2].

To view all apps, click the **View All** link [3].
Open YouTube

If the YouTube LTI tool does not display in your recently used applications, you will need to select it from the list of all applications.

Click the YouTube link [1].

You can also filter menu options using the Search field [2].

Note: If the Google link does not display, the LTI may not be enabled in your course. 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.
Search Videos

Enter a search term in the **Search** field [1]. Then press **Return** (Mac) or **Enter** (PC) on your keyboard.

To view more information about a search option, click the video name [2].

Embed Video

[Diagram of video embedding options]
To embed the video in the Rich Content Editor, click the **Embed** button [1].

To manage the video embed options, click the **Embed** drop-down menu [2]. You can select to embed a video hyperlink [3], or you can select to embed a small, medium, or large version of the video in the Rich Content Editor [4].

**View Embedded Video**

![Video Embedded](image)

View the embedded video in the Rich Content Editor.

**Post Reply**

[Cancel]  [Post Reply]

Click the **Post Reply** button.
View Discussion Reply

Emily Boone
4:01pm

View the embedded video [1], or view the video in a new browser window by clicking the link [2].
How do I edit or delete discussion replies as a student?

If your instructor allows, you can edit and delete your own discussion posts. If the edit or delete option does not appear, your instructor has restricted this setting in your course.

Notes:
- This setting does not affect discussions in course groups.
- When a discussion is closed for comments students cannot edit or delete their replies.

Open Discussions

In Course Navigation, click the **Discussions** link.
Open Discussion

Click a discussion title.

Open Options Icon

Emily Boone
10:14am

Will we discuss the American Revolution this year?

Each of your posts have a settings icon with edit and delete options. Click the Options icon on the post you want to modify.
Edit Discussion Reply

Locate the student reply you want to edit and click the Options menu [1]. Then select the Edit option [2].
Save Edits

Edit the discussion reply in the Rich Content Editor [1]. To post your edits, click the Done button [2].

Verify Edit

Canvas displays an Edited by label on the edited post. The label displays your name and the date and time the post was edited. This label cannot be removed.
Delete Reply

To delete your reply to a discussion topic, click the reply Options icon [1], then select the Delete option [2].

Confirm Delete

Click the OK button.

Verify Delete

If you delete a discussion reply with other course user replies attached, Canvas shows a Deleted by notification. The notification includes your name and the date and time the post was deleted. This entry cannot be removed.
However, if you delete a reply that does not have any course user replies attached, Canvas does display a Deleted by notification.

**Note:** Course instructors can see that you deleted your replies in the discussion.

### View Restricted Options

If your instructor has restricted the option to edit or delete your discussion replies, the options are disabled.

**Note:** If the ability for students to edit or delete their own posts is restricted in a course with Discussions Redesign enabled, the Edit and Delete options do not display in the Options menu.
How do I like a reply in a course discussion as a student?

You may be able to like discussion replies in your course.

Notes:

- The liking feature may be restricted to users with grading permissions (e.g. instructors and TAs). If you cannot like a discussion reply, this feature is not available to you.
- If your discussion looks different than what is displayed in this lesson, your instructor may be using Discussions Redesign in your course. Learn how to like a discussion reply in Discussions Redesign.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the title of the discussion.

Like Discussion Reply

Reading and writing are fantastic hobbies to have, Max. Glad to have you in my class!

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

The Like icon will change color, indicating you have liked the reply [1].

The Like icon also displays the total number of times a reply has been liked [2].

View Liking Restriction

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

If enabled in your course, you can use Discussions Redesign to participate in course and group discussions.

Note: If Discussions Redesign is not available in your course, it has not been enabled by your instructor.

Open Discussions

To view class discussions, click the Discussions link in Course Navigation.

Open Discussion

Course Introductions
Last post at Jul 29 at 12:54pm

Elections Discussion
Last post at Aug 20, 2020 at 2:33pm
Click the name of a discussion.

**View Discussion**

A discussion displayed in the Discussions Redesign interface includes three sections: the discussion toolbar [1], discussion topic [2], and discussion replies [3].

**View Discussion Toolbar**

The discussion toolbar remains at the top of the discussion topic when you are viewing discussion replies.

To search for replies or specific authors, enter your terms in the search field [1].

To filter replies, click the Filter drop-down menu [2]. You can filter by all replies or unread replies.

To sort replies by newest or oldest, click the Sort button [3].
View Anonymous Discussion Message

If the discussion is an anonymous discussion, a message displays noting that your name and profile picture will be hidden from other course members.

View Discussion Topic

The discussion topic section includes important information about the discussion, including the discussion title [1] and description [2].

You can also view the name of the author [3], user role labels for TAs and Teacher (Instructor) roles [4] the date and time the discussion was published [5], due date [6], the number of points possible [7], and number of replies [8].

Note: If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor's name and profile picture.
View Discussion Options

Welcome to US History! This week's discussion is simply to introduce yourself to class. Please answer the following questions:

To view the Options menu for a discussion, click the Options icon [1].

To mark all replies as read, click the Mark All as Read link [2]. To view the discussion rubric, click the Show Rubric link [3].

Note: If the Show Rubric link does not display in the Options menu, a rubric has not been added to the discussion by your instructor.
View Discussion Replies

Due: Jun 24 11:59pm

Doug Roberts  AUTHOR  TEACHER
Jun 3 9:11am  Edited Jul 29 12:54pm

10 replies. 5 unread ▼

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 you most excited to do this summer?
In addition to answering the above questions, reply to one of your classmates.

Reply

Max Johnson
Jun 3 9:16am  Last reply Jul 29 12:54pm

1. My full name is Maximus P. Johnson. But please just call me Max.
2. Tacos! What else is there?
3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course.

Reply  2  3 replies, 3 unread

Discussion replies display below the discussion topic. Learn how to view and sort discussion replies.
When viewing discussion thread replies, you can collapse and expand the discussion thread replies sidebar. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies sidebar, click the # of replies link [1].

View the read and unread replies [2].

To view older replies, click the Show older replies link [3].

To view threaded replies options, click the Options icon [4]. You can mark replies as read/unread, mark threaded replies as read/unread, or return to the topic.

To collapse the discussion thread replies sidebar, click the Close icon [5].
View Discussion with Required Replies

You must post before seeing replies.

Due: Feb 7 11:59pm

10 points possible

Road to Revolution: Patriotism or Treason

Using this [DocsTeach activity](#), closely examine the image depicting the tarring and feathering of a tax collector. Then answer the questions below:
1. Write down descriptive words or phrases that come to mind when you see this picture.
2. Imagine this picture appeared in a London newspaper. How would this look to a British citizen living in London?
3. You are the man on the left with the tea kettle. What are you doing and why?
4. What is the significance of a noose next to the term "Liberty Tree"?
Remember that you will not be able to see the responses of anyone else until you have first shared your thoughts. Once you have posted, read through a few of your peer's responses. In what ways are your responses similar? In what ways are they different?

Reply

If you are unable view responses from other students, you may be required to make a reply before you can view them. Once you reply to the discussion, any other replies will be visible.

View Group Discussion

Due: Feb 26 11:59pm

15 points possible

Doug Roberts  [AUTHOR]

Sep 11, 2019 4:20pm  Edited Oct 11, 2019 3:31pm

Revolutionary War - Group 1 - Study Group 1

Reply
If a discussion is a group discussion, you will be directed to Discussions in your group.

**View Rich Content Editor**

When creating or editing discussion topics or replies, you will enter and edit your content using the Rich Content Editor. The Rich Content Editor allows you to format text, link text to course or external content, insert media, and attach files. Learn more about using the Rich Content Editor.
How do I reply to a discussion in Discussions Redesign as a student?

You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. Discussion replies can be edited or deleted, as long as your instructor has not restricted this setting in your course.

Before submitting a reply for a graded discussion, you may want to review all discussion information, such as the graded discussion rubric, if any.

Notes:

- The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.
- If you are unable to view responses from other students, you may be required to make a reply before you can view them. Once you reply to the discussion, any other replies will be visible.
- If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor’s name and profile picture.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click the title of the discussion.
Reply to Discussion

Due: Jul 6 10:59pm

25 points possible

Doug Roberts  AUTHOR
Aug 12 3:26pm

Articles of Confederation vs. Constitution Discussion - Discussion Group 1

Based on the materials in this module, describe the key similarities and differences between the Articles of Confederation and the Constitution. In your description, be sure to include the weaknesses of the Articles of Confederation and discuss the need for the Constitution.

Your response should be at least 5 paragraphs and use correct spelling and grammar. You will not be able to see the responses of your classmates until you have submitted your post. Once you have submitted, read and respond to at least two peer posts. After the due date, you will be assigned to review two of your peers' posts.

To reply to the main discussion, click the Reply button.
Post Reply

Add your reply, links, files, and other media in the Rich Content Editor [1].

To post your reply, click the Reply button [2].

Note: If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.
View Your Reply

Max Johnson
Jun 3 9:16am  Last reply Jul 29 12:54pm
1. My full name is Maximus P. Johnson. But please just call me Max.
2. Tacos! What else is there?
3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course.

Reply  |  2  |  3 replies

Your reply automatically displays at the top of the discussion reply thread.

Thread a Discussion Reply

Jane Smith
Jun 3 9:33am
Howdy! Great to see everyone in here.
1. Jane Smith. Some people call me J-Smooth, but you don't have to go there. Haha.
2. My absolute favorite thing to eat is a philly cheesesteak sandwich.
3. When I'm not participating in this class, I will be riding my bike all over the map.

Reply  |  

To respond to a discussion reply, click the Reply link.
In the discussion thread replies sidebar, add your reply, links, files, and other media in the Rich Content Editor [1].

To post your reply, click the Reply button [2].
Thread

Jane Smith
Jun 3 9:33am

Howdy! Great to see everyone in here.
1. Jane Smith. Some people call me J-Smooth, but you don't have to go there. Haha.
2. My absolute favorite thing to eat is a philly cheesesteak sandwich.
3. When I'm not participating in this class, I will be riding my bike all over the map.

Reply  

Emily Boone
Sep 15 10:59am

Nice to meet you, Jane!

Quote  

Your reply displays at the bottom of the discussion thread.
How do I subscribe to a discussion in Discussions Redesign as a student?

You can subscribe to entire discussion threads in your courses and be notified when new comments are posted to the topic. If you reply to a discussion, you will automatically be subscribed to discussions and will be notified of updates unless you manually unsubscribed to that discussion. Please note that you cannot subscribe to individual threads within a threaded discussion.

You will automatically be subscribed to discussions you create in your student groups. You will also be subscribed to any new discussions you create in your course, if your instructor has set course permissions that allow you to do so.

Notes:

- You must specify your notification settings to receive updates for subscribed discussions.
- You cannot subscribe to a discussion if you're required to reply before viewing other replies and have not replied to the discussion. You must reply first and then subscribe to the discussion.

View Discussion Notification Settings

In Notification Settings, you can change the method and frequency of subscribed discussion posts.
Open Discussions

In Course Navigation, open the Discussions link.

Subscribe on Discussions Index Page

You can subscribe to an entire discussion from the Discussions page. Locate the discussion you want to subscribe to and click the Subscribe icon.

The Subscribe icon will display solid green when you are subscribed.
Unsubscribe on Discussions Index Page

To unsubscribe from a discussion, locate the discussion you want to unsubscribe from and click the **Subscribe** icon.

The Subscribe icon will display as an outline when you are unsubscribed.

**Subscribe within Discussion**

You can also subscribe within a discussion. Click the title of the discussion you want to subscribe to.
Subscribe to Discussion

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 you most excited to do this summer?
In addition to answering the above questions, reply to one of your classmates.

Click the Subscribe icon.
The Subscribe icon will display solid green when you are subscribed to the discussion topic.

Unsubscribe from 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 you most excited to do this summer?
In addition to answering the above questions, reply to one of your classmates.
To unsubscribe from a discussion, open the discussion and click the green *Subscribed* icon.

The Subscribed icon will display as a black outline when you are unsubscribed from a discussion topic.
How do I view and sort discussion replies in Discussions Redesign as a student?

Discussion replies are sorted by date in descending order (newest to oldest) by default. Sorting discussion replies applies to both the root replies and any threaded replies. Threaded replies are collapsable and expandable.

You can also search for discussion replies by author or entry keywords and filter discussion replies by all or unread.

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion

Click the title of the 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 discussion replies by All or Unread replies, select an option from the View drop-down menu [2]. To sort discussions by date posted, click the Sort button [3]. Discussion replies are sorted newest to oldest by default.

You can view how many total replies and unread replies are in a thread [4]. The number on the left indicates total replies, while the number on the right indicates the number of unread replies.

To subscribe to a discussion, click the Subscribe icon [5]. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification settings. You are automatically subscribed to any discussions you reply to. When you create a discussion in a group—or in a course if you have permission—you are also automatically subscribed to the discussion. If you are subscribed, the icon displays a solid green background. To unsubscribe, click the Subscribe icon. When you are unsubscribed, the icon displays outlined in black.
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].

View Group Discussion

If a discussion is a group discussion, you can view the group discussion from the course Discussions Index Page or from your group Discussions Index Page.
View Anonymous Discussion Message

If the discussion is an anonymous discussion, a message displays noting that your name and profile picture will be hidden from other course members.

View Replies

1. Joe Rogers  
   Jun 3 9:25am  Last reply Jun 3 9:34am

   1. Hi all! My name is Joe. It is so lovely to meet all of you here in Canvas.
   2. No disrespect to tacos, but my #1 favorite food is pizza!
   3. I just love taking my dog for an early morning walk during the summer months.

   Reply | 1 reply, 1 unread

2. Jane Smith  
   Jun 3 9:33am

   Howdy! Great to see everyone in here.
   1. Jane Smith. Some people call me J-Smooth, but you don't have to go there. Haha.
   2. My absolute favorite thing to eat is a philly cheesesteak sandwich.
   3. When I'm not participating in this class, I will be riding my bike all over the map.

   Reply

Discussion replies are shown in order of post date. In discussion replies, the unread icon indicates the reply is new and unread [1]. After you view a discussion reply, the unread icon no longer displays [2]. When you scroll past a reply, 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 Discussion Thread Replies

When viewing discussion thread replies, you can collapse and expand the discussion thread replies sidebar. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies sidebar, click the # of replies link [1].

View the read and unread replies [2].

To view older replies, click the Show older replies link [3].

To view threaded replies options, click the Options icon [4]. You can mark replies as read/unread, mark threaded replies as read/unread, or return to the topic.

To collapse the discussion thread replies sidebar, click the Close icon [5].
If your instructor allows you to like replies in a discussion, a Like icon appears next to each reply in the discussion [1]. A solid blue like icon indicates replies that you’ve liked [2]. The number of total likes also appears next to the icon [3].
Search for Reply

To search for a discussion reply, enter any term in the **Search** field [1]. Search results include matches for user names [2] and reply text [3].

To clear search results and view all replies, remove your search term from the Search field.

**Note:** If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor’s name and profile picture.
View Reply Settings

Max Johnson
Jan 18 8:16am

Doug Roberts
Jan 18 8:15am

Very nice Emily! I also really enjoy Thai food as well.

Same! I love Thai food

Quote

1. Mark as Unread
2. Go To Topic
3. Go To Parent
4. Go To Quoted Reply
5. Edit
6. Delete

Each discussion reply has its own options menu.

To mark the selected post as read or unread, click the Mark as ... option [1].

In original discussion replies, you can return to the main discussion topic by clicking the Go To Topic option [2].

In threaded discussions, if you are viewing a reply within a reply, return to the original reply by clicking the Go To Parent option [3].

If a reply was quoted in the threaded reply click Go to Quoted Reply to view the reply that was quoted [4].

If you are allowed to edit and delete your own discussion posts, you will also view Edit and Delete options [5].
Reply to Discussion

Due: Jun 24 11:59pm
10 points possible
10 replies, 5 unread

Doug Roberts  AUTHOR  TEACHER
Jun 3 9:11am  Edited Jul 29 12:54pm

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 you most excited to do this summer?
In addition to answering the above questions, reply to one of your classmates.

Max Johnson
Jun 3 9:16am  Last reply Jul 29 12:54pm

1. My full name is Maximus P. Johnson. But please just call me Max.
2. Tacos! What else is there?
3. I cannot wait to spend tons of time sitting by the pool. Oh, and studying, of course.

To reply to a discussion, reply to the main discussion topic by clicking the Reply button [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 in Discussion Redesign as a student?

By default, as you read new Discussion posts, Canvas will mark them as read as you scroll down the page. However, you can manually mark each posts back to a read or unread state.

You can tell Canvas not to automatically mark all your posts as read in your Discussion settings.

**Note:** Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.

Open Discussions

In Course Navigation, click the **Discussions** link.
Open Discussion

Click the discussion you want to view.

View Posts

1. Joe Rogers  
   Jun 3 9:25am Last reply Aug 30 11:17am  
   1. Hi all! My name is Joe. It is so lovely to meet all of you here in Canvas.  
   2. No disrespect to tacos, but my #1 favorite food is pizza!  
   3. I just love taking my dog for an early morning walk during the summer months.

   Reply | 2 replies, 1 unread

2. Doug Roberts  
   Edited Jun 3 1:04pm Last reply Aug 30 11:04am  
   Thanks for all for your posts!

   Reply | 1 reply

The unread icon indicates a reply is new or unread [1]. After you view a discussion reply, the unread icon no longer displays [2].
Mark Post as Unread

To change a read post to unread, click the Options icon [1], then select the Mark as Unread option [2].

Verify Post as Unread

View the post now marked as unread.

Mark Post as Read

To change an unread post to read, click the Options icon [1], then select the Mark as Read option [2].
Verify Post as Read

Doug Roberts  AUTHOR  TEACHER
Edited Jun 3 1:04pm  Last reply Aug 30 11:04am

Thanks for all for your posts!

Reply  |  🌟  |  1 reply

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 like a reply in a course discussion in Discussions Redesign as a student?

You may be able to like discussion replies in your course.

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

Open Discussions

In Course Navigation, click the **Discussions** link.
Open Discussion

Click the title of the discussion.

Like Discussion Reply

[User Profile] Doug Roberts  AUTHOR  TEACHER
Edited Jun 3 1:04pm Last reply Aug 30 11:04am

Thanks for all for your posts!

Reply  |   Like  |   reply

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

Doug Roberts  AUTHOR  TEACHER
Edited Jun 3 1:04pm  Last reply Aug 30 11:04am

Thanks for all for your posts!

Reply  1  2 reply

The Like icon will change color, indicating you have liked the reply [1].
The Like icon also displays the total number of times a reply has been liked [2].

View Liking Restriction

Jane Smith  Jun 3 9:33am

Howdy! Great to see everyone in here.
1. Jane Smith. Some people call me J-Smooth, but you don’t have to go there. Haha.
2. My absolute favorite thing to eat is a philly cheesesteak sandwich.
3. When I’m not participating in this class, I will be riding my bike all over the map.

Reply  1

If your instructor has restricted the liking option to only users with grading permissions, the like icon will be inactive. However, you can still view the total number of likes on a reply.
How do I submit a peer review to a discussion in Discussions Redesign?

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

Discussion peer reviews cannot be anonymous.

Learn how to see if have been assigned a peer review discussion.

Open Discussions

<table>
<thead>
<tr>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
</tr>
<tr>
<td>Announcements</td>
</tr>
<tr>
<td><strong>Discussions</strong></td>
</tr>
<tr>
<td>Grades</td>
</tr>
<tr>
<td>People</td>
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<tr>
<td>Pages</td>
</tr>
</tbody>
</table>

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

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

Click the title of the discussion.

Open Assigned Peer Review

Click the Review Now link.
Add Discussion Comment

Peer Review

Declaration of Independence Topic Discussion
Max Johnson (He/Him) submitted Aug 16 at 2:50pm

This peer review is not finished yet. For it to be considered finished, you need to leave at least one comment.

The submissions for this assignment are posts in the assignment's discussion. Below are the discussion posts for Max Johnson (He/Him), or you can view the full discussion.

from Declaration of Independence Topic Discussion 3 minutes ago


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

Add a Comment:

1. 
2. Media Comment
3. Attach File
4. Save

If your assignment does not include a rubric, you are required to add at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

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

Due: Aug 23 9:59pm

You have completed a peer review for Max Johnson

Doug Roberts  AUTHOR  TEACHER
Aug 16 2:26pm  Edited Aug 16 2:50pm

2 replies

Declaration of Independence Topic 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 peer posts.

Reply

A message will appear on your discussion to confirm you have completed the peer review.

Note: You may need to refresh your browser to see that you've completed the required steps for the peer review.
How do I edit or delete discussion replies in Discussions Redesign as a student?

If your instructor allows, you can edit and delete your own discussion posts. If the edit or delete option does not display, your instructor has restricted this setting in your course.

Note: This setting does not affect discussions in course groups.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Click a discussion title.

Edit Discussion Reply

Locate the reply you want to edit and click the **Options** icon [1]. Then select the **Edit** option [2].
Save Edits

Edit the discussion reply in the Rich Content Editor [1]. To post your edits, click the Save button [2].

Delete Reply

Mark as Unread  Go To Topic  Edit  Delete

Reply  1 reply, 1 unread
To delete your reply to a discussion topic, click the reply **Options** icon [1], then select the **Delete** option [2].

**Confirm Delete**

![Confirmation dialog](documentation.beta.instructure.com)

Are you sure you want to delete this entry?

- **Cancel**
- **OK**

Click the **OK** button.

**Verify Delete**

**Deleted by Emily Boone**

Deleted Aug 30 12:26pm

1 reply, 1 unread

If you delete a discussion reply with other course user replies attached, Canvas shows a Deleted by notification. The notification includes your name. This entry cannot be removed.

**Note:** Course instructors can see that you deleted your replies in the discussion.

**View Restricted Options**

Joe Rogers

Jun 3 9:25am  Last reply Aug 30 11:17am

1. Hi all! My name is Joe. It is so lovely to meet all of you here in Canvas.
2. No disrespect to tacos, but my #1 favorite food is pizza!
3. I just love taking my dog for an early morning walk during the summer months.

Reply  |  | 2 replies, 1 unread
If your instructor has restricted the option to edit or delete your discussion replies, the options do not display in the Options menu.
How do I view a discussion thread in Discussions Redesign as a student?

You can view threaded replies in a sidebar and quoted replies in Discussions Redesign.

Notes:
- This lesson shows how to view discussion thread replies using Discussions Redesign. If your discussions don't look the same as what's shown in this lesson, please view how to view threaded replies in the classic Discussions interface.
- If the discussion is an anonymous discussion, student names and profile pictures do not display. Posts created by the instructor display the instructor's name and profile picture.

Open Discussions

In Course Navigation, click the Discussions link.
Open Discussion

Articles of Confederation vs. Constitution Topic Discussion
Last post at Sep 16, 2020 at 2:27pm
Due Jun 26 at 12:59am

Course Introductions
Last post at Jul 10, 2020 at 9:51am
Due Jun 25 at 11:59pm

Click the title of the discussion.

View 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 you most excited to do this summer?
In addition to answering the above questions, reply to one of your classmates.

View the discussion topic.
View Discussion Thread Replies

When viewing discussion thread replies, you can collapse and expand the discussion thread replies sidebar. When a discussion thread reply is collapsed, you can view the reply indicators showing the number of unread and total replies.

To expand the discussion thread replies sidebar, click the # of replies link [1].

View the read and unread replies [2].

To view older replies, click the Show older replies link [3].

To view threaded replies options, click the Options icon [4]. You can mark replies as read/unread, mark threaded replies as read/unread, or return to the topic.

To collapse the discussion thread replies sidebar, click the Close icon [5].
Quote Discussion Replies

When viewing discussion thread replies, you can quote a threaded reply.

To quote a discussion thread reply, click the Quote link.
To include or exclude the quoted reply in your message, click the **Include quoted reply in message** toggle button [1].

Add your reply, links, files, and other media in the Rich Content Editor [2].

Click the **Reply** button [3].
View Quoted Discussion Reply

Thread

Jessica Doermann
Jun 3 9:29am Last reply Jun 3 9:29am
1. My name is Jessica. I'm not a Jess! :)
2. I gotta agree with Max. Tacos are the best!
3. Outdoor concerts!

Joe Rogers
Jun 3 9:29am
Hi there, Jessica! It's great to see you again. Didn't we take Biology together too?

Emily Boone
Sep 15 1:14am
Joe Rogers
Jun 3 9:29am
Hi there, Jessica! It's great to see you again. Didn't we take Biology together too?

We all took Biology together!

View the quoted message in your reply.
How do I mention a user in a discussion reply in Discussions Redesign as a student?

You can mention a user in a discussion reply in Discussions Redesign.

Note: Mentioning users is not supported in anonymous discussions.

Open Discussions

In Course Navigation, click the Discussions link.

Open Discussion

Click the title 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 you most excited to do this summer?
In addition to answering the above questions, reply to one of your classmates.

To reply to the main discussion, click the Reply button.

Post Reply

Add your reply, links, files, and other media in the Rich Content Editor [1].

To mention a user in your reply, type the @ symbol [2] and select a user from the list [3].
To post your reply, click the Reply button [4].

**Note:** If you post your discussion response before an attached image finishes uploading, Canvas displays a warning message.

**View Your Reply**

Emily Boone  
Sep 15 11:01am

My name is Emily. People call me Em. I love anything Thai food related. I am excited to read all the books!  
@Max Johnson I do love tacos too.

View your reply with your mentioned user.
ePortfolios
How do I use the ePortfolio Getting Started Wizard as a student?

The ePortfolio Getting Started Wizard will guide you during the process of creating your ePortfolio.

Open ePortfolios

In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].
Open ePortfolio

My ePortfolios

Coursework
5 pages  last updated Feb 21 at 2:55pm

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.
View Getting Started Wizard

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

→ Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

The Getting Started Wizard will pop up to show you the basics of your ePortfolio. You can read about the Introduction, Portfolio Sections, Section Pages, Adding Submissions, ePortfolio Settings, and Let's Do It. To close the Getting Started Wizard, click the close icon.

View Introduction
Your ePortfolio is a way to show off your work to your peers, instructors, and possible employers. They are made of sections and pages that are customizable and you are able to add and remove different types of information.

**View Portfolio Sections**

The portfolio sections are your navigation links for your portfolio. Each section can have multiple pages inside of it. You can organize the sections by clicking the **Organize Sections** link. You can also rename a section by clicking the **pencil icon**, rearrange sections by clicking and dragging, or delete sections by clicking the **x icon**.

**View Section Pages**

The section pages are part of the section links. To organize or add pages, click on the **Organize/Manage Pages** link. You can also rename a page by clicking the **pencil icon**, rearrange sections by clicking and dragging, or delete sections by clicking the **x icon**.
View Adding Submissions

You can add assignments to your portfolio from classes you are taking and classes you have taken. You may have noticed at the bottom of this page is a list of recent submissions from your classes. You can quickly add submissions to new pages in your portfolio from this page. Just click the submission you want to add and a simple dialog will pop up.

View ePortfolio Settings

To change the settings for your ePortfolio, click the ePortfolio Settings link. You can rename the portfolio and also change whether it is public or private. Private portfolios are only visible to those to whom you grant access.
View Let's Do It

Getting Started

- Introduction
- Portfolio Sections
- Section Pages
- Adding Submissions
- ePortfolio Settings
- 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.

View the Portfolio

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 a student?

You can create a new ePortfolio in your user settings. You must be enrolled in a course to create an ePortfolio.

Notes:
- If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.
- If you do not see the Create an ePortfolio button, you may have an ePortfolio that has been marked as spam. Contact your Canvas administrator for further assistance.

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.

Notes:

- You must be enrolled in a course to create a new ePortfolio.
- If the Create an ePortfolio button does not display, you may have an ePortfolio that has been marked as spam. Contact your Canvas administrator for further assistance.

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.
View Warning Message

This ePortfolio has been identified as spam, and is only visible to you. Please contact an administrator if you have any questions.

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

If your ePortfolio has been marked as spam, a warning message will display in your ePortfolio. You will be unable to edit your ePortfolio until a Canvas administrator marks the ePortfolio as safe. Additionally, you will not be able to create any new ePortfolios until a Canvas administrator marks the ePortfolio as safe.
Edit ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

- Getting Started Wizard

→ Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can’t find it or even view it without permission. You can see it since it’s your portfolio, but if you want to let anybody else see it, you'll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:

To edit your ePortfolio settings, click the ePortfolio Settings link.

Update ePortfolio

![ePortfolio Settings](image)
Edit the ePortfolio name or visibility option in ePortfolio Settings [1]. Click the **Update ePortfolio** button [2].
How do I organize my ePortfolio as a student?

You can organize your ePortfolio by renaming, reordering, or moving sections.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

![Coursework]

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Click the title of the ePortfolio.

Organize Sections

- Coursework
  - Emily Boone
- Home
- Extras
  - 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

**Place "Extras" before:**

1. Home

2. Cancel **Move**
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 create a new ePortfolio section as a student?

You can organize your ePortfolio by creating multiple sections.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Coursework

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Click the title of the ePortfolio.

Open Sections

Coursework

Emily Boone

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 pages as a student?

You can organize your ePortfolio pages within your sections. You can also rename, reorder, and move pages.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Coursework
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Click the title of the ePortfolio.

Organize/Manage Pages

Home

Organize/Manage Pages

Pages for this section

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
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 edit the default page in my ePortfolio section as a student?

The default page in an ePortfolio can be a page that explains what it is included in the ePortfolio.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Coursework
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Click the title of the ePortfolio.

Go to ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Getting Started Wizard

Go to the Actual ePortfolio

Click the Go to the Actual ePortfolio link to open your ePortfolio. The ePortfolio will open to the default page.
Edit Page

Click the Edit This Page button to add or change content on the default page.

Add Content

Content can be edited by using the Add Content links. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submissions [3], or Image/File Uploads [4].
Save Page

Click the Save Page button.

View Page

Welcome

Welcome to my 2017 Coursework Portfolio! I'm glad you decided to stop by to view my work.

I've been involved in completing individual assignments and group projects this year so far, so I'd love to show you what I've been doing!

Feel free to explore my ePortfolio pages to get a better idea about my current learning path.

Enjoy!

View your changes to the default page.
How do I create a new page in my ePortfolio section as a student?

Within an ePortfolio section, you can create pages to add to the section. You can also add content to each page in the section. Please note that any content added to an ePortfolio can only be viewed by users who have permission in Canvas to view it, even if your ePortfolio is made public. For instance, if you add a quiz submission to your ePortfolio, your instructor can view the submission, but you do not have permission to view other student submissions.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

**My ePortfolios**

- **Coursework**
  - 5 pages
  - last updated Feb 21 at 2:55pm

Click the title of the ePortfolio.

**Organize/Manage Pages**

<table>
<thead>
<tr>
<th>Home</th>
<th>Organize/Manage Pages</th>
</tr>
</thead>
</table>

Pages for this section:

- Welcome
- Lesson Plans
- Resources
- Presentations
- Writing

Click the **Organize/Manage Pages** link.
Add Another Page

Click the Add Another Page link.
Add Page

Rename or reorder a page via the settings menu next to the page name. Alternatively, click a page’s name to rename it or drag a page’s name to reorder it.

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
Writing

Add Another Page

Done Editing

Type the name of the new page in the page name field and press Return (on a Mac keyboard) or Enter (on a PC keyboard).
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.
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

Replace or reorder a page via the settings menu next to the page name. Alternatively, click a page's name to rename it or drag a page's name to reorder it.

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
Writing

Add Another Page

Click the Done Editing button.

Add Page Content

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
Writing
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](#), [HTML/Embedded Content](#), [Course Submission](#), or [Image/File Uploads](#).
Save Page

Click the Save Page button.
How do I preview a page in my ePortfolio as a student?

You can preview a page before saving and publishing it.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Coursework
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Click the title of the ePortfolio.

Select Page

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
Writing

Click the page you want to edit.
Edit This Page

Click the **Edit This Page** button.

Preview Page

Click the **Preview** button.
Welcome

Welcome to my Coursework Portfolio! I’m glad you decided to stop by to view my work.

I’ve been involved in completing individual assignments and group projects this year so far, so I’d love to show you what I’ve been doing!

Feel free to explore my ePortfolio pages to get a better idea about my current learning path.

Enjoy!

You can save the changes you made by clicking the Save Page button [1]. If you would like to continue making changes, click the Keep Editing button [2].
How do I add rich text content to my ePortfolio page as a student?

You can use the Rich Content Editor to add content to pages in your ePortfolio.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Coursework

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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>
<tr>
<td>Welcome</td>
<td></td>
</tr>
<tr>
<td>Background</td>
<td></td>
</tr>
<tr>
<td>Unit 1 Assignment</td>
<td></td>
</tr>
<tr>
<td>Unit 2 Assignment</td>
<td></td>
</tr>
<tr>
<td>Unit 3 Assignment</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
</tr>
</tbody>
</table>

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 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

Welcome to my Coursework Portfolio! I'm glad you decided to stop by to view my work.

I've been involved in completing individual assignments and group projects this year so far, so I'd love to show you what I've been doing!

Feel free to explore my ePortfolio pages to get a better idea about my current learning path.

Enjoy!

View the changes you made to the page.
How do I add HTML/embedded content to my ePortfolio page as a student?

You can add HTML or embed 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

Coursework

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Click the title of the ePortfolio.

Open 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>
<tr>
<td><strong>Welcome</strong></td>
<td></td>
</tr>
<tr>
<td>Lesson Plans</td>
<td></td>
</tr>
<tr>
<td>Resources</td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
</tr>
</tbody>
</table>

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 retrieve assignments from previous courses in my ePortfolio as a student?

You can add assignments you have submitted in Canvas to your courses to your ePortfolio.

Note: Users without access to a concluded course may not be able to access Assignments in your ePortfolio from that course. Links to deleted courses will not remain active.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Coursework
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Click the title of the ePortfolio.

Open Page

Home

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
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

Welcome

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 do I upload a file or image to my ePortfolio page as a student?

You can upload files or images and use previously uploaded files or images from your personal files in your ePortfolio. You can upload any file type to your ePortfolio. Files uploaded to your ePortfolio count against your user storage quota set by your institution. Image files uploaded to your ePortfolio will render as an image on the ePortfolio page; all other file types will display a download link for the file.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Coursework
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Click the title of the ePortfolio.

Select Page

Home

Organize/Manage Pages

Pages for this section

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
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**

[Buttons: Cancel, Preview, Save Page]

Click on the **Image/File Upload** link.

**Choose File**

Image/File Upload

Select a file to include on this page:
- □ my files

Or upload a new file:

[Button: Choose File] No file chosen

50 MB user file quota applies

[Buttons: Select/Upload File, Cancel]

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:

Or upload a new file:

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.

View Page

**Welcome**

Welcome to my 2017 Coursework Portfolio! I'm glad you decided to stop by to view my work.

I've been involved in completing individual assignments and group projects this year so far, so I'd love to show you what I've been doing!

Feel free to explore my ePortfolio pages to get a better idea about my current learning path.

Enjoy!

View the changes you made to the page.
How do I enable comments in my ePortfolio as a student?

Enable comments to allow others to add comments to your ePortfolio pages. Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.

**Note:** Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

Open ePortfolios

In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].
Open ePortfolio

My ePortfolios

Coursework
5 pages   last updated Feb 21 at 2:55pm

Click the title of the ePortfolio.

Select Page

Home  Organize/Manage Pages

Pages for this section

Welcome
  Background
  Unit 1 Assignment
  Unit 2 Assignment
  Unit 3 Assignment
  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

- **Allow Comments on this Page**
- **Make Comments Public**

Click the **Allow Comments on this Page** checkbox. You can also make comments public by clicking the **Make Comments Public** checkbox.

### Save Page

- **Cancel**
- **Preview**
- **Save Page**

Click the **Save Page** button.

### Add Comment

**Add a New Comment:**

Below the content of the page, there is a place for comments. You can add a comment by typing in the text box [1] and clicking the **Add Comment** button [2].
Note: Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

View Comment

Page Comments

Right now only you can see the comments for this page. You can make the comments public if you like by changing the settings for this page.

Doug Roberts
Jul 13 at 12:04pm

1. Thanks for sharing this!

You can view the comment at the bottom of the page [1]. Delete a comment by clicking the Delete icon [2].

Note: Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.
How do I download the contents of my ePortfolio as a student?

You can download the contents of your ePortfolio as a zip file.

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

Coursework
5 pages  last updated Feb 21 at 2:55pm

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.

 Tick 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/51?
 verifier=LFWjQeQaKq21Y9U625zo2G578wEDFLSeknGG

Recent Submissions

Click any submission to add it to a new page in your ePortfolio.

- Biology Notebook Essay  Biology 102
- Environment  Biology 101 Winter 2017
- Environment-3  Biology 101 Winter 2017
- Theory  Bio 101 Fall 2014
- Photosynthesis  Bio 101 Fall 2014
- [Course description info]

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 can I share a private ePortfolio as a student?

Sharing a private ePortfolio link will give others access to viewing your ePortfolio without having to log into Canvas.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Coursework

5 pages  last updated Feb 21 at 2:55pm

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/51?verifier=LFWjJlQeOaqHZ9riU625io2G578EwEDFLSekexGG

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/51

You can also click the share link and the URL will appear in your address bar. Highlight the link, right click, and select the Copy link.
How do I make my ePortfolio public as a student?

Public ePortfolios allow anyone with the URL to view your ePortfolio. Learn more about sharing a private ePortfolio.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Coursework
5 pages  last updated Feb 21 at 2:55pm

Click the title of the ePortfolio.

Open ePortfolio Settings

Coursework
Emily Boone

Home
About Me
Extras

- 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 delete my ePortfolio as a student?

You can delete your ePortfolios in Canvas if you need to remove them.

Open ePortfolios

In Global Navigation, click the Account link [1], then click the ePortfolios link [2].
Open ePortfolio

My ePortfolios

Coursework

5 pages  last updated Feb 21 at 2:55pm

Click the title of the ePortfolio.

Delete ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

- Getting Started Wizard
  ➔ Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can’t find it or even view it without permission. You can see it since it’s your portfolio, but if you want to let anybody else see it, you’ll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio:
https://documentation.beta.instructure.com/eportfolios/897

 verifier=8E6OmbpF0F2cQ9e4KU6wpqVFmWAA55NgXkn6

Recent Submissions

Click any submission to add it to a new page in your ePortfolio.

☐ Unnamed Quiz  History 310
☐ Test  Biology 102
☐ Overview Quiz  Biology 102
☐ Best Assignment Ever  History 310
☐ Taxonomy Assignment 2  Biology 101 Fall 2015
☐ Thing to Remember

Download the contents of this ePortfolio as a zip file

Click the Delete this ePortfolio link.
Confirm Deletion

Delete this ePortfolio

You currently have 8 pages in this ePortfolio. Are you sure you want to delete the entire ePortfolio?

Delete ePortfolio  Cancel

Click the Delete ePortfolio button.
How do I use Files as a student?

As a student, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, and preview files. Files is built with responsive design to adjust for browser scaling. The folder navigation window, file displays, and even file names adjust to the width of the browser window.

View a video about files.

You may have access to files (documents, images, media, etc.) in three different feature areas:

- **User files**, located in your user account
- **Course files**, located in each course where you are enrolled (if your instructor allows you to view Course Files)
- **Group files**, located in each group where you are a member

View Files

The basic functionality within Files is the same within each files location, but some features may differ according to feature area.

The left panel [1] shows all folders for quick navigation. Some folders may be housed within other folders. To expand all folders, click the arrows next to the folder name.
When you click the name of a folder, all contents within the folder you are viewing display in the right panel [2]. You can also click folder names in the right panel to view folder content.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive.zip</td>
<td>Mar 21, 2016</td>
<td>Mar 21, 2016</td>
<td>Emily Boone</td>
<td>132 KB</td>
</tr>
<tr>
<td>assignments</td>
<td>Dec 6, 2016</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>conversation attachments</td>
<td>Jan 5, 2017</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

For each file, you can view the name of the file [1], the date the file was created [2], the date the file was modified [3], the name of the person who modified the file (if modified by another user) [4], and the size of the file [5].

You can also view the published status [6] for your user files.

Files are sorted alphabetically. To sort files, click the name of any column heading.

Manage Files

Depending on the file area, files may contain several options to manage files:

Search for files [1]. Files is fully searchable by file name.

Add a folder [2]. Add a new folder to Files to store files. Folders can also house other folders.

Upload a file [3]. Upload a file to Files.

Change the state of the file [4]. Files can be published, unpublished, or include a restricted status.
Manage Selected Files

To select a file, click the name of the file. You can also select multiple files at the same time by holding the command (Mac) or control (PC) key.

When a file is selected, Files displays the file toolbar at the top of the window. Depending on the files area, the toolbar may contain several options to manage the selected file(s):

- Preview the file [1]
- Restrict access to the file [2]
- Download the file [3] (when selecting more than one file, option appears to download as a zip file)
- Move the file [4]
- Delete the file [5]

You can also manage some or all options for a selected file within the file’s Options menu [6].
View Usage Rights

<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_1.docx</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td></td>
<td>171 KB</td>
</tr>
<tr>
<td>assignment 2.docx</td>
<td>10:23am</td>
<td>10:23am</td>
<td>Emily Boone</td>
<td>31 KB</td>
</tr>
<tr>
<td>Group_Findings.docx</td>
<td>Mar 21, 2016</td>
<td>Mar 21, 2016</td>
<td></td>
<td>24 KB</td>
</tr>
</tbody>
</table>

Course Files and Group Files may display a column for usage rights. If enabled, the column displays the usage right (copyright) for the file [1]. Files that do not contain a usage right display as a warning icon [2].

To change the usage right for a file in Group Files, click on the usage right icon for that file [3].
How do I view my user files as a student?

User files include profile pictures, uploaded assignment submissions, and other files uploaded to your personal Canvas file storage area. By default, each user has 50 MB of storage space in Canvas. Administrators can change the quota for user files for the entire institution. No other users can view files in your user files.

Open Files

In Global Navigation, click the Account link [1], then click the Files link [2].
View User Files

All your user folders display in the left panel [1]. View files in the right panel by clicking the name of a folder.

You can view your user quota and what percentage of that quota has been used [2]. Files that have been submitted as assignments and graded discussions do not apply to the user quota.

Learn more about [how to use files as a student](#).
The My Files folder creates folders based on default events in Canvas. Once you upload a file related to one of these areas, the folder and accompanying file will be created for you.

- **The Conversation attachments folder** [1] stores files that you attach to Conversations messages.
- **The Data Exports folder** [2] contains ZIP files created when you download assignment submissions from all your courses.
- If your institution enables you to upload a profile picture, the **Profile pictures folder** [3] stores photos that you upload as a profile picture.
- **The Submissions folder** [4] contains copies of your assignment submissions; assignment are organized by course folder and displayed alphabetically. However, assignments submitted through an external tool are not copied to the Submissions folder.
- **The Unfiled folder** [5] stores files that you attach to discussion topics or discussion replies (if attachments are allowed by your instructor).

My Files also includes any additional folders you create to organize your files, as well as any files not uploaded to a specific folder. Any files in the My Files folder that are not related to assignment submissions count toward your user quota.

**Note:** For online assignment submissions, if you submit a file that you’ve previously uploaded, you can delete the previously uploaded file after it has been submitted and free up extra storage in your user files.
View Course and Group Files

If your instructors allow you to view the Files link in Course Navigation, course folders display below your user files [1]. Any course groups also display below the course folders [2].

You can easily move and organize files from your group files and user files. Unless you have permission to manage course files, course files can only be viewed and downloaded.

You can also view course files and group files directly from the course or group.
How do I view course files as a student?

Course files include any content uploaded to a course. If your instructor allows you to view the Files link in Course Navigation, you can view the files in your course.

Open Files

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

All published course files can be viewed by all course users [1]. However, some files may restrict access to specific users.

You can preview and download all published files in Course Files.

If you want to see the files for all your courses, click the All My Files link [2].

View Files for All Courses

Canvas displays your User Files page with all available course folders displayed below your user files.
How do I view group files as a student?

As a student, you may be added to a group within your course. Groups files include any content uploaded to your group workspace.

Group files include uploaded assignment submissions and other group-related files uploaded to your group storage area. By default, each group has 50 MB of storage space in Canvas. All published files can be viewed by all group members.

Group files are automatically published when they are uploaded to the group.

As groups are essentially mini courses, all group members have the same permissions to moderate files, including uploading files, publishing files, restricting access, and deleting files.

Open Group

Click the Groups link [1], then click the name of the group [2].
Open Files

In Group Navigation, click the Files link.
View Group Files

All your group folders display in the left panel [1]. View files in the right panel by clicking the name of a folder.

You can view your group quota and what percentage of that quota has been used [2]. Files that have been submitted as group assignments and group graded discussions do not apply to the user quota.

If you want to see the Files for all your courses and/or groups, click the All My Files link [3]. Canvas will refresh the page to show your user files page with all courses and group folders.
The Groups folder creates folders based on default events in Canvas. Once you upload a file related to one of these areas, the folder and accompanying file will be created for you.

- The **Submissions** folder [1] contains copies of your assignment submissions; assignments are organized by course folder and displayed alphabetically.
- The **Unfiled** folder [2] stores files that you attach to discussion topics or discussion replies (if attachments are allowed by your instructor).

Group files also includes any additional folders you create to organize your files, as well as any files not uploaded to a specific folder. Any files in the group folder that are not related to assignment submissions count toward your user quota.

All files can be viewed by all group members. Please note that all group members hold the same permissions, so one group member can delete or move files uploaded by another group member. Group files are published by default.

**Note:** For group assignment submissions, if you submit a file that has previously been uploaded to the group, you can delete the previously uploaded file after it has been submitted and free up extra storage in your group files. However, to submit a previously uploaded file in group files, the file must be [moved to the user files folder](#) for the student submitting the assignment on behalf of the group, as the assignment submissions page can only access user files and not group files.
How do I move and organize files as a student?

You can move and organize your personal and group files. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.

Learn how to locate your user files and group files.

Note: Files that have been submitted as part of an assignment cannot be moved.

Move File via Move Button or Options Icon

In user or group files, locate the file you want to move. Click the line item for the file [1].

To move the file via the toolbar, click the Move button [2].

To move the file via file settings, click the 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.

You can also move a file from the right pane to the left pane.

**Note:** You can only move a file within the right pane or from the right pane to the left pane. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.
Move Multiple Files

To select multiple files, press the command key (Mac) or the control key (Windows) while clicking the line for each file you want to select.

To select all files, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of files click the first file you want to select, hold down the Shift key, and then click the last file you want to select. All files between the first and the last file will be selected.

Note: You can also use the same key command to deselect a file.
How do I rename a file as a student?

You can rename your files at any time using the Rename option in the file's settings menu. You can rename files in both user and group files.

Learn how to locate your user files and group files.

Notes:

- If you add a file to another area of Canvas (e.g. Groups or Assignments) and then rename the file in your user files, the file rename will not update in any other Canvas location and must be changed manually. Please ensure that your file names are correct in your user files before using them in other content areas.
- Files that have been submitted as part of an assignment cannot be renamed.
- Files with a lock icon cannot be renamed.

Rename File

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Assignments.zip</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>1 MB</td>
</tr>
<tr>
<td>American History.docx</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>171 KB</td>
</tr>
<tr>
<td>assignment.docx</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>171 KB</td>
</tr>
<tr>
<td>assignment.pdf</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>40 KB</td>
</tr>
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<td>assignment1.docx</td>
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<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>171 KB</td>
</tr>
<tr>
<td>assignment2.docx</td>
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<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>171 KB</td>
</tr>
<tr>
<td>assignment3.docx</td>
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<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>171 KB</td>
</tr>
<tr>
<td>assignmentfinal.docx</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>171 KB</td>
</tr>
</tbody>
</table>

In user or group files, 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 file, press the Return (Mac) or Enter (PC) key or click the Check button [2]. To return to the previous title, click the Cancel button [3].

**Note:** Renaming or removing the extension in the file name may strip the extension from the file when it is downloaded.

**View File**

View the new name of your file.
How do I create a folder in Files as a student?

You can add folders in both user and group files. Folders can be used to organize your files. Learn how to locate your user files and group files.

Add Folder

Click the Add Folder button.

Name Folder

Type the name of the folder in Name field [1]. To save the name of the folder, press the Return (Mac) or Enter (PC) key or click the Check button [2]. To return to the previous title, click the Cancel button [3].
View Folder

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 my user or group files?

You can upload files to both user and group files. Files can be used for assignments, discussion replies, and conversation attachments. Additionally, files in your user or group files can always be embedded in Canvas using the Rich Content Editor.

Learn how to locate your user files and group files.

Notes:

- For assignment submissions, you can upload a file from your computer or select a file that has been previously uploaded to your user files. If you select a previously uploaded file, you can delete the file after it has been submitted and free up extra storage in your user files.
- Canvas does not support file uploads larger than 5 GB.
- Group files are automatically published when they are uploaded to the group.

Upload File

In user or group files, click the Upload button.
Open File

Click the title of the file(s) you want to upload [1] and click the **Open** button [2].

Upload Files via Drag and Drop

Drag and drop files here to upload or choose files.
Some web browsers contain a 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**

![Copy]

An item named "assignment 2.docx" already exists in this location. Do you want to replace the existing file?

1. Change Name
2. Replace

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**

![assignment 2.docx]

A progress bar will appear at the top of screen tracking the progress of your file upload.
**View Files**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>assignment 2.docx</td>
<td>12:41pm</td>
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<td></td>
<td>31 KB</td>
</tr>
<tr>
<td>Term 1</td>
<td>12:34pm</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Exports</td>
<td>11:54am</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td>Jan 23, 2017</td>
<td>--</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View your new file.
How do I bulk upload files to my user or group files?

You can upload several files at the same time to your user or group files.

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.
- Canvas does not support file uploads larger than 5 GB.

Upload Files

In user or group files, click the Upload button.
Select Files

Select the files you want to upload to your user or group files [1].

To select a group of files, hold down the Shift key on your keyboard and click the first and last files in the group.

To select multiple files, hold down the Control (Windows) or Command (Mac) key on your keyboard and click each file.

Click the Open button [2].
Drag and Drop Multiple Files

You can also drag and drop multiple files to upload to your user or group files. Select multiple files and drag them to the files pane to upload them.

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 skip, replace, or rename it.

To skip the file, click the Skip button [1].
To rename the file, click **Change Name** button [2]. This option will create a duplicate copy of the file with a different name.

To replace the file, click the **Replace** button [3].

**View Upload Progress**

A progress bar displays to show the progress of each file upload.

**View Files**

View your uploaded files.
How do I preview a file as a student?

You can preview a file in a course, group, or user file storage area.
Learn how to locate your user files, course files, and group files.

Open File

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
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</tr>
</thead>
<tbody>
<tr>
<td>All Assignments.zip</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>1 MB</td>
</tr>
<tr>
<td>commentsstudent.doc</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>24 KB</td>
</tr>
<tr>
<td>emily_boone_assignment.pdf</td>
<td>10:40am</td>
<td>10:40am</td>
<td>Emily Boone</td>
<td>37 KB</td>
</tr>
</tbody>
</table>

In user, group, or course files, click the name of the file you want to preview.

Note: Some instructors will lock files or folders so students can't access them. Also, some file types may not render a preview.
Open File via Toolbar

You can also click the line item for the file and click the View icon.
The preview toolbar displays the file and file information details, as well as a link to download the file [1].

For documents [2], you can scroll through the document, zoom in and out, and view the document in full screen.
How do I upload ZIP files as a student?

You can import .zip files to your personal or group file storage area.

If you do not know how to create a ZIP file, please consult your computer operating system's user guide.

Learn how to locate your user files and group files.

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

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 "my_files_export.zip" into the current folder, or upload the zip file as is?

1. Expand It
2. Upload It
If you want to expand all the contents of the ZIP file, click the **Expand It** button [1]. If you want to upload the ZIP file intact, click the **Upload It** button [2].

**View Progression**

You can track the progression of the upload by monitoring the progress bar.

**View Files**

<table>
<thead>
<tr>
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<tr>
<td>commentstostudent.doc</td>
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<td>10:40am</td>
<td>Emily Boone</td>
<td>37 KB</td>
</tr>
<tr>
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<td>Jan 23, 2017</td>
<td>Emily Boone</td>
<td>33 KB</td>
</tr>
<tr>
<td>Group_Findings.docx</td>
<td>Mar 21, 2016</td>
<td>Mar 21, 2016</td>
<td>Emily Boone</td>
<td>24 KB</td>
</tr>
<tr>
<td>Midterm Assignment.docx</td>
<td>Jul 22, 2015</td>
<td>Jul 22, 2015</td>
<td>Emily Boone</td>
<td>171 KB</td>
</tr>
</tbody>
</table>

Your files will be uploaded to your personal or groups file storage area.
How do I delete a file or folder as a student?

You can delete a file or folder within your personal or group file storage area. Once a file or folder is deleted, it cannot be recovered.

Learn how to locate your user files and group files.

Note: Files that have been submitted as part of an assignment cannot be deleted.

Delete File

In user or group files, click the line item for the file [1]. Click the Delete icon [2]. Or click the Options icon [3] and then click the Delete link [4].
Delete Folder

In user or group files, click the line item for the folder [1]. Click the **Delete** icon [2]. Or click the **Options** icon [3] and then click the **Delete** link [4].

Confirm Deletion

*documentation.beta.instructure.com says:*

Are you sure you want to delete emily_boone_assignment.docx?

[Cancel] [OK]

Click the **OK** button.
View Warning Message

Error deleting emily_boone_assignment.docx: Cannot delete a file that has been submitted as part of an assignment

Files that have been submitted as part of an assignment cannot be deleted.
How do I download a single file as a student?

You can download a single file from your user, group, and course file storage area.

Learn how to locate your user files, course files, and group files.

Download File

Click the line item for the file [1]. Click the Download icon [2]. Or click the 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.

**Note:** The file may be saved to the Downloads folder on your computer.
How do I download a folder in ZIP format as a student?

You can download a folder in a ZIP format in your personal, group, or course files. Learn how to locate your user files, course files, and group files.

Download Folder

Click the line item for the folder [1]. Click the Download icon [2]. Or click the Options icon [3] and then click the Download link [4].

View Download Progress

Preparing download: 0% complete

Monitor the progress of your download.
Open ZIP File

Your ZIP file will download to your desktop. Open the appropriate folder to view the file. To open the file, either double click to open it (MAC users) or right-click the file and select Extract All (PC users).
What types of media files can I upload in Canvas as a student?

Canvas can upload specific image, video, and audio files as user content.

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 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.

Canvas files have quota limits set for user (personal) files and group files. Files uploaded directly to your user files or group files count against each specific quota, except for uploading a profile picture. Any attachments added as part of a graded assignment submission are uploaded into user files but are not counted against the user quota.

**Supported Image Formats**

Canvas will accept the following image files:

- BMP - Windows Bitmap
- GIF - Graphics Interchange Format
- JPEG - Joint Photographic Experts Group
- PNG - Portable Network Graphics
- SVG - Scalable Vector Graphics
- TIFF - Adobe Systems

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. Canvas will accept the following video files for playback:

- FLV - Flash Video
- ASF – Windows Media
- QT – Apple QuickTime
- MOV – Apple QuickTime
- MPG – Digital Video Format
- MPEG – Digital Video Format
- AVI – Digital Video Format
• M4V – Digital Video Format
• WMV – Windows Media
• MP4 – Digital Video Format
• 3GP – Multimedia Mobile Format

For tips about media compressions and playback quality, view Vimeo’s [Video Compression Guidelines](#).

**Supported Audio Formats**

Canvas will accept the following audio files for playback:

• MP3 – Digital Audio Format
• WMA – Windows media audio
• MWV – Windows Media
How do I view my Google Drive files in Canvas as a student?

If your course has enabled Google Apps, you can view all files in your Google Drive account in Canvas. The Google Drive folder is accessed from the Course Navigation Menu.

Notes:

- You can only view one Google Drive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary you can log out of your account and authenticate with a different account.
- If you are already logged into a Google account in Chrome, Canvas will use that Google account to authorize Google Drive access. If you want to authenticate using a different Google Drive account, you must log out of the Google account in Chrome and sign in to the account you want to use with Canvas.
- If your Canvas authorization has failed, try logging in to Google Drive in Canvas using an incognito browser, which removes all browser cookies and extensions. If you are able to log in with the 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 Course Navigation.

Open Google Drive

In Course Navigation, click the Google Drive link.
Log in to Google Drive

Log In
You need to authorize this integration in order to use it.
Please sign in to your Google account and authorize this integration.

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 your Google Drive files and folders.

To view contents of a Google Drive folder, click the folder's name [1].

To open a file, click the file name [2].

To view your files in a list view, click the **List View** icon [3].

To sorting options, click the **Sort** icon [4].

**Search for Files**

Select a file
To search for a file, enter the name of the file and click the Enter (Return) key on your keyboard.

View Search Results

Select a file

exam

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 Select button [2].

In a new browser window, view the file in your Google account.
How do I view my Microsoft Office 365 files in Canvas as a student?

If your course has enabled Microsoft Office 365, you can view all files in your Microsoft Office 365 (OneDrive) folder in Canvas. The OneDrive folder is accessed from the Course Navigation Menu.

**Notes:**
- You can only view one OneDrive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary you can log out of your account and authenticate with a different account.
- Currently, OneDrive files cannot be accessed from course or personal files in Canvas.

Open Office 365

In Course Navigation, click the **Office 365** link.
Log in to Office 365

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 press the Enter (Return) key.

View Search Results

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>File Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1.docx</td>
<td>02 Dec 11:38</td>
<td>10.9KB</td>
</tr>
<tr>
<td>Assignment 1-024c8d.docx</td>
<td>15 Jun 17:34</td>
<td>10.9KB</td>
</tr>
<tr>
<td>Assignment 1 2.docx</td>
<td>20 Sep 16:11</td>
<td>12.4KB</td>
</tr>
<tr>
<td>Assignment 1.docx</td>
<td>20 Sep 08:17</td>
<td>10.9KB</td>
</tr>
<tr>
<td>Assignment 1-024c8d-347d85.docx</td>
<td>15 Jun 17:39</td>
<td>10.9KB</td>
</tr>
<tr>
<td>History Reading Assignment.docx</td>
<td>10 Oct 16:00</td>
<td>158.0KB</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>
</thead>
<tbody>
<tr>
<td>Assignment 1.docx</td>
<td>02 Dec 11:38</td>
<td>10.9KB</td>
</tr>
<tr>
<td>Assignment 1-024c8d.docx</td>
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</tr>
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</tr>
<tr>
<td>Assignment 1.docx</td>
<td>20 Sep 08:17</td>
<td>10.9KB</td>
</tr>
</tbody>
</table>

To open a file, click the name of the file.
View File

![Microsoft Word document](image)

View the file in Microsoft Word online. You can edit the document directly in your browser if necessary.

Log Out

![OneDrive logout](image)

If you have multiple OneDrive accounts and need to log out, click the **Logout** link. You can log in again using a different OneDrive account and view those files in Canvas.
Global Navigation
How do I log in to Canvas as a student?

This lesson explains various ways you can find out how to log in to Canvas from an internet browser. If you are using Canvas with an institution, you will log in either from your institution's webpage or by using their direct Canvas URL. Canvas Network accounts also log in with a Canvas URL. You can also use the Canvas URL to log in to the Canvas Mobile Student app.

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 are given a join code or a secret URL to join a course, 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. You can search for your Canvas URL by using the lookup tool on the Instructure website or from the Free-for-Teacher login page.
- 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.
Find Canvas URL via Course Invitation

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.

Access Canvas via School Search

If you cannot locate your institution's Canvas URL, open a browser window and enter www.instructure.com/canvas/login/free-for-teacher.
Log In to Your School’s Canvas Account

Are you an educator or student at a school that uses Canvas?
Awesome! Find your school and log in here.

Search school

Find your school by searching for its name in the Search School field.

<table>
<thead>
<tr>
<th>Search school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah</td>
</tr>
<tr>
<td>Ascent Academies of Utah</td>
</tr>
<tr>
<td>Franklin Discovery - Utah</td>
</tr>
<tr>
<td>Maria Montessori - Utah</td>
</tr>
<tr>
<td>Midwives College of Utah</td>
</tr>
<tr>
<td>Northeastern Utah Educational Services NUES</td>
</tr>
<tr>
<td>Ology Utah</td>
</tr>
<tr>
<td>Southern Utah University</td>
</tr>
<tr>
<td>University of Utah</td>
</tr>
<tr>
<td>Utah Education Network</td>
</tr>
<tr>
<td>Utah Military Academy - Students/Teachers</td>
</tr>
</tbody>
</table>
When the full name of your school appears, click the name. You will be directed to your school's Canvas login page. Once you are logged in to Canvas, the Canvas URL will display in the browser menu.

**Access Canvas via Free Account**

To log in to a free Canvas account, open a browser window and enter www.instructure.com/canvas/login/free-for-teacher.

Enter your Email address [1] and Password [2]. Click the Login link [3]. You will be directed to the free account page using your credentials.

*Each screenshot from an institution's website is acknowledged by its respective institution for use in this lesson.*
How do I use the Canvas Welcome Tour as a student?

Canvas provides a welcome tour which provides quick tips to get started with a Canvas course.

Start Canvas Welcome Tour

**Hello, Emily Boone!**
Here's some quick tips to get you started in Canvas!

1. How do I find my courses?
2. How do I contact my instructor?
3. How do I download the Student App?

After logging in to Canvas, you can view a short message about the Canvas Welcome Tour.

The Canvas Welcome Tour shows you how to find your courses, contact your instructor, download the Canvas Student app, and get help with Canvas.

To start the Canvas Welcome Tour, click the Start Tour button [1].

To dismiss the Canvas Welcome Tour, click the Not Now button [2] or the Exit icon [3].

**Note:** Dismissing the tour will disable the tour for your account.
Reopen Canvas Welcome Tour

If you previously dismissed the Canvas Welcome Tour, you can reopen the tour by clicking the Help link in Global Navigation [1] and clicking the Show Welcome Tour link [2].

Note: Depending on your institution, the Help menu and links within the Help menu may not display or may display differently.
Find Courses in Dashboard

The first stop of the tour shows you where to find your courses or subjects using the Dashboard link in Global Navigation.

To proceed to the next item on the tour, click the **Next** button [1].

To go to a previous item on the tour, click the **Previous** button [2].
Find Courses in Courses List

The second stop of the tour shows you where to find your courses or subjects using the Courses link in Global Navigation.

Contact Instructor

The third item on the Canvas Welcome Tour shows how to contact your instructor by using the Canvas Inbox.
The last tour item, shows you how to view courses and groups by downloading the Canvas Student App for iOS and Android. This step also shows how to find more information using the Help menu. Learn more about the Help menu.

To complete the tour, click the Done button.

Note: Depending on your institution, the Help menu and links within the Help menu may not display or may display differently.
How do I use the Global Navigation Menu as a student?

The Global Navigation Menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively. Default links include the Dashboard, Courses, Groups, Calendar, Inbox, User Account, and the Help menu.

Depending on your institution account settings, other links may appear in the Global Navigation Menu.

Note: Your instructor may choose to display a different font for one or more of your courses. When viewing those courses, the Global Navigation Menu displays in the same font.

View Account

To view your user information, click the Account link. A menu will expand and display links to access your user settings, notification settings, 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 you log in to Canvas. The Dashboard can be toggled to a course view, list view, or recent activity view and shows notifications for all current Canvas courses.
View Courses

To view your courses, click the Courses link [1]. The Courses menu displays your list of favorite courses, or, if you haven't selected any favorite courses, the menu displays current courses where you are enrolled. 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 [2]. To customize your courses list or view all your Canvas courses, click the All Courses link [3].
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.
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.
View History

To view your recent Canvas course page view history, click the History link. Recent History displays up to three weeks of your Canvas course page view history.
To get help with Canvas, click the Help link. Select the help option that is relevant to your needs.

Note: Depending on your institution settings, the Help menu may display different options.
Collapse Global Navigation Menu

To expand or collapse the Global Navigation menu, click the arrow icon.

The Global Navigation Menu will be automatically collapsed for tablet screens.
How do I use the Dashboard as a student?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

Open Dashboard

In Global Navigation, click the Dashboard link.
The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of three views: Card View, List 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)
- **List View**: displays all course to-do items in an agenda view
- **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.

View Dismissed Announcement

If you dismiss a global announcement, you can view dismissed announcements on the Global Announcements page.
Change Dashboard View

To change your Dashboard view, click the Options menu and select your preferred viewing option.
When set to Card View or Recent Activity View, the Dashboard also includes a sidebar. The sidebar includes a To Do list, upcoming assignments, links to recent feedback, and buttons for creating a course or viewing grades. Learn more about using the sidebar.
How do I view my favorite courses in the Card View Dashboard as a student?

The Card View Dashboard displays course cards for all your favorite active 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, 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.

Favorited courses are removed from the Card View Dashboard when the course is concluded. Concluded courses that were previously favorited are still shown as favorited in the Courses list.

View Course Cards

By default, active course cards are automatically added by Canvas and display up to 20 courses.
Dashboard courses are ordered alphabetically by course name and your role in the course; nicknames and course codes do not apply to course ordering. Courses with instructor roles are listed first, followed by TA roles and student roles.

**Note:** If you want to remove the default course card setting, you can [customize the course list](#) and manually select your favorite courses to display in the Dashboard. When you favorite at least one course, the Dashboard will only display favorited courses. Canvas will also continue to automatically favorite new published course enrollments.

### View Card Details

Course cards show an overview of course information including the course name, course code, and 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 options and remove the nickname. The Nickname field will display the original name of the course.
Change Course Color

Course cards can help you organize your courses by customizing the color, which is synced with the color shown for the course in the Calendar. To change the color, click the card’s More Options icon [1], then select a new color. The check mark indicates the selected color [2], and the hex color code displays in the text field [3]. If you want to use a color not shown in the window, you can enter the color’s hex code directly in the text field. The hex field will display a warning icon if the hex code is not valid. Additionally, any variation of white is not accepted as a course color.

Click the Apply button [4].

**Note:** If you change the color for a course in the Calendar, the color also updates in the Dashboard.
Move Course Cards

You can also move a course card to another location in the Dashboard or remove a card from 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.

To remove the course card from the Dashboard, click the **Unfavorite** option [4].

**Note:** The Unfavorite option only displays if you previously selected favorite 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 option [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 use the to-do list for all my courses in the List View Dashboard as a student?

The List View Dashboard displays all course To Do items in an agenda view to help you easily manage tasks across all of your courses. The To Do list contains graded as well as any non-graded To Do items your instructor designates for a course To Do list. You can also add and view your own To-Do items in the Dashboard. The List View Dashboard also displays calendar events and course announcements.

Notes:

• The List View Dashboard does not account for course favorites and displays all items based on date, course ID, due date, and due time.
• To-do items can also be viewed in the Card View Dashboard and the Recent Activity Dashboard.

Open List View

To open Dashboard List View, click the Options icon [1] and select the List View option [2].

Note: Depending on your institution’s settings, your dashboard may default to List View.
The List View Dashboard defaults to the current date [1].

To view previous and future dates, scroll up and down the page [2].

To quickly return to the current day’s To Dos, click the Today button [3].

To quickly access prior items with new activity, click the New Activity button [4].
When multiple courses include To Do items on a single date, courses are listed by Course Name and items are listed by due time [1].

Graded items display the point value for the graded item [2].

To Do items include icons that represent the item type:

- Peer Review [3]
- Calendar Event [4]
- Announcement [5]
- Assignment [6]
- Page [7]
- Discussion [8]
- Quiz [9]
Open Item

<table>
<thead>
<tr>
<th>TODAY</th>
<th>Monday, July 15</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Classic Literature Peer Review" /></td>
<td>Catch-22 Paper (Peer Reviews)</td>
</tr>
<tr>
<td><img src="#" alt="Classic Literature Assignment" /></td>
<td>Catch-22 Paper (Peer Reviews)</td>
</tr>
<tr>
<td><img src="#" alt="Zoology 101 Announcement" /></td>
<td>Summer Office Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOMORROW</th>
<th>Tuesday, July 16</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Classic Literature" /></td>
<td>All Quiet on the Western Front, Chapters 1-4 Reading Quiz</td>
</tr>
<tr>
<td><img src="#" alt="History 101 Calendar Event" /></td>
<td>Office Hours</td>
</tr>
<tr>
<td><img src="#" alt="History 101 Discussion" /></td>
<td>Declaration of Independence</td>
</tr>
</tbody>
</table>

Show 1 completed item

To access a To Do item, click the item name [1].

To view the home page for a course, click the name of the course [2].
Join Conference Event

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Description</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 101</td>
<td>BIOLOGY 101 PEER REVIEW Debunking the Paranormal</td>
<td>Reminder: 1:00 AM</td>
<td></td>
</tr>
<tr>
<td>BIOLOGY 101</td>
<td>BIOLOGY 101 CALENDAR EVENT Virtual Class</td>
<td>2:00 PM to 3:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://instructure.zoom.us/j/910272111">https://instructure.zoom.us/j/910272111</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTRODUCTION TO FOODS</td>
<td>INTRODUCTION TO FOODS ANNOUNCEMENT Quiz Tomorrow</td>
<td>2:16 PM</td>
<td></td>
</tr>
<tr>
<td>INTRODUCTION TO FOODS</td>
<td>INTRODUCTION TO FOODS ASSIGNMENT Food Group Overview: Fruits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tomorrow, November 9</td>
<td>BIOLOGY 101 CALENDAR EVENT Virtual Class</td>
<td>2:00 PM to 3:00 PM</td>
<td></td>
</tr>
<tr>
<td>BIOLOGY 101</td>
<td>BIOLOGY 101 PAGE Six Kingdoms</td>
<td>TO DO: 10:39 PM</td>
<td></td>
</tr>
</tbody>
</table>

If your instructor added a conferencing link to a calendar event, you can join the conference from the List View Dashboard. Conferences which have passed or have not began display a grey Join button [1]. To join an active conference, click the green Join button [2].
List View includes labels and icons to quickly communicate an item's status and activity.

Items with new activity display an Unread indicator [1] and include an activity label. New activity can include one or all of the following labels:

- **Graded** [2]: a submission is graded
- **Replies** [3]: an announcement or discussion has new replies
- **Feedback** [4]: a graded item has new instructor feedback via submission comments (does not display if feedback is only via DocViewer annotations)

Once a graded item is past the due date, the item displays a Missing indicator [5] and a Missing label [6].

Missing items submitted after the due date display a Late label [7].

If your instructor has reassigned an assignment to you, the item displays a Redo label [8]. You must [resubmit your assignment](#).
**Mark Item as Complete**

Graded items are automatically marked as completed once they are submitted. Non-graded items must be manually marked as completed.

To manually mark an item as complete, click the checkbox for the item [1]. When you manually mark an item, the item's status will update when you refresh the page.

Completed To Do items remain in the To Do list for you to view at any time. To view information about completed To Do items, click the **Show completed item** link [2]. The completed items display a completed checkbox [3]. To view completed item information, click the item name [4]. The next time you refresh the page, the completed items will once again be hidden within the completed link.
To view a list of graded past-due items across all your courses, click the Alert Menu button [1]. The Alert menu helps you see what opportunities are available to you to improve your course grades.

To view new alert items, click the New link [2]. You can dismiss new alert items by clicking the Remove icon [3]. Dismissing a new alert item does not affect its status or mark it as completed.

To view dismissed alert items, click the Dismissed link [4].
To view your current course grades, click the Gradebook icon [1]. The My Grades menu displays your current course grades [2]. Click the course name link to view the Grades page for your course [3].

**Note:** If one of your courses uses grading periods, the grade displayed is the grade for the current grading period.
View To Do Items

You can add your own To-Do items to the Dashboard. Items associated with a course display as part of the course items and arranged by due date [1]. General to-do items always display below all courses [2]. To-do items can be edited at any time by clicking the **Edit** icon [3].

To **add a To-Do item**, click the **Add Item** icon [4].

**Note:** You can also use the Calendar to add to-do items, which will also display in the List View Dashboard.
To change the Dashboard view at any time, click the **Options** menu.
How do I add a to-do item in the List View Dashboard as a student?

You can create to-do items that display in the List View Dashboard agenda. When you create a to-do item, the new item displays your profile picture to differentiate it from other to-do list items. Any to-do item you create also displays in the Course Card Dashboard View sidebar and Global Activity Stream Dashboard sidebar.

You can also create to-do items from the calendar.

Add To-do Item

Click the Add To Do button.
Add To-do Details

In the To Do sidebar Title field [1], type a name for the to-do item.

The Date field defaults to the current date [2], and the Time field defaults to 11:59 pm [3]. To change the date and/or time when you want to complete the item, modify the date or time appropriately.

Items default as general to-do items, but you can associate the item with a course by selecting a course from the Course dropdown menu [4].

In the Details field [5], any other details about your to-do item.

Save To-do

Click the Save button.
View To-do Item

1. **BIOLOGY 101 TO DO**
   - Study for the test!
   - DUE: 11:59 PM

2. **CLASSIC LITERATURE TO DO**
   - Resources
   - TO DO: 11:59 PM

3. **TO DO**
   - Pick up textbooks
   - DUE: 12:00 AM

View your to-do item.

Items that you associate with a course display on the to-do list with other course to-do items [1].

Items that are not associated with a specific course display at the bottom of the day's to-do list [2].

Manage To-do Item

Title
- Pick up textbooks

Date
- February 6, 2019

Time
- 12:00 AM

Course
- Optional: Add Course

Save
To edit or delete a To-Do item, click the **Edit** icon [1].

To edit the item, edit the information in the To Do details sidebar [2]. To save your edits, click the **Save** button [3].

To delete the item, click the **Delete** button [4]. When the delete confirmation window displays, click the **OK** button.
How do I view global activity for all my courses in the Recent Activity Dashboard as a student?

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 Recent Activity Dashboard:

- 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

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

Recent Activity

- 1 Announcement
  Bio 101

- 1 Assignment Notification
  Bio 101

- Bio 101 Assignment Created - Group Project, Biology 101
  Dec 18 at 3:53pm

- 1 Peer Review
  Hist 101

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 the Global Announcements page as a student?

You can view current and recent global announcements on the Global Announcements page. Global announcements are announcements created by an admin user at your institution and display on the Dashboard to all applicable user roles. The Global Announcements page displays global announcements that are currently active, announcements that you dismissed from the dashboard, and announcements from the past four months.

Open Global Announcements

In the Global Navigation menu, click the Account link [1], then click the Global Announcements link [2].
View Current Announcements

To view currently active announcements, click the Current tab.

There are five announcement types for global announcements:

- A blue announcement with an i icon indicates an information announcement type.
- A red announcement with an exclamation icon indicates an error announcement type.
- An orange announcement with an exclamation icon indicates a warning announcement type.
- A blue announcement with a question icon indicates a question announcement type.
- A blue announcement with a calendar icon indicates a calendar announcement type.
View Recent Announcements

- To view announcements from the past four months, click the Recent tab.

View Dismissed Announcement

- When you dismiss a global announcement, Canvas displays a message notifying you that you can view the announcement on the Global Announcements page. To view the announcement, click the View button.
How do I use the To Do list and sidebar in the Dashboard as a student?

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.

Note: You can also view items on the To Do list from the List View Dashboard.

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 Student Sections

The sidebar helps you see what you need to do next and what feedback you’ve received across all your courses. However, assignments that are not graded or do not require an online submission only display until the due date.

The **To Do** section shows up to seven items with due dates or event dates in the upcoming weeks, including ungraded quizzes, assignments that do not require a Canvas submission, and course announcements [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. Once the due date has passed, items remain in this section for four weeks.

The **Recent Feedback** section shows assignments with feedback from your instructor during the last four weeks [2].

The **View Grades** button links to the [Dashboard Grades](#) page and displays grades for all active courses [3].
Manage Sidebar Items

Each section item displays an icon to differentiate between different assignment types and other items in the To Do list [1].

If a section contains more items than can be shown, you can view all to-do items using the Show All link [2]. This link directs you to the List View Dashboard.

To remove a To Do item, click the remove icon [3].

Note: Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually.
Create New Course

Start a New Course
View Grades

If allowed by your institution, you may also be able to create a new course from the Dashboard.
How do I view grades in the Dashboard as a student?

You can view overall course grades in the Dashboard. This button is available to all user roles and displays grades for both courses being taken and courses being taught, if any.

Note: You may not be able to view grade totals.

Open Grades

In the Dashboard sidebar, click the View Grades button.
View Courses

Courses I'm Taking

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test AU Course</td>
<td>no grade</td>
</tr>
<tr>
<td>Canvas Course</td>
<td>100%</td>
</tr>
<tr>
<td>History of the performing arts</td>
<td>no grade</td>
</tr>
</tbody>
</table>

The Courses I'm Taking heading displays the name of each course and a current overall grade, if available [1]. If no grades have been assigned, the grade appears as no grade [2].

To view grading details, click the name of the course [3].

Note: Your instructor may restrict you from viewing grade totals.

View Grading Periods

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 101</td>
<td>80.37%</td>
<td>Summer 2017</td>
</tr>
<tr>
<td>Biology 101</td>
<td>no grade</td>
<td>Summer 2017</td>
</tr>
</tbody>
</table>

If your course is using multiple grading periods, the course displays the name and grade of the current grading period [1]. To view grades for another grading period, click the grading period drop-down menu [2].

Note: Your instructor may restrict you from viewing grade totals.
How do I view all my Canvas courses as a student?

After logging into Canvas, you can view your current courses. You may also be able to view past and future enrollment courses in Canvas.

**Note:** Some institutions may restrict the option to view or access future enrollment courses before the participation dates and/or restrict the option to 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].
View Courses

1. All Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td></td>
<td></td>
<td>Student</td>
<td>No</td>
</tr>
<tr>
<td>Biology 102</td>
<td>Advanced Biology</td>
<td></td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Biology 101</td>
<td></td>
<td>Summer 2017</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

2. Past Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History Spring 2016</td>
<td></td>
<td>2016 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Fall 2014</td>
<td></td>
<td>2014 Fall-2</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

3. Future Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Written Communications</td>
<td></td>
<td></td>
<td>Student</td>
<td>No</td>
</tr>
</tbody>
</table>

4. My Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>Intro to Marketing</td>
<td></td>
</tr>
<tr>
<td>Fall Festival Group</td>
<td>Documentation Canvas</td>
<td></td>
</tr>
</tbody>
</table>

Courses are organized into All Courses [1], Past Enrollments [2], Future Enrollments [3], and Groups [4].

Courses and groups are sorted alphabetically by course or group name.
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.

Active 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.
View Past Enrollments

Past Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟢 American History Spring 2016</td>
<td>2016 Spring</td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>🟢 Bio 101 Fall 2014</td>
<td>2014 Fall-2</td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>🟢 Bio 101 Summer 2015</td>
<td>2015 Summer</td>
<td>Student</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Courses under the **Past Enrollments** heading are courses that have concluded but are still available as a read-only archived course. You can view course material and grades but can no longer participate in the course.

**Note:** Some institutions may not allow past enrollments to display in the Courses page.

View Future Enrollments

Future Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟢 Basic Written Communications</td>
<td>2</td>
<td>Student</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>🟢 Using Technology in Education (K-12)</td>
<td>1</td>
<td>2014 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Future Enrollments** are courses that will be made available as part of an upcoming term or specific course start date. Future courses may be published or unpublished. However, some institutions may restrict you from viewing published courses before the start date.

If a future course includes a link [1], you can view course content but cannot fully participate in the course until the start date. Participation includes submitting assignments and replying to discussions.

If a future course does not include a link [2], the course cannot be viewed until the start date.

**Note:** Some institutions may not allow future enrollments to display in the Courses page.
View Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>Intro to Marketing</td>
<td></td>
</tr>
<tr>
<td>Fall Festival Group</td>
<td>Documentation Canvas</td>
<td></td>
</tr>
</tbody>
</table>

If you are enrolled in groups, the Groups section displays any groups within your current courses. You can view all your groups in your [groups list](#).
How do I customize my Courses list as a student?

When you are enrolled in more than one Canvas course, you can customize the active courses you want to show in your Course list. Courses you want to show in the Courses drop-down menu are called favorite courses. You can favorite any published course that appears in the My Courses section on the course list page. Course favorites also display in the 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>English 101</td>
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<td>Student</td>
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<td>Biology 102</td>
<td>Advanced Biology</td>
<td></td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Biology 101</td>
<td></td>
<td>Summer 2017</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

To favorite a course, click the star next to a course [1]. Courses with filled stars show the course is a favorite [2].

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

If a course is unpublished and you are allowed to view unpublished courses before the course participation dates, you cannot favorite the course. If you hover over a star icon for an unpublished course, you can view a message indicating that the course cannot be added as a favorite.
Future and past enrollments also cannot be favorited.

**View Past Enrollments**

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History Spring</td>
<td>American History Spring 2016</td>
<td>2016 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Fall</td>
<td>Bio 101 Fall 2014</td>
<td>2014 Fall-2</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Summer</td>
<td>Bio 101 Summer 2015</td>
<td>2015 Summer</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Depending on course configuration, you may still be able to view your past enrollments after courses have concluded. However, favorited courses are not automatically removed as a favorite. If a past enrollment course still shows as a favorite, you can unfavorite the course by toggling the star icon.
How do I view my institution's Public Course Index as a student?

The Public Course Index allows all users within an institution to publicly view the institution's course index in a catalog format. You can view a link to the Public Course Index on the My Courses page.

Note: The Public Course Index is currently an account opt-in feature. If you cannot see the courses link, your institution has not enabled this feature.

Open Courses

In Global Navigation, click the Courses link [1], then click the All Courses link [2].

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.
Browse More Courses

In the My Courses page sidebar, click the **Browse More Courses** link.

View All Courses

You can view all courses that have been included in the public course index, with the most recently created courses shown first. You can view the name of the course [1] and a description, if any [2].
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 view my recent page view history in Canvas as a student?

As a student, you can view a list of your recent Canvas course page views from the History link in Global Navigation. The Recent History list displays page view history within the most recent three weeks.

Note: Recent history is not supported in the Canvas beta and test environments.

Open History

In Global Navigation, click the History link.
Recent History displays a list of course content and content areas you have viewed within the last three weeks. Page views are listed in chronological order with the most recent page view listed first. List items display the following information:

- **Activity Icon** [1]: the Canvas feature or course activity type
- **Course Link** [2]: the name of the course content area or content item name
- **Course Name** [3]: the name of the course in which you viewed the item; if set, the course nickname displays.
- **Viewed Date** [4]: the date and time when you viewed the page; if the page view occurred within the last 24 hours, a time stamp of [n] hours ago displays
View Recent History Icons

The following icons display in Recent History:

- **Home** [1]: viewed a course home page
- **Announcements** [2]: viewed a course or group Announcements page or a course or group announcement
- **Assignments** [3]: viewed a course Assignments Index page or an assignment
- **Pages/Collaborations** [4]: viewed a course or group Pages Index page, Collaborations page, course or group page, or course or group collaboration
- **Conferences** [5]: viewed a course or group Conferences page
- **Discussions** [6]: viewed a course or group Discussions page or a course or group discussion
- **Files** [7]: viewed a course, group, or user Files page or a course, group, or user file
- **Grades** [8]: viewed a course grades page
- **Modules** [9]: viewed a course Modules page
- **Outcomes** [10]: viewed a course Outcomes page
- **People** [11]: viewed a course People page
- **Quizzes** [12]: viewed a course Quizzes page or a quiz
- **External Tools (LTI)** [13]: viewed an external tool from Course Navigation or opened an LTI in the course
How do I get help with Canvas as a student?

You can get help with Canvas by using the Help menu. The Help menu generates a list of resources to help you with Canvas. Canvas displays links according to roles in all enrollments; for instance, if you are a student who had one course with an instructor-based role, the Help menu will show you links available to students and instructors.

This lesson outlines the default help links that may be included in the Help menu for your institution. However, your institution may customize the Canvas Help menu to hide default links and create custom links as resources.

Note: Depending on your institution, the Help menu may not be available.

Open Help

At the bottom of Global Navigation, click the Help link.

Note: Depending on your institution, the Help link name and icon may vary.
View Default Links

Depending on your user role, there are seven default links for help or feedback:

- **Search the Canvas Guides** [1]: Search the Canvas Guides for information about features inside of Canvas
- **COVID-19 Canvas Resources** [2]: Users can view resources for teaching and learning online
- **Conference Guides for Remote Classrooms** [3]: Users can view and search guides and resources for using Conferences in remote classrooms and online learning
- **Report a Problem** [4]: Submit problems with Canvas to our support team
- **Ask your Instructor a Question** [5]: Ask your instructor questions about course material or send them a message
- **Ask the Community** [6]: Exchange ideas and solutions regarding Canvas functionality with Canvas experts and your Canvas peers
- **Submit a Feature Idea** [7]: Submit ideas about how to make Canvas better
- **Show Welcome Tour** [8]: Learn more about Canvas by viewing the Welcome Tour
View Custom Links

Your institution may reorder or remove the default links.

Your institution may remove or modify which link displays as the featured link [1] and which link displays the New label [2].

Lastly, your institution can include custom links in the Help menu [3]. Custom links may include pages to phone numbers, support information, and other resources.
Search Canvas Guides

The **Search the Canvas Guides** link helps you search Canvas documentation for information about features in Canvas.
COVID-19 Canvas Resources

The COVID-19 Canvas Resources link allows users to view tips for learning online using Canvas.
The **Conference Guides for Remote Classrooms** link allows users to access guides and resources for using web conferencing in remote classrooms and online courses. This link may not appear in your Canvas Help menu.
Report a Problem

The Report a Problem link helps you report problems in Canvas.

You may find a faster response to your question by searching the Canvas Guides. But if you can't find an answer, you can submit a ticket and get support help.
Submit Ticket

In the subject field [1], create a subject for your ticket.

In the description field [2], describe the problem you are experiencing in Canvas. Please be as detailed as possible to help troubleshoot the problem. If you submit tickets frequently, you may prefer to use a screencasting program to create an online link to an image or create a video walkthrough. However, if you're not comfortable using online links, you can submit attachments later if necessary; once you submit the ticket, you'll receive an email from the support team. You can reply to the email with any attachment as needed.

In the drop-down menu [3], select the statement that best describes how the problem is affecting you:

- Just a casual question, comment, idea, suggestion
- I need some help but it's not urgent
- Something's broken but I can work around it for now
- I can't get things done until I hear back from you
- EXTREMELY CRITICAL EMERGENCY

When you're done, click the Submit Ticket button [4].
Depending on your institution's support schedule, you'll receive a reply as soon as possible.

**Ask Your Instructor a Question**

- **COVID-19 Canvas Resources**
  Tips for teaching and learning online

- **Conference Guides for Remote Classrooms**
  Get help on how to use and configure conferences in canvas.

- **Report a Problem**
  If Canvas misbehaves, tell us about it

- **Ask Your Instructor a Question**
  Questions are submitted to your instructor

- **Ask the Community**
  Get help from a Canvas expert

- **Submit a Feature Idea**
  Have an idea to improve Canvas?

- **Show Welcome Tour**

The **Ask Your Instructor a Question** link allows you to contact an instructor or TA in any of your active courses directly from the help page.
Send Message

In the course drop-down menu [1], select the course that relates to your question. In the Message field [2], enter the message for your instructor(s).

When you're done, click the **Send Message** button [3]. Replies will be sent to your Conversations inbox. If your course includes more than one instructor or TA, your message will be sent as a group message to all instructors/TAs in the course.
The 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 you to submit feature ideas to Canvas. This link directs to the Feature Ideas space in the Canvas Community.
Show Welcome Tour

The Show Welcome Tour link shows you how to find your courses, contact your instructor, and download the student app.
How do I log out of Canvas as a student?

When you are finished accessing Canvas, you can log out of your account.

Log Out

In Global Navigation, click the Account link [1], then click the Logout button [2].
Why can't I access my Course as a student?

Sometimes there are a few reasons why you cannot access your courses.

- If you are self-enrolling in a course using a join code or URL, you may not have completed the registration process. Check your email for information from your instructor as to how to enroll in your course.
- If your institution enrolled you in your course, your enrollment may not have been set up properly. Please contact your instructor(s) for assistance.
- Each course is associated with a specific participation date. Depending on the date associated with the course, you may not yet be able to view your course.
- Courses must be published by your institution before you can access them. If a course is not accessible to you in your course list, it may not be published.
- Access to concluded courses may be restricted by your institution.
- Confirm your browser is up to date. Outdated browsers cannot support Canvas courses.
How do I create a new course from the Dashboard as a student?

If allowed by your institution, you can create a new course from your Canvas Dashboard. New courses are created as course shells which can host course content and enrollments for your institution. If enabled by your institution, you may be able to select a sub-account for your new course. If this feature is not enabled, your new course will be added to your institution's Manually-Created Courses sub-account.

When you create a course from the Dashboard, you are automatically added to the course as an instructor. No other enrollments exist in the course, though you may be able to add users to a new course. Additionally, new courses do not contain course content unless your institution is using a course template.

Alternatively, you can create a new course to use as a sandbox. A sandbox is a course without student enrollments where you can create, modify, and preview course content and structure without student interference. You can then share or import your sandbox content into live courses.

Note: If you are not able to start a course as shown in these instructions, your institution has disabled this feature. For assistance creating a new course, contact your Canvas Admin.
Open Dashboard

In the Global Navigation Menu, click the Dashboard link.
Manage View Setting

You can only create new courses from the Card View or Recent Activity view of the Dashboard.

To change your Dashboard view, click the Options icon [1]. Then click the Card View option [2] or Recent Activity option [3].
Create 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

Create Course

Which account will this course be associated with?

Science 1

Course Name 2

Biology 103

Create 3

Cancel 4

In the Which account will this course be associated with? drop-down menu, select the account where you want the course to be organized [1]. You can only select accounts that contain courses where you have active enrollments. If this drop-down menu does not display, your institution has restricted the option for students to select accounts for new courses.

In the Course Name field [2], enter the name for your course. A course code is automatically created based on the first string of connected characters in the course name. If allowed by your institution, the course code can be changed in Course Settings.

To create the course, click the Create button [3]. To cancel course creation, click the Cancel button [4].

Note: Course content license and course visibility options are set to private by default. These options can be changed in Course Settings.
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.
How do I view my grades in a current course?

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. If your instructor is using multiple grading periods, you can also filter grades by grading period.

If you have any courses that have concluded and are able to access their content, you can view those grades from any active course. You can also view concluded course grades from the Global Navigation Menu.

Note: Some details in the Grades page, such as scoring details and the total grade, may be restricted in your course.

Open Course

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

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

Grades for Emily Boone

From the grades page you can select the Course for which you want to view grades [1]. By default, grades are sorted chronologically by assignment due date. In the Arrange by menu [2], you can also sort by module, assignment name, or assignment group. To see the specified grades, click the Apply button [3]. Assignments that are not part of a module will be shown at the end of the assignments list in alphabetical order. However, if modules or assignment groups aren't used in your course, they won't be included as sorting options.

You can view the name of the assignment [4], the assignment due date [5], the assignment status [6], the score you earned [7], and the total point value of the assignment [8]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics [9].

You may see various grade icons in the score column [10] indicating the type of assignment you submitted. These assignments have not been graded by your instructor. Once the assignment is graded, the icon will be replaced by your score.

The grades page also lets you create hypothetical or What-If grades. You can click any score field and approximate your grade for both graded assignments (if want to submit an assignment) and ungraded assignments.

To print your grades, click the Print Grades button [11].
View Grading Periods

If grading periods are enabled in your course, you can view your grades according to grading period [1]. By default the Grades page displays the current grading period. If an assignment does not include a due date, it will display as a part of the last grading period. To view grades for another course, click the Course drop-down menu [2]. To see the specified grading period and course, click the Apply button [3].

If your course includes weighted assignment groups, assignment groups may vary in the sidebar depending on which grading period you are viewing. An assignment group displays if the group has at least one assignment due in the selected grading period.

When grading periods are weighted and you select the All Grading Periods option, the sidebar displays the weights of each grading period.

View Late Assignment

Your instructor may enforce an automatic late policy in your course. Any assignments that are submitted after the due date are marked as late. The late policy automatically deducts a percentage of the grade from the total score. Late assignments display the Late icon in the Status column of the gradebook [1]. To view submission details for a late assignment, click the submission name [2].
View Late Submission

Submission Details

Grade: 30 / 30
Late penalty: -6
Final grade: 24 / 30

An Introduction to US History
Emily Boone submitted Aug 13 at 11:30am LATE

Re-submit Assignment

The Submission Details page displays your grade, the amount deducted for the late penalty, and the final grade.

View Grade Info

Bill of Rights Review Mar 13 by 11:59pm - 1

Final Grade Info
This assignment does not count toward the final grade.

Close

Some assignments include a black warning icon [1], which alerts you that points earned from this assignment will not count toward your final grade [2]. You should still submit this assignment unless it has been excused by your instructor.

View Comments

Historical Video Assignment Feb 13 by 11:59pm 25 1

Comments

Thank you for your submission! Doug Roberts, Jan 2 at 3:10pm

Close
If there are comments in your assignment, the assignment displays a comment icon [1]. To view comments, click the icon. Comments will be organized chronologically [2]. To close comments, click the Close link [3].

### View Scoring Details

<table>
<thead>
<tr>
<th>Industrial Revolution</th>
<th>Mar 4 by 11:59pm</th>
<th>MISSING</th>
<th>50 (Pass)</th>
<th>1</th>
</tr>
</thead>
</table>

**Score Details**

1. Mean: 45.75
2. High: 50
3. Low: 24.5

If you can view scoring details, click the **Check Mark** icon [1]. You can view the grade distribution for the assignment and view the mean, high, and low scores [2].

The graph's horizontal line extends from 0 to the assignment's highest possible score [3]. The white box extends from the lowest to the highest student scores. Your score appears as a blue square on this plot.

You will only see scoring details if more than five other students have submitted that assignment in the course. If you do not see the scoring details, then fewer than five students have submitted the assignment.

To close scoring details, click the **Close** link [4].
View Rubric

An assignment may also include a **Rubric** icon [1], which means the assignment included a rubric for grading purposes. To view your results, click the icon. View your score based on the rubric [2]. To close the rubric, click the **Close Rubric** link [3].

**Note:** The total rubric score may be restricted by your instructor.
View Assignment Groups

The Grades page will list the assignment groups included in your course [1]. Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score for each group [2] and the points you’ve earned versus the total points possible [3].

**Note:** Assignment group percentages may be restricted by your instructor.
The grade summary shows your total grade [1], allows you to view any saved what-if scores [2], and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [3].

Depending on the grade calculation for your course, your total grade may display as a point value or as a percentage.

Note: Your instructor may restrict you from viewing your total grade [4].
View Current and Total Grades

The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme. This grade is calculated with the Calculate based only on graded assignments checkbox [1] selected in the sidebar.

The total grade is calculated by adding all the assignments according to their weight in the course grading scheme (both graded and ungraded assignments). To view the total grade, deselect the sidebar checkbox [2]. The grade at the top of the sidebar will reflect your total grade.

Note: If your instructor has restricted you from viewing the current and/or total grades, selecting or deselecting the sidebar checkbox still affects individual assignments. You may be able to see small changes with assignment shading indicating that a grade may be dropped from the course.
View Percentage Grade Calculation

The sidebar shows the information about how your grades are calculated.

If your assignment groups are weighted, the sidebar will show the breakdown of weighted assignment groups [1].

Assignment groups will always display as a percentage. If your instructor allows you to view total grades, you can see a breakdown in the points you’ve earned versus the total points possible [2].

Note: Your instructor may restrict you from viewing your grade totals in assignment group percentages [3].
View Points Grade Calculation

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>89%</td>
<td>26.70 / 30.00</td>
</tr>
<tr>
<td>Discussions</td>
<td>66.67%</td>
<td>20.00 / 30.00</td>
</tr>
<tr>
<td>Quizzes</td>
<td>90%</td>
<td>9.00 / 10.00</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>N/A</td>
<td>0.00 / 0.00</td>
</tr>
<tr>
<td>Total</td>
<td>80.88%</td>
<td>80.88 / 100.00</td>
</tr>
</tbody>
</table>

If your course does not use assignment groups, your total grade can be displayed in points or percentage. If your total grade is displayed in points, you can view your overall grade percentage. Again, your instructor may restrict you from viewing your total grade.

Note: Your instructor may restrict you from viewing grade totals.

Change Gradebook

Grades for Emily Boone

For the course History 101

Arranged by Due Date

Assignments Learning Mastery

If you have more than one course, you can use the course drop-down menu [1] to view grades in other courses.

If your Grades page shows Assignments and Learning Mastery headings [2], you can also view your standards-based scores in the Learning Mastery link.
How do I view my Learning Mastery scores in the Grades page?

Learning Mastery scores are used by your instructor to measure performance based on classroom standards, or outcomes. Outcome scores may be tied to assignments and other items throughout Canvas.

If your Grades page shows Assignments and Learning Mastery tabs on the Grades page, you can view standards-based scores in the Learning Mastery tab.

Open Grades

In Course Navigation, click the Grades link.
Open Learning Mastery Link

On the Grades page, click the Learning Mastery link.

View Outcomes Overview

In the Learning Mastery tab, you can view overall details about the outcomes available in your course. Grades will show you the name of each outcome group [1], as well as the outcome summary [2]. The outcome summary displays the number of outcomes you have mastered on the left, while the total number of outcomes within the group are shown on the right.

Click the down arrow [3] or the name of the outcome group to expand the overall achievement for the entire outcome group.

Click the Print Grades button [4] to print your outcomes results.
Expand Outcome Group

You can expand each outcome to view all outcomes within the group. You can use the *expand and collapse icons* [1] to expand and collapse all outcome groups at once. You can also expand outcome groups individually by clicking the name of an outcome group [2] or the down arrow [3].
View Outcomes

<table>
<thead>
<tr>
<th>1.1 - Summarize how energy flows through an ecosystem.</th>
<th>1 of 5 Mastered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.a</td>
<td>Not Mastered</td>
</tr>
<tr>
<td>1.1.b</td>
<td>Not Mastered</td>
</tr>
<tr>
<td>1.1.c</td>
<td>Not Mastered</td>
</tr>
<tr>
<td>1.1.d</td>
<td>Mastered</td>
</tr>
<tr>
<td>1.1.e</td>
<td>Not Mastered</td>
</tr>
</tbody>
</table>

When an outcome group is expanded, each outcome is displayed with the outcome name [1]. To view more information about an outcome, hover over the information icon [2].

Each outcome also displays an icon indicating mastery [3].

To view information about outcome alignments, click the arrow icon [4].
View Outcome Information

The information window displays the assessment of the outcome.

You can view the date for the most recent assessment of the outcome [1] and the assessed mastery level [2].

You can also view the calculation method for the outcome [3] and an example of the calculation method [4].

View Alignments
Alignments are the assignments and other Canvas items that are linked to an outcome. These alignments show what course assignments you participated in to earn your score. Not all items may be aligned to an outcome.

To view alignments for an outcome, click the arrow icon.

Each outcome displays a link for each aligned item [1], as well as your assessed mastery level for each aligned item [2].

Change Gradebook
To view the standard Assignments grades page for your course, click the **Assignments** link [1]. You can toggle between assignments and outcome scores at any time.

If you have more than one course, you can view grades by selecting another course name in the grades **course drop-down menu** [2].
How do I use the icons and colors in the Grades page?

There are different icons on the Grades page. Depending on the type of assignment submission, grading rules, and comments, you will see different icons.

Submission Type Icons

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Status</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: The United States Constitution Written Response 1</td>
<td>Jan 1 by 11:59pm</td>
<td></td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>Course Introductions</td>
<td>Feb 7 by 11:59pm</td>
<td></td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>The Bill of Rights Quiz</td>
<td>Feb 13 by 11:59pm</td>
<td>LATE</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>A Closer Look: Response 2</td>
<td>Feb 18 by 11:59pm</td>
<td>T</td>
<td>4</td>
<td>25</td>
</tr>
<tr>
<td>Patriotism or Treason? Colonist vs. British Citizen Point of View Essay</td>
<td>Mar 13 by 11:59pm</td>
<td></td>
<td>5</td>
<td>30</td>
</tr>
<tr>
<td>The Declaration of Independence: A Revisionist History</td>
<td>Mar 13 by 11:59pm</td>
<td></td>
<td>6</td>
<td>50</td>
</tr>
<tr>
<td>Revolution Quiz</td>
<td>Mar 15 by 11:59pm</td>
<td></td>
<td>7</td>
<td>30</td>
</tr>
</tbody>
</table>

The following icons represent different assignment submission types on your Grades page:

- **Document Icon** [1]: File upload submitted, not graded
- **Discussion Icon** [2]: Graded discussion submitted, but not graded
- **Quiz icon** [3]: 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
- **Text Icon** [4]: Text entry submitted, not graded
- **Link Icon** [5]: A URL has been submitted, not graded
- **Media Icon** [6]: Media recording submitted, not graded
• **Visibility Icon** [7]: Score is hidden while instructor is grading; you will not be able to view your grade, submission comments, or quiz responses until your instructor posts grades for the assignment.

**Note:** Some external tool assignments may display a dash instead of a submission icon after you submit the assignment.

### Submission Details Icons

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Score</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Patriotism or Treason? Colonist vs. British Citizen</strong>&lt;br&gt;Point of View Essay</td>
<td>Mar 2 by 11:59pm</td>
<td>27.9 (A-)</td>
<td>30</td>
</tr>
<tr>
<td><strong>Road to Revolution: Patriotism or Treason</strong></td>
<td>Mar 7 by 11:59pm</td>
<td>10 (4.0)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Bill of Rights Review</strong></td>
<td>Mar 13 by 11:59pm</td>
<td>87%</td>
<td>20</td>
</tr>
</tbody>
</table>

When your instructor grades your assignment, the grades page displays a blue dot next to the assignment [1]. The indicator disappears when you navigate away or refresh the page.

Assignment updates may also include additional icons representing submission details:

- **Discussion Icon** [2]: Assignment comments
- **Check Plus Icon** [3]: Scoring details
- **Rubric Icon** [4]: Rubric details
Grading Types

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill of Rights Topic Discussion</td>
<td>Feb 23 by 6:59pm</td>
<td>1</td>
<td>✔️ 10</td>
</tr>
<tr>
<td>The Articles of Confederation and the Constitution Quiz</td>
<td>Feb 28 by 11:59pm</td>
<td>2</td>
<td>9 10</td>
</tr>
<tr>
<td>Declaration of Independence Topic Discussion</td>
<td>Mar 1 by 3pm</td>
<td>3</td>
<td>× 10</td>
</tr>
<tr>
<td>Patriotism or Treason? Colonist vs. British Citizen Point of View Essay</td>
<td>Mar 2 by 11:59pm</td>
<td>4</td>
<td>26.7 (B+) 30</td>
</tr>
<tr>
<td>Road to Revolution: Patriotism or Treason</td>
<td>Mar 7 by 11:59pm</td>
<td>5</td>
<td>10 (4.0) 10</td>
</tr>
<tr>
<td>Bill of Rights Review</td>
<td>Mar 13 by 11:59pm</td>
<td>6</td>
<td>87% 20</td>
</tr>
<tr>
<td>Revolution Topic Discussion</td>
<td>Mar 14 by 3pm</td>
<td>7</td>
<td>EX 10</td>
</tr>
<tr>
<td>Revolution Quiz</td>
<td>Mar 28 by 11:59pm</td>
<td>8</td>
<td>- 30</td>
</tr>
</tbody>
</table>

Each grading type shows up differently on the Grades page. Here you can see how each grading type is represented:

- **Check Icon [1]:** Complete grade
- **Number [2]:** Grade shown by number of points
- **X Icon [3]:** Incomplete grade
- **Letter [4]:** Letter grade
- **GPA [5]:** GPA scale
- **Percentage [6]:** Grade shown as a percentage
- **EX [7]:** Excused assignment; this assignment cannot be submitted but does not factor into your overall grade
- **Dash [8]:** No submission
- **Grade Info Icon [9]:** Points earned from this assignment do not count toward your final grade

**Note:** A dash may still display in the Grades page after you submit an assignment for an external tool assignment.
Colors

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road to Revolution: Patriotism or Treason</td>
<td>Mar 7 by 11:59pm</td>
<td>10 (4.0)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Bill of Rights Review</td>
<td>Mar 13 by 11:59pm</td>
<td>87%</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Revolution Topic Discussion</td>
<td>Mar 14 by 3pm</td>
<td>EX</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

When an assignment's details display in gray text, this assignment has been dropped as part of an assignment group calculation and does not factor into your total score.

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>A Closer Look: The United States Constitution Written Response 1</td>
<td>Jan 1 by 11:59pm</td>
<td>LATE 1</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Revolution Quiz</td>
<td>Jan 1 by 11:59pm</td>
<td>MISSING 2</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Course Introductions</td>
<td>Feb 7 by 11:59pm</td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

The status column displays labels for assignments that are late or missing. If an assignment was submitted after the due date, it is identified as late [1]. If an assignment has not been submitted by the due date, it is identified as missing [2].
If your instructor uses an originality tool, you may be able to view an originality report for your submissions. To view the originality report, click the Originality Report icon [1]. The icon color indicates the percentage of text matched by the originality tool. A timer icon indicates the originality tool is still checking your submission [2].

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Status</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental Congress (MP/GP)</td>
<td>Jul 29 by 11:59pm</td>
<td>☎️</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>America at War Essay (MPP)</td>
<td>Jul 30 by 11:59pm</td>
<td>🕒</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>George Washington Biography Assignment (APP)</td>
<td>Jul 30 by 11:59pm</td>
<td>📑</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Benjamin Franklin Assignment</td>
<td></td>
<td>✏️</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>Revolutionary War Essay</td>
<td></td>
<td>✏️</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>
How do I approximate my assignment scores using the What-If Grades feature?

As a student, you can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Notes:

- What-If scores simulate updates to your current and final grades. Depending on the grade calculation for your course, your grades may display as a point value or as a percentage.
- Your instructor may restrict you from viewing your current and/or final grades.

Open Grades

In Course Navigation, click the Grades link.
View Current or Total Grade

Grades for Emily Boone

<table>
<thead>
<tr>
<th>Course</th>
<th>Arranged By</th>
<th>Due Date</th>
<th>Status</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Closer Look: The United States Constitution Written Response 1</td>
<td></td>
<td>Jan 1 by 11:59pm</td>
<td>☑️</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Course Introductions</td>
<td></td>
<td>Feb 7 by 11:59pm</td>
<td>☑️</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>The Bill of Rights Quiz</td>
<td></td>
<td>Feb 13 by 11:59pm</td>
<td>LATE</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>A Closer Look: Response 2</td>
<td></td>
<td>Feb 18 by 11:59pm</td>
<td>☑️</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Patriotism or Treason? Colonist vs. British Citizen Point of View Essay</td>
<td></td>
<td>Mar 18 by 11:59pm</td>
<td>☑️</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>The Declaration of Independence: A Revisionist History</td>
<td></td>
<td>Mar 18 by 11:59pm</td>
<td>☑️</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Revolution Quiz</td>
<td></td>
<td>Mar 15 by 11:59pm</td>
<td>☑️</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

View your existing grades to see how approximating scores will affect your grade.

If available, your current grade is displayed in the sidebar [1]. The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme and applies when the Calculate based only on graded assignments checkbox [2] is selected in the sidebar. This checkbox is selected in the sidebar by default.

If you want to view your total grade, deselect the sidebar checkbox. Your grade will be calculated based on both graded and ungraded assignments.
If your instructor is using grading periods, the grades page defaults to the current grading period. To change grading periods, click the Grading Period drop-down menu [1]. Click the Apply button [2].
### Test Assignment Score

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Status</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: The United States Constitution Written Response 1</td>
<td>Jan 1 by 11:59pm</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Course Introductions</td>
<td>Feb 7 by 11:59pm</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>The Bill of Rights Quiz</td>
<td>Feb 13 by 11:59pm</td>
<td>LATE</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>A Closer Look: Response 2</td>
<td>Feb 18 by 11:59pm</td>
<td>T</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Patriotism or Treason? Colonist vs. British Citizen Point of View Essay</td>
<td>Mar 13 by 11:59pm</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>The Declaration of Independence: A Revisionist History</td>
<td>Mar 13 by 11:59pm</td>
<td></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Revolution Quiz</td>
<td>Mar 15 by 11:59pm</td>
<td></td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Locate the assignment and click the score cell.

### Enter What-If Score

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Status</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patriotism or Treason? Colonist vs. British Citizen Point of View Essay</td>
<td>Mar 13 by 11:59pm</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>The Declaration of Independence: A Revisionist History</td>
<td>Mar 13 by 11:59pm</td>
<td></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Revolution Quiz</td>
<td>Mar 15 by 11:59pm</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>The Articles of Confederation and the Constitution Quiz</td>
<td>Apr 1 by 11:59pm</td>
<td>MISSING</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>
Enter a hypothetical score for the assignment.

View What-If Grades

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patriotism or Treason? Colonist vs. British Citizen Point of View Essay</td>
<td>Mar 13 by 11:59pm</td>
<td>30</td>
</tr>
<tr>
<td>The Declaration of Independence: A Revisionist History</td>
<td>Mar 13 by 11:59pm</td>
<td>50</td>
</tr>
<tr>
<td>Revolution Quiz</td>
<td>Mar 15 by 11:59pm</td>
<td>25</td>
</tr>
<tr>
<td>The Articles of Confederation and the Constitution Quiz</td>
<td>Apr 1 by 11:59pm</td>
<td>9</td>
</tr>
</tbody>
</table>

The Grades page updates the total score with the What-If grade.

Revert to Actual Score

Grades for Emily Boone

<table>
<thead>
<tr>
<th>Name</th>
<th>Due Date</th>
<th>Status</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Closer Look: The United States Constitution Written Response 1</td>
<td>Jan 1 by 11:59pm</td>
<td>📚</td>
<td>20</td>
<td>📚</td>
</tr>
<tr>
<td>Course Introductions</td>
<td>Feb 7 by 11:59pm</td>
<td>📚</td>
<td>10</td>
<td>📚</td>
</tr>
<tr>
<td>The Bill of Rights Quiz</td>
<td>Feb 13 by 11:59pm</td>
<td>📚</td>
<td>10</td>
<td>📚</td>
</tr>
<tr>
<td>A Closer Look: Response 2</td>
<td>Feb 18 by 11:59pm</td>
<td>📚</td>
<td>25</td>
<td>📚</td>
</tr>
<tr>
<td>Patriotism or Treason? Colonist vs. British Citizen Point of View Essay</td>
<td>Mar 13 by 11:59pm</td>
<td>📚</td>
<td>30</td>
<td>📚</td>
</tr>
<tr>
<td>The Declaration of Independence: A Revisionist History</td>
<td>Mar 13 by 11:59pm</td>
<td>📚</td>
<td>50</td>
<td>📚</td>
</tr>
<tr>
<td>Revolution Quiz</td>
<td>Mar 15 by 11:59pm</td>
<td>📚</td>
<td>25</td>
<td>📚</td>
</tr>
<tr>
<td>The Articles of Confederation and the Constitution Quiz</td>
<td>Apr 1 by 11:59pm</td>
<td>📚</td>
<td>9</td>
<td>📚</td>
</tr>
</tbody>
</table>

Total: 91.46% (Pass)

*NOTE*: This is NOT your official score.

Revert to Actual Score

Assignments are weighted by group:

<table>
<thead>
<tr>
<th>Group</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>Summaries</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.
To revert your What-If score to your actual score, click the arrow next to the What-If grade [1]. You can also revert scores in the sidebar by clicking the Revert to Actual Score button [2].

**Show Saved What-If Scores**

Total: 94.92% (Pass)

Show Saved "What-If" Scores

Show All Details

To view your grades using any What-If scores you've ever tested in your course, click the Show Saved What-If Scores button.
How do I view my grades in a concluded course?

You may be able to view your grades for courses that have ended. Depending on the grade calculation for your course, your total grade may display as a point value or as a percentage. If viewable, concluded course grades can also be viewed from any active course.

Notes:

- Your instructor may restrict you from viewing grade totals.
- Some institutions may restrict the option to view concluded courses.

Open Courses

In Global Navigation, click the Courses link [1], then click the All Courses link [2].

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.
Open Concluded Course

Past Enrollments

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
<th>Term</th>
<th>Enrolled as</th>
<th>Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History Spring 2016</td>
<td></td>
<td>2016 Spring</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Fall 2014</td>
<td></td>
<td>2014 Fall-2</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Summer 2015</td>
<td></td>
<td>2015 Summer</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td>Bio 101 Winter 2015</td>
<td></td>
<td>2015 Winter</td>
<td>Student</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Biology 101 Winter 2017</strong></td>
<td>Biology 101</td>
<td>Winter 2017</td>
<td>Student</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Under the Past Enrollments heading, click the name of your concluded course.

Open Grades

In Course Navigation, click the Grades link.
### Grades for Emily Boone

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Introductions</strong></td>
<td>Jan 5, 2017 by 11:59pm</td>
<td>✓</td>
<td>10</td>
</tr>
<tr>
<td><strong>Bill of Rights Topic Discussion</strong></td>
<td>Jan 12, 2017 by 11:59pm</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td><strong>The Bill of Rights Quiz</strong></td>
<td>Jan 19, 2017 by 11:59pm</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td><strong>A Closer Look: The United States Constitution Written Response 2</strong></td>
<td>Feb 2, 2017 by 11:59pm</td>
<td>23 (A-)</td>
<td>25</td>
</tr>
</tbody>
</table>

View your grades in your concluded course.
Inbox
How do I use the Inbox as a student?

The Inbox is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. The Inbox itself does not have any file size limits; however, attachments added to a conversation are included in the sender's personal files.

Learn more about the Inbox.

Notes:

- If you right-click or option-click on the Inbox link, you can open your Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.
- Users display in conversations once they have an active enrollment in the course, and users cannot join a course unless it is published.
- Once a course has concluded, you cannot message users 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 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 messages by course or group [1] and type [2]. Filtering by type lets you filter messages by Inbox, 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 Inbox Panels

Conversations for your selected course and Inbox filter appear in the left Inbox panel.

View Conversations

- **12:35pm**
  - Emily Boone, Doug Roberts...
    - Office Hours
    - My office hours are listed in the course Calendar.

- **12:05pm**
  - Emily Boone, Doug Roberts
    - Homework Assignment
    - Thank you for your submission. It will be graded soon.

- **11:32am**
  - Doug Roberts, Emily Boone
    - Assignment
    - Please review this assignment.
The 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 Inbox 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 Inbox 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 find my unread messages in the Inbox as a student?

You can view all unread messages in your Inbox. You can also filter messages to show only unread messages.

Open Inbox

In Global Navigation, click the Inbox link.
View Unread Message

- 10:57am
  - Doug Roberts, Emily Boone
  - Upcoming Quiz
  - That works for me. I will put it on the course cale

- 10:49am
  - Doug Roberts, Max Johnson
  - Missing Assignment
  - Thanks, Mr. Roberts!

- Oct 24, 2017
  - Doug Roberts, Max Johnson
  - Meeting
  - Definitely!

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

☐ Oct 24, 2017

1. Doug Roberts, Max Johns...
   Meeting
   Definitely!

☐ Oct 24, 2017

2. Doug Roberts, Max Johns...
   Meeting
   Definitely!

If you want to mark a conversation as unread, click the read indicator [1]. The message will now show the unread indicator [2].
Mark Multiple Messages

You can mark multiple conversations as unread or read by pressing the command key (Mac) or the control key (Windows) while clicking multiple messages, or by selecting the message checkbox [1].

Locate and click the settings icon and choose the Mark as unread link [2].

If you select multiple unread messages, you will see Mark as read link [3].
Select Unread Conversations

To view only unread messages, open the Inbox drop-down menu [1]. Select the Unread link [2].
How do I filter conversations as a student?

You can filter the conversations in your Inbox for easier organization, especially if you are enrolled in multiple courses. Filtering conversations allows you to selectively view conversation messages by course, inbox, or user.

Open Inbox

In Global Navigation, click the Inbox link.
Filter by Course

You can filter your inbox by types of courses. Your Inbox may contain the following options:

- Current courses in your Favorites menu [1]
- Other courses that you haven't favorited [2]
- Concluded courses [3]
- Current or concluded groups [4]

Note: You cannot send messages to users in concluded courses.

Filter by Inbox

You can also filter by Inbox type. By default, the Inbox displays all messages.
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.

**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 the Inbox.
View Submission Comments

The Submission Comments filter displays all comments associated with course assignments and feedback. Learn how to reply to submission comments.

Filter by User

To filter by user, type the name of a user in the filter field [1], or browse for the course, group, or user by selecting the Address Book icon [2].
How do I star a conversation as a student?

Starring conversations allows you to see important messages at a glance.

Open Inbox

In Global Navigation, click the Inbox link.
Star and Unstar Conversations

To create a starred message, click the star icon. If you want to remove the star, click the star icon again.
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>Course</th>
<th>Conversation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Courses</td>
<td>11:32am [Doug Roberts, Emily Boone] Assignment Please review this assignment.</td>
</tr>
<tr>
<td></td>
<td>Jan 18, 2017 [Emily Boone, Doug Roberts] (No subject) Thank you! I'll take a look.</td>
</tr>
<tr>
<td></td>
<td>Aug 12, 2016 [Doug Roberts, Andy Admin...] No class next Wednesday</td>
</tr>
<tr>
<td></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 the Inbox as a student?

In the Inbox, 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.

Learn more about the Inbox.

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 the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.
- You cannot send messages to users in concluded courses.

Open Inbox
In Global Navigation, click the **Inbox** link.

### Compose Message

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], more courses [2], or course groups [3].
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

Course: History 101

To: Jessica Doe, Max Johnson

Subject: No subject

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].
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 the Inbox as a student?

In the Inbox, 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.

Learn more about the Inbox,

Note:

• Currently you cannot message users in multiple groups.
• Once a course has concluded, you cannot message groups in that course.

Open Inbox

In Global Navigation, click the Inbox link.
Compose Message

Click the Compose icon.

Select Group

In the Courses drop-down menu, select the Groups option [1] and select the name of the group [2]. You can also search for a group by typing the group name in the Groups search field [3].

**Note:** Groups are organized in alphabetical order and display after courses in the drop-down menu.
Add Users

To add a user, you can search for the user in the To field [1] or you can use the Group Roster [2].

Search for Users

To search for a user, type the user's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the Enter key. The user's name will appear in the To field, highlighted in light blue. To send a message to multiple users, type the names of additional users in the To field.

If you accidentally select the wrong user, press the Delete key (on a Mac keyboard) or the Backspace key (on a PC keyboard) to remove the user.
You can also hover over a user's name and click the white x to remove the user from the list.

**Use Group Roster**

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 the Inbox as a student?

You may be able to use the Inbox 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.

Learn more about the Inbox.

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 the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.
In Global Navigation, click the **Inbox** link.

**Compose Message**

Click the **Compose** icon.

**Select Course**

In the course drop-down menu [1], select the Favorite Courses or More Courses option [2], then select the course where you want to send a message [3].
Open Address Book

Compose Message

Course: History 101
To: 
Subject: No subject

Send an individual message to each recipient

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].
Select Group

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 a student?

You can upload supplemental files as part of your Inbox 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 Attachment icon.
Select File(s)

Select the file and click the **Open** button.
Select Multiple Files

You can upload additional files by clicking the Attachment icon [1].

If you accidentally select the wrong file, click the Delete icon to remove it [2], or click the Attachment icon, or double click the file to select a different file.

When you are finished, click the Send button [3].
Home sick

Emily Boone, Doug Roberts  
Biology 101

February 7, 2018 at 4:52pm

Here is my assignment that was due today. I am home sick!

- Revolution Review.docx
- Assignment.pdf

The attachments will appear below the message. To view the file, click the link.
How do I attach a media comment to a message as a student?

You can record or upload video and audio files as part of your Inbox messages.

For more information about supported uploaded media types, please see the Canvas Media Files lesson.

Note: Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.

Open Inbox

In Global Navigation, click the Inbox link.

Compose Message
To start a new message, click the **Compose** icon.

**Open Media**

To attach a media comment or file, click the **Media** icon.
A pop-up window will appear in your browser. If you see a message from 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**

![Image of file explorer and Open button](image)

Locate the media file on your computer. Click the **Open** button.
Send Message

Compose Message

Course: History 101
To: Doug Roberts
Subject: Homework Assignment

1. Send an individual message to each recipient
2. Media Comment

Here's my assignment.

3. Send button

Your media comment will appear in your message [1]. If you want to remove the comment, click the delete icon [2] to remove it from the message. When you are finished, click the Send button [3].

View Media Comment

Homework Assignment

Emily Boone, Doug Roberts
History 101

Here's my assignment.

undefined
The media comment will appear below the message. Click the link to view the file.
How do I reply to a message in the Inbox as a student?

Canvas makes it easy to reply to messages from other users in your 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 a student?

Even when you are part of a group conversation, you can privately respond to another individual.

Open Inbox

In Global Navigation, click the **Inbox** link.
Select Conversation

- **3:05pm**
  - Doug Roberts, Bruce Jones...
  - Due Date Change
  - That's perfect. Thanks you Mr. Roberts!

- **12:35pm**
  - Emily Boone, Doug Roberts...
  - Office Hours
  - My office hours are listed in the course Calendar

- **11:32am**
  - Doug Roberts, Emily Boone
  - Assignment
  - Thank you! I will review this before next class.

Select the conversation.
Locate Message

Due Date Change

Jessica Doe, Nora Sanderson, Jane Smith... +5 more
History 101
November 21, 2017 at 3:05pm
That's perfect. Thanks you Mr. Roberts!

Max Johnson, Nora Sanderson, Jane Smith... +5 more
History 101
November 21, 2017 at 3:04pm
Good to know. Thanks!

Doug Roberts, Nora Sanderson, Jane Smith... +10 more
History 101
November 21, 2017 at 11:27am
Hi everyone,
Please note the new due date for the midterm project.
Thanks

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 the Inbox as a student?

Submission Comments allows users to view all comments sent and received from assignment submissions. You can reply to submission comments directly from the Inbox.

You can also reply to comments directly from assignment submissions. Learn how to [view assignment comments](#) from your instructor.

**Note**: For muted assignments, submission comments are not displayed until the assignment is unmuted.

Open Inbox

In Global Navigation, click the **Inbox** link.
Open Submission Comments

Click the Inbox filter [1] and select the Submission Comments option [2].

Select Submission Comment

Each message contains the name of the course and the name of the submission. Click the submission comment where you want to reply.
Reply to Comments

In the toolbar, click the Reply icon [1]. You can also click the reply icon in the conversation thread [2].

**Note:** In Submission Comments, the name of the course assignment links to the assignment [3]. This link allows you to access the assignment submission and view any associated attachments that may be part of the submission comment.

Write Comment

In the text window, type your comment for the submission [1]. Click the Send button [2].
View Comment

**History 101 - Patriotism or Treason?**

**Emily Boone**
November 21, 2017 at 3:13pm

Thank you for your comments! I've revised my paper and resubmitted for grading.

**Doug Roberts**
October 16, 2017 at 4:00pm

Please see my annotated comments

View your reply in the conversation thread.

 Replies are also posted back to the assignment and can be viewed in the Grades page and the assignment submissions page.
How do I forward a message from a conversation as a student?

You can forward conversations to other individuals in your courses.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user.

Open Inbox

In Global Navigation, click the **Inbox** link.
Select Conversation

- **3:05pm**
  - **Doug Roberts, Bruce Jones**
    - **Due Date Change**
    - That’s perfect. Thanks you Mr. Roberts!

- **12:35pm**
  - **Emily Boone, Doug Roberts**
    - **Office Hours**
    - My office hours are listed in the course Calendar.

- **11:32am**
  - **Doug Roberts, Emily Boone**
    - **Assignment**
    - Thank you! I will review this before next class.

Select the conversation.

Select Message

Doug Roberts, Nora Sanderson, Jane Smith... +10 more

November 21, 2017 at 11:27am

Hi everyone,
Please note the new due date for the midterm project.
Thanks

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 a student?

You can add people to an existing thread in the 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: Doug Roberts, jessi

Subject: Jessica Doe

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

Compose Message

Course: History 101

To: Doug Roberts

Subject: Jessica Doe

Doug Roberts
Hi everyone, Please note the new due date for the midterm project. Thanks

Send
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**

<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>Assignment</td>
</tr>
</tbody>
</table>

Verify you added the correct person.
Send Message

Enter a reply in the text field [1]. Then click the Send button [2].

View Message

Due Date Change

Emily Boone, Doug Roberts, Jessica Doe
History 101

This will be really helpful!

The link will update the total number of people involved in the conversation.
Newly added participants will be able to read and comment on the entire conversation, even the messages that were posted before they were added.
How do I delete a conversation as a student?

You can delete conversations from your Inbox when you no longer need them.

You can also delete individual messages from a conversation instead of deleting the entire thread.

Open Inbox

In Global Navigation, click the **Inbox** link.
Select Conversation

11:32am
Doug Roberts, Emily Boone
Assignment
Thank you! I will review this before next class.

Select the conversation.
Select Multiple Conversations

To select multiple messages to delete, 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, press 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.
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**

![Confirm Deletion dialog box]

Select the **OK** button. All messages from that conversation will be deleted.

**Note:** New messages sent to you by any participant in a deleted conversation will still appear in your Inbox.
How do I delete a message from a conversation as a student?

You can delete individual messages within a conversation in Canvas.

Open Inbox

In Global Navigation, click the Inbox link.
Select Conversation

- **3:24pm**
  - Doug Roberts, Bruce Jones...
  - Due Date Change
  - This will be really helpful!

- **12:35pm**
  - Emily Boone, Doug Roberts...
  - Office Hours
  - My office hours are listed in the course Calendar.

- **11:32am**
  - Doug Roberts, Emily Boone
  - Assignment
  - Thank you! I will review this before next class.

Select the conversation.
Select Message

Due Date Change

Emily Boone, Doug Roberts, Jessica Doe
History 101

This will be really helpful!

Jessica Doe, Nora Sanderson, Jane Smith... +5 more
History 101

That's perfect. Thanks you Mr. Roberts!

November 21, 2017 at 3:24pm

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.

Cancel  OK

Click the OK button to delete the message.

Note: You can only delete your copy of the message. You cannot delete the message for all recipients.
How do I archive a conversation as a student?

You can archive messages if you want to keep them but remove them from your Inbox.

Note: You cannot archive sent messages.

Open Inbox

In Global Navigation, click the Inbox link.
Select Conversation

- 3:24pm
- Doug Roberts, Bruce Jones...
  - Due Date Change
  - This will be really helpful!

- 12:35pm
- Emily Boone, Doug Roberts...
  - Office Hours
  - My office hours are listed in the course Calendar

- 11:32am
- Doug Roberts, Emily Boone
  - Assignment
  - Thank you! I will review this before next class.

Select the conversation.
Select Multiple Messages

To select multiple messages to archive, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Archive Conversations

Click the Archive icon.
View Archived Conversations

To view archived messages, click the **Inbox** drop-down menu [1]. Select the **Archived** link [2].

Unarchive Conversations

To unarchive a message, click the message you want to unarchive [1]. Click the **Unarchive** icon [2].
Modules
How do I view Modules as a student?

Some instructors will use modules to organize the course. Modules control the entire flow of the course, along with its content.

**Note:** Your instructor may choose to hide the Modules link in Course Navigation. If the Modules link is not available, you can still access Module items through other areas of Canvas, such as the Syllabus or Course Home Page. Alternatively, your instructor may choose to hide all Course Navigation links except for Modules. If other Course Navigation links are not available, your instructor wants you to navigate the course using Modules.

Open Modules

In Course Navigation, click the **Modules** link.
View Modules

In Modules, you can view all the modules in your course. Modules are organized by order of progression.

Modules house the content items within each module.

To expand or collapse all modules, click the Expand All/Collapse All button [1].

To expand or collapse individual modules, click the module Expand or Collapse arrows [2].

If you choose to collapse or expand one or more modules, the Modules Index Page retains the state of each module.

Notes:

- The Collapse All button displays if one or more modules are expanded. The Expand All button displays if all modules are collapsed.
- The Modules page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.
View Locked Module

Your instructor may lock a module until a specified date. Locked modules display a Locked icon [1] and an unlock date [2].
View Module Icons

<table>
<thead>
<tr>
<th>Module</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Scientific Method</td>
<td>Topics this module include: Getting to know you, what does biology mean to you?, what is the scientific method?</td>
</tr>
<tr>
<td>1. Scientific Method</td>
<td></td>
</tr>
<tr>
<td>2. Biomes</td>
<td></td>
</tr>
<tr>
<td>3. Class Survey</td>
<td>1 pts</td>
</tr>
<tr>
<td>4. Biomes</td>
<td>Apr 15</td>
</tr>
<tr>
<td>5. Scientific Method Reading 1</td>
<td>*Locked until mastery path is processed for &quot;Biomes&quot;</td>
</tr>
</tbody>
</table>

Modules can be filled with different types of content. Each module item also includes an icon with its type:

- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Quiz** [3]: a course quiz
- **Assignment** [4]: a course assignment
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view
View Requirements

If a module includes requirements, the header shows whether you are supposed to complete all requirements or select one requirement [1].

Next to the module item, you can view the type of requirement necessary to complete the module item [2]. You must complete all required module items before you can progress to the next module. Some modules may require you to complete the module items in order.

Depending on the module item type, requirements include up to five options:

- **View**: You must view the item.
- **Mark as done**: You must [mark the module item as done](#) before you can progress to the next item.
- **Contribute**: You must post a reply to the discussion topic or contribute content to a page.
- **Submit**: You must post a reply to the discussion topic or contribute content to a page.
- **Score at least X**: You must submit the assignment with a minimum of the shown score.
Module items can also be used to show progression through a module. Modules and/or module items that are not available to you are grayed out.

For any module icon, you can hover over the icon and view the message for the requirement.

Icon meanings may change depending on if your course is using requirements:

- **Orange dash icon** [1]: when next to a module item, the module item is overdue. When next to the module heading, the module requirements have not been met.
- **Green check mark** [2]: the module item has been completed. For requirements, this icon means the module requirement has been met.
- **Blue info icon** [3]: the module item has been submitted, but has not yet been graded.
- **Options label** [4]: the module item requires you to choose an assignment path before additional module items can be displayed.
- **White circle** [5]: the module item has not been started.
- **Lock icon** [6]: the module is locked until a future date. For prerequisites, this icon means the previous module has not been completed so it cannot be viewed.
- **Lock message** [7]: the module may contain additional information that cannot be accessed until the name of the assignment in the message is graded.

### View Individual Module Item

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural and Content Fallacies</td>
<td>Aug 17</td>
<td>4</td>
</tr>
<tr>
<td>Current Events</td>
<td>Oct 26</td>
<td>10 pts</td>
</tr>
</tbody>
</table>

Each module contains module items. Each item includes the module item name [1]. Items will display the due date (if any) [2], and the number of points the assignment is worth [3]. If a To-Do date was added to a non-graded item, the date will display next to the module item [4].

**Note:** If your instructor has placed an unpublished quiz in the module, you will not be able to see the points possible or the quiz questions until the quiz has been published.
Open Module Item

Introduction to the Scientific Method

Topics this module include: Getting to know you, what does biology mean to you?, what is the scientific method?

Label your Microscope

Mar 3 | 10 pts

Locked until "Label your Microscope" is graded

Biomes

Contributed

To begin a module, click the first item in the module.
Navigate Module

You can advance through module items or return to previous modules using the progression bar at the bottom of the page. To advance to the next module item, click the Next button [1]. To return to a previous module item, click the Previous button [2].

You can view the name of the next or previous module item by hovering over the Next or Previous button, respectively.

Note: If your instructor has enabled MasteryPaths for your course and an assignment is processing, the Next button in the modules progression bar indicates that you should refresh the page. This change notifies you about progressing to the next module item.
How do I mark a module item as done for a module requirement?

Your instructor may require you to mark a module page or assignment as completed before you can progress to the next item in the module.

Marking a content page as done means that you understand the course material in the content page and are ready to progress to the next item. Additionally, when you mark a content page as done, its associated to-do item is removed from the to-do list and the item displays as complete in the Dashboard List View.

Note: You may be able to mark online or external tool submission assignments as done. However, you must still submit the assignment for your instructor to grade.

Open Modules

In Course Navigation, click the Modules link.
Open Content Page

Click the name of the content page with the requirement.

Mark Done

Click the Mark as Done button.

Confirm Done
When you mark the page as done, the button changes from Mark as Done to Done.

**Unmark Page**

![Done button](image1) ➔ ![Mark as done button](image2)

If you want to unmark the page as done, click the **Done** button. The button will turn back into the **Mark as Done** button.
How do I choose an assignment path in a module?

If your Modules page asks you to choose an assignment group, you need to choose which assignment(s) you want to select before you can progress to the next assignment.

Open Modules

- Home
- Assignments
- Modules
- Syllabus
- Grades
- Announcements
- Discussions

In Course Navigation, click the Modules link.
Choose Assignment Group

Locate the current module and click the Choose Assignment Group link.
Select Assignment

Choose Assignment Path

Select one of the options:

Option 1

Safety in Science - Symbols
11 pts.
Review the Lab Safety - Symbols reading assignment in CK-12 and complete the attached worksheet.

Reading Assignment: http://www.ck12.org/group-assignments/25892
Worksheet: CK12_MS Concepts Physical Science_Quiz_Safety in Science.docx

- This assignment is worth 25 points
- Your completed assignment should be submitted in either .docx or .pdf format.

Option 2

Biology Overview
3 pts.

View the assignment options. Locate the assignment you want to select and click the Select button.

Note: Once you select an assignment, you cannot select a different assignment.
View Selected Assignment

Canvas will verify your selected assignment. To move to the next assignment, click the assignment link.

**Note:** If the link generates an error message, you can access the assignment by clicking the Modules link in Course Navigation.

View Modules

- Scientific Method Essay
  - 25 pts | Score at least 15.0

- Safety in Science - Symbols
  - Mar 5 | 25 pts

In the Modules page, you can also view your next assignment.
How do I view course content offline as an HTML file as a student?

If your institution has enabled offline content, you can view your course offline as an HTML file. You can download the HTML file from the Modules page and view any content available in each module. Currently HTML files can only be generated in the browser version of Canvas and are only supported on a computer.

HTML offline content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In the HTML file, you can view assignment details, availability dates, and point values. Discussions and quizzes only include the description. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the HTML file. If a link can only be accessed online, the link includes an external icon identifying the content as online only.

Content items within modules are available if you have permission to view them. However, content items locked by modules or by date are not included in offline content and show that the content is not available.

Offline downloads include all content from the course at the time of the download. You will need to download the course each time you want to view updated course content. After the initial download, the export page shows the history of each download, and the Modules page shows the last time the content was exported.

User Guidelines

When exporting course content, you may not reproduce or communicate any of the content in the course, including exported files, without your institution's prior written permission. Please be aware of your institution's online user agreement guidelines.

Notes:

- If your Course 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 course does not allow access to the Modules page, or if your course Modules page does not display the Export Course Content button, offline content is not available in your course. However, your institution may allow you to export course content as an ePub file.
Open Modules

In Course Navigation, click the Modules link.

Export Course Content

Click the Export Course Content button.
Export Course

Exported Package History

You may not reproduce or communicate any of the content on this course, including files exported from this course without the prior written permission of your institution. Check with your institution for specific online user agreement guidelines.

Processing
this may take a bit...

The download process has started. This can take awhile for large courses. You can leave the page and you'll get a notification when the download is complete.

The course will download to your computer as a ZIP file. If you remain in the page until the download is complete, the file will download directly to your computer.

If you leave the page, you'll receive an email notification when the course download is complete. You can use a link in the email to download the file.

View Export History

Exported Package History

Most recent export: **Jul 3 at 11:44am**

You may not reproduce or communicate any of the content on this course, including files exported from this course without the prior written permission of your institution. Check with your institution for specific online user agreement guidelines.

When the export is complete, the Exported Package History page shows the most recent export. To download the export again, click the date of the export.

If you export the course again at a later date, the most recent export will always display in the page, along with previous exports.
Open ZIP File

Once the file has been downloaded, locate the ZIP file on your computer [1]. Double click the file to open 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].
How do I view Pages as a student?

You can view Pages in your course through the Pages Index page or through Modules.

**Note:** If you cannot view the Pages Course Navigation link, your instructor has hidden the link in your course. Additionally, you will also not be able to view the View All Pages button if your course includes a Front Page.

### View Pages

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

**Note:** If the Pages link is not available in Course Navigation, you can access course pages through the Modules page.

### View All Pages

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

<table>
<thead>
<tr>
<th>Page title</th>
<th>Creation date</th>
<th>Last edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Declaration by Committee</td>
<td>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>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>
<tr>
<td>Bill of Rights Wrapup</td>
<td>Oct 19, 2018</td>
<td>Oct 19, 2018 by Doug Roberts</td>
</tr>
</tbody>
</table>

The Pages index will list all the pages in the course. Click the title of the page you want to view.

View Modules

- Home
- Assignments
- Modules
- Syllabus
- Grades
- Announcements
- Discussions

You may also be able to view pages in Modules. In Course Navigation, click the Modules link.
Each module can contain files, discussions, assignments, quizzes, and other learning materials the instructor decides to add. Course Pages are indicated with a document icon. Depending on how your course is set up, you may not be able to view module items that have a pre-requisite requirement.
How do I create a new page in a group?

You can create new pages in your student groups.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
Create a New Page

Click the Add Page button.

Add Content

Type a name for your page [1]. Edit the content and add links and media using the Rich Content Editor [2] or switch to the HTML Editor [3].

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

You can decide who can edit the page by selecting the Users allowed to edit this page drop down menu [1]. You can also notify users that content has changed by selecting the Notify users that this content has changed checkbox [2].

Save Changes

Click the Save button.

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

View Page

Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.
View the page you created.
How do I change a page name in a group?

You can rename pages in your group.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
Select Page

<table>
<thead>
<tr>
<th>Page title</th>
<th>Creation date</th>
<th>Last edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Introductions</td>
<td>Jul 28, 2020</td>
<td>Jul 28, 2020 by Emily Boone</td>
</tr>
<tr>
<td>Group Project</td>
<td>Jul 28, 2020</td>
<td>Jul 28, 2020 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the name of the page you wish to edit.

Edit Page

Click the Edit button.
Rename Page

Delete the previous title, and rename the page title.

Save Changes

To save changes, click the Save button.
View the Updated Page

Welcome

Welcome to our Project Group! We'll be collaborating on a midterm project this semester. Take a moment to introduce yourself here!

View the new page name at the top of the page.
How do I edit a course page as a student?

The default setting in Canvas is to restrict editing of pages to instructors only. However, your instructor may allow you to edit a page in your course and contribute content to the page.

If you can edit a page, you can also view the history of a course page.

Open Pages

In Course Navigation, click the *Pages* link.

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. Click the *View All Pages* button to select a page from the Pages Index.
Open 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>Aug 13, 2019</td>
<td>Aug 13, 2019 by Doug Roberts</td>
<td>May 21 at 12:59am</td>
</tr>
<tr>
<td>Amendments to the Constitution</td>
<td>Aug 13, 2019</td>
<td>Aug 13, 2019 by Doug Roberts</td>
<td>Oct 29 at 11:59pm</td>
</tr>
<tr>
<td>Articles of Confederation and Constitution Wrapup</td>
<td>Aug 13, 2019</td>
<td>Aug 13, 2019 by Doug Roberts</td>
<td>Nov 14 at 11:59pm</td>
</tr>
</tbody>
</table>

Click the title of the page.

Edit Page

Click the Edit button.

Note: You will only see the Edit button if you are allowed to edit the page.
Edit Content

A Declaration by Committee

The following are key elements leading up to the Declaration of Independence. You may sign up for a group. Your group will edit this page to add details for each heading. The first is completed as an example. Be sure that you adequately, succinctly, and correctly describe the concept as well as the people involved. Make sure to provide a reference for your information.

Developing the idea

Edit the content on the page using the Rich Content Editor [1] or switch to HTML view to edit [2].

Save Changes

You can notify users that content has changed by selecting the Notify users that this content has changed checkbox [1]. Click the Save button [2].
A Declaration by Committee

The following are key elements leading up to the Declaration of Independence. You may sign up for a group. Your group will edit this page to add details for each heading. The first is completed as an example. Be sure that you adequately, succinctly, and correctly describe the concept as well as the people involved. Make sure to provide a reference for your information.

Developing the idea

In June 1776, the Second Continental Congress decided that they needed to declare independence in one fashion or another. They agreed to take a three week recess and appointed the "Committee of Five" which included John Adams, Roger Sherman, Benjamin Franklin, Robert R. Livingston, and Thomas Jefferson. After the committee discussed the general direction that the document would take, they asked Jefferson to write the first draft.


Writing

John Adams, Thomas Jefferson

Group A

View your changes.
How do I edit a page in a group?

You can easily edit a page to collaborate on group projects or assignments.

Note: Your instructor may also allow you to edit course pages.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
Open Page

<table>
<thead>
<tr>
<th>Page title</th>
<th>Creation date</th>
<th>Last edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Introductions</td>
<td>Jul 28, 2020</td>
<td>Jul 28, 2020 by Emily Boone</td>
</tr>
<tr>
<td>Study Group 1</td>
<td>Jul 28, 2020</td>
<td>Jul 28, 2020 by Emily Boone</td>
</tr>
<tr>
<td>Welcome</td>
<td>Jul 28, 2020</td>
<td>Jul 29, 2020 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the title of the page you wish to change.

Edit Page

Click the Edit button to make changes to the page.
Edit Content

Welcome

12pt | Paragraph | B | I | U | A | T ⌃ | Options | Users allowed to edit this page
Only members

Everyone is required to submit 3 proposals for our group project. Post or link them below.

Edit the content and add links and media using the Rich Content Editor [1] or switch to the HTML Editor [2].

Save Changes

[Cancel] [Save]

Click the Save button.
View Changes

View the changes you made to the page.

Group Project
How do I delete pages in a group?

You can delete a single page or multiple pages if you no longer need them in your group.

Note: You will be unable to delete a page if it is used as the Front Page for your group.

Open Pages

In Group Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.
Delete Pages

Select the checkbox of the page or pages you want to delete [1]. Then click the Delete button [2].

**Note:** You will be unable to delete a page if it is used as the Front Page for your course [3].

Confirm Deletion

You are about to delete 2 pages. Are you sure?

To confirm deletion of the selected pages, click the Delete button.
How do I upload a PDF to a page in a group?

You can upload PDFs to a group page in Canvas.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
**Open Page**

<table>
<thead>
<tr>
<th>Page title</th>
<th>Creation date</th>
<th>Last edit</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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<td>Jul 28, 2020</td>
<td>Jul 29, 2020 by Emily Boone</td>
</tr>
<tr>
<td>Study Group 1</td>
<td>Jul 28, 2020</td>
<td>Jul 28, 2020 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the title of the page you want to edit.

**Edit Page**

Click the Edit button.

---

*Canvas Student Guide Updated 2022-03-24*
Select PDF Location

In the Rich Content Editor, place your cursor where you wish to insert the PDF document. You can embed previously uploaded documents or upload new documents.
Verify PDF Upload

Everyone is required to submit 3 proposals for our group project. Post or link them below.

Assignment.pdf

Verify the placement of the linked file. The text will turn blue indicating that the link is downloadable.

Save Changes

Click the Save button.
Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.
Read more about it here: Assignment.pdf  

View the PDF file by clicking on the file name.
How do I link to other pages in a group?

You can link to other pages in your group.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
Open Page

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<td>Jul 28, 2020</td>
<td>Jul 29, 2020 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the title of the page you want to edit.

Edit Page

Click the Edit button.

Select Link Location

Everyone is required to submit 3 proposals for our group project. Post or link them below.

Read more about the project tasks:
In the Rich Content Editor, place your cursor where you wish to insert the link.

**Insert Link**

![Rich Content Editor interface showing how to insert a link](image)

Everyone is required to submit 3 proposals for our group project. Post or link them below.

Read more about the project tasks: [Group Project Tasks](#)

You can add links to group content. The name of the content will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link.

**Save Changes**

![Save button in the Rich Content Editor](image)

Click the **Save** button.
Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about the project tasks here: [Group Project Tasks](#)
How do I embed media in a page in a group?

Canvas lets you embed media content within a page.

Notes:
- Canvas only supports secure video URLs (HTTPS) for embedding.
- Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.

Open Pages

In Group Navigation, click the Pages link.

View Pages

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

Open Page

<table>
<thead>
<tr>
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<th>Creation date</th>
<th>Last edit</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Group Project</td>
<td>Jul 28, 2020</td>
<td>Jul 29, 2020 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the title of the page you want to view.

Edit Page

Click the Edit button.
Open Insert Media Tool

Everyone is required to submit 3 proposals for our group project. Post or link them below.

Click the Media icon. You can upload and embed media files from your computer, external sources, or Canvas.

Note: Media will be inserted at the location of your cursor in the Rich Content Editor.
Preview Media

Preview your media in the Rich Content Editor.

Save Changes

To save changes to the page, click the Save button.
How do I create a file link in a page in a group?

In groups, you can add a file to a page.

Open Pages

In Group Navigation, click the Pages link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the View All Pages button to select a page from the Pages Index.
Open Page

<table>
<thead>
<tr>
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<tbody>
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</tr>
<tr>
<td>Group Project</td>
<td>Jul 28, 2020</td>
<td>Jul 29, 2020 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the title of the page you want to edit.

Edit Page

Click the Edit button.

Select Link Location

Everyone is required to submit 3 proposals for our group project. Post or link them below.

Read more about it here:
In the Rich Content Editor, place your cursor where you wish to insert your file.

**Insert File Link**

Everyone is required to submit 3 proposals for our group project. Post or link them below.
Read more about it here: [Assignment.pdf](#)

You can **add links to group or user files**. 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.

**Save Changes**

[Cancel]  [Save]

Click the **Save** button.
Group Project

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about it here: Assignment.pdf
How do I view the history of a page in a group?

In your student groups, you can view the page history and see the date, time, and author of any changes made to the page. Page editors can also restore the page content to a previous version of the page.

**Note:** If your instructor allows students to edit course pages, students will be able to view the page history but will not be able to restore a prior version of the page.

Open Pages

In Group Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.
Open Page

<table>
<thead>
<tr>
<th>Page title</th>
<th>Creation date</th>
<th>Last edit</th>
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</thead>
<tbody>
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</tr>
<tr>
<td>Group Project</td>
<td>Jul 28, 2020</td>
<td>Jul 29, 2020 by Emily Boone</td>
</tr>
</tbody>
</table>

Click the page you wish to view.

View Page History

Click the Options icon [1] and select the View Page History link [2].

Gal Group Project

Everyone is required to submit 3 proposals for our group project. Post/Read more about it here: Assignment.pdf

Click the Options icon [1] and select the View Page History link [2].
View Past Revisions

**Group Project**

Everyone is required to submit 3 proposals for our group project. Post/link them below. Read more about it here: [Assignment.pdf](#) [1].

View the revision history [1]. To return to the current page revision, click the **Close** icon [2].

Open Prior Page Revision

**Group Project**

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about the project tasks here: [Group Project Tasks](#)

To open a prior version of your page, click the date [1] you want to access and then click the **Restore this revision** link [2].
**Group Project**

Everyone is required to submit 3 proposals for our group project. Post/link them below.

Read more about the project tasks here: [Group Project Tasks](#)

View the content from the latest revision. Canvas will remind you that this version of your page is the most recent revision [1]. If you want to replace your current page with different content, click a different date and page revision.

Click the **Close** icon [2] to return to the current page.
People and Groups
How do I use the People page in a course as a student?

People shows all the users enrolled in the course.

Note: The Section column may be hidden in your course.

Open People

In Course Navigation, click the People link.
View People

In People, students can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Use the Options drop-down menu to view user groups or registered services in the course.
Search Users

To search for a specific user, start to type the user's name in the search field [1]. Possible results will be listed below [2].

Filter Users by Role

Use the Roles drop-down menu to view the number of users for each role type.
View User

<table>
<thead>
<tr>
<th>Name</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>History 101</td>
</tr>
<tr>
<td></td>
<td>History 101 - MWF</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>History 101 - TTH</td>
</tr>
<tr>
<td></td>
<td>History 101</td>
</tr>
<tr>
<td>Conrad Johnson</td>
<td></td>
</tr>
</tbody>
</table>

To learn more about a specific user in the course, click the user's name.

Clicking your own name provides access to your grades. You may also be able to view your own course analytics.

View User Details

Jessica Doe

Report inappropriate picture

More About This User

Send Message

Registered Web Services

Jessica Doe hasn't linked any external services to their account yet.

You can view any details the user has included. You can also send a message directly to the user.

If your institution supports the Profiles feature, the page displays slightly differently. You can view the user's profile information, if any.
Report Profile Picture

If your institution supports profile pictures and the user’s profile picture is inappropriate, you can report the image to your institution by clicking the Report inappropriate picture link [1].

If your institution supports the Profiles feature, you can report the image by hovering over the picture and clicking the Flag icon [2].

View User Groups

To view User Groups, click the Groups tab.
You can also access your User Groups in the Settings menu. Click the **Options** icon [1], and click the **View User Groups** link [2].

**View Registered Services**

To view the registered services for each person in the course, click the **Options** icon [1], and click the **View Registered Services** link [2]. If a person has registered a social media account in Canvas, you can see that service listed and communicate with that person through any social media site they have registered. Learn how to [connect to web services](#) in Canvas.
How do I view my course analytics as a student?

If you have permission from your institution, you can view your own analytics in an active course. Analytics show your activity and communication within the course.

Notes:

• Viewing Analytics is a course permission. If you cannot view Analytics, your institution has restricted this feature.
• If the analytics displayed in your course are different that what is displayed in this lesson, your course is using New Analytics. For more information on using New Analytics, please view the New Analytics Guide.
• Students cannot view analytics in concluded courses.

Open People

In Course Navigation, click the People link.
### Open User Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Section</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emily Boone</strong></td>
<td>History 101</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>History 101 - MWF</td>
<td>Student</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>History 101 - TTH</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>History 101</td>
<td>Student</td>
</tr>
<tr>
<td>Conrad Johnson</td>
<td></td>
<td><strong>Observing: Max Johnson</strong></td>
</tr>
<tr>
<td>Max Johnson</td>
<td>History 101 - MWF</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>History 101</td>
<td>Student</td>
</tr>
</tbody>
</table>

Locate and click your name in the course roster.
Open Analytics

In the sidebar, click the Analytics button.

View Grade Percentage

Emily Boone

Current Total: 86.21%

In the analytics page, you can view your total grade percentage in the course.

View Analytics Graphs
By default, analytics are shown in a graph format. These are four types of graphs: Activity by Date, Communication, Submissions, and Grades.

**View Activity by Date**

![Activity by Date Graph]

The Activity by Date graph shows all your course activity. The x-axis represents the course dates, while the y-axis represents the number of page views. Dark blue bars represent participation in the course. If a date only includes page views, the bar only displays as light blue.

The graph changes the bar display according to the length of time. Activity that is less than six months old displays bars as daily activity, at six months bars are displayed as weekly activity, and at approximately a year bars are displayed as monthly activity. To view the details of the bar graph, hover over the specific bar you want to view. The weekly view shows the first and last date for the week; the monthly view shows the month and the year. Browser window size, zoom level, and screen resolution may also change how the bars display.

The following user actions will generate analytics course participation:

- Collaborations: loads a collaboration to view/edit the document
- Conferences: joins a web conference
- Discussions/Announcements: posts a new comment to a discussion or an announcement
- Quizzes: submits a quiz
- Quizzes: starts taking a quiz
- Assignments: submits an assignment
- Pages: creates a wiki page
The Communication graph shows the conversations that have taken place with your instructor(s) through the Canvas Inbox. The x-axis represents the user type; orange message icons show when you sent a message to an instructor, and blue message icons show when an instructor sent a message to you. The y-axis represents the interaction date.

To view the details of the bar graph, hover over the specific bar you want to view. You can view the date of the communication and how many messages were sent. A message is an individual message passed from one user to the other; in message threads, each message is individually counted. In group conversations, interactions are counted as long as you were one of the recipients. Notifications are not included in analytics unless you acted on the notification and generated a new message that passes through the Canvas Inbox. Announcements are not included in communication analytics.
The Submissions graph shows the status of each of your assignment submissions. The x-axis represents each assignment, while the y-axis represents the submission date. A green circle indicates an assignment that was submitted on time. A yellow triangle indicates an assignment that was submitted late. A red square indicates an assignment that is missing (not submitted). The diamond indicates the due date and the bar extends to the submission date. A white circle with a black outline indicates an assignment with a future due date.

If a submission includes a due date, the submission may include horizontal line. The line indicates when the assignment was submitted, while the shape indicates the actual due date. If a submission was submitted before the due date, the horizontal line is green; if it was submitted after the due date, the horizontal line is yellow. Submissions without a horizontal line either have no due date, or the assignment was submitted on the due date.

To view the details of the bar graph, hover over the specific bar you want to view. Current and past assignments include the assignment title, the due date (if any), the submission date, and the score. Future assignments include the assignment title, due date (if any), and the score.

Note: The Submissions chart does not include information about assignments that do not require a submission (e.g., not graded, on paper assignments) or excused assignments.
The Grades graph shows the median, high, and low scores for each of your assignments. The x-axis represents each assignment, while the y-axis represents the number of points for an assignment. The vertical black line extends from the highest score to the lowest score [1]. The gray box extends from the 75th percentile to 25th percentile [2]. The horizontal black line shows the median score for the assignment [3].

Each assignment score is indicated by the same shapes found in the Submissions graph. A green circle indicates an assignment with a score at or above the course median. A yellow triangle indicates an assignment with a score slightly below the median. A red square indicates an assignment with a score below the median or at the bottom of the score range.

To view assignment names and details, hover your cursor over the graph [4].

View Analytics Tables
To view analytics without hovering over graph columns, you can view all data in a table format. To switch to the table format, click the Analytics icon. The icon will switch from the left side to the right, indicating the current analytics view.

View Table Data

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Views</th>
<th>Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-06-30</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2017-06-29</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>2017-06-29</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>2017-06-29</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>2017-06-29</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>2017-06-28</td>
<td>18</td>
<td>1</td>
</tr>
<tr>
<td>2017-06-21</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>2017-06-18</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2017-06-02</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>2017-06-02</td>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>

Tables apply to every graph in its respective page, and each column defines the data within its respective graph. Graphical data is displayed by column.

Each table is paginated to 30 entries per page; additional pages can be viewed by advancing to the next page.
How do I view all groups in a course as a student?

You can view any groups where your instructor has added you as a member, as well as any available self sign-up groups in your course.

Learn how to easily see the [groups you are enrolled in](#).

Open People

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

View Groups

Click the **Groups** tab.
You can also access your User Groups through the Settings menu. Click the Options icon [1] and click the View User Groups link [2].

**View Course Groups**

View the groups available in your course. Each group shows the name of the group and how many members are part of that group.
If there are any self sign-up groups available to join, you can join the group by clicking the join link [1] or you can change groups by clicking the switch to link [2].

If you are already part of a self sign-up group, you can leave the group by clicking the leave link [3].

**Note:** You cannot leave groups that are not self sign-up groups.

**View Student Leader Groups**

If you have been invited to be a student leader and manage a group, the Manage link will appear next to the name of the group.
View Group Members

To view which students are assigned to the group, click the name of the group [1]. The names of the students will appear in an expanded list [2].
How do I view my Canvas groups as a student?

You can see the current groups where you are enrolled using the Global Navigation Menu. If you do not see any groups listed, you have not joined a group or been enrolled in a group by your instructor. Previous groups are listed under the Previous Groups header.

Open Groups

In Global Navigation, click the Groups link [1], then view your current groups [2]. To view all your groups, click the All Groups link [3].
View Groups

Groups

Current Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Festival Group</td>
<td>Documentation Canvas</td>
<td></td>
</tr>
<tr>
<td>Red Group</td>
<td>History 101</td>
<td></td>
</tr>
<tr>
<td>Study Group 1</td>
<td>History 101</td>
<td></td>
</tr>
</tbody>
</table>

Previous Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Group 1</td>
<td>Classic Literature</td>
<td>Default Term</td>
</tr>
<tr>
<td>Group A</td>
<td>Classic Literature</td>
<td>Default Term</td>
</tr>
<tr>
<td>Project Group 1</td>
<td>Zoology 101.</td>
<td>Default Term</td>
</tr>
<tr>
<td>Project Groups 1 2</td>
<td>Marketing 101</td>
<td></td>
</tr>
<tr>
<td>Study Group 1</td>
<td>Classic Literature</td>
<td>Default Term</td>
</tr>
</tbody>
</table>

Groups are organized into Current Groups [1] and Previous Groups [2].

View Current Groups

Current Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Festival Group</td>
<td>Documentation Canvas</td>
</tr>
<tr>
<td>Red Group</td>
<td>History 101</td>
</tr>
<tr>
<td>Study Group 1</td>
<td>History 101</td>
</tr>
</tbody>
</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 display linked text [4]. These groups are associated with current courses. To open a group, click the name of the group.

### View Previous Groups

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Group 1</td>
<td>Classic Literature</td>
<td>Default Term</td>
</tr>
<tr>
<td>Group A</td>
<td>Classic Literature</td>
<td>Default Term</td>
</tr>
<tr>
<td>Project Group 1</td>
<td>Zoology 101</td>
<td>Default Term</td>
</tr>
<tr>
<td>Project Groups 1 2</td>
<td>Marketing 101</td>
<td></td>
</tr>
<tr>
<td>Study Group 1</td>
<td>Classic Literature</td>
<td>Default Term</td>
</tr>
</tbody>
</table>

Groups listed under the Previous Groups heading are groups that are part of courses that have concluded. Students cannot view group material nor interact with the group after the course is concluded.

**Note:** Some institutions may not allow previous groups to display in the Courses page.
How do I join a group as a student?

You can sign up for a group in your course if your instructor has enabled the self sign-up option.

Note: If your instructor has disabled the People link in Course Navigation, you cannot join a group.

Open People

In Course Navigation, click the People link.

View Groups

To access your User Groups, click the Groups tab [1].
You can also access your User Groups through the Options menu. Click the Options icon [2] and click the View User Groups link [3].

**Join Group**

Next to the name of an available group, click the Join link.

**Verify Group Sign Up**

A message appears at the top of your browser verifying you signed up for the group.
How do I leave a group as a student?

If you are able to join a group in your course, you can leave the group at any time. You cannot leave groups that are not self sign-up groups.

When a course is concluded, all associated groups will be shown as previous groups in your groups list.

Open People

In Course Navigation, click the People link.

View Groups

Click the Groups tab.
You can also access your User Groups through the Settings menu. Click the Options icon [1] and click the View User Groups link [2].

**Leave Group**

Next to the name of an available group, click the Leave link.
Verify Group Removal

A message appears at the top of your browser verifying you left the group.
How do I create a group as a student?

As a student, you can create your own Student Groups for study groups, discuss an assignment, etc. You can be part of more than one student group.

Note: If you cannot see the People tab in your course, or if you cannot see the Add Group button, your instructor has restricted this feature.

Open People

In Course Navigation, click the People link.

View Groups
Click the **Groups** tab.

You can also access your **User Groups** through the Settings menu. Click the **Options** icon [1] and click the **View User Groups** link [2].

**Add Group**

Click the **Add Group** button.
Choose Group Membership Option

Name the group by typing in the group name field [1].

Determine who can join the group by clicking the Joining drop-down menu [2].

Course Members are Free to Join

If you want anyone in the course to join your group, choose the Course members are free to join option.
Membership by Invitation Only

If you want to create a group with only specific people in your course, choose the Membership by invitation only option.

Invite Users

Invite users to join the group by clicking the checkbox next to each user's name. Users are listed alphabetically by last name.

Notes about invitations and group membership:

- If you set the group membership option so that anyone can join, but you choose to select only a few of the students to invite to the group, the remaining students who were not invited can see the group in the student group list and can join the student group later.
- If you set the group membership option as invitation only, students who were not invited will not be able to see the group in the student group list. If you want to add a new user to an invitation-only group at a later time, contact your instructor for assistance.
Save Group

Click the Submit button to create a new group.

View Group

The new group you created will now appear in your course groups.
Edit Group Details

If you need to change the details of your group later, such as renaming the group you created, click the **Edit Group** [1] button.

To switch between groups you have created, click the **Switch Groups** [2] link.
How do I upload a file to a group?

You can share files with members of your group.

Notes:

- Canvas does not support file uploads larger than 5 GB.
- All files added to the group will be accessible to all group members.

Open Files

In Group Navigation, click the Files link.
View Files

Once you click the Files navigation link, you will see where all the files are located for the group.

Add Files

Click the Upload button to add new files to the group.
Choose File to Upload

Find the file you want to upload to the group. Click the **Open** button once to upload the file.
View Group Files

Once you upload the file you selected, it will show up in the Files section of the group navigation. This way all the group members will be able to access the file.
How do I start a collaboration in a group?

You can create collaborations within your groups. Canvas defaults to using Google Docs. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.

Depending on your institution's preference, you may be able to create a Google Drive collaboration or create a Microsoft Office 365 collaboration in groups as well.

Open Collaborations

In Group Navigation, click the Collaborations link.
Create Collaboration

To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select who you will be collaborate with [3]. Click the Start Collaborating button [4].
How do I create a discussion in a group?

If your instructor has created a group in your course, you can start discussions within the group.

Open Discussions

In Group Navigation, click the Discussions link.

Add Discussion

Click the Add Discussion button.
Create Discussion

Enter a discussion title in the Topic Title field [1].

Add discussion content using the Rich Content Editor [2].

Set Discussion Options

Select options for your discussion, allowing others to like it [1] and adding it to other group members to-do lists [2].
Save Discussion

Click the Save button to start the discussion.

View Discussion

View the discussion you started in your group.
How do I close a discussion for comments in a group?

Students can close discussions for comments if they meet the following conditions:

1. They are the creator of the discussion.
2. There are no replies to the discussion.

Note: Once a discussion is closed for comments, only instructors can re-open it.

Open Discussions

In Group Navigation, click the Discussions link.

View Discussions

- History Chapter 1 Test Discussion
- Revolutionary War - Group 1 - Study Group 1
  Last post at Oct 11, 2019 at 3:31pm
  Due Sep 20, 2019 at 11:59pm
The group discussions index page is very similar to the course discussions index page. It will display an icon overview of each discussion and whether or not the user is subscribed. Green discussion icons indicate a subscription to the discussion.

Close for Comments

Locate the Options icon [1] and click the Close for comments link [2].

View Discussion

Verify the discussion is closed for comments by locating the This topic is currently locked indicator.
How do I manage groups as a student group leader?

As a student group leader, you can help manage a group in a course. Group leaders are assigned automatically or manually by your instructor. You will not receive any notification that you have been added as a group leader.

Open People

In Course Navigation, click the People link.

View Groups

Click the Groups tab.
You can also access your User Groups through the Settings menu. Click the Options icon [1] and click the View User Groups link [2].

Open Group

Click the Manage link [1] to edit the group name and add or remove members. Click the Visit link [2] to view the group dashboard.

Note: If you visit the group dashboard, you will see an Edit Group link for quick access to edit the name of the group.
Manage Group

You can edit the group name by [1]. You can also manage all the users in the group and add or remove members as necessary [2].

Note: You cannot change the number of members in the group.
Add or Remove Group Members

You can add or remove group members by clicking the checkbox next to the name. When you are finished, click the Submit button.
View Group Changes

<table>
<thead>
<tr>
<th>Everyone</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search Groups or People

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Project Groups</th>
<th>Visit Manage</th>
<th>3 students</th>
<th>LEAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bruce Jones  Emily Boone  Jessica Doe

View the updated group information.
Profile and User Settings
How do I edit my profile in my user account as a student?

Some institutions may enable a feature in Canvas called Profiles. Profiles allows you to update your name, preferred contact methods, and any personal links for your account. Your profile information can be viewed by all users in your courses.

Note: If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your institution.

Open Profile

In Global Navigation, click the Account link [1], then click the Profile link [2].
Edit Profile

Emily Boone

Contact

Biography
Emily Boone hasn't added a bio

Links
Emily Boone hasn't added any links

Click the Edit Profile button.
Edit Profile Picture

Emily Boone

Contact

Biography
Emily Boone hasn't added a bio

Links
Emily Boone hasn't added any links

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:
Emily Boone

Title:

If you are allowed to change your name, type your name in the name field [1]. Type your title in the title field [2].
Add Contact Methods

If you have connected to any web services, click the checkbox underneath the web service to indicate how you wish to be contacted via that service [1]. To add additional services, click the Manage Registered Services link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the Manage Registered Services page.

The Discussion icon [2] automatically appears as a contact method for Admins so users can contact them through Canvas Conversations. It cannot be selected by any other users.

**Note:** As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

**Edit Bio**

Type your biography in the bio field. You can add hobbies and interesting facts about yourself.
Edit Links

To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the remove icon to delete the link [3]. Click the Add another link button to add another link [4].

Save Profile

Click the Save Profile button.
How do I add a profile picture in my user account as a student?

If your institution has enabled profile pictures, you can add and change profile pictures in your account. If you do not see a placeholder picture in your user settings, your institution has not enabled this feature.

There are three ways you can select a profile picture to use throughout Canvas:

- **Upload a Picture** from your computer
- **Take a Picture** using your computer's camera (not supported when using Safari or Internet Explorer)
- **Import from an existing Gravatar account** (this feature may be restricted by your institution and only G-rated images are supported)

Tips for profile pictures:

- Please choose an appropriate picture to represent yourself. Your institution has the right to remove pictures that are not appropriate for a classroom setting.
- Images should be square in size to prevent your picture from being resized or distorted.
- Files can be any type (.jpg, .png, .gif) or size as long as you have room in your personal files to store the file. Canvas recommends that your profile picture be as small as possible.
- Your personal files quota is enforced when uploading a profile picture. If you do not have enough storage space in your personal files, you will not be able to upload your profile picture. Create more space by removing some files in your personal files.
Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Open Profile Picture

Jane Smith's Settings

Full Name:* Jane Smith  
This name will be used for grading.

Display Name: Jane Smith  
People will see this name in discussions, messages and comments.

Sortable Name: Smith, Jane  
This name appears in sorted lists.

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 [1] and click the Open or Browse button [2].
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].
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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:*</td>
<td>Jane Smith</td>
</tr>
<tr>
<td></td>
<td>This name will be used for grading.</td>
</tr>
<tr>
<td>Display Name:</td>
<td>Jane Smith</td>
</tr>
<tr>
<td></td>
<td>People will see this name in discussions, messages and comments.</td>
</tr>
<tr>
<td>Sortable Name:</td>
<td>Smith, Jane</td>
</tr>
<tr>
<td></td>
<td>This name appears in sorted lists.</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>

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

Notifications

Files

Settings

ePortfolios

My Badges

Required Trainings Management

Portfolium

Jane Smith's Settings

Full Name:* Jane Smith

This name will be used for grading.

Display Name: Jane Smith

People will see this name in discussions, messages, and comments.

Sortable Name: Smith, Jane

This name appears in sorted lists.

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

<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>profile.jpg</td>
<td>Oct 17, 2017</td>
<td>Oct 17, 2017</td>
<td>Jane Smith</td>
<td>37 KB</td>
</tr>
</tbody>
</table>

Next to the file you want to delete [1], click the **Options** icon [2] then click the **Delete** link [3].
How do I change the settings in my user account as a student?

Depending on how your Canvas account was created, you may be able to make changes to your name, pronouns, default email, language, time zone, and password.

- Setting a chosen language will override any default language settings across your institution; however, any language set in a course will override your user language.
- Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas.
- Users associated with a SIS ID cannot delete their own account.

Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Click the **Edit Settings** button.
Change Settings

If enabled, edit the appropriate settings:

- **Full Name** [1] is used for the Gradebook and Grades pages, Chat, People, and SIS imports.
- **Display Name** [2] is how other users will see your name in Announcements, Conferences, Conversations, and Discussions.
- **Sortable Name** [3] defaults to your last name, first name and appears in sorted lists so admins can search for it.
- **Pronouns** [4] display after your name in various areas throughout Canvas.
- **Default Email** [5] can be set when you have multiple Notification email addresses associated with your account.
- **Language** [6] 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).
- **Time Zone** [7] can be set to where you are located and displays assignments in your local time.
- **Password** [8] is the combination of characters you choose to use to log in to your Canvas 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.
Update Settings

Click the Update Settings button.
How do I change the language preference in my user account as a student?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

Notes:

- Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.
- If you change your language or locale preferences, the Calendar week start date may also change. Certain languages or locales change the Calendar week start date to Monday.

Open User Settings

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

Click the Edit Settings button.

Select Language

In the Language drop-down menu, choose your preferred language.
Update Settings

Click the **Update Settings** button.

View Preferred Language

View Canvas in your preferred language.
How do I select personal pronouns in my user account as a student?

If enabled by your institution, you can select personal pronouns to add to your user account. Personal pronouns display after your name in various areas in Canvas, including:

- Comment Fields
- Discussions
- Inbox
- People Page (Course and Groups)
- User Navigation Menu
- User Profile Page
- User Settings Page

Notes:

- If you cannot view pronouns in your User Settings, your institution has not enabled this feature.
- LTI tools, such as New Quizzes and Analytics, do not currently support displaying pronouns.
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 Pronouns

In the **Pronouns** drop-down menu, select your personal pronouns.

**Notes:**

- If the Pronouns drop-down menu does not display in your User Settings, your institution has not enabled this feature.
- Pronoun options are managed by your institution. You cannot add pronoun options.

**Update Settings**

Click the **Update Settings** button.
You can view your personal pronouns in your User Settings [1]. Your personal pronouns will also display after your name in many areas throughout Canvas [2].
How do I set a time zone in my user account as a student?

All dates and times throughout your Canvas courses are displayed according to a course's respective time zone. However, you can set your own time zone for your user account and have your local time zone display throughout Canvas. Displaying dates in your local time may help you stay up to date on assignments and due dates, especially if your course time zone differs significantly from where you reside.

**Note:** If you set a time zone in your user settings, you can always view the course time zone by hovering over any date and time in your course. The text will show both the local time and course time.

Open User Settings

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

Click the Edit Settings button.

Set User Time Zone

In the Time Zone drop-down menu, select a new time zone for your user account.
Update Settings

Click the **Update Settings** button.

**View Time Zone**

Emily Boone's Settings

- **Full Name:** Emily Boone
  - This name will be used for grading.
- **Display Name:** Emily Boone
  - People will see this name in discussions, messages and comments.
- **Sortable Name:** Boone, Emily
  - This name appears in sorted lists.
- **Pronouns:** She/Her
  - These pronouns will appear after your name when shown in the UI.
- **Default Email:** emily.boone.canvas@gmail.com
- **Language:** English (US)
- **Time Zone:** Central Time (US & Canada)

View the time zone for your user account.
How do I change my login password as a student?

You may be able to change your password in your profile settings.

If you do not have access to change your password, your password is controlled through your institution. Contact your institution to learn how to change your password.

If you can change your password, there are no password reset intervals, so you can change your password as little or as often as you want. However, you can keep strong passwords effective by changing them often. Here are some good password guidelines:

- Use at least eight characters (the more the better), but most people will find anything more than about 15 characters difficult to remember.
- Use a random mixture of characters, upper and lower case, numbers, punctuation, spaces and symbols.
- Don’t use a word found in a dictionary, English or foreign.

Note: If you forget your password, you may be able to reset it. Learn how to reset your password.

Open User Settings

Canvas Student Guide Updated 2022-03-24
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

**Edit Settings**

![Table of Ways to Contact and Other Contacts]

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 add contact methods to receive Canvas notifications as a student?

In Canvas you can add contact methods to receive notifications. Contact methods allow you to select how you want to be notified when various events occur within a course. Notifications are applied to all courses in Canvas. Canvas supports notification through email, Slack, and various web services.

Once you add contact methods, you can set your own Notification Settings to select how often you want to be notified of course events.

View a video about Notification Settings.

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 Slack as a contact method, click the Add Contact Method link [3].

<table>
<thead>
<tr>
<th>Ways to Contact</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email Addresses</strong></td>
<td></td>
</tr>
<tr>
<td>emily.boone.canvas...</td>
<td>🌟</td>
</tr>
<tr>
<td>emboone86@gmail....</td>
<td>🗑️ +</td>
</tr>
<tr>
<td>+ Email Address</td>
<td></td>
</tr>
<tr>
<td><strong>Other Contacts</strong></td>
<td>Type</td>
</tr>
<tr>
<td>For All Devices</td>
<td>push</td>
</tr>
<tr>
<td>+ Contact Method</td>
<td></td>
</tr>
</tbody>
</table>
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].
Link to Web Services

1. Registered Services
   - Google Drive
     - view your profile emily.boone.can>as@gmail.com

2. Other Services
   - Click any service below to register:
     - Skype
     - Twitter
     - Delicious
     - Diigo

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>Canvas for iOS</td>
<td></td>
<td>Expires: never</td>
<td>details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Jun 29, 2016 at 3:08pm</td>
<td></td>
</tr>
<tr>
<td>Canvas for Android</td>
<td>Google_Nexus_5_Phone_-_5.1.0</td>
<td>Expires: never</td>
<td>details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Aug 27, 2015 at 5:59pm</td>
<td></td>
</tr>
</tbody>
</table>
When you allow third-party integrations to access your account, the Approved Integrations section will appear and display the authorized integrations. Each integration will show you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link to view further details.
How do I add an additional email address as a contact method in Canvas as a student?

When you create a contact method in Canvas, you can use that contact method as a way to receive Canvas notifications. By default, notifications are sent to the email address used to create your Canvas account. However, you can add an additional email address if you do not want to use your existing email address or want to use an additional email for notifications.

Learn how to set notification settings.

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 email@email.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

emily.boone.canvas@g... ★
emboone86@gmail.com
email@email.com

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 add Slack as a contact method in Canvas as a student?

If your institution allows, you may be able to add Slack as a contact method in Canvas. Notifications from Canvas are received via message in the Slack app. Slack appears under the Other Contacts sidebar heading.

Once you have enabled the contact method, learn how to [set notification settings](#).

### Open User Settings

In Global Navigation, click the **Account** link [1]. Then click the **Settings** link [2].
Add Contact Method

In the Other Contacts section, click the **Add Contact Method** link.

Register Slack Email

Click the **Slack Email** tab [1].

Enter the email address associated with your Slack account in the **Slack Email** field [2].
Click the Register Slack Email button [3].

Confirm Slack Email

You will receive a Slack notification with a four-character confirmation code. Enter the code in the confirmation field [1].

To confirm the communication channel, click the Confirm button [2].
Delete Slack

To delete Slack as a contact method, click the Delete icon.

Confirm Deletion

documentation.beta.instructure.com says

Are you sure you want to delete this?

Click the OK button.
How do I manage my Canvas notification settings as a student?

Canvas includes a set of default notification settings you can receive for your courses. However, you can change the default settings by setting your own notification settings. These settings 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 unless you set notification settings for individual courses.

You may be able to reply directly to email notifications outside of Canvas. Replies are updated in the Canvas Inbox. However, please be aware that attachments added as part of an external reply are not included with the message shown in Canvas.

Notes:

- Notifications are sent to Canvas contact methods as specified in your account. You cannot receive notifications if your contact methods are unconfirmed. If you are not receiving Canvas notifications, please confirm your Canvas contact methods.
- The Canvas Student app supports setting notification settings. However, managing settings inside the app will override settings in the browser version of Canvas.
- You may be able to select notification settings for an individual course. Learn more about managing notifications for a single course.
Open Notifications

In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].
View Account Notification Settings

On the Notification Settings page, you can manage notification settings for your Canvas account and/or manage notification settings for individual courses using the Settings for dropdown menu.

By default, the Settings for dropdown displays the Account option [1]. A banner displays stating account-level notification settings apply to all of your Canvas courses, however, any course-specific notification settings override account notification settings [2]. To dismiss the message, click the Close icon [3].

A banner displays when daily and weekly messages are delivered [4]. To dismiss the message, click the Close icon [5].

View the account-level notification types [6] and your listed contact methods [7].

Each notification has a default delivery frequency setting. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon [8].
View Notification Details

<table>
<thead>
<tr>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Policies</td>
</tr>
<tr>
<td>Course Content</td>
</tr>
<tr>
<td>Files</td>
</tr>
</tbody>
</table>

Change to course content:
- Page content
- Quiz content
- Assignment content

To view details for a notification, hover over the notification name.
Manage Notification Settings

Each notification is set to a default setting. To change a notification for a contact method, locate the notification and click the icon for the contact method [1].

To receive a notification right away, select the Notify immediately option [2]. 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, select the Daily summary option [3].

To receive a weekly notification, select the Weekly summary option [4]. 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, select the Notifications off option [5].

Unsupported notification types display the Unsupported icon [6]. Unsupported notification types cannot be enabled.

Notes:

- Each set notification setting will automatically apply to all of your courses. However, if you manage notification settings for a single course, notifications for that course must continue to be managed in the course.
• Twitter notification settings do not support daily summary or weekly summary options.
• Unregistered contact methods will appear in notification settings but will not receive notifications until you confirm the registration.

View Privacy Notice

If you've set a notification setting 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</th>
<th>Email</th>
<th>Push Notification For All Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>emily.boone.ca...</td>
<td>emboone86@g...</td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td>🔄️</td>
<td>🔄️</td>
<td>🔄️</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>🔄️</td>
<td>🔄️</td>
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</tr>
<tr>
<td>Course Content</td>
<td>🔄️</td>
<td>🔄️</td>
<td>🔄️</td>
</tr>
<tr>
<td>Files</td>
<td>🔄️</td>
<td>🔄️</td>
<td>🔄️</td>
</tr>
<tr>
<td>Announcement</td>
<td>🔄️</td>
<td>🔄️</td>
<td>🔄️</td>
</tr>
<tr>
<td>Announcement Created By You</td>
<td>🔄️</td>
<td>🔄️</td>
<td>🔄️</td>
</tr>
<tr>
<td>Grading</td>
<td>🔄️</td>
<td>🔄️</td>
<td>🔄️</td>
</tr>
</tbody>
</table>

If you have enabled push notifications in the Canvas Student app, you can manage your settings 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, managing settings inside the app will override settings selected in the notifications page.

**Note:** Some categories include limited availability for push notifications. Full details about supported notifications for push notifications can be found in the Canvas Notifications PDF.
Set Slack Notifications

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email</th>
<th>Email</th>
<th>Push Notification</th>
<th>Slack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Course Content</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Files</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Announcement</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Announcement Created By You</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
<tr>
<td>Grading</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
</tr>
</tbody>
</table>

If your institution has enabled Slack as a contact method, you can [add Slack as a contact method](#) and receive direct message notifications from Canvas in Slack.

Slack notifications may vary depending on your Slack notification settings.
How do I manage notifications for a single course as a student?

This lesson shows how to manage notification settings from your account Notifications page. You can also access course notifications by clicking the View Course Notifications button from the Course Home Page. Course notification settings only apply to the course in which they are set. To receive course notifications, you must first set your Canvas notification settings.

Note: Once a notification setting is changed in your course, the course notification setting will override settings set in your Account Settings. You must continue to manage that notification type within your course.

Open Notifications

In Global Navigation, click the Account link [1], then click the Notifications link [2].
Open Course Notification Settings

You can manage notification settings for your Canvas account and/or for individual courses.

To manage notification settings for an individual course, click the Settings for drop-down menu [1]. Then click the course name [2].
Open Notifications from Course Home Page

Alternatively, you can access course notifications from the Course Home Page by clicking the View Course Notifications button.
View Course Notification Settings

A banner displays stating course-level notification settings apply override any account-level notifications you may have set [1]. To dismiss the message, click the **Close** icon [2].

A banner displays noting when daily and weekly messages are delivered [3]. To dismiss the message, click the **Close** icon [4].

To enable or disable all notifications for the course, click the **Enable Notifications** toggle [5].

View the course-level notification types [6] and your listed contact methods [7].

Each notification has a default delivery frequency setting. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon [8].
Manage Individual Notifications

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email</th>
<th>Email</th>
<th>Push</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>emily.boone.canvas...</td>
<td>emboone86@gmail...</td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Grading Policies</td>
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</tr>
<tr>
<td>Course Content</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To manage notification frequency for a course notification, locate the notification and contact method. Then click the notification icon [1]. You can select one of four delivery frequency types:

- **Notify immediately** [2]: receive these notifications right away for this course. *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.*
- **Daily summary** [3]: receive a daily summary for this notification type.
- **Weekly summary** [4]: receive a weekly summary for this notification type.
- **Notifications off** [5]: no notifications sent for this notification type.

View Course Notifications Status

You can view your course notification status on your course home page. The View Course Notifications button icon displays if course notifications are enabled [1] or disabled [2].
How do I merge my user account with an account using the same email address as a student?

If you have an email address registered in two Canvas accounts, you can merge these accounts. Merging accounts combines the logins, contact methods, and enrollments for the two accounts.

The icon to complete this process will only appear in User Settings if there are two or more email addresses on the account and the email address that appears on both accounts has been registered.

In order to complete this process, you must have the Canvas username and password for both accounts.

Notes:
- If you cannot merge accounts, this option has not been enabled by your institution.
- Merging user accounts cannot be undone.

Open User 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 Emily Boone and Canvas TA?

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 change my default email address in my user account as a student?

Your default email address is used as your main contact method in Canvas and is added when creating your Canvas account. Email addresses are used to create Canvas notifications; they are not used as a contact method for other Canvas users.

If you add another email address as a contact method, you can change your default email address in Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
View Email Addresses

In the Ways to Contact sidebar, under Email Addresses, you can tell what email address is your default by the star icon next to the email address.

Choose Default Email Address

To choose a new default email address, hover over the email address and a faint star icon will appear. Click the star icon.
How do I reset my password as a student?

If you created your own Canvas account, you can reset your password through a link in the password request email.

If your login credentials were provided to you by your institution, you may not be able to reset your Canvas password on your own. Additionally, if you log in to Canvas using your institution's authentication system, you may need to reset your password using your institution's website. If you request a password reset and the email does not have a password reset link, it will include your Canvas email address and the institution that provided you with your password. To change or verify your password, contact the system administrators at your institution.

Notes:

- 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, please visit the [How do I change my login password as a student?](#) lesson.

Email Errors

If you enter your email address and never get a password reset email, review the following password tips.

- **Have you typed your email address correctly?** Sometimes email addresses can be misspelled.
- **Are you accessing the correct Canvas URL?** You will not get the reset email if you are trying to reset your password on a site where you are not enrolled (such as canvas.instructure.com instead of myinstitution.instructure.com).
- **Is your Canvas email sponsored by your institution?** If your email address is part of a campus firewall system that blocks emails from mass senders, you won't be able to receive the email. Contact your institution's IT department for assistance.
- **Are you the owner of your email address?** If your email address is owned by someone else and you can't receive email for that address, you won't be able to get the reset email. Contact the owner of the email address for assistance.
Reset Password

In a new browser window, open to your Canvas login page. Click the **Forgot Password?** link.

**Note:** If your login screen does not show the password reset link, contact your institution for assistance.
Request Password

Enter the login information associated with your Canvas account and click the Request Password button.

**Note:** The password reset field verifies password reset information by user login. Depending on your institution, login information may vary.

View Password Recovery Notification

A notification displays stating that it may take up to 30 minutes to send password recovery instructions to your email and you may need to check your spam folder to locate the email.
Check Email

Return to your email account and sign in. Open the Forgot Password email. (If the email is not in your Inbox, check your Spam folder.)

If your user login is associated with multiple email addresses, password reset instructions will be sent to each address.

Open Password Link

Click the Click here to set a new password link.

Note: Password reset emails expire after two hours.
Change Password

Change login password for Jessica Doe

jessica.doe.canvas@gmail.com

New Password: 

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 a student?

If one or more of your courses have enabled ePub exports, you can view your course offline as an ePub file. You can download the ePub file and upload it into any eReader software for viewing, such as iBooks or Azardi.

ePub content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In an ePub file, you can view assignment details, availability dates, and point values. Discussions include the discussion topic. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the ePub. Any files that aren't supported in the ePub format, such as file attachments or PDFs, can be downloaded to be viewed in the file’s native environment.

Currently ePub files and any associated files can only be generated in the browser version of Canvas, but the files can be transferred for viewing on any supported device.

Depending on the course setup, the ePub may be organized by modules or content type (assignments, discussions, quizzes, etc.). When viewing by module, only items you have access to view in each module will be included in the ePub file. Locked modules list either their prerequisites or the unlock date, as well as the items that are contained within that module (though not the actual content of those items themselves).

Notes:

- You cannot download ePub files for concluded courses.
- If you can view the Download Course Content button but cannot download an ePub file for a specific course, the feature has not been enabled for that course.
- If your account does not display the Download Course Content button, your institution may only allow you to export content offline as an HTML file in Modules.
Open User Settings

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

Download Course Content

Click the Download Course Content button.
Generate ePub

Download Course Content

Download 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><img src="https://example.com/generate_epub" alt="Generate ePub" /></td>
</tr>
<tr>
<td>Biology 101</td>
<td><img src="https://example.com/generate_epub" alt="Generate ePub" /></td>
</tr>
</tbody>
</table>

View the courses available as ePub exports. To generate an ePub, locate the course and click the **Generate ePub** link.
Download ePub

Once the export has completed, download the ePub by clicking the **Download ePub** link [1]. You can upload the ePub file into any eReader for viewing.

If the course includes files that aren't supported in the ePub, click the **Download Associated Files** link [2]. Associated files download in a ZIP file and contain all unsupported files, such as media files and Microsoft Office documents.

To regenerate the ePub file, click the **Regenerate ePub** link [3].
How do I generate a pairing code for an observer as a student?

As a student, you can generate a pairing code to link an observer to your Canvas account. You must create a separate pairing code for each observer who wants to link to your account. For more information on pairing codes, view the Pairing Codes - Frequently Asked Questions PDF.

An observer may be your parent, guardian, mentor, counselor, or another individual who needs to view your Canvas courses. Linked observers can view and participate in certain elements of your Canvas courses. For more information on the observer role, view the Observer Visibility and Participation PDF.

Note: If you are an observer and want to generate a pairing code for a student, you will need to log in to the student’s Canvas account and follow the steps in this lesson. After you have copied the pairing code, you can link to the student by entering the code in your User Settings.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Pair with Observer

Click the **Pair with Observer** button.

**Note:** If the Pair with Observer button doesn't display in your User Settings, please contact your institution for assistance with pairing with an observer.

**Copy Pairing Code**

Pair with Observer

Share the following pairing code with an observer to allow them to connect with you. This code will expire in seven days, or after one use.

1. EcYkrK

2. OK
Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after seven days or its first use.

To close the window, click the OK button [2].

Note: Pairing codes are case sensitive.
How do I add a text (SMS) contact method in Canvas as a student?

If your institution allows, you may be able to add a text or SMS communication channel to receive Multi-Factor Authentication codes (if enabled for your account) on your cell phone. Text or SMS channels appear under the Other Contacts sidebar heading.

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.
- SMS is only used for Multi-Factor Authentication (if enabled for your account).
- If notifications are not enabled by your institution or are not available in your country, you can use the Canvas Student app and receive push notifications.
Open User Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
Add Contact Method

<table>
<thead>
<tr>
<th>Ways to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Addresses</td>
</tr>
<tr>
<td>emily.boone.canvas...⭐</td>
</tr>
<tr>
<td>emboone86@gmail....🗑</td>
</tr>
<tr>
<td>+ 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>+ Contact Method</td>
<td></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].

**Note:** SMS is only used for Multi-Factor Authentication (if enabled for your account).
Register SMS: International

If you're located outside the United States, you may be able to select your country or region [1] and enter your cell number [2]. To register your number, click the Register SMS button [3].

Notes:

- International SMS must be enabled by your institution. If you cannot select a country, this feature is not available to you.
- SMS is only used for Multi-Factor Authentication (if enabled for your account).
Confirm SMS Number

To activate SMS, enter the four-character confirmation code sent to 123.
Code is case sensitive.

1. Enter confirmation code
2. Re-Send Confirmation
3. Confirm

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>1234567890@tmom...</td>
<td>sms</td>
</tr>
</tbody>
</table>

To delete the contact method, click the Delete icon.
Confirm Deletion

Are you sure you want to delete this?

Cancel  OK

Click the OK button.
How do I set up multi-factor authentication for my user account as a student?

Your institution may enable multi-factor authentication for your user account. Multi-factor authentication adds security to your account by verifying you are the user accessing your account. Multi-factor authentication may be optional or required.

You must have a mobile device to set up multi-factor authentication for your user account. Your device must be able to send text (SMS) messages, or if you have a smartphone, you can download the Google Authenticator app for iPhone or Android.

Note: This lesson shows how to set up multi-factor authentication if it is an optional setting in your user account. However, if multi-factor authentication is required by your institution, you will be shown the multi-factor authentication page directly after you log in to Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Set Up Multi-Factor Authentication

Click the Set Up Multi-Factor Authentication button.

Verify via Google Authenticator

To verify multi-factor authentication with Google Authenticator, download the app for your device (iPhone or Android) [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

<table>
<thead>
<tr>
<th></th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Multi-Factor Authentication Backup Codes</td>
</tr>
<tr>
<td>2</td>
<td>Reconfigure Multi-Factor Authentication</td>
</tr>
<tr>
<td>3</td>
<td>Disable Multi-Factor Authentication</td>
</tr>
</tbody>
</table>

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 a student?

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.

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 Student 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].
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 for iOS</td>
<td></td>
<td>Expires: never</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: May 2 at 10:30am</td>
<td></td>
</tr>
<tr>
<td>Canvas for Android</td>
<td>Nexus_5X</td>
<td>Expires: never</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: May 9 at 2:11pm</td>
<td></td>
</tr>
<tr>
<td>Canvas for Android</td>
<td>Pixel_2_XL</td>
<td>Expires: never</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Nov 23 at 11:51pm</td>
<td></td>
</tr>
<tr>
<td>Canvas for Android</td>
<td>Google_Nexus_5_Phone_-_5.1.0</td>
<td>Expires: never</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Aug 27, 2015 at 5:59pm</td>
<td></td>
</tr>
<tr>
<td>Canvas for Android</td>
<td>HAFURY_UMAX</td>
<td>Expires: never</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: May 10 at 9:27am</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.

**Purpose:** Student API

**Expires:** Dec 31, 2018

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>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas for iOS</td>
<td></td>
<td>Expires: never</td>
<td><a href="#">details</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: May 2 at 10:30am</td>
<td></td>
</tr>
<tr>
<td>Canvas for Android</td>
<td>Nexus_5X</td>
<td>Expires: never</td>
<td><a href="#">details</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: May 9 at 2:11pm</td>
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</tr>
<tr>
<td>Canvas for Android</td>
<td>Pixel_2_XL</td>
<td>Expires: never</td>
<td><a href="#">details</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Nov 23 at 11:51pm</td>
<td></td>
</tr>
<tr>
<td>Canvas for Android</td>
<td>Google_Nexus_5_Phone_~_5.1.0</td>
<td>Expires: never</td>
<td><a href="#">details</a></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Canvas for Android</td>
<td>HAFURY_UMAX</td>
<td>Expires: never</td>
<td><a href="#">details</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: May 10 at 9:27am</td>
<td></td>
</tr>
</tbody>
</table>

1. User-Generated: Student API
2. Expires: Dec 31 at 12am
   Last Used: --

View the token description [1]. To view details for the token, click the details link [2].
View Token Details

<table>
<thead>
<tr>
<th>Access Token Details</th>
</tr>
</thead>
</table>

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>1081~28Qym4vp60U40OsPalIQ06TU6HdGda6aLBVmVXz</th>
</tr>
</thead>
<tbody>
<tr>
<td>App:</td>
<td>User-Generated</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Student API</td>
</tr>
<tr>
<td>Created:</td>
<td>Nov 28 at 1:33pm</td>
</tr>
<tr>
<td>Last Used:</td>
<td>--</td>
</tr>
<tr>
<td>Expires:</td>
<td>Dec 31 at 12am</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>
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</tr>
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<tbody>
<tr>
<td>Canvas for iOS</td>
<td></td>
<td>Expired never</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Last Used: Nov 23 at 11:51pm</td>
<td></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?

[Cancel] [OK]

To confirm the deletion, click the **OK** button.
How do I view a QR code to log in to the Canvas mobile apps as a student?

You can view a Canvas login QR code in your Canvas web browser. You can scan this QR code with your mobile device to log in to the Canvas Student app without entering your institution URL and user credentials.

While you would most likely use the QR code to access the Canvas Student app, the code can also be used to log in to the Teacher app or Parent app if you have been assigned an instructor or observer role in a course.

Notes:

- If you cannot view QR codes, your institution has not enabled this feature.
- QR codes should be kept as confidential as passwords.
- No other users should be in the surrounding area to capture the QR code.
- Codes should also never be generated while sharing a screen via a screen sharing service.

Open QR Code

In Global Navigation, click the Account link [1], then click the QR Code for Mobile Login link [2].
Note: If you cannot view the QR for Mobile Login link, your institution has not enabled this feature.

Confirm QR Code Display

Confirm QR code display

Sharing a QR code can give others immediate access to your account through the Canvas mobile applications.

Please make sure no one is able to capture the image on your screen from your surroundings or from a screen sharing service.

Click "Proceed" to continue.

Click "Cancel" if you don't want the code displayed.

To display your mobile login QR code, click the Proceed button.
View QR Code

QR for Mobile Login

To log in to your Canvas account when you’re on the go, scan this QR code from any Canvas mobile app.

This code expires in 10 minutes.

View your QR code. The QR code can be scanned from the login page of the Student app from an Android device or an iOS device.

Note: Mobile login QR codes expire 10 minutes after they are generated.
What feature settings can I enable in my user account as a student?

Canvas is continually creating new features to improve your user experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas. Learn more about User Feature Settings and how to enable them in the manage new features lesson.

Auto Show Closed Captions

- **Auto Show Closed Captions**
  
  Automatically show closed captions in the user's current language (if available) when playing canvas media.

*By default, this feature is set to Off.*

The **Auto Show Closed Captions** feature setting allows you to enable captions added to videos by default for your Canvas account.

*Note:* Videos embedded from third-party tools, such as Youtube, are not supported. Additionally, embedded Canvas Studio videos are not yet supported.

Disable Alert Notification Timeouts

- **Disable Alert Notification Timeouts**
  
  Enabling this feature gets rid of the timeout for alert notifications that pop up, giving the user as much time as they need to read the notification over and dismiss it when they are finished.

*By default this feature is set to Off.*

The **Disable Alert Notification Timeouts** feature setting prevents alert notification pop-ups from timing out. When this feature setting is enabled, alert notifications in Canvas display until you manually dismiss the alert.
Disable Celebration Animations

By default this feature is set to Off.

The **Disable Celebration Animations** setting allows you to turn off all celebration animations. The Celebration feature must be enabled by a Canvas admin at your institution. If this feature is not enabled, the Disable Celebration Animations setting will not display in your user Feature Settings. Learn how to manage celebrations.

Disable Keyboard Shortcuts

By default this feature is set to Off.

The **Disable Keyboard Shortcuts** feature setting allows you to disable keyboard shortcuts in Modules, Discussions, the Gradebook, and SpeedGrader. Other areas of Canvas will be updated at a future date.

This setting allows users who rely on screen readers or keyboard navigation to control their experience in Canvas with keyboard shortcuts.

High Contrast UI

By default this feature is set to Off.

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.
The High Contrast UI feature setting 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.

You can also enable High Contrast UI from your User Navigation Menu.

**Microsoft Immersive Reader**

> Microsoft Immersive Reader

Enables the Microsoft Immersive Reader button in supported areas of Canvas. The button may still be enabled in a course regardless of this setting if the account administrator has turned it on for all users.

By default this feature is set to Off.

The Microsoft Immersive Reader enhances accessibility and comprehension for any reader. When enabled, the course home page, assignments, pages, and syllabus display an Immersive Reader button.

Microsoft Immersive Reader is available for you to enable individually, regardless of the preference set at the account level. However, if the feature is on for the entire account, the account preference overrides your user preference, and your user setting has no effect.

To learn more about this feature, see the [Microsoft Immersive Reader website](#).

**Underline Links**

> Underline Links

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.

By default this feature is set to Off.
The **Underline Links** feature setting 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 setting does not apply to user-generated content links in the Rich Content Editor, which always underlines links for all users.

**CSV Separator Preferences**

You can set how you want to view separators in CSV export files, depending on your locale or preference.

*Separator settings are managed through one of three feature settings in User Settings. These settings only apply to compatible spreadsheet exports.*

**Autodetect Field Separators in Compatible Spreadsheet Exports**

- **Autodetect field separators in compatible spreadsheet exports**
  
  Attempt to detect an appropriate field separator in compatible spreadsheet exports based on the number format for your language.

The **Autodetect field separators** feature settings 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 setting is enabled.

**Include Byte-Order Mark in Compatible Spreadsheet Exports**

- **Include Byte-Order Mark in compatible spreadsheet exports**
  
  Optionally include a byte-order mark in compatible spreadsheet exports so they can be imported into Excel for users in some locales.

The **Include Byte-Order Mark** feature setting 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 Compatible Spreadsheet Exports**

- Use semicolons to separate fields in compatible spreadsheet exports
  - Use semicolons instead of commas to separate fields in compatible spreadsheet exports so they can be imported into Excel for users in some locales.

The **Use semicolons to separate fields** feature setting 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 setting.

**Note:** This feature is automatically disabled if the Autodetect Field Separators setting is enabled.
How do I manage new features in my user account as a student?

Canvas is continually creating new features to improve your user experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas.

This lesson gives an overview of how to manage user-level feature settings for your user account. To view specific feature settings 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 Settings**

<table>
<thead>
<tr>
<th>Feature</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Show Closed Captions</td>
<td>☒</td>
</tr>
<tr>
<td>Autodetect field separators in compatible spreadsheet exports</td>
<td>☒</td>
</tr>
<tr>
<td>Disable Alert Notification Timeouts</td>
<td>☒</td>
</tr>
<tr>
<td>Disable Celebration Animations</td>
<td>☒</td>
</tr>
<tr>
<td>Disable Keyboard Shortcuts</td>
<td>☒</td>
</tr>
</tbody>
</table>

Available features will appear in the Feature Settings section.

**Search Feature Settings**

To search for a feature setting, type a keyword in the Search field.
View Types of Features

<table>
<thead>
<tr>
<th>Feature</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autodetect field separators in compatible spreadsheet exports</td>
<td>☒</td>
</tr>
<tr>
<td>Attempt to detect an appropriate field separator in compatible spreadsheet exports based on the number format for your language.</td>
<td>☒</td>
</tr>
<tr>
<td>Disable Alert Notification Timeouts</td>
<td>☒</td>
</tr>
</tbody>
</table>

Each feature includes a feature description. To expand the feature box and display the description, click the arrow icon.

View Feature Tags

<table>
<thead>
<tr>
<th>Feature</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autodetect field separators in compatible spreadsheet exports</td>
<td>1</td>
</tr>
<tr>
<td>Disable Alert Notification Timeouts</td>
<td>☒</td>
</tr>
<tr>
<td>Disable Celebration Animations</td>
<td>2</td>
</tr>
</tbody>
</table>

Feature tags help identify the state of each feature. A feature with no label [1] means the feature is stable and ready for use in your production environment. Features may also include a beta tag [2], which means the feature is available for use in your production environment but is still being tested for usability and accessibility behavior. Enabling a beta feature may create unintended behavior within your Canvas account.
# View Feature States

<table>
<thead>
<tr>
<th>Feature</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>➤ Autodetect field separators in compatible spreadsheet exports</td>
<td>✓ 1</td>
</tr>
<tr>
<td>➤ Disable Alert Notification Timeouts</td>
<td>✗ 4</td>
</tr>
<tr>
<td>➤ Disable Celebration Animations</td>
<td></td>
</tr>
<tr>
<td>➤ Disable Keyboard Shortcuts</td>
<td>✓ 3</td>
</tr>
<tr>
<td>➤ High Contrast UI</td>
<td>✓ 3</td>
</tr>
<tr>
<td>➤ Include Byte-Order Mark in compatible spreadsheet exports</td>
<td>✗ 5</td>
</tr>
</tbody>
</table>

You can choose to enable or disable feature settings.

To enable or disable a feature, click the feature's **State** icon [1].

To turn the feature on, click the **Enabled** option [2]. Enabled features display the **Enabled** icon [3].

To turn the feature off, click the **Disabled** option [4]. Disabled features display the **Disabled** icon [5].
How do I enable the high contrast user interface as a student?

The high contrast user interface (UI) enhances the color contrast of text, buttons, and other elements so they are more distinct and easier to identify in Canvas.

High contrast UI can also be enabled from the feature settings in your User Settings.

Note: The High Contrast UI setting does not support Institutional branding.

Open User Navigation Menu

In User Navigation, click the Account link.
Enable High Contrast UI

Click the Use High Contrast UI toggle.

Reload Page

For the high contrast UI to take affect, reload the page or navigate to another page in Canvas.
View High Contrast UI

View the high contrast user interface (UI).

The high contrast user interface (UI) enhances the color contrast of text, buttons, and other elements so they are more distinct and easier to identify in Canvas.

Note: The High Contrast UI setting does not support Institutional branding.
Quizzes
How do I view Quizzes as a student?

You can view quizzes in your course by accessing the Quizzes page. Learn how to view each type of quiz that may appear in your course.

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

Open Quizzes

In Course Navigation, click the Quizzes link.

Note: If the Quizzes link is not available in Course Navigation, you can access course quizzes through the Modules page.
View Quizzes

<table>
<thead>
<tr>
<th>Assignment Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration of Independence Quiz</td>
</tr>
<tr>
<td>Due Mar 27 at 12:59am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Bill of Rights Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revolution Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available until Apr 11</td>
</tr>
</tbody>
</table>

Quizzes are identified by the quiz icon [1].

In the Quiz Index Page, you can view the name of each quiz [2], the availability dates for the quiz [3], the due date for the quiz [4], the number of points the quiz is worth [5], and the number of questions in the quiz [6].

Quizzes are ordered by due date. Some quizzes may not include a due date.
The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit a quiz during a specified date range, so the available dates are the range of time that the quiz is accessible to you.

1. If the quiz does not have a date listed, the quiz is open; you can complete the quiz at any time during your course.
2. If the quiz says Available until [date], you can complete the quiz until the specified date.
3. If the quiz says Not Available Until [date], the quiz is locked until until the specified date.
4. If the quiz says Closed, the quiz cannot accept quiz submissions.

If you start a quiz but do not submit it, Quizzes includes an autosubmit feature that will submit the quiz for you on the Available until quiz date. If a quiz does not include an Available until date, the quiz will autosubmit on the last day of the course.

**Note:** If a date does not include a time, the listed date defaults to 12 am. Therefore, the last day for the quiz is the full day before the listed date. For instance, if a quiz is Available until August 22, you can access the quiz until August 21 at 11:59 pm, which in this example is the same date as the Due date.
View Due Dates

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

You can still submit late quizzes before the quiz Available until date (otherwise the quiz will be autosubmitted for you).

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

Due dates also include a time [2]. If your instructor does not set a specific time, the quiz due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

Filter Quizzes

You can search for a quiz by typing a quiz title or a keyword in the Search for Quiz field.
**View Quiz Details**

<table>
<thead>
<tr>
<th>Assignment Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Bill of Rights Quiz</strong></td>
</tr>
<tr>
<td>Closed</td>
</tr>
<tr>
<td><strong>Revolution Quiz</strong></td>
</tr>
<tr>
<td>Available until Apr 11</td>
</tr>
</tbody>
</table>

To view the details of a quiz, click the name of the quiz.

**View Open Quiz**

**Revolution Quiz**

- **Due** Apr 9 at 11:59pm
- **Points** 30
- **Questions** 18
- **Available** Apr 8 at 12am - Apr 10 at 11:59pm (3 days)
- **Time Limit** 15 Minutes
- **Allowed Attempts** 2

**Instructions**

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

- Take the Quiz

When a quiz is open to you to take at any time, you can view the due date, points, and questions for the quiz.

You can also view additional details:
• **Time Limit**: the length of time you have to complete the quiz. If your quiz has a time limit, you must complete the entire quiz within that time in one sitting. If you navigate away from the quiz, the timer will keep running. You will also be kicked out of the quiz when the time limit has been reached.

• **Instructions**: any instructions that your instructor has about the quiz.

In the example above, the quiz is due by September 15. However, if you were to miss the due date, you could still take the quiz for late credit before the last day of the course.

To **take the quiz**, click the **Take the Quiz** button.

**Notes:**

• If you start a quiz that has a due date, but do not finish the quiz by the due date (as indicated in your local time zone), Canvas will automatically submit the quiz on the due date.

• Quiz details do not show the due date in relation to the current time. For example, if a quiz has a due date of 11:59 pm and you begin the quiz at 11:30 pm, you will only have 30 minutes to complete the quiz before it is marked late. The same time restriction applies if you are taking a timed quiz. For example, if the Time Limit was set to 60 minutes but you begin the quiz at 11:30 pm, you still only have 30 minutes to complete the quiz before it is marked late. Canvas will notify you regarding any time restrictions when you begin the quiz.

**View Quiz with Availability Dates**

---

**Revolution Quiz**

<table>
<thead>
<tr>
<th>Due</th>
<th>Apr 9 at 11:59pm</th>
<th>Points 30</th>
<th>Questions 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Apr 8 at 12am -</td>
<td>11:59pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Apr 10 at 11:59pm</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>Time Limit</td>
<td>15 Minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowed</td>
<td>Attempts 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions**

Please take this quiz following module 2. This is not an open-book quiz.
When a quiz is open to you during availability dates, you can view all available quiz information in addition to the specific dates the quiz is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be before or on the last available date (if one is set).

In the example above, the quiz is available to you starting April 8 at 12 am and is due by April 9 at 11:59 pm. However, if you were to miss the due date, you could still take the quiz until April 10 at 11:59 pm for late credit. If you do not submit the quiz by the last available date of April 10 at 11:59 pm (as indicated in your local time zone), Canvas will automatically submit the quiz on the last available date. On April 11 at 12 am, the quiz will not be available to you.

**Note:** Quiz details do not show due and availability dates in relation to the current time. For example, if a quiz has an Until date of 11:59 pm and you begin the quiz at 11:30 pm, you will only have 30 minutes to complete the quiz. The same time restriction applies if you are taking a timed quiz. For example, if the Time Limit was set to 60 minutes but you begin the quiz at 11:30 pm, you still only have 30 minutes to complete the quiz. Canvas will notify you regarding any time restrictions when you begin the quiz.

**View Locked Quiz**

---

**Declaration of Independence Quiz**

<table>
<thead>
<tr>
<th>Due</th>
<th>Points</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6 at 11:59pm</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Available after May 4 at 12am</td>
<td>Time Limit 60 Minutes</td>
<td></td>
</tr>
</tbody>
</table>

This quiz is locked until May 4 at 12am.

When a quiz is locked, you can view all details of the quiz. You can also view the date when you can take the quiz.
View Closed Quiz

The Bill of Rights Quiz

Due Apr 3 at 11:59pm
Available until Apr 5 at 12:59am
Points 10
Time Limit None
Questions 10
Allowed Attempts 3

Instructions

This quiz will test your knowledge of the Bill of Rights. Make sure you review the Bill of Rights transcript before taking the quiz. You have 3 attempts and your highest score will be kept.

This quiz was locked Apr 5 at 12:59am.

When a quiz is closed, you can view all details of the quiz. You can also view the date the quiz was locked to submissions.

View Unavailable Quiz

This quiz is no longer available as your enrollment has been concluded.

In New Quizzes, when your enrollment has been concluded in a course, a message displays that the quiz is no longer available.
How do I view the rubric for a quiz?

Your instructor may attach a rubric to a quiz. Before submitting your quiz, you can view the rubric's definitions.

Open Grades

In Course Navigation, click the Grades link.

Open Quiz

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Deadline</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Revolution</td>
<td>May 14 by 11:59pm</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Bill of Rights Discussion</td>
<td>May 15 by 11:59pm</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Bill of Rights Quiz</td>
<td>May 16 by 11:59pm</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
Click the name of a quiz.

**Show Rubric**

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct Answers</td>
<td>5 pts Full Marks</td>
<td>/5 pts</td>
</tr>
<tr>
<td></td>
<td>3 pts Partial Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td>Correct Spelling</td>
<td>5 pts Full Marks</td>
<td>/5 pts</td>
</tr>
<tr>
<td>and Grammar</td>
<td>3 pts Partial Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td>Description of</td>
<td>5 pts Full Marks</td>
<td>/5 pts</td>
</tr>
<tr>
<td>criterion</td>
<td>0 pts No Marks</td>
<td></td>
</tr>
<tr>
<td>Quiz Outcome</td>
<td>5 pts Exceeds Expectations</td>
<td>/5 pts</td>
</tr>
<tr>
<td></td>
<td>3 pts Meets Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts Does Not Meet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expectations</td>
<td></td>
</tr>
<tr>
<td>Group Work</td>
<td>5 pts Exceeds Expectations</td>
<td>/5 pts</td>
</tr>
<tr>
<td></td>
<td>3 pts Meets Expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 pts Does Not Meet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expectations</td>
<td></td>
</tr>
</tbody>
</table>

View the rubric for your quiz.

**Note:** Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values your instructor may still use it to provide feedback on your quiz.
How do I take a quiz?

You can easily take a quiz by accessing the Quizzes page. Depending on how your instructor set up the quiz, questions may be shown all on one page or one at a time. If you are unable to finish a quiz you may be able to resume it at a later time.

Notes:

- Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are taking displays differently, your instructor may be using New Quizzes. For help with taking a New Quizzes quiz, please see How do I take a quiz in New Quizzes?
- Having multiple browser tabs or windows open while taking a quiz may cause issues when submitting answers or when completing a quiz.
- If you lose internet connectivity Canvas extends the time for five minutes, saving the answer entered before the timer runs out.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

<table>
<thead>
<tr>
<th>Assignment Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Bill of Rights Quiz</strong></td>
</tr>
<tr>
<td>Closed</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Revolution Quiz</strong></td>
</tr>
<tr>
<td>Available until Apr 10</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td><strong>History Overview</strong></td>
</tr>
<tr>
<td>Not available until Apr 13</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Declaration of Independence Quiz</strong></td>
</tr>
<tr>
<td>Available until Aug 25</td>
</tr>
</tbody>
</table>

Find an available quiz you'd like to take and click the title of the quiz.
Take Quiz

Declaration of Independence Quiz

Due Aug 25 at 1:59pm  Points 10  Questions 5
Available May 19 at 12am - Aug 25 at 11:59pm 3 months
Time Limit 60 Minutes

Instructions

This practice quiz is to determine your understanding of the Declaration of Independence. Write what you think each section or statement means. You have 1 attempt and 60 minutes to complete the quiz.

Take the Quiz

To begin the quiz, click the Take the Quiz button.
Complete the quiz per your instructor’s instructions. Quizzes will either have all the questions on one page, or each question will be shown one at a time.

There are several different question types in Canvas that your professors may choose to employ, from True/False to Essay format. Questions can vary by question type. Each question will show in the top right corner the point value of the question. Each question will be divided from others by a box surrounding the question and answers.

You can use other areas in the quiz to help you navigate and complete quiz questions, including the sidebar and the flagging questions feature.
View Sidebar

At any point during the quiz, you can view a summary of your quiz. Questions you’ve answered will be faded out and identified by a checkmark icon [1], while unanswered questions will be bolded and identified by a question mark icon [2].

You can also view the due date for the quiz [3]. In the sidebar, the quiz due date refers to the autosubmit date, which can be a specified Until date or the last day of the course. *This is not the due date set for when the quiz will be marked late.*

You’ll also see a timer showing your progress on the quiz. For untimed quizzes [4], the quiz shows as the elapsed time. If you are taking a timed quiz [5], the timer shows the running time and counts down until time expires.
Flag Questions

Declaration of Independence Quiz

Started: Jul 10 at 1:47pm

Quiz Instructions

This practice quiz is to determine your understanding of the Declaration of Independence. Write what you think each section or statement means. You have 1 attempt and 60 minutes to complete the quiz.

<table>
<thead>
<tr>
<th>Question 1</th>
<th>2 pts</th>
</tr>
</thead>
</table>

Section 1

When, in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

You can flag the questions you want to go back to by clicking the flag by the question [1]. The flag will change color to yellow to remind you to finish the question. The yellow flag will also appear in the question overview in the sidebar [2].

View Quiz Warning Notifications

If you are taking a timed quiz, or you are taking a quiz close to the due date or lock date and time, Canvas generates warning messages to help you manage your time in the quiz. Canvas will also warn you if you lose the connection to the internet during the quiz.

View Due Date Warning

Five Minutes Left Before Quiz Will Be Marked Late

If you are taking a quiz with a set due date, you will see a warning popup banner as to how many minutes remain before the quiz will be marked late. Warnings appear 30 minutes prior, five minutes prior, and one minute prior.
View Time Restriction Warning

If you start a quiz near the time when it will be due, you will see a warning popup banner. Use the sidebar to view the time the quiz is due and how many minutes are remaining. In this sense, the quiz due date refers to the autosubmit date, which is either a specified lock (Available until) date or the last day of the course. Warnings appear 30 minutes prior, five minutes prior, one minute prior, and 10 seconds prior.

View Quiz Logout Warning

If at any time you get logged out of Canvas while taking a quiz, you will see a warning pop-up banner. To resume your quiz, click the Login button.

Pause Quiz

If your browser allows you to leave the quiz, you can pause the quiz by leaving the quiz page. When you are ready to resume the quiz, the quiz will resume where you left off.

Note: If you leave a timed quiz, the timer will keep running and the quiz will be automatically submitted when time runs out.
Submit Quiz

Canvas will save your quiz as you go through it. When you are finished, submit your quiz and view the quiz results to find out your score.

View Auto Submit Warning

If you do not submit a timed quiz before the time runs out, Canvas displays a pop-up box telling you that your quiz time has expired. The quiz automatically submits after the ten-second count down [1], or you can click the Ok, fine button or Close icon to submit your quiz [2].
How do I take a quiz in New Quizzes?

You can take a New Quizzes quiz on the Quizzes page in Canvas. Depending on how your instructor set up the quiz, questions may be shown all on one page or one at a time. If you are unable to finish a quiz, you may be able to resume it at a later time.

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with taking a quiz, please see How do I take a quiz?

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

To open a quiz, click the title of a quiz.

View Unavailable Quiz

This quiz is no longer available as your enrollment has been concluded.

When your enrollment has been concluded in a course, a message displays that the quiz is no longer available.
View Quiz

1 US History Quiz

2 Please answer each question.

3 15:00  --  4
   Time Limit  No Due Date

5 This assessment has unlimited attempts.

Attempt History

<table>
<thead>
<tr>
<th>Results</th>
<th>Points</th>
<th>Score</th>
<th>(Highest score is kept)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt 1</td>
<td>2 of 11</td>
<td>18.18%</td>
<td>(Highest score)</td>
</tr>
</tbody>
</table>

From the quiz page, you can view the title [1], introduction [2], time limit [3], and due date [4]. You can also view the amount of attempts allowed [5] and previous attempts of the quiz [6].

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with taking a quiz, please see How do I take a quiz?
Enter Access Code

An access code is required to start

1. Enter access code:

2. Show access code

3. Submit

If your quiz includes an access code, enter the code in the Access Code field [1]. To display a masked access code, click the Show access code checkbox [2]. Then click the Submit button [3].

Take Quiz

Begin

To begin taking a quiz, click the Begin button.

Resume Quiz

Attempt History

<table>
<thead>
<tr>
<th>Results</th>
<th>Points</th>
<th>Score</th>
<th>(Highest score is kept)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt 1</td>
<td>2 of 11</td>
<td>18.18%</td>
<td>(Highest score)</td>
</tr>
</tbody>
</table>

If you previously left your quiz and are still able to complete it, the page will display the Resume button.
To resume your quiz, click the **Resume** button.

**View Quiz**

Complete the quiz per your instructor’s instructions.

Your instructor may ask you to complete **several types of questions**. Each question will display its point value [1].

To pin a question to review later, click the **Pin** icon [2].
Open Question Navigator

To open the Question Navigator, click the Expand icon.

View Question Navigator
The Question Navigator allows you to easily view all questions included in a quiz. To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the Pin icon [2].

Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.

**View Pinned Questions**

All pinned questions will display in the Pinned Questions section [1]. To view a pinned question, click the name of the question [2].

**View Time Limit**

If your quiz has a time limit, a countdown will appear on your screen [1]. To hide the time limit, click the Hide button [2].
Open Calculator

Your instructor may allow you to use an on-screen calculator for the entire quiz or only for certain questions. To open the on-screen calculator, click the **Calculator** icon.

**Note:** If the Calculator icon doesn't display on the question, your instructor has not enabled calculators.
Use Calculator

Your instructor may enable a basic calculator or a scientific calculator. To use the calculator, click the number and function buttons or type numbers and functions using your keyboard [1].

To clear a calculation, click the **Clear** button [2].

View your calculation and results in the results field [3]

Close the calculator by clicking the **Close** button [4]. Calculations are saved if you close the calculator window.

To move the calculator around the browser window, click and drag the calculator header [5].
The scientific calculator includes additional buttons for more advanced functionality [1].

Click the **Rad/Deg** toggle to switch between Radian and Degree mode [2].

**Submit Quiz**

To submit your quiz, click the **Submit** button [1]. To return to Canvas and resume your quiz at a later time, click the **Return** button [2].
Confirm Submission

Upon submission you will not be able to change your answers. Are you ready to submit?

To confirm submission of your quiz, click the **Submit** button [1]. To continue working on your quiz, click the **Cancel** button [2]. If you have unanswered questions in your quiz, Canvas will display a message notifying you of unanswered questions.
How do I take a quiz where I can only view one question at a time?

Your instructor may choose to build quizzes that show one question at a time. This means you will receive only one quiz question on your screen at a time instead of all questions posted at once.

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may have used the New Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see How do I take a quiz where I can only view one question at a time in New Quizzes?

Next Questions

Question 1

How much time should you spend on your online course each week in order to understand the concepts?

- However long it takes
- 30 minutes
- 1-2 hours
- At least 3 hours

Each question will appear on the screen by itself. Once you have answered the question, the Next button will turn blue. Click the Next button to advance through the quiz.
Previous Questions

<table>
<thead>
<tr>
<th>Question 2</th>
<th>1 pts</th>
</tr>
</thead>
</table>

George Washington is the only president to have a state named after him.

- True
- False

If your instructor allows you to return to prior questions, you can click the Previous button to check your answers or return to questions you left blank.
Navigate Questions in Sidebar

You can also use the sidebar links for quicker navigation between questions. The question mark icon shows the questions you still need to answer while the checkmark icon shows you the questions you have answered. If your instructor allows you to return to prior questions, you may return to a previously answered question by clicking the link to that question.
Lock Questions after Answering

Attention!

Once you have submitted an answer, you will not be able to change it later. You will not be able to view the previous question.

If your instructor does not allow you to go back to questions after you answer them, a pop-up window will display a warning message when you begin your quiz.

Blank Responses

You can't come back to this question once you hit next. Are you sure you want to leave it blank?

If you leave a question blank and try to advance to the next question, a pop-up window will display a warning message to explain that you won't be able to return to this question.
How do I take a quiz where I can only view one question at a time in New Quizzes?

Your instructor may choose to build quizzes that show one question at a time. This means you will view only one question on your screen at a time instead of all questions posted at once.

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see How do I take a quiz where I can only view one question at a time?

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

To open an quiz, click the title of a quiz.

View Quiz

From the quiz page, you can view the title [1], introduction [2], time limit [3], and due date [4]. You can also view the amount of attempts allowed [5] and previous attempts of the quiz [6].

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see How do I take a quiz where I can only view one question at a time?
View Backtracking Warning

If your instructor has disabled backtracking in your quiz, a warning message displays in the quiz page. The message states that the quiz is delivered one question at a time and going back to previously answered questions is not allowed.

Enter Access Code

If your quiz includes an access code, enter the code in the Access Code field [1]. To display a masked access code, click the Show access code checkbox [2]. Then click the Submit button [3].

Begin Quiz

To begin taking a quiz, click the Begin button.
View Next Question

Match the state to its capital.

Delaware

New Jersey

Maryland

Next

Each question displays one at a time. To advance through the quiz, click the Next button.

View Previous Question

The Declaration of Independence was

Drag your answer here

Delaware
Pennsylvania
New Jersey

Previous

Next
If your instructor did not disable backtracking and allows you to return to prior questions, you can click the Previous button to check your answers or return to questions you left blank.

**Open Question Navigator**

You can also use the Question Navigator to move between questions in a quiz. To open the Question Navigator, click the Expand icon.

**Note:** If you cannot view the Question Navigator, your instructor has disabled backtracking in your quiz.
View Question Navigator

To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the Pin icon [2].

Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.
View Pinned Questions

All pinned questions will display in the Pinned Questions section of the Question Navigator [1]. To view a pinned question, click the name of the question [2].

Open Calculator

To open the on-screen calculator, click the Calculator icon.

Note: If the Calculator icon doesn't display on the question, your instructor has not enabled calculators.
Use Calculator

Your instructor may enable a basic calculator or a scientific calculator. To use the calculator, click the number and function buttons or type numbers and functions using your keyboard [1].

To clear a calculation, click the **Clear** button [2].

View your calculation and results in the results field [3]

Close the calculator by clicking the **Close** button [4]. Calculations are saved if you close the calculator window.

To move the calculator around the browser window, click and drag the calculator header [5].
The scientific calculator includes additional buttons for more advanced functionality [1].

Click the Rad/Deg toggle to switch between Radian and Degree mode [2].

Submit Quiz

To submit the quiz, click the Submit button [1]. To return to Canvas and resume the quiz at a later time, click the Return button [2].
How do I answer each type of question in a quiz?

Instructors can choose from a variety of question types to add to a quiz.

**Note:** Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may have used the New Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with answering quiz questions, please see [How do I answer each type of question in New Quizzes?](#).

### Essay Question

To answer an essay question, click the text box and type your content in the Rich Content Editor [1]. You can use the editor to format your content. The Rich Content Editor also includes a word count display below the bottom right corner of the text box.

**Note:** Essay questions can also be used for mathematical questions that require the LaTeX equation editor. To insert a mathematical equation, click the **Options** icon [2] and click the **Equation** icon [3].
File Upload Question

To answer a file upload question, click the **Choose a File** button. Canvas will open a file dialog box where you can locate the file on your computer. Select the file and it will be uploaded as your answer. Canvas will confirm that your file has been uploaded [2]. You can also remove your file by clicking the remove icon [3] and submit a new file.
**Fill-in-the-Blank Question**

Question 3

is the capital of Washington

To answer a fill-in-the-blank question, click the text box and type your answer.

**Fill-in-Multiple-Blanks Question**

Question 4

Roses are 1, violets are 2

To answer a fill-in-multiple-blanks question, click the first text box [1] and type your first answer. Click the second text box [2] and type your second answer. Continue this process until you have answered the question.
Formula Question

Simplify
What is $5 + (2-(4*12))$?

To answer a formula question, click the text box and type your answer.
Matching Question

<table>
<thead>
<tr>
<th>Question 7</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match the colors with their complementary color.</td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td></td>
</tr>
<tr>
<td>Yellow</td>
<td></td>
</tr>
</tbody>
</table>

To answer a matching question, click the drop-down menu [1] and select your answer [2]. Continue until you have matched all the options.
**Multiple Answers Question**

<table>
<thead>
<tr>
<th>Question 5</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>What year was The Star-Spangled Banner written and when was it adopted officially as the national anthem for the United States of America?</td>
<td></td>
</tr>
<tr>
<td>✗ 1918</td>
<td></td>
</tr>
<tr>
<td>☑ 1931</td>
<td></td>
</tr>
<tr>
<td>✗ 1810</td>
<td></td>
</tr>
<tr>
<td>✗ 1814</td>
<td></td>
</tr>
</tbody>
</table>

To answer a multiple answer question, click the check boxes [1] next to all the applicable answers [2].
Multiple Choice Question

Question 1

How much time should you spend on your online course each week in order to understand the concepts?

- □ However long it takes
- □ At least 3 hours
- □ 30 minutes
- □ 1-2 hours

To answer a multiple choice question, click the radio button next to the answer.

Multiple Dropdowns Question

Question 6

The opposite of "Blue" is [Select]
To answer a multiple drop-down question, click the the drop-down menu and select your answer. Continue until you have answered all parts of the question.

**Numerical Answer Question**

<table>
<thead>
<tr>
<th>Question 8</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>A boulder weighs 180x tons. Find the weight of 6 boulders.</td>
<td></td>
</tr>
</tbody>
</table>

To answer a numerical question, click the text box and type your answer.

**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>
</tbody>
</table>

To answer a true/false question, click the radio button next to the answer.
How do I answer each type of question in New Quizzes?

You can answer a variety of question types in a quiz in New Quizzes.

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with answering quiz questions, please see How do I answer each type of question in a quiz?

Categorization Question

Identify if these individuals served as President, Vice President, or both. Be aware of distractors.

To answer a Categorization question, drag and drop the possible answers in the matching category.
Essay Question

If you were George Washington, what would you do as the first President of the United States?

To answer an Essay question, click the text box [1] and type your content. Content can be formatted through the Rich Content Editor [2].

Your essay may also include a minimum and/or maximum word count [3].

File Upload Question

Upload your Thomas Jefferson worksheet.

To answer a File Upload question, drag and drop the file [1] or select a file by clicking the Browse link [2].

If your instructor has limited the file types that can be uploaded, you can view allowed file types for the question [3].
View your uploaded file [1]. To delete the file, click the **Delete** icon [2].

If your instructor allows multiple file uploads, you can upload additional files [3].

**Note:** If the option to upload a new file is not displayed, you have reached the file upload limit.

### Fill in the Blank Question

Fill in the Blank questions include three answer types: text entry, drop-down, and drag and drop. To answer a text entry question, type your answer in the **Answer** field [1]. To answer a drop-down question, click the drop-down menu [2] and select the option that answers your question.

To answer a drag and drop question, drag your answer to the answer field [3].
**Formula Question**

The average blue whale weighs 300,000 pounds. Calculate the weight of 7 whales.

\[ 2,100,000 \]

To answer a Formula question, enter your response in the text box.

**Hot Spot Question**

Locate Thomas Jefferson in the image below.

To answer a Hot Spot question, click the area of the image that answers the question.
Matching Question

Match the state to its capital.

Delaware

New Jersey

Maryland

To answer a Matching question, view the question [1]. Then click the drop-down menu to select the matching answer [2].

Multiple Answer Question

Which of these states were part of the original 13 colonies.

North Carolina

Vermont

New Hampshire

Utah

To answer a Multiple Answer question, click the checkboxes next to all applicable answers.
Multiple Choice Question

In what year did the Battle of Yorktown take place?

- 1781
- 1776
- 1785
- 1768

To answer a Multiple Choice question, click the button next to the answer.

Numeric Question

How many British colonies declared independence in 1776?

Type your answer...

To answer a Numeric question, type the answer in the Answer field [1] or use the arrow keys to increase or decrease the answer [2].

To answer a Numeric question in scientific notation, use the following format: \( m \times 10^n \), where \( m \) represents the coefficient, the asterisk represents the multiplication function, and \( ^n \) represents the exponent.
Ordering Question

Place the US colonies in the order they ratified the U.S. Constitution.

Earliest

1. Delaware

2. [Move Up]
   [Move Down]

3. Georgia

Latest

To answer an Ordering question, drag and drop the items in the correct order [1]. You can also click the Move icon [2] and move an item up or down [3].
Stimulus Question

The Declaration of Independence Includes the signatures of 56 delegates.

True or False Question

The 1st Continental Congress met in Philadelphia.

To answer a question that includes content, view the content [1] to answer the related question(s) [2]. Associated questions can be any of the other questions available in New Quizzes.

To answer a True or False question, click the button next to the answer.
How do I resume a quiz that I already started taking?

You can resume a quiz you previously started.

Note:

- If you navigate away from an unfinished timed quiz, the timer will continue running and the quiz will autosubmit when time runs out.
- If your instructor changes the due date of a quiz that you have already begun, the quiz will auto-submit based on the date and time of the original due date.

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

<table>
<thead>
<tr>
<th>Assignment Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Bill of Rights Quiz</td>
</tr>
<tr>
<td>Closed</td>
</tr>
<tr>
<td>Revolution Quiz</td>
</tr>
<tr>
<td>Available until Apr 10</td>
</tr>
<tr>
<td><strong>History Overview</strong></td>
</tr>
<tr>
<td>Due Jun 8 at 11:59pm</td>
</tr>
</tbody>
</table>

Find the quiz you would like to resume and click the title of the quiz.

Resume Quiz

History Overview

Due Jun 8 at 11:59pm  Points 11  Questions 11
Time Limit None  Allowed Attempts 2

Instructions

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

Resume Quiz
To resume the quiz, click the **Resume Quiz** button. The quiz will resume where you left off. When you are finished, you can [submit the quiz](#).
How do I submit a quiz?

Learn how to submit a quiz in Canvas.

Open Quizzes

- Pages
- Files
- Outcomes
- Quizzes
- Conferences
- Collaborations
- Chat

In Course Navigation, click the **Quizzes** link.
Open Quiz

<table>
<thead>
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<td>Revolution Quiz</td>
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<tr>
<td>Available until Apr 10</td>
</tr>
<tr>
<td><strong>History Overview</strong></td>
</tr>
<tr>
<td>Due Jun 8 at 11:59pm</td>
</tr>
</tbody>
</table>

Click the quiz title to open quiz.

Take Quiz

**History Overview**

Due: Jun 8 at 11:59pm  
Points: 11  
Questions: 11  
Time Limit: None  
Allowed Attempts: 2

**Instructions**

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

[Take the Quiz]
Click the Take the Quiz button.

Resume Quiz

History Overview

Due Jun 8 at 11:59pm  Points 11  Questions 11
Time Limit None  Allowed Attempts 2

Instructions

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

Resume Quiz

If you navigate away from the quiz, when you return to the quiz the button will show as Resume Quiz.

Submit Quiz

Quiz saved at 2:20pm

Submit Quiz

Answer the questions in the quiz. Learn how to view the quiz page.

When you are finished, click the Submit Quiz button.
Unanswered Questions Warning

You have 2 unanswered questions (see the right sidebar for details). Submit anyway?

If you have forgotten to answer some of the quiz questions, Canvas will confirm your submission before submitting the quiz. To submit the quiz anyway, click the OK button [1]. To return to the quiz, click the Cancel button [2].

View Results

History Overview
Due Jun 8 at 11:59pm  Points 11  Questions 11
Time Limit None  Allowed Attempts 2

Instructions
This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

Take the Quiz Again

Attempt History

<table>
<thead>
<tr>
<th>Attempt</th>
<th>Time</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>LATEST</td>
<td>Attempt 1</td>
<td>19 minutes</td>
</tr>
</tbody>
</table>

* Some questions not yet graded

Last Attempt Details:
Time: 19 minutes
Current Score: 4 out of 11 *
Kept Score: 4 out of 11
* Some questions not yet graded

1 More Attempt available

Take the Quiz Again
(Will keep the latest of all your scores)

View the quiz results to find out your score.
How do I view quiz results as a student?

Quiz results are easy to read in Canvas. As a student, you can see different types of quiz results, depending on your instructor’s preference.

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may be using New Quizzes. Functionality may differ between these quiz types. For help with quiz results, please see How do I view my quiz results as a student in New Quizzes?

Open Quizzes

In Course Navigation, click the Quizzes link.
### Assignment Quizzes

<table>
<thead>
<tr>
<th>Quiz</th>
<th>Status</th>
<th>Due Date</th>
<th>Points</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Bill of Rights Quiz</strong></td>
<td>Closed</td>
<td>Apr 3 at 11:59pm</td>
<td>10 pts</td>
<td>10</td>
</tr>
<tr>
<td><strong>Revolution Quiz</strong></td>
<td>Available until Apr 10</td>
<td>Apr 9 at 11:59pm</td>
<td>30 pts</td>
<td>18</td>
</tr>
<tr>
<td><strong>History Overview</strong></td>
<td></td>
<td>Jun 8 at 11:59pm</td>
<td>11 pts</td>
<td>11</td>
</tr>
</tbody>
</table>

Click the title of the quiz.
View Quiz Results

The quiz results screen consists of several areas:

1. Attempt History
2. Quiz Results
3. Submission Details
Unavailable Quiz Results

**History Overview**

<table>
<thead>
<tr>
<th>Due</th>
<th>Points</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun B at 11:59pm</td>
<td>11</td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Limit</th>
<th>Allowed Attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>2</td>
</tr>
</tbody>
</table>

**Instructions**

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

[Take the Quiz Again]

**Your quiz has been muted**

Your quiz score is unavailable because your instructor has not finished grading it. When your instructor finishes grading this quiz, your score will be available on this page.

If your instructor has hidden your quiz grades, your results will be unavailable until grades are posted.

**View Attempt History**

**Attempt History**

<table>
<thead>
<tr>
<th>Attempt</th>
<th>Time</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>LATEST</td>
<td>Attempt 1</td>
<td>19 minutes</td>
</tr>
</tbody>
</table>

* Some questions not yet graded

Attempt History shows your latest quiz attempt, the time it took to take the quiz, and your score.
Attempt History with Repeated Quiz Attempts

<table>
<thead>
<tr>
<th>Attempt History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt</td>
</tr>
<tr>
<td>KEPT</td>
</tr>
<tr>
<td>LATEST</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Some questions not yet graded

For repeated quiz attempts, the history will display the results of every attempt. Each attempt has a hyperlink that will display each quiz result, respectively.

View Quiz Results

Score for this attempt: **10 out of 11**
Submitted Apr 10 at 9:32am
This attempt took 11 minutes.

If your instructor allows, you can view the results of your quiz along with the correct answers. This view will also show your total score, the time and date it was submitted, and how long it took to complete the quiz.
View Correct Answers

If your instructor allows you to see correct answers, the quiz results will display your answer along with the correct answer.

A correct answer that you marked will be indicated by a green flag [1]. A wrong answer will be indicated by a red flag pointing to your answer [2]. The correct answer will be indicated by a gray flag [3].
View Quiz Responses Only

If your instructor does not allow you to view correct answers, the quiz results will only display your responses and note whether they were correct or incorrect.

View Protected Quiz Results

Quiz results are protected for this quiz and are not visible to students.

Correct answers are hidden.

Some instructors will not allow you to view your quiz results at all. This setting is common for quizzes that are allowed multiple attempts.
View Submission Details

<table>
<thead>
<tr>
<th>Last Attempt Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time: 12 minutes</td>
</tr>
<tr>
<td>Current Score: 7 out of 21 *</td>
</tr>
<tr>
<td>Kept Score: 20 out of 21</td>
</tr>
</tbody>
</table>

* Some questions not yet graded

Submission Details is another way to view your quiz results. Displayed in the sidebar, submission details will show the time it took to take the quiz [1], your current score [2], and your kept score [3], which is the score that Canvas records in the Gradebook.

**Note:** If your current score includes an asterisk, some questions have not been graded by your instructor, such as essay and file upload questions. You can also view the status of your quiz on your Grades page.
Submission Details with Repeated Quiz Attempts

<table>
<thead>
<tr>
<th>Last Attempt Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time:</strong> 12 minutes</td>
</tr>
<tr>
<td><strong>1</strong> Current Score: 7 out of 21 *</td>
</tr>
<tr>
<td><strong>2</strong> Kept Score: 20 out of 21</td>
</tr>
<tr>
<td>* Some questions not yet graded</td>
</tr>
</tbody>
</table>

5 Attempts so far

- View Previous Attempts
- Unlimited Attempts

Take the Quiz Again

(Will keep the highest of all your scores)

For repeated quiz attempts, the submission details will continue to display the current score [1] and the kept score [2]. However, in this case, the kept score is assigned by your instructor and can either be your latest quiz attempt score, the highest quiz score, or the average of all your scores. The kept score is indicated at the bottom of the submission detail area [3].
View Previous Attempts

<table>
<thead>
<tr>
<th>Last Attempt Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time:</strong> 12 minutes</td>
</tr>
<tr>
<td><strong>Current Score:</strong> 7 out of 21 *</td>
</tr>
<tr>
<td><strong>Kept Score:</strong> 20 out of 21</td>
</tr>
</tbody>
</table>

* Some questions not yet graded

5 Attempts so far
- View Previous Attempts
- Unlimited Attempts

Take the Quiz Again
(Will keep the highest of all your scores)

You can also view previous attempts through the sidebar submission details. Click the View Previous Attempts link.

View Quiz Results for Previous Attempts

<table>
<thead>
<tr>
<th>History Overview Results for Emily Boone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz results are protected for this quiz and are not visible to students.</td>
</tr>
<tr>
<td>☑ Correct answers are hidden.</td>
</tr>
<tr>
<td>Score for this attempt: 20 out of 21 *</td>
</tr>
<tr>
<td>Some questions not yet graded</td>
</tr>
</tbody>
</table>

Quiz Submissions
- Attempt 1: 5.33
- Attempt 2: 20
- Attempt 3: 1
- Attempt 4: 0
- Attempt 5: 7

This quiz has unlimited attempts

Each quiz attempt will be listed in the sidebar with a hyperlink to the quiz results. Click the attempt you wish to view [1]. The quiz results for that attempt will appear [2]. Keep in mind that the same settings will apply in the quiz results, meaning that you may only be able to view your responses or not view quiz results at all.
To return to the quiz, click the Back to Quiz link [3].
How do I view quiz comments from my instructor?

While grading your quiz, your instructor may leave comments for the whole quiz. You can view these comments on the Grades page and on the Submission Details page.

Open Grades

In Course Navigation, click the Grades link.

View Quiz Comments

Locate the quiz and click the Comment icon [1].
View the comments in the assignment [2]. You can also view the author, date, and time of the comment [3].

**Open Quiz**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date and Time</th>
<th>Attempts</th>
<th>Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Notebook - Scientific Measures and Scientific Method</td>
<td>Jul 10 by 11:59pm</td>
<td>-</td>
<td>25</td>
</tr>
<tr>
<td>Biomes</td>
<td>Jul 12 by 11:59pm</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Logical Fallacy Project</td>
<td>Jul 16 by 11:59pm</td>
<td>70</td>
<td>100</td>
</tr>
</tbody>
</table>

Your quiz submission also displays comments. Click the title of the quiz.
View Comments

Any instructor comments added to your submission, as well as any comments added by you, appear in the Comments portion of the sidebar [1].

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

Please review the content in Chapter 2 before our Chapter test next week. Let me know if you have any further questions about the biomes reviewed in this quiz.

Doug Roberts, Jul 30 at 12:26pm

You can add comments to your assignment submission. Type your comment in the Add a Comment field [1].

To attach a file to your comment, click the Attach File link [2].

To submit your comment, click the Save button [3].
Add Media Comment

Please review the content in Chapter 2 before our Chapter test next week. Let me know if you have any further questions about the biomes reviewed in this quiz.

Doug Roberts, Jul 30 at 12:26pm

Add a Comment:

To add a media comment to your submission, click the Media Comment link. You can record a video or record an audio comment to send to your instructor.
How do I view my quiz results as a student in New Quizzes?

Once you have taken a quiz, you can view your quiz results for any quiz created in New Quizzes. You can also view feedback left by your instructor for specific answers.

Notes:

- If your quiz results are different from the images in this lesson, your instructor has restricted view of the results page. Instructors can select to hide points awarded, points possible, quiz items, correct and incorrect indicators, and feedback.
- If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with quiz results, please see How do I view quiz results as a student?

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

To open a quiz, click the title of the quiz.

View Attempt History

You can view the attempt history for each attempt you’ve completed for a quiz [1]. The Attempt History table includes the points [2] and score [3] earned for each attempt. You can also view which of your scores will be added to your grades [4].

Notes:

- If you cannot view points in your quiz results, your instructor has hidden points awarded and/or points possible.
• If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with quiz results, please see [How do I view quiz results as a student?](#)

Open Results

<table>
<thead>
<tr>
<th>Attempt History</th>
<th>Points</th>
<th>Score</th>
<th>(Highest score is kept)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt 1</td>
<td>2 of 11</td>
<td>18.18%</td>
<td>(Highest score)</td>
</tr>
<tr>
<td>Attempt 2</td>
<td>0 of 11</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Attempt 3</td>
<td>0 of 11</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

To open results for an attempt, click the link for that attempt.
View Results

Results
Emily Boone — 1st Attempt

2 questions require grading

18.18% 2 01:15
Out of 11 points Time for this attempt

This assessment has unlimited attempts.

Attempt History

<table>
<thead>
<tr>
<th>Results</th>
<th>Points</th>
<th>Score</th>
<th>(Highest score is kept)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt 1</td>
<td>2 of 11</td>
<td>18.18%</td>
<td>(Highest score)</td>
</tr>
<tr>
<td>Attempt 2</td>
<td>0 of 11</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Attempt 3</td>
<td>0 of 11</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

View the results for your quiz.

View Grading Message

2 questions require grading

18.18% 2 01:15
Out of 11 points Time for this attempt
If any of your quiz questions require instructor grading, a notification displays in the Results page.

**View Results Restriction Message**

![Results Message]

1. Results are not displayed per instructor settings.
2. Success! Your submission was successful.

If you cannot view your results, your instructor has restricted view of the results page [1]. You can still view if your quiz submission was successful or not [2].
View Answers

You can view the total points earned for each question [1].

Correct answers are indicated by a green checkmark icon [2]. Incorrect answers are indicated by a red X icon [3]. Incorrect answers include the solution for the correct response [4].

**Note:** If you cannot view answers for quiz items, your instructor has hidden quiz items or correct/incorrect indicators.
View Feedback

Which of the states were part of the original 13 colonies?

- Vermont [X] [✓] Incorrect
- New Hampshire [✓] [✓] Correct
- North Carolina [✓] [✓] Correct

Selected Answer - Incorrect

Incorrect Feedback

Vermont was the 14th state to join the Union.

If your instructor has added feedback to a question, you can view that feedback in your quiz results.
How do I know if I can retake a quiz?

Some instructors will allow you to retake a quiz. The quiz will show you if you are allowed more attempts.

**Note:** Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may be using New Quizzes. Functionality may differ between these quiz types. For help with retaking quizzes, please see [How do I know if I can retake a quiz in New Quizzes?](#).

Open Quizzes

In Course Navigation, click the **Quizzes** link.
## Open Quiz

<table>
<thead>
<tr>
<th>Assignment Quizzes</th>
<th>Due Date</th>
<th>Points</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Bill of Rights Quiz</td>
<td>Closed</td>
<td>Apr 3 at 11:59pm</td>
<td>10</td>
</tr>
<tr>
<td>Revolution Quiz</td>
<td>Available until Apr 10</td>
<td>Apr 9 at 11:59pm</td>
<td>30</td>
</tr>
<tr>
<td>History Overview</td>
<td>Due Jun 8 at 11:59pm</td>
<td>11</td>
<td>11</td>
</tr>
</tbody>
</table>

Click the quiz title to open the quiz you want to retake.

## View Quiz

### History Overview

- **Due**: Jun 8 at 11:59pm
- **Points**: 11
- **Questions**: 11
- **Time Limit**: None
- **Allowed Attempts**: 2

### Instructions

This quiz is testing your general knowledge of American History. We will be covering these topics throughout the semester.

[Take the Quiz Again]

If you can retake the quiz, you will see **Take the Quiz Again** button. Click the button to retake the quiz.
Contact your instructor if you have problems accessing the quiz.

**Note:** You can see past attempts in your [quiz results](#).
How do I know if I can retake a quiz in New Quizzes?

Some instructors will allow you to retake a quiz. The quiz displays if you are allowed multiple attempts.

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between quizzes created using Classic Quizzes and New Quizzes. For help retaking a classic quiz, see How do I know if I can retake a quiz?

Open Quizzes

In Course Navigation, click the Quizzes link.
Open Quiz

To open a quiz, click the title of the quiz.

View Attempts

Declaration Quiz
Complete all quiz questions using the provided resources. This is not an open book or open notes quiz!

01:00:00  4/1/2020
Time Limit   Due in 2 days

2 of 3 attempts taken. This will be your 3rd attempt.

Attempt History

<table>
<thead>
<tr>
<th>Results</th>
<th>Points</th>
<th>Score</th>
<th>(Highest score is kept)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt 1</td>
<td>9 of 15</td>
<td>60%</td>
<td>(Highest score)</td>
</tr>
<tr>
<td>Attempt 2</td>
<td>9 of 15</td>
<td>60%</td>
<td></td>
</tr>
</tbody>
</table>

View the number of attempts you have taken [1]. To retake a quiz, click the Begin button [2].

Note: If the quiz displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. For help retaking a classic quiz, see How do I know if I can retake a quiz?
Declaration Quiz

Complete all quiz questions using the provided resources. This is not an open book or open notes quiz!

01:00:00  4/1/2020
Time Limit  Due in 2 days

You have used all attempts for this assessment.

If you have no attempts remaining, a warning message will appear on the quiz page.
How do I submit a survey?

Your instructor may assign you a survey to complete in your course. Surveys are non-graded quizzes that may be used to gather your opinion on a topic in your course.

Note: Surveys are not currently supported in New Quizzes.

Open Quizzes

In Course Navigation, click the Quizzes link.

Open Survey

Click the Survey title to open the Survey.
Take Survey

Class Survey

| Due       | No due date | Points | 10 | Questions | 2 | Time Limit | None | Allowed Attempts | Unlimited |

Instructions

Please take this survey about your experience in this online course.

[Take the Survey]

Click the Take the Survey button.
Complete Survey

Class Survey

Started: Jul 10 at 2:41pm

Quiz Instructions

Please take this survey about your experience in this online course.

<table>
<thead>
<tr>
<th>Question 1</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please rate your agreement with the following statements.</td>
<td></td>
</tr>
<tr>
<td>Course expectations were clearly defined</td>
<td>[ Select ]</td>
</tr>
<tr>
<td>My instructor provided helpful feedback on my course work</td>
<td>[ Select ]</td>
</tr>
<tr>
<td>My instructor answered my questions in a timely manner</td>
<td>[ Select ]</td>
</tr>
</tbody>
</table>

Answer the questions available.

Submit Survey

Quiz saved at 2:42pm

Click the Submit Quiz button.
Rich Content Editor
How do I add and modify text in the Rich Content Editor as a student?

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

You can type text and you can copy and paste text from other sources into the Rich Content Editor. The Rich Content Editor also includes several formatting tools that allow you to modify your text.

The Rich Content Editor supports keyboard shortcuts for copying and pasting text.

**Copy and Paste Using a PC**
- Copy (Ctrl+C) and Paste (Ctrl+V)
- Copy (Ctrl+C) and Paste-without-formatting (Ctrl+Shift+V)

**Copy and Paste Using a Mac**
- Copy (Command+C) and Paste (Command+V)
- Copy (Command+C) and Paste-without-formatting (Command+Option+Shift+V)

**Note:** Your instructor may choose to display a different font for your course. This font will display when entering text the Rich Content Editor.

View Rich Content Editor

![Rich Content Editor Interface](image)
When creating or editing an announcement, assignment, discussion, or page, the Rich Content Editor opens by default.

You can add and format content using the menubar [1] or toolbar [2].

**Open Keyboard Shortcuts**

The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the Keyboard icon or press Alt+F8 (on a PC keyboard) or Option+Fn+F8 (on a Mac keyboard) simultaneously on your keyboard.

**Resize Editor Window**

You can also resize the editor window or open the editor in fullscreen view.
Enter Text

Type or paste copied text into the Rich Content Editor.

Remove Text Formatting

To remove text formatting, select the text [1], then click the Clear Formatting icon [2].

Note: To view the Clear Formatting icon, you may have to click the Options icon [3].
Change Font Size

Select the text you wish to modify [1]. Then click the Font Size drop-down menu [2], and select the font size you want to use [3]. You can choose from 8, 10, 12, 14, 18, 24, or 36pt sized fonts.

Change Text Style

Select the text you wish to modify [1]. Then click the Paragraph drop-down menu [2], and select the text style you want to use [3]. Choose from Heading 2, Heading 3, Heading 4, Preformatted, and Paragraph styles.
Note: By default, the primary heading for the announcement, assignment, discussion, page, or quiz is the same as the title or name you enter when creating the item.

**Single Space Text**

Welcome to Class

But with the blast shield down, I can't even see! How am I supposed to fight?
Ye-ha!
As you wish.
Remember, a Jedi can feel the Force flowing through him.

I can't get involved! I've got work to do! It's not that I like the Empire, I hate it, but there's nothing I can do about it right now. It's such a long way from here.

To create single spacing in the Rich Content Editor, press **Shift+Enter** (on a PC keyboard) or **Shift+Return** (on a Mac keyboard). This creates a line break instead of a paragraph break.

**Format Text Emphasis**

Write an essay describing the possible implications of the Declaration of Independence not being drafted and adopted by the colonies. Discuss the implications on 3 major historical events and/or figures.

**Questions to consider:**

What would have happened if the Declaration had not been signed?
How would the colonies have been affected?
How would your life be different today?

Remember to structure your essay using the methods discussed in class. Have a strong introduction and
Select the text you wish to format [1].

To bold the selected text, click the **Bold** icon [2], or press **Command+B** (Mac keyboard) or **Ctrl+B** (PC keyboard).

To italicize the selected text, click the **Italic** icon [3], or press **Command+I** (Mac keyboard) or **Ctrl+I** (PC keyboard).

To underline the selected text, click the **Underline** icon [4], or press **Command+U** (Mac keyboard) or **Ctrl+U** (PC keyboard).

When selected text is formatted, an arrow displays above the selected option [5].

**Color and Highlight Text**

Select the text you wish to color [1].

To change the color of the text, click the **Text Color** icon [2].

To highlight the text, click the **Background Color** icon [3].

Select a color from the color drop-down menu [4]. You can view the color name by hovering your mouse over the color tile [5].

To remove color formatting, click the **Remove Color** icon [6].

To select a custom color for the text, click the **Custom Color** icon [7].
Select Custom Color

Use the color picker palette to select a color tone [1] and hue [2]. You can also enter RGB color codes [3] or enter a HEX color code [4]. View your custom color in the color display window [5].

To apply the color to your text, click the Save button [6].
Superscript and Subscript Text

You can format your text to appear as superscript or subscript. Select the text you wish to modify [1].

To format your text as superscript, click the Superscript icon [2].

To format your text as subscript, click the Script Arrow icon [3] and select the Subscript option [4].
Align Text

To align text, place the cursor in front of the text you wish to align [1], then click the Alignment icon [2]. From the drop-down menu you can select to align the text to the Left [3], Center [4], and Right [5].

Note: To view the Alignment icon, you may have to click the Options icon [6].

Indent and Outdent Text

To indent text, click the Indent icon [1].

If your text is indented, you can outdent your text. To outdent your text, click the Indent Arrow icon [2] and click the Outdent option [3].
You can click the Indent and Outdent options multiple times to increase or decrease the text indentation.

**Note:** To view the Indent icon, you may have to click the **Options** icon [4].

### Align Directional Text

To align the direction of your text, click the **Format** link in the menubar [1], then select the **Directionality** option [2]. You can align your text from Left to Right [3] and from Right to Left [4].
Create Bulleted or Numbered List

Select the text you wish to include in your list [1], then click the List icon [2]. You can select a bulleted list style [3], or a numeric or alphabetic list style [4].

**Note:** To view the List icon, you may have to click the Options icon [5].

**View Bulleted List**

Write an essay describing the possible implications of the Declaration of Independence not being drafted and adopted by the colonies. Discuss the implications on 3 major historical events and/or figures.

Questions to consider:

- What would have happened if the Declaration had not been signed?
- How would the colonies have been affected?
- How would your life be different today?

Remember to structure your essay using the methods discussed in class. Have a strong introduction and...
Write an essay describing the possible implications of the Declaration of Independence not being drafted and adopted by the colonies. Discuss the implications on 3 major historical events and/or figures.

Questions to consider:

1. What would have happened if the Declaration had not been signed?
2. How would the colonies have been affected?
3. How may your life be different today?

Remember to structure your essay using the methods discussed in class. Have a strong introduction and thesis, use evidence that supports your argument, and make sure your transitions are strong. In your conclusion, state whether you think the Declaration of Independence was necessary or if America would have grown without it.
View Auto-Saved Content

If you reload or navigate away from a page while editing content in the Rich Content Editor, Canvas automatically saves your content in the browser cache for up to one day. When you reload the page or navigate back to the page you were editing, Canvas displays a message indicating that auto-saved content exists. You can preview the content, discard the content, or load the content into the Rich Content Editor.

Notes:

- Auto-saved content is not a guaranteed feature and may not save content in certain situations.
- The amount of local storage available may vary depending on which browser you use.
- Auto-saved content is only available on pages that only include one Rich Content Editor window.
- Auto-saved content is only available in the same browser and computer you were using when you created the original content.
Preview Auto-Saved Content

To preview content auto-saved by Canvas, click the Preview button.

Load Auto-Saved Content

To load the auto-saved content into the Rich Content Editor, click the Yes button [1]. To discard the auto-saved changes, click the No button [2].
Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

The Declaration of Independence: A Revisionist History

Write an essay describing the possible implications of the Declaration of Independence not being drafted and adopted by the colonies. Discuss the implications on 3 major historical events and/or figures.

Questions to consider:

1. What would have happened if the Declaration had not been signed?
2. How would the colonies have been affected?
3. How may your life be different today?

Remember to structure your essay using the methods discussed in class. Have a strong introduction and thesis, use evidence that supports your argument, and make sure your transitions are strong. In your conclusion, state whether you think the Declaration of Independence was necessary or if America would have grown without it.

View the content created in the Rich Content Editor.
How do I use the menubar in the Rich Content Editor as a student?

You can use the menubar to easily access several of the tools and features available in the Rich Content Editor. The menubar can be accessed using the mouse or pressing Alt+F9 keys or Option+Fn+F9 keys simultaneously on your keyboard.

View Menubar

The menubar will display above the Rich Content Editor [1]. The menubar includes the same tools as found in the toolbar [2], but in a format that is easier to navigate with a keyboard.

To view a window with a list of keyboard navigation shortcuts, click the Keyboard icon [3] or press Alt+F8 (on a PC keyboard) or Option+Fn+F8 (on a Mac keyboard) simultaneously on your keyboard.
View Edit Menu

To view the Edit menu, click the Edit link [1]. From the Edit menu, you can undo content changes [2], redo content changes [3], cut [4], copy [5], paste [6], paste as text [7], and select all content [8]. You can also view the keyboard shortcuts for each edit option [9].

View View Menu

To view the View menu, click the View link [1]. From the View menu, you can expand the editor content area to the width of your browser [2] and open the HTML editor [3].

Note: Fullscreen is not supported for the HTML editor
View Insert Menu

To open the Insert menu, click the **Insert** link [1]. To insert a link, click the **Link** option [2]. You can link to an [external URL](#) or [course content](#).

To insert an image, click the **Image** option [3]. You can [upload a new image](#) or [insert an image from your course or user files](#).

To insert media, click the **Media** option [4]. You can [record media](#), [upload media](#), or [insert media from your course or user files](#).

To insert a document, click the **Document** option [5]. You can [upload a document](#) or [insert a document from your course or user files](#).

To [insert a math equation](#), click the **Equation** option [6].

To [insert a table](#), click the **Table** option [7].

To embed content using an embed code, click the **Embed** option [8].

To insert a horizontal line, click the **Horizontal Line** option [9].
To open the Format menu, click the **Format** link [1]. You can select several formatting options [2], including bold, italic, underline, strikethrough, superscript, subscript, and code.

To open the Formats menu, click the **Formats** option [3]. The Formats menu includes options for headings, inline text, blocks, and alignment.

To view and manage blocks, click the **Blocks** option [4].

To select a font, click the **Fonts** option [5].

To change the font size, click the **Font sizes** option [6].

To manage text alignment, click the **Align** option [7].

To change the direction of the text, click the **Directionality** option [8]. You can format text from left to right and from right to left.

To select a text color, click the **Text color** option [9].

To select a background color, click the **Background color** option [10].
To clear formatting, click the **Clear formatting** link [11].

**View Tools Menu**

1. **Tools**
2. **Word count**
3. **Apps**

To open the Tools menu, click the **Tools** link [1].

To view word count statistics, click the **Word count** option [2].

To embed content from an external tool, click the **Apps** option [3].

**View Table Menu**

1. **Table**
2. **Table**
3. **Cell**
4. **Row**
5. **Column**
6. **Table properties**
7. **Delete table**

To view the Table menu, click the **Table** link [1].

To add a new table, click the **Table** option [2].
To format the table rows, click the **Row** option [3]. To format the table columns, click the **Column** option [4]. To format the table cells, click the **Cell** option [5].

To view table properties, click the **Table properties** link [6]. To delete the table, click the **Delete table** option [7].
How do I resize the Rich Content Editor as a student?

When using the Rich Content Editor, you can resize the window manually or expand the entire Rich Content Editor to fullscreen view.

Open Rich Content Editor

Open the Rich Content Editor. You may view the Rich Content Editor in Announcements, Assignments, Discussions, Pages, or Quizzes.
Resize Window

To resize the window manually, click and hold the **Resize** icon [1]. Then drag the Rich Content Editor window to the desired size [2].

View in Fullscreen

To expand the Rich Content Editor to fullscreen view, click the **Fullscreen** icon [1]. You can also click the **View** menu [2] and select the **Fullscreen** option [3].
Exit Fullscreen

If we think only of ourselves, forget about other people, then our minds occupy very small area. Inside that small area, even tiny problem appears very big. But the moment you develop a sense of concern for others, you realize that, just like ourselves, they also want happiness; they also want satisfaction. When you have this sense of concern, your mind automatically widens. At this point, your own problems, even big problems, will not be so significant. The result? Big increase in peace of mind. So, if you think only of yourself, only your own happiness, the result is actually less happiness. You get more anxiety, more fear.

I love friends, I want more friends. I love smiles. That is a fact. How to develop smiles? There are a variety of smiles. Some smiles are sarcastic. Some smiles are artificial-diplomatic smiles. These smiles do not produce satisfaction, but rather fear or suspicion. But a genuine smile gives us hope, freshness. If we want a genuine smile, then first we must produce the basis for a smile to come.

In daily practice, reflect on the benefits of love, compassion and kindness, then reflect on the disadvantages of anger. Such continuous contemplation, the growing appreciation of love, has the effect of reducing our inclination towards hatred and increasing our respect for love. By this means even anger can be diminished.

To exit fullscreen view, click the View menu [1] and select the Fullscreen option [2]. You can also exit fullscreen by pressing the Esc key on your keyboard.
How do I insert a table using the Rich Content Editor as a student?

In the Rich Content Editor, you can use the table editor to insert, format, edit, and delete a table.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Open Table Editor

To use the table editor, click the Table icon [1].

Note: To view the Table icon, you may have to click the Options icon [2].

Insert Table

To expand the table creator, hover over the Table option in the drop-down menu [1]. Then, to specify the table dimensions, drag your cursor over the grid [2].

Note: The largest table you can create using the table creator is 10x10. However, additional columns and rows can be added manually.
View Table Layout Tools

When you click on the table in the Rich Content Editor, the **Table Context Menu** displays [1].

You can edit the table properties [2], delete the table [3], add or delete rows [4], and add or delete columns [5].
Open Table Properties

In the Table Context Menu, click the Table Properties icon [1].

You can also click the toolbar Table icon [2], and select the Table Properties option [3].
Edit General Table Properties

By default, the table properties editor displays the **General** tab [1]. Type in the appropriate fields to edit these general table properties.

- **Width and Height** [2]: enter the width and height of your table (in pixels or percent, e.g. 500px, 50%).
- **Cell Spacing** [3]: enter the space between individual cells as well as cells and table borders (in pixels, e.g. 3px).
- **Cell Padding** [4]: enter the space between the cell border and its content (in pixels, e.g. 5px).
- **Border** [5]: enter the thickness of the table border (in pixels, e.g. 5px).
- **Caption** [6]: select to display a caption above the table.
- **Alignment** [7]: select the alignment of your table in the Rich Content Editor.

To apply edits, click the **Save** button [8].
Manually Edit Table Size

You can also manually adjust the width and height of your table in the Rich Content Editor.

When you click the table, adjustment handles appear in each corner [1]. Click and drag the handles to adjust the size [2].

Edit Advanced Table Properties
To view additional customization options, click the **Advanced** tab.

**Edit Border Style**

To edit the border line style, click the **Border Style** drop-down menu [1].

Select a border line style from the displayed options [2]. For your table to display without lines, select the **None** option [3]. You can also select to hide table lines [4].

To apply the border style, click the **Save** button [5].
Edit Border and Background Colors

You can edit the table colors using the Border Color [1] and Background Color [2] options.

Enter a color name or HEX code (in #nnnnnn format) in the color field [3].

You can also click the Color Swatch button [4] and select a color from the color drop-down menu [5]. View the color name by hovering your mouse over the color tile [6]. To remove color formatting, click the Remove Color icon [7]. To select a custom color, click the Custom Color icon [8].

To apply the colors, click the Save button [9].
View Cell Format Options

With one or more cells selected within the table, click the **Table** icon [1], then hover over the **Cell** option [2].

To edit the cell properties, click the **Cell properties** option [3].

To merge cells, click the **Merge cells** option [4].

To split merged cells, click the **Split cell** option [5].
Edit General Cell Properties

By default, the Cell properties editor displays the **General** tab [1]. You can edit the following general cell properties:

- **Width and Height** [2]: adjust the width and height of your cell or cells (in pixels or percent, e.g. 500px, 50%).
- **Cell Type** [3]: select from header cell or general cell options.
- **Scope** [4]: select whether the cell or cells is a header for a column, row, or group of columns or rows.
- **H Align** [5]: select the horizontal alignment for text in the cell or cells
- **V Align** [6]: select the vertical alignment for text in the cell or cells

To apply edits, click the **Save** button [7].
Edit Advanced Cell Properties

To view additional customization options, click the Advanced tab [1]. Edit cells using the following options:

- **Border style** [2]: select a border line style, or hide or remove cell border lines.
- **Border color** [3]: enter a color name or HEX code (in #nnnnnn format), or use the Color swatch to select a border color for the cell or cells.
- **Background color** [4]: enter a color name or HEX code (in #nnnnnn format), or use the Color swatch to select a cell background color.

To apply edits, click the Save button [5].
Edit Row Options

With the table selected or with a specific row selected, use the Table Context Menu row options to add or remove a row [1].

To view more row options, click the Table icon [2], then hover over the Row option [3]. Edit rows by clicking the appropriate option.

- **Insert row** [4]: select to enter a row before (above) or after (below) the selected row
- **Delete row** [5]: delete the row and its content
- **Row properties** [6]: view options for row type, alignment, height, and colors.
- **Cut row** [7]: cut the row and place it in the clipboard, ready to be pasted.
- **Copy row** [8]: copy the row and place it in the clipboard, ready to be pasted.
- **Paste row** [9]: After cutting or copying a row, select to enter the row before (above) or after (below) the selected row.
Edit Column Options

With the table selected or with a specific column selected, use the **Table Context Menu** column options to add or remove a column [1].

Alternatively, you can click the **Table** icon [2], then hover over the **Column** option [3]. Edit columns by clicking the appropriate option.

- **Insert column** [4]: select to enter a column before (left) or after (right) the selected column
- **Delete column** [5]: delete the column and its content
Delete Table

With the table selected, click the Table Context Menu **Delete** icon [1]. You can also click the toolbar **Table** icon [2], and then click the **Delete table** option [3].

Save Changes

Click the **Save** button.

**Note:** When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
How do I use the HTML view in the Rich Content Editor as a student?

You can embed HTML in the Rich Content Editor. When creating 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 Rich Content Editor when you save your work. View the Canvas HTML Editor Allowlist PDF for more information.

The HTML Editor in the Rich Content Editor can display HTML in either a pretty HTML editor with numbered lines and syntax highlighting or a raw HTML editor that displays HTML as raw text.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Note: The Rich Content Editor saves the last used HTML editor state (raw or pretty). This persists across browser tabs and windows.

Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.
Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).

Open HTML Editor

Click the HTML Editor icon.

Note: When in HTML view, you can click the HTML Editor icon to return to the Rich Content Editor.
Edit HTML Content

The HTML editor displays the pretty HTML editor by default. The pretty HTML editor displays line numbers and syntax highlighting.

Enter content in the HTML editor or edit existing content using HTML.

View Raw HTML Editor

To switch to the Raw HTML Editor and edit your HTML in plain text, click the Raw HTML Editor link.
Edit Raw HTML

Edit your HTML in plain text without line numbers or syntax highlighting. To switch back to the Pretty HTML Editor, click the Pretty HTML Editor link.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
How do I create hyperlinks to external URLs in the Rich Content Editor as a student?

Using the Rich Content Editor, you can create hyperlinks to external resources. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Create Hyperlink from Toolbar

To insert a link from the toolbar, click the **Link** icon [1].

You can also insert an external link from the link options menu. To view additional link options, click the **Link Options** arrow [2]. Then select the **External Links** option [3].

**Note:** To view the Link icon, you may have to click the **Options** icon [4].
Create Hyperlink from Menubar

Click the **Insert** link [1]. Navigate to view the **Link** options [2], and select the **External Links** option [3].
Insert Link

Enter the text for your hyperlink in the Text field [1].

Paste or type the URL for your hyperlink in the Link field [2].

Click the Done button [2].

Notes:

- The text will flash before turning into the hyperlink.
- When clicked, external hyperlinks automatically open in a new browser tab.
Alternatively, you can create external hyperlinks using keyboard shortcuts. After adding content in the Rich Content Editor, select the text for your hyperlink.

Then press **Cmd+K** (Mac keyboard) or **Ctrl+K** (PC Keyboard).
Insert Link

Paste or type the URL for the hyperlink in the **URL** field [1], then click the **Save** button [2].

**Note:**
- The text will flash before turning into the hyperlink.
- When clicked, external hyperlinks automatically open in a new browser tab.
View Hyperlink

Bring to the table **win-win survival strategies** to ensure proactive domination. At the end of the day, going forward, a new normal that has evolved from generation X is on the runway heading towards a streamlined cloud solution. User generated content in real-time will have multiple touchpoints for offshoring.

View the hyperlink in the Rich Content Editor.

Save Changes

Click the **Save** button.

**Note:** When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
Language of Business

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

Bring to the table win-win survival strategies to ensure proactive domination. At the end of the day, going forward, a new normal that has evolved from generation X is on the runway heading towards a streamlined cloud solution. User generated content in real-time will have multiple touchpoints for offshoring.

Capitalize on low hanging fruit to identify a ballpark value added activity to beta test. Override the digital divide with additional clickthroughs from DevOps. Nanotechnology immersion along the information highway will close the loop on focusing solely on the bottom line.

Note: When clicked, external hyperlinks automatically open in a new browser tab.
How do I create hyperlinks to user or group files in the Rich Content Editor as a student?

You can use the Rich Content Editor to insert hyperlinks to document, image, and media files stored in your user files and group files.

Notes:

- To create hyperlinks to group files, you must open the Rich Content Editor within a group.
- If you set a file as restricted and link to that file in the Rich Content Editor, other group members will be able to view that file using the link in the Rich Content Editor.

Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Select Link Location

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

To insert a hyperlink to a user or group content item, select the text for your hyperlink [1].

If you want to insert a link to a document and display the name of the file, click to place your cursor in the location in the Rich Content Editor where you want the link to appear [2]. This method only applies when inserting a user or group document and will not work for images or multimedia files.
Open User Links

To link to an image, media, or document in your User Files, click either the **Images** icon [1], **Record/Upload Media** icon [2], or the **Documents** icon [3] and select the **User** option for the desired file type [4]. The option name will display as User Images, User Media, or User Documents.

**Note:** To view these icons, you may have to click the **Options** icon [5].

Open Group Links

If creating a link within a group, you can link to group files by clicking the **Link Options** arrow [1] and selecting the **Group Links** option [2].
Notes:

- If creating a link within a group, you can link to group file types. The option name displays as Group Images, Group Media, or Group Documents [3].
- To view the Links icon, you may have to click the **Options** icon [4].

Open Insert Menu

In the menubar, click the **Insert** link [1]. You can navigate to view the Link, Image, Media, and Document options [2].
View and Sort Files

By default, the Add menu displays all files in your selected file source [1].

To sort the displayed files by image, document, or media file type, click the Type drop-down menu [2].

To sort the displayed files by date added, date published, or alphabetically, click the Sort by drop-down menu [3].

To search for a file, enter the file name in the Search field [4]. You must enter at least three characters for search results to display.
Select File

Click the name of the file you want to link in the Rich Content Editor.

Note: The text will flash before turning into a hyperlink.
View Link

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

Unit 1 Worksheet.doc

View the link displaying the hyperlinked text [1] or the name of the file [2].

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
Language of Business

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

Unit 1 Worksheet.doc

View the content. To view the linked file, click the link [1].

To download the file, click the Download icon [2].

Note: Links to external URLs display an Open icon [3].
How do I create hyperlinks to group content in the Rich Content Editor as a student?

When using the Rich Content Editor, you can insert links to previously created group content. You may be able to link to content in Pages, Announcements, and Discussions. You can also insert links that, when clicked, act like Group Navigation links.

**Note:** To create hyperlinks to group content or Group Navigation links, you must open the Rich Content Editor within a group.

Open Rich Content Editor

Open the Rich Content Editor when creating or editing an announcement, discussion, or page.

**Note:** The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).
Select Link Location

To insert a link displaying the name of the group content item, click to place your cursor in the location in the Rich Content Editor where you want the link to appear [1].

To insert a hyperlink to a group content item, select the text for your hyperlink [2].

Open Group Links

You can create a link to group content when using the Rich Content Editor within groups.
In the toolbar, click the Link Options arrow [1] and select the Group Links option [2].

Notes:

- If creating a link within a group, you can link to group file types. The option name displays as Group Images, Group Media, or Group Documents [3].
- To view the Links icon, you may have to click the Options icon [4].

Select Group Content

Use the Add menu to select the linked content. By default, the Add drop-down menu displays content Links options [1]. You can also add document, image, and media file links.

To search for course or group content, type at least three characters in the Search field [2].

Content items are grouped by content type. To view a list of group content items click the arrow icon next to the content type [2]. Then click the name of the item you want to link in the Rich Content Editor [3].

Note: The text will flash before turning into the hyperlink.
Drag and Drop Group Content Links

You can also choose to drag and drop group content links from the Add menu by selecting the item [1] and dragging and dropping it to the desired location in the Rich Content Editor [2].
Insert Group Navigation Link

You can also insert Group Navigation links from the Add menu. When a user clicks on an inserted Group Navigation link, Canvas will navigate them to that group feature page.
Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View the link displaying the name of the content item [1] or the hyperlinked text [2].

Click the Save button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a Save & Publish button.
- The Syllabus page displays an Update Syllabus button.
- Discussion replies display a Post Reply button.
View Content

Language of Business

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

Bring to the table win-win survival strategies to ensure proactive domination. At the end of the day, going forward, a new normal that has evolved from generation X is on the runway heading towards a streamlined cloud solution. User generated content in real-time will have multiple touchpoints for offshoring.

Abridged (Shortened) Reading Assignment

Capitalize on low hanging fruit to identify a ballpark value added activity to beta test. Override the digital divide with additional clickthroughs from DevOps. Nanotechnology immersion along the information highway will close the loop on focusing solely on the bottom line.

View the content. To view the linked course content, click the inserted link [1].

Note: Links to external URLs display an Open icon [2].
How do I edit and remove hyperlinks in the Rich Content Editor as a student?

After adding a hyperlink to external URLs, course content, or files in the Rich Content Editor, you can edit the link from the Link Options menu. You can also remove hyperlinks.

Open Rich Content Editor

Open the Rich Content Editor when creating or editing a group announcement, discussion, or page, or when completing an assignment or quiz.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Edit Link

Click the link in the Rich Content Editor [1]. Then click the Link Options link [2].

You can also click the Link Options arrow [3] and select the Edit Link option [4].

Note: To view the Links icon, you may have to click the Options icon [5].
View Link Options

In the Link Options menu, you can edit the hyperlinked text in the **Text** field [1]. You can edit the URL in the **Link** field [2].

To save your changes, click the **Done** button [3].

**Note:** When clicked, external hyperlinks automatically open in a new browser tab.
Leverage agile frameworks to provide a robust synopsis for high level strategic thinking. Collaborative approaches to corporate strategy foster collaborative thinking to further the organizational mission. Organically grow the holistic world view of disruptive innovation via workforce training.

To remove a link, click the **Link Options** arrow [1] and select the **Remove Link** option [2].
To remove multiple links, highlight the text that contains the links you want to remove [1]. Then click the **Link Options** arrow [2] and select the **Remove Links** option [3].

**Save Changes**

Click the **Save** button.

**Note:** When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
How do I upload and embed an image in the Rich Content Editor as a student?

You can embed images in the Rich Content Editor. Image files can be uploaded from your computer, selected from Unsplash, or added using a URL. You can also embed images from your course and user files.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the Keyboard icon or press Alt+F8 (on a PC keyboard) or Option+Fn+F8 (on a Mac keyboard) simultaneously on your keyboard.
Upload Images from Toolbar

To upload an image from the toolbar, click the **Image** icon [1].

You can also upload an image from the image options menu. To view additional image options, click the **Image Options** arrow [2]. Then select the **Upload Image** option [3].

**Note:** To view the Image icon, you may have to click the **Options** icon [4].
Upload Images from Menubar

Alternatively, you can embed images from the menubar. Click the Insert link [1]. Navigate to view the Image options [2], then select the Upload Image option [3].
Upload Image from Computer

By default, the Image Upload Tool displays the Computer tab [1]. Click or drag and drop an image file to the image uploader to upload a file from your computer [2].

Note: Images uploaded from your computer using the image upload tool within a group are added to your group files.
Select File

Select the image file [1] and click the **Open** button [2].
View Selected File

Upload Image

<table>
<thead>
<tr>
<th>Computer</th>
<th>Unsplash</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Blue Yellow.jpeg

The uploader displays the image file name [1] and an image preview [2]. To remove the image, click the Delete icon [3].
Upload Image from Unsplash

To upload an image from Unsplash, click the Unsplash tab [1].

Enter a search term in the Search Term field [2] and select from the displayed options [3]. To view more image options, click the page navigation links [4].

Note: Canvas uses safe search filters provided by Unsplash. You can read more about the Unsplash content policy on their Terms page.

Upload Image from URL

To upload an image using a URL, click the **URL** tab [1].

Enter the URL in the **File URL** field [2].

**Manage Usage Rights**

If required in your course, you may need to select usage right settings for your image.

In the **Usage Right** drop-down menu [1], select one of the five usage right options:

- **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 an exception - e.g. fair use, the right to quote, or others under applicable copyright laws**: excerpt or summary used for commentary, news reporting, research, or analysis in education
- **The material is licensed under Creative Commons**: this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].

**Note**: If you are an instructor and are not sure which usage right applies to your image, please consult your institutional admin for guidance.
Manage Image Attributes

To add Alt Text to your image, type an alternative text description or text tags in the Alt Text field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, click the Decorative Image checkbox [2].

By default, the Embed Image display option is selected for embedded images [3].

To display the image file link, select the Display Text Link (Opens in a new tab) display option [4]. The file link will replace the image in the Rich Content Editor.

Embed Image Upload

To add Alt Text to your image, type an alternative text description or text tags in the Alt Text field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, click the Decorative Image checkbox [2].

By default, the Embed Image display option is selected for embedded images [3].

To display the image file link, select the Display Text Link (Opens in a new tab) display option [4]. The file link will replace the image in the Rich Content Editor.

Embed Image Upload

To embed your selected image, click the Submit button.

Note: The image will flash before it embeds in the Rich Content Editor.
View Embedded Image

View your uploaded image in the Rich Content Editor. You can also add alt text tags and manage the image display options.
Update Image via File URL

Click the image [1], then click the Image Options link [2].

You can manage display options for embedded images in the Image Options menu [3].

To replace or update an image added to the Rich Content Editor via URL, enter an updated image URL in the File URL field [4].

Click the Done button [5].

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
Language of Business

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View the content created in the Rich Content Editor.
How do I embed images from Canvas into the Rich Content Editor as a student?

You can embed uploaded image files from your user files in Canvas in the Rich Content Editor. After embedding an image, you can also edit the image display options and add alt tags to your images for better accessibility.

Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the Keyboard icon or press Alt+F8 (on a PC keyboard) or Option+Fn+F8 (on a Mac keyboard) simultaneously on your keyboard.
Embed Images from Toolbar

Click the **Image Options** arrow [1]. To view images saved in your Canvas user files, click the **User Images** option [2].

**Note:** To view the Images icon, you may have to click the **Options** icon [3].

Embed Images from Menubar
Alternatively, you can embed images from the menubar. Click the Insert link [1]. Navigate to view the Image options [2], then select the User Images option [3].

**Select Image File**

By default, when embedding an image in the Rich Content Editor, the Add menu displays image files from your selected source [1]. To change the image file source, click the Source drop-down menu [2].

To sort image files by date added or alphabetically, click the Sort by drop-down menu [3]. To search for an image, enter the file name in the Search field [4]. You must enter at least three characters for search results to display.

Click the image file to embed [5].

**Note:** The image will flash before it embeds in the Rich Content Editor.
View Embedded Image

View the image embedded in the Rich Content Editor. You can also edit the size of the image and add alt tags for improved accessibility.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
Language of Business

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View the content created in the Rich Content Editor.
How do I manage alt text and display options for images embedded in the Rich Content Editor as a student?

The Rich Content Editor allows you to add alt text tags to embedded images. You can also manage image display options and resize the image.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the Keyboard icon or press Alt+F8 (on a PC keyboard) or Option+Fn+F8 (on a Mac keyboard) simultaneously on your keyboard.
Open Image Options

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

You can manage display options for embedded images in the **Image Options** menu [3].

Update File URL

```
File URL
https://cdn.elearningindustry.com/wp...
```
If an image is added to the Rich Content Editor via URL, the Image Options menu includes the File URL field. The URL can be updated to change the image displayed in the editor.

Add Alt Text

Enter an alternative text description or text tags in the Alt Text field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, select the Decorative Image option [2].

Select Display Options

By default, the Embed Image display option is selected for embedded images [1].

To display the image file link, select the Display Text Link display option [2]. The file link will replace the image in the Rich Content Editor.
Select Image Size

Click the **Size** drop-down menu [1]. You can select a small, medium, large, or extra large image size [2], or you can select to enter custom dimensions [3].

To customize the size of your image, enter the custom height or width dimension in one of the two **dimension** fields [4]. As you enter a value in one field, the other field's value changes in order to retain the image aspect ratio.

**Note:** Custom image size must be at least 10x10px.
Manually Adjust Image Size

You can also manually adjust the image size in the Rich Content Editor.

When you click the image, adjustment handles appear in each corner [1]. Click and drag the handles to adjust the image size [2].

Select Dimension Type

<table>
<thead>
<tr>
<th>Dimension type</th>
<th>1</th>
<th>Dimension type</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pixels</td>
<td>☐</td>
<td>Pixels</td>
<td>☐</td>
</tr>
<tr>
<td>Percentage</td>
<td>☐</td>
<td>Percentage</td>
<td>☐</td>
</tr>
</tbody>
</table>

Aspect ratio will be preserved

Aspect ratio will be preserved

Canvas Student Guide Updated 2022-03-24
If you select a custom image size, you can change the size selecting the **Pixels** dimension type radio button and changing one of the two dimension type fields [1].

You can also change the custom image size by selecting the **Percentage** dimension type radio button and changing the percentage field [2].

**Save Changes**

Click the **Done** button.
View Embedded Image

Bring to the table win-win survival strategies to ensure proactive domination. At the end of the day.

View the image embedded in the Rich Content Editor.
How do I upload and embed a media file from my computer in the Rich Content Editor as a student?

Using the Rich Content Editor, you can upload and embed media files from your computer. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Canvas allows you to upload supported media types.

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](#).

Canvas videos also support caption files. Once you upload a video, learn how to [add captions to a video](#).

**Note:** Media uploaded in the Rich Content Editor is saved in the Uploaded Media folder in your User Files or Group Files, depending on where it is recorded. If media is uploaded for an assignment submission, the media file is stored in your User Files.

---

**Open Rich Content Editor**

Open the Rich Content Editor when using one of the Canvas features which support the Editor.
Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press `ALT+F8` (PC keyboard) or `ALT+FN+F8` (Mac keyboard).

Record Media from Toolbar

To upload media from the toolbar, click the Media icon [1].

You can also upload media from the media options menu. To view additional media options, click the Media Options arrow [2]. Then select the Upload/Record Media option [3].

To view the Media icon, you may have to click the Options icon [4].

Note: If the Media icon does not display in the toolbar, media uploads have been disabled by your institution.
Record Media from Menubar

Alternatively, you can open the media recorder from the menubar. Click the **Insert** icon [1]. Navigate to view the **Media** options [2], and select the **Record/Upload Media** option [3].
Upload Media from Computer

By default, the Media Upload Tool displays the **Computer** tab [1]. Click or drag and drop a media file to media uploader to upload a file from your computer [2].
Select File

Select the media file [1] and click the **Open** button [2].
View Selected File

The uploader displays a file preview [1].

The uploader also displays the media file name [2]. To change the file name, type a new file name in the media file name field. The name of the file also acts as the alt text for the media file.

To remove the file, click the Delete icon [3].

To add a caption file, click the Add CC/Subtitles checkbox [4].

Submit Media File Upload

To upload your selected media file, click the Submit button.
Note: The file will flash before it embeds in the Rich Content Editor.

View Embedded Media

View your uploaded media file in the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
Canvas Tips and Tricks


View the content created in the Rich Content Editor.
How do I record media using the Rich Content Editor as a student?

You can use the Rich Content Editor to record video and audio media. You can record media for any length of time, but shorter media recordings are recommended. If your media is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media recordings require more time to render and may be interrupted without a stable internet connection.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Canvas videos also support caption files. Once you record and save your video, learn how to add captions to a video.

Notes:

- The Safari browser does not support recording media. Please use Chrome or Firefox to record media from the Rich Content Editor.
- Media recorded in the Rich Content Editor is saved in the Uploaded Media folder in your User Files or Group Files, depending on where it is recorded. If media is recorded for an assignment submission, the media file is stored in your User Files.
Open the Rich Content Editor when using one of the Canvas features which support the Editor.

**Note:** The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

## Record Media from Toolbar

To upload media from the toolbar, click the **Media** icon [1].

You can also upload media from the media options menu. To view additional media options, click the **Media Options** arrow [2]. Then select the **Upload/Record Media** option [3].

To view the Media icon, you may have to click the **Options** icon [4].

**Note:** If the Media icon does not display in the toolbar, media uploads have been disabled by your institution.
Record Media from Menubar

Click the Insert link [1]. Navigate to view the Media options [2], and select the Record/Upload Media option [3].
Open Media Recording Tool

Click the **Record** tab.

**Select Mic and Webcam Options**

The media recorder connects to your computer's default microphone and web cam.
To change your microphone settings, click the **Mic** button [1]. Then select from the displayed options [2].

To change your webcam settings, click the **Webcam** button [3]. To disable video recording, select the **No Video** option [4].

**Record Media**

Click the **Start Recording** button.

**Finish Media Recording**

The media recorder displays the length of your current recording [1].

To restart your recording, click the **Start Over** button [2].

To finish your recording, click the **Finish** button [3].
Preview Recorded Media

Preview your recorded media in the media recorder [1].

To title your media, type in the Title field [2].

To embed your media in the Rich Content Editor, click the Save button [3].
Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View your uploaded media file in the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
Language of Business

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View the content created in the Rich Content Editor.
How do I embed media from an external source in the Rich Content Editor as a student?

You can use the Rich Content Editor to embed video and audio media from external resources. It is your responsibility to ensure your content is secure before you embed it in Canvas.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Open Embed Tool from Toolbar

To embed media from the toolbar, click the Embed icon [1].

To view the Embed icon, you may have to click the Options icon [2].

Open Media Upload Tool from Menubar

You can also embed media using the menubar in the Rich Content Editor. The menubar displays the title of Rich Content Editor tools and may be preferable for those using keyboard navigation.

To embed media using the menubar, click the Insert menu [1] and select the Embed option [2].
Enter Embed Code

Embed Code

Paste the code in the Embed Code field [1]. Then click the Submit button [2].

Embed Media

Click the Submit button.
Preview Embedded Media

Check out this video about the importance of educators.
What educators have had an impact on you?
Should we make a video like this for one of our instructors?

Preview your embedded media in the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
View Content

Educators - Group Discussion
Emily Boone

Check out this video about the importance of educators.
What educators have had an impact on you?
Should we make a video like this for one of our instructors?

The Impact of Educators

Watch later  Share

View the content created in the Rich Content Editor.
How do I embed media files from Canvas into the Rich Content Editor as a student?

You can embed media files from your user files in Canvas in the Rich Content Editor. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Upload Media from Toolbar

Leverage agile frameworks to provide a robust synopsis for high level overviews. Corporate strategies can often present opportunities for the holistic world view of disruptive innovation via workplace diversity and empowerment.

Alternatively, you can embed your media files from the toolbar. Click the Media Options arrow [1]. To view images saved in your Canvas user files, click the User Media option [2].

To view the Record/Upload Media icon, you may have to click the Options icon [3].

**Note:** If the Media options do not display in the toolbar, media uploads have been disabled by your institution.
Upload Media from Menubar

Click the Insert link [1]. Navigate to view the Media options [2], and select the User Media option [3].
Select Media File

By default, when embedding a media file in the Rich Content Editor, the Add menu displays media files from your selected source [1]. To change the media file source, click the **Source** drop-down menu [2].

To sort media files by date added or alphabetically, click the **Sort by** drop-down menu [3]. To search for a media file, enter the file name in the **Search** field [4]. You must enter at least three characters for search results to display.

Click the media file to embed [5].

**Note:** The file will flash before it embeds in the Rich Content Editor.
View Embedded Media

View your embedded media file in the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
Language of Business

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

Bring to the table win-win survival strategies to ensure proactive domination. At the end of the day, going forward, a new normal that has evolved from generation X is on the runway heading towards a streamlined cloud solution. User generated content in real-time will have multiple touchpoints for offshoring.
How do I add captions to new or uploaded videos in the Rich Content Editor in Canvas as a student?

You can easily create and upload caption files when you record a new video or upload an existing video in Canvas using the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

You can create a caption file using an external captioning tool such as Amara or YouTube.

Note: Users can view video captions in the Canvas apps. 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 Options

Click your newly recorded media or uploaded media [1]. Then click the Video Options link [2].
Select Language and File

To specify the language for your captions, click the Closed Captions/Subtitles drop-down menu [1].

To attach your caption file, click the Choose caption file button [2]. You can upload SRT or VTT files.
Open File

Select your caption file [1], then click the **Open** button [2].
View Selected File

Video Options

Title

Change is Good.mp4

Display Options

- Embed Video
- Display Text Link (Opens in a new tab)

Size

- Large
- 400 x 225px

Closed Captions/Subtitles

English

View your caption file [1].

To attach additional caption files, click the Add button [2].

When finished adding media and caption files, click the Done button [3].

Save Changes

- Cancel
- Save

Click the Save button.

Notes:

- The assignment, discussion, pages, and quizzes details pages display a Save & Publish button.
• The Syllabus page displays an Update Syllabus button.
• Discussion replies display a Post Reply button.

View Media with Captions

When you add captions to a media file, the file displays a CC icon.
How do I view captions in a video in the Rich Content Editor as a student?

Some videos within Canvas may contain closed captioning. You can enable captions in the video options menu. **Note:** If you view a video in a Canvas 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.

View Embedded Video

**Learning about Canvas**

Please watch this video to learn some basics about using Canvas.

Embedded videos display directly in Canvas. Videos with subtitles display a **CC** icon.
Select Subtitle Language

Learning about Canvas

Please watch this video to learn some basics about using Canvas.

To view the video captions, click the CC icon [1]. To view subtitles in an offered language, click the language name [2].
View Subtitles

Learning about Canvas

Please watch this video to learn some basics about using Canvas.

When closed captioning is enabled, you can view the subtitles as the video plays.
How do I manage video options in the Rich Content Editor as a student?

You can manage video options for videos previously uploaded in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

This lesson only applies to videos created in or uploaded into Canvas.

If you have not yet created or uploaded your video, learn how to record a new video or upload an existing video.

Open Rich Content Editor

Open the Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Open Video Options

To manage video options for a video previously uploaded in the Rich Content Editor, select the video [1], then click the Video Options button [2].

**Note:** The Video Options button will not display for videos embedded from other websites.
Manage Video Options

To edit the video title, use the Title field [1].

By default, videos created or uploaded using the Rich Content Editor will display as an embedded video [2]. To display as a text link that will open in a new tab when clicked, select the Display Text Link option [3].

To manage an embedded video's size, select the Size drop-down [4].

Any closed caption or subtitle files that have been added will display in the Closed Captions/Subtitles section [5]. To remove a closed caption or subtitle file, click the Delete icon [6]. To a closed caption or subtitle file, click the Add icon [7].

Notes:

- SRT and VTT caption files are supported in the Rich Content Editor.
- Users can view video captions in the Canvas apps. 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.
Save Video Options

To save your changes, click the Done button.
How do I upload a document in the Rich Content Editor as a student?

You can upload files from your computer to link in the Rich Content Editor.

Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

By default, embedded document links display an icon that allows users to preview the document in the Rich Content Editor. You can disable the in-line preview or open the in-line preview automatically.

Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Upload Document from Toolbar

To upload a document from the toolbar, click the Document icon [1].

You can also upload a document from the document options menu. To view additional document options, click the Document Options arrow [2]. Then select the Upload Document option [3].

To view the Document icon, you may have to click the Options icon [4].
Upload Document from Menubar

Click the **Insert** link [1]. Navigate to view the **Document** options [2], and select the **Upload Document** option [3].
Upload File

Click to browse your files [1] or drag and drop a media file to the media uploader [2] to upload a file from your computer.
Select File

Select the document file [1] and click the **Open** button [2].

View Selected File

The uploader displays the document file name [1]. To remove the file, click the **Delete** icon [3].
Manage Usage Rights

**Usage Rights (required)**

**Usage Right:**

1. I have obtained permission to use this file.

**Copyright Holder:**

2. Stealth R Us

If required by your institution, you will need to select usage right settings for your document.

In the **Usage Right** drop-down menu [1], select one of the five usage right options:

- **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 an exception - e.g. fair use, the right to quote, or others under applicable copyright laws**: excerpt or summary used for commentary, news reporting, research, or analysis in education
- **The material is licensed under Creative Commons**: this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].

**Note**: If you are an instructor and are not sure which usage right applies to your document, please consult your institutional admin for guidance.

Submit Upload

To upload your selected document, click the **Submit** button.
**Note:** The file will flash before it embeds in the Rich Content Editor.

**View Document Link**

View a link to your uploaded file in the Rich Content Editor [1].

To manage options for the link, click the link title and click the **Link Options** link [2].
View Link Options

You can edit the link text in the Text field [1] or link URL in the Link field [2].

You can choose to display a file preview in a pop-up window or in-line preview when the link is clicked. You can also choose to expand an in-line preview by default.

To allow users to view a file preview in a pop-up window when the link is clicked, select the Preview in overlay option [3].

To allow users to view an in-line preview when the link is clicked, click the Preview inline option [4]. To expand the in-line preview by default, click the Expand preview by Default checkbox [5].

To save link options, click the Done button [6].

Notes:

- Inline preview is not supported in the Canvas beta environment.
- Inline preview does not display in Edit mode.
Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

Language of Business

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View the content created in the Rich Content Editor.

To preview the file, click the file link [1].

To download the linked document, click the Download icon [2].
How do I embed a document from Canvas into the Rich Content Editor as a student?

You can embed documents from your user files in Canvas in the Rich Content Editor. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

By default, embedded document links display an icon that allows users to preview the document in the Rich Content Editor. You can disable the in-line preview or open the in-line preview automatically.

Open Rich Content Editor

Open the Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Select Link Location

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

Bring to the table win-win survival strategies to ensure proactive domination. At the end of the day, going forward, a new normal that has evolved from generation X is on the runway heading towards a streamlined cloud solution. User generated content in real-time will have multiple touchpoints for offshoring.

Capitalize on low-hanging fruit to identify a ballpark value added activity to beta test. Override the digital divide with additional clickthroughs from DevOps. Nanotechnology immersion along the information highway will close the loop on focusing solely on the bottom line.

To insert a link displaying the name of the file, click to place your cursor in the location in the Rich Content Editor where you want the link to appear [1].

To insert a hyperlink to a course content item, select the text for your hyperlink [2].
Insert Documents from Toolbar

Leverage agile frameworks to provide a robust synopsis for high level overviews. It is the corporate strategy to foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

Bring to the table win-win survival strategies to ensure proactive domination. At the end of the day, going forward, a new normal that has evolved from generation X is on the run way heading towards a streamlined

Alternatively, you can insert documents from the toolbar. Click the **Document Options** arrow [1]. To view your user documents, click the **User Documents** option [2].

**Note:** To view the Documents icon, you may have to click the **Options** icon [3].
To insert a document from the menubar, click the **Insert** link [1]. Navigate to view the **Document** options [2], then select the **User Documents** option [3]. If you are accessing the Rich Content Editor from a group, you can also view group documents by selecting the **Group Documents** option [4].
View and Sort Files

By default, the Add menu displays all files in your selected file source [1].

To sort the displayed files by image, document, or media file type, click the Type drop-down menu [2].

To sort the displayed files by date added or alphabetically, click the Sort by drop-down menu [3]. To search for a document, enter the file name in the Search field [4]. You must enter at least three characters for search results to display.
Select File

Click the name of the file you want to link in the Rich Content Editor.

**Note:** The text will flash before turning into the hyperlink.
View Link

Leverage agile frameworks and high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View the link displaying the name of the file [1] or the hyperlinked text [2].

To manage options for the link, click the link title [3] and click the Link Options link [4].
View Link Options

You can edit the link text in the **Text** field [1] or link URL in the **Link** field [2].

You can choose to display a file preview in a pop-up window or in-line preview when the link is clicked. You can also choose to expand an in-line preview by default.

To allow users to view a file preview in a pop-up window when the link is clicked, select the **Preview in overlay** option [3].

To allow users to view an in-line preview when the link is clicked, click the **Preview inline** option [4]. To expand the in-line preview by default, click the **Expand preview by Default** checkbox [5].

To save link options, click the **Done** button [6].

**Notes:**

- Inline preview is not supported in the Canvas beta environment.
- Inline preview is not supported in Edit mode.
Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

Language of Business

1. Unit 1 Worksheet.doc

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View the content.

To preview the file, click the file link [1]. Links to external URLs display an Open icon [2].

To download the linked file, click the Download icon [3].
How do I select content from an external app in the Rich Content Editor as a student?

You can use the Rich Content Editor to embed content and links from external apps that have been set up in your course. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Embedding and linking options vary depending on the app you're using. For specific instructions for embedding and linking to external app content, please refer to the app vendor's user guides.

Open Rich Content Editor

Open the Rich Content Editor when creating or editing an announcement, assignment submission, discussion, page, or quiz response.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Select Embed Location

To embed app content in the Rich Content Editor, click to place your cursor in the location in the Rich Content Editor where you want the app content to appear [1].

To link text to content from an app, select the text for the linked content [2].

Open Apps

You can view a list of external tools from the menubar. Click the Tools link [1]. Navigate to the Apps option [2], then select the View All option [3].

Alternatively, you can view your apps from the toolbar. In the toolbar, click the App icon [4].

Note: To view the App icon, you may have to click the Options icon [5].
View Recently Used Apps

If you have previously used an external app from the Rich Content Editor, you can quickly open recently used apps.

To view recently used apps, click the App icon [1]. Then select the app you want to open [2].

To view all apps, click the View All link [3].

Select App
To find an app, type the app name in the Search field [1]. Search results display as you type.

To select an app, click the app name [2].

To read a brief explanation of the app, click the View description link [3].

Select App Content

Use the app to search for and select content to link to or embed. External app settings and options may vary by app.
View Embedded App

You can view and interact with the embedded app content or app link depending on your embed or link settings.
View your content. You can interact with embedded app content directly in Canvas depending on external app settings.
How do I use the Math Editor in the Rich Content Editor as a student?

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. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes. 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

Notes:

- 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 when using one of the Canvas features which support the Editor.

**Note:** The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

**Open Math Editor**

To open the Math Editor, click the **Insert Math Equation** icon [1].

You can also access the Math Editor from the Rich Content Editor menubar. Click the **Insert** link [2], then select the **Equation** option [3].

**Note:** To view the Insert Math Equation icon, you may need to click the **Options** icon [4].
Create Basic Math Equation

Use the Math Editor toolbar [1] to insert an equation in the equation field [2].
Insert Equation

To add the equation, click the **Done** button.

Add Text to Equations

The sequence \((x_n)\) defined by:

\[ x_1 = 1, \ x_2 = 1, \ x_n = x_{n-1} + x_{n-2} \ (n > 2) \]

Add text around your equations in the Rich Content Editor.
Save Changes

Click the **Save** button to save any changes to the equation made in the Rich Content Editor.

**Note:** When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

**Rich Content Editor**

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:

\[
CH_4 + 2O_2 \rightarrow CO_2 + 2H_2O
\]

View the mathematical formulas, chemical formulas, or equations you created.
How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as a student?

If your course has enabled Google Apps, you can create a document, slide presentation, or spreadsheet using Google Drive and then embed that document anywhere you can use the Rich Content Editor in Canvas. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes. 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, the edits also display in Canvas.

**Note:** If you cannot view the Google Drive option in the Rich Content Editor LTI Tools menu, 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 when using one of the Canvas features which support the Editor.

**Note:** The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Open Apps

You can view a list of external tools from the menubar. Click the Tools link [1]. Navigate to the Apps option [2], then select the View All option [3].

Alternatively, you can view your apps from the toolbar. In the toolbar, click the App icon [4].

Note: To view the App icon, you may have to click the Options icon [5].

View Recently Used Apps

If you have previously used an external app from the Rich Content Editor, you can quickly open recently used apps.

To view recently used apps, click the App icon [1]. Then select the app you want to open [2].

To view all apps, click the View All link [3].
Open Google

Click the Google link [1].

You can also filter menu options using the Search field [2].

Note: If the Google link does not display, the LTI may not be enabled in your course. 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.
Locate File

Locate and select the file you want to link to the assignment [1]. Click the Select button [2].

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.
View the embedded Google file in the Rich Content Editor.
View File Link

View the link to the Google file in the Rich Content Editor.

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as a student?

If your course has enabled Microsoft Office 365, you can create a document, slide presentation, or spreadsheet in your OneDrive and then create a hyperlink to that document anywhere you can use the Rich Content Editor in Canvas. Several features in Canvas support the Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

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 option in the Rich Content Editor LTI Tools menu, 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 when using one of the Canvas features which support the Editor.
**Open Apps**

You can view a list of external tools from the menubar. Click the **Tools** link [1]. Navigate to the **Apps** option [2], then select the **View All** option [3].

Alternatively, you can view your apps from the toolbar. In the toolbar, click the **App** icon [4].

**Note:** To view the App icon, you may have to click the **Options** icon [5].

**View Recently Used Apps**

If you have previously used an external app from the Rich Content Editor, you can quickly open recently used apps.

To view recently used apps, click the **App** icon [1]. Then select the app you want to open [2].

To view all apps, click the **View All** link [3].
Open Microsoft Office 365

Click the **Microsoft Office 365** link [1].

You can also filter menu options using the **Search** field [2].

**Note:** If the Microsoft Office 365 link does not display, the LTI may not be enabled in your course. You can still include your file by creating a hyperlink or publishing your content to the web and pasting the embed code in the **HTML editor**.
Attach File

Locate the file you want to link and click the checkbox next to the file name [1]. Click the Attach File button [2].
View File Link

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View the file link in the Rich Content Editor

Save Changes

Click the Save button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
Language of Business

Assignment 1.docx

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.
How do I link to a YouTube video in the Rich Content Editor as a student?

If your course has enabled the YouTube LTI, you can also search and select YouTube Videos using the LTI Tool. You can also share a YouTube video in the Rich Content Editor by embedding the video or inserting a link.

Open Rich Content Editor

Open the Rich Content Editor when using one of the Canvas features which support the Editor.

**Note:** The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press ALT+F8 (PC keyboard) or ALT+FN+F8 (Mac keyboard).
Open Apps

You can view a list of external tools from the menubar. Click the **Tools** link [1]. Navigate to the **Apps** option [2], then select the **View All** option [3].

Alternatively, you can view your apps from the toolbar. In the toolbar, click the **App** icon [4].

**Note:** To view the App icon, you may have to click the **Options** icon [5].

View Recently Used Apps

If you have previously used an external app from the Rich Content Editor, you can quickly open recently used apps.

To view recently used apps, click the **App** icon [1]. Then select the app you want to open [2].

To view all apps, click the **View All** link [3].
Open YouTube

Click the **YouTube** link [1].

You can also filter menu options using the **Search** field [2].

**Note:** If the Google link does not display, the LTI may not be enabled in your course. 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](#).
Search Videos

Enter a search term in the **Search** field [1]. Then press **Return** (Mac) or **Enter** (PC) on your keyboard.

To view more information about a search option, click the video name [2].

Embed Video

To embed the video in the Rich Content Editor, click the **Embed** button [1].
To manage the video embed options, click the **Embed** drop-down menu [2]. You can select to embed a video hyperlink [3], or you can select to embed a small, medium, or large version of the video in the Rich Content Editor [4].

**View Embedded Video**

View the embedded video in the Rich Content Editor.

**Save Changes**

Click the **Save** button to save any changes made in the Rich Content Editor.

**Note:** When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
Language of Business

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically

To view the embedded video, click the Play icon [1].

To view the linked video in a new browser tab, click the video link [2]. To expand the linked video to view in Canvas, click the Play icon [3].
How do I use the Accessibility Checker in the Rich Content Editor as a student?

The Rich Content Editor includes an accessibility tool that detects common accessibility errors within the editor. You can use the Accessibility Checker to design course content while considering accessibility attributes. This tool only verifies content created within the Rich Content Editor. You may use other accessibility tools to verify additional content in Canvas.

All accessibility components retain the parameters set by your institution’s Theme Editor template. The Accessibility Checker verifies the following accessibility rules:

- **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.
- **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 contain fewer than 120 characters.
- **Large text contrast**: Text larger than 18pt (or bold 14pt) should display a minimum contrast ratio of 3:1.
- **Lists**: Lists should be formatted as lists.
- **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.
- **Small text contrast**: Text smaller than 18pt (or bold 14pt) should display a minimum contrast ratio of 4.5:1.
- **Table captions**: Tables should include a caption describing the contents of the table.
- **Table header scope**: Table headers should specify scope and the appropriate structure.
- **Table header**: Tables should include at least one header.

**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.
View Accessibility Checker Notifications

If any accessibility issues are detected within the Rich Content Editor, the Accessibility Checker display an indicator [1].

To view accessibility issues, click the Accessibility Checker icon [2].
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].
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

Accessibility Checker

Issue 1/3

Images should include an alt attribute describing the image content.

Add alt text for the image

1. Person walking carrying brown l

  □ Decorative image

2. Apply

To correct an issue, complete the task as noted in the sidebar [1]. For instance, if the issue requires that alt text be added to an image, the sidebar displays a text field for you to enter alt text.

When you are finished with your changes, click the Apply 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 connect to web services outside of Canvas as a student?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Link Services to Profile

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

- Let fellow course/group members see which services I've linked to my profile

When you register other web services with Canvas, you can integrate your account with services you already use. Each of these services also generates a contact method for other people in your course or group.

If Profiles is enabled for your account, and you want to show any of your registered web services on your profile page, click the Let fellow course/group members... checkbox. You can select specific services to display by editing your profile.

Note: If you do not have a profile page, your institution has not enabled this feature.

Connect to Web Services

Other Services

Click any service below to register:

- Google Drive
- Skype
- Twitter
- Delicious
- Diigo

You may be able to integrate Canvas with the following web services:

- Google Drive
- Skype
- Twitter
- Delicious
- Diigo
How do I connect to Delicious as a web service in Canvas as a student?

Here you will learn how to connect to the Delicious web service in Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Register Delicious

Other Services

Click any service below to register:

- Google Drive
- Skype
- Twitter
- Delicious
- Diigo

Click the Delicious button underneath the Other Services heading.
Authorize Delicious Access

Delicious Login

Delicious is a tool that lets you store and share your bookmarks with others. Canvas's rich content editor will let you search your Delicious tags to easily link from within Canvas to other resources you find useful.

Enter your user name [1] and password [2] in the appropriate fields. Click the Save Login button to connect your Delicious account to Canvas.

Delicious will now appear under the Registered Services heading.
How do I connect to Google Drive as a web service in Canvas as a student?

The Google Drive web service allows you to integrate Canvas with your Google Drive account. All users can authorize their Google Drive accounts for access to Google collaborations and assignment uploads.

If you need to create a new Google Drive account, please note that you may experience a delay with the Google integration in Canvas until Google has fully completed the account process.

**Note:** For any of your courses, if the Course Navigation Menu includes a Google Drive link, your institution or instructor has enabled a global Google Drive integration. You do not need to enable Google Drive as a web service.

Open User Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
Register Google Drive

Other Services

Click any service below to register:
- Google Drive
- Skype
- Twitter
- Delicious
- Diigo

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.
Accept Authorization

Canvas will ask permission to view and manage the files in your Google Drive account. Click the Accept button.

Note: You may be asked to log in to your Google account before viewing this page.

View Registered Services

Registered Services

Google Drive
view your profile emily.boone.canvas@gmail.com

Other Services

Click any service below to register:

- Skype
- Twitter
- Delicious
- Diigo

View Google Drive as a registered service in your Canvas account.
How do I connect to Twitter as a web service in Canvas as a student?

Here you will learn how to connect to the Twitter web service in Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Register Twitter

Other Services
Click any service below to register:

- Google Drive
- Skype
- Twitter
- Delicious
- Diigo

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 a student?

Here you will learn how to connect to the Skype web service in Canvas. This integration allows you to send friend requests to other users in your course who have also connected to Skype. It will not allow you to use Skype directly in Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Register Skype

Other Services

Click any service below to register:

- Google Drive
- Skype
- Twitter
- Delicious
- Diigo

In the Other Services section, click the Skype button.
Log in to Skype

Register Skype

Share your Skype ID

Skype offers free online voice and video calls. Lots of students use Skype as a free, easy way to communicate. If you register your Skype Name and enable visibility, then other students can easily find your contact and call or add you using Skype.

Skype Name: [1]

Save Skype Name [2]

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.