# Canvas Teacher Android Guide

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Navigation
How do I download the Teacher app on my Android device?

If you are an instructor, download the Canvas Teacher app on your Android device for easier accessibility to course content.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open App Store

Open your Android device and tap the Play Store icon.

Open Search

In the app menu, tap the Search icon.
Search for App

In the search field, type Canvas Teacher. Tap the full name when it appears.

Open App

Tap the name of the app.
Install App

![Canvas Teacher App Install](image)

Tap the **Install** button.
Download App

The app will download an install.
Open App

When the app has downloaded and installed onto your device, you can access the app immediately by tapping the Open button.

View App on Android Home Screen

You can also open the app on your Android home screen by tapping the Canvas Teacher icon.
How do I log in to the Teacher app on my Android device?

Once you download the Canvas Teacher app from the Play store, you can use the app to log in to your Canvas account.

The Teacher app will ask you for the name of your institution to find your Canvas account. If the app cannot find your institution, you can use your institution’s Canvas URL to log in.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Note: If you do not want to locate your Canvas URL every time you log in to Canvas, you can [switch to another account](#).

Open Teacher App

Open your device and tap the Teacher icon.
Find Your School

To find your institution, tap the **Find my school** button [1].

If you have previously logged into the app, you may be able to log into the app using a previous login. To use a previous login, tap your username [2].

To get help with logging in to the Teacher app, tap the **Help** icon [3].
Locate Canvas Network Account

If you are trying to access a Canvas Network course, Canvas Network appears as a default option in the Login page.
In the school field [1], enter the name of your institution. You can also enter the name of a school district. When the full name appears in the search list, tap the name [2].

**Note:** If you are an admin and your school does not appear in the search list, please contact your CSM about mobile smart search.
Locate Canvas URL

If the name of your institution does not appear in the search list, you may need to locate your Canvas account by entering a Canvas URL. If you don't know your Canvas URL, tap the Can't find your school link in the search results.
Enter your institution's Canvas URL in the search field [1]. Tap the Next button [2].

**Note:** If you are trying to access a Free-for-Teacher account, enter canvas.instructure.com as the URL. If you are trying to access a Canvas Network account, enter learn.instructure.com as the URL.
Enter Login Credentials

After you've located an account, you can view the Canvas URL at the top of the screen [1]. Enter your email [2] and password [3]. Tap the Log In button [4].

If you don't know your password, tap the Forgot Password? link [5].

Notes:

- The Canvas email field credential varies according to institution. Some institutions may require a username or account number.
- If your Canvas mobile login page does not show the reset password option, contact your institution if you need to reset your password.
- If your institution requires you to log in to Canvas using their authentication system, you will be redirected to your institution's login page.
View Dashboard

View the Dashboard for your account.
How do I use the Teacher app on my Android device?

As an instructor, you can use the Canvas Teacher app to access and manage course content while you are away from a computer browser. The app displays your profile, To Do list, Conversations Inbox, and functionality to access your courses.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Note:

• Not all Canvas features are supported on the app at this time.
• The Canvas Teacher app uses your device's settings to set the time zone used within the app.

View Courses

When you log in to the Teacher app, the default landing page is the Courses page or Dashboard. The Courses icon displays all your current courses, including your favorite courses. Learn how to view courses.
View To Do List

The To Do icon displays all ungraded submissions in your courses. Learn how to view the To Do List.
View Inbox

The **Inbox** icon displays all Conversations messages in the Teacher app. Learn how to view the [Inbox](#).
View User Menu

To open the User Menu, tap the Menu icon.

- Change User
- Log Out
From the User Menu, you can manage app settings [1], change users [2], and log out of the app [3].
How do I edit my profile in the Teacher app on my Android device?

The profile page shows your user information in the app. If you have permission from your institution, you may be able to manage some of your profile information, such as user name, profile picture, and user details.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open User Menu

In the Dashboard, tap the Menu icon.
Open Settings

Doug Roberts
doug.roberts.canvas@gmail.com

Change User
Log Out

Tap the Settings icon.
Open Profile Settings

In the Settings menu, tap the **Profile Settings** link.
Edit Profile

Tap the Edit icon.
Edit Profile Picture

If your institution allows profile pictures (avatars) and you want to change it, tap your profile picture.

To take a new photo with your device, tap the **Take photo** link [1].

To choose an existing photo on your device, tap the **Choose photo from Gallery** link [2].
Edit User Details

If your institution allows you to edit your user name, change your user name in the Name field [1]. This is the name that users see in Canvas and in the app.

If your institution allows you to edit your email address, change your email in the Email field [2].

Save Profile

Tap the Save link.
How do I view Teacher app settings on my Android device?

You can manage your personal settings in the Teacher app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

**Note:** General settings for the app, such as clearing the cache, can be managed in the Application manager within your Android device settings menu.

Open Profile

In the Dashboard, tap the Menu icon.
Open Settings

Tap the **Settings** icon.
View App Settings

You can view the following settings in the app:

- Manage profile settings [1]
- Rate the app in the App Store [2]
- View legal information about the app [3]
- Get help with the app [4]
How do I view my User Files in the Teacher app on my Android device?

You can view personal files that you've added to your account on the Canvas Teacher app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

View Profile

On the Dashboard, tap the Menu icon.
Open User Files

Tap the Files link.
View My Files

Files display the file size of each file [1]. To view a specific file, tap the name of the file [2]. To view items within a file folder, tap the name of the folder [3].
View File

View your file [1]. To view your file options, tap the **Options** icon [2].

View File Options

To edit the file, tap the **Edit** link [1]. To copy a link to the file, tap the **Copy Link** link [2].
Edit File

You can edit the title [1] and access settings [2] for your files. To save your changes, tap the Save link [3].

To delete the file, tap the Delete File link [4].
Search Files

You can search for any file in your User Files.

To open the search field, tap the Search icon.
To search for a file, type the file name in the search field [1]. To open the file, tap the name of the file [2].

Notes:
- You must type three or more characters for search results to display.
- Search results will not include file folders.
Add File or Folder

To add a new file or folder, tap the Add button.

Create Folder
To create a new folder, tap the **Create Folder** button.

**Name Folder**

![Create Folder dialog]

Enter the name of your folder [1]. Then tap the **OK** link [2].

**Add File**

![Add File icon]

To add a file, tap the **Add File** button.
Select File Location

Select the location of your file. You can take a new photo from your camera [1], select an image from your device gallery [2], or find a file on your device [3].

**Note:** To learn more about media uploads, view the [Canvas Media Comparison PDF](#).
How do I switch to another account in the Teacher app on my Android device?

You can switch your profile to view another account on your app at any time.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Profile

In the Dashboard, tap the Menu icon.
Change User

Tap the Change User link.
View Login Page

Previous logins appear in the user list. Tap the user profile you want to open [1]. To remove a profile, tap the **Remove** icon [2].

To add an account, tap the **Find my School** button [3] and log in to Canvas.

To get help with logging in to the Teacher app, tap the **Help** icon [4].
How do I get help with the Teacher app on my Android device?

You can reference the Canvas guides and get mobile help directly on your mobile device.

This lesson outlines the five default help links that may be included in the Help menu for your institution. However, your institution may customize the Help menu to hide default links and create custom links as resources.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Profile

In the Dashboard, tap the Menu icon.
Open Settings

Tap the Settings icon.

Doug Roberts
doug.roberts.canvas@gmail.com

- Change User
- Log Out
Open Help

Tap the Help link.
Search the Canvas Guides

If you need help learning how to use the Teacher app, tap the Search the Canvas Guides button. You will be redirected to the Canvas community where you can view the Table of Contents document for the Canvas Teacher app.
Report a Problem

If you encounter a problem in the Canvas app, tap the Report a Problem button.
Compose Message

In the Subject field [1], enter a subject for your message. In the Description text field [2], write your message for the mobile team. Then tell the team how the problem is affecting you by selecting a relevant option in the drop-down menu [3]. Tap the Send link [4].
Request a Feature

If you have an idea about how to improve the Teacher app, the Canvas mobile team welcomes your feedback. Tap the **Request a Feature** button.

In your device's default email client, you can compose a message to the Canvas mobile team.

**Note:** If you are using an email client with multiple accounts, the app will use the default email set on your Android device.
Share Your Love for the App

Canvas love is welcomed on the Google Play Store so you can share your love with other Canvas users. If you want to rate the Teacher app and share a review, tap the **Share Your Love of the App** button.

The app will redirect you to the App in the Google Play Store, where you can write a review.
How do I log out of the Teacher app on my Android device?

You can easily log out of Canvas Teacher when you are finished using the app. Once you log out, you will have to log in again using your Canvas credentials.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Note: If you are logging out to switch to another account, you may want to change users instead.

Open Profile

In the Dashboard, tap the Menu icon.
Log Out

Tap the Log Out link.

Confirm Logout

Are you sure you want to log out?

NO  YES
To confirm, tap the Yes link.
How do I act as a user in the Teacher app on my Android device as an admin?

If you are an admin, you can act as instructors in the Teacher app and take any action in the app as if they were the instructor. Only account-level users with the Act as users account permission can act as other users. This permission does not apply to sub-account admins.

Open User Menu

Tap the Menu icon.
Act as User

Tap the Act as User link.

**Note:** If the Act as User link is not available in your User Menu, you do not have the permission to perform this action.
View the domain in the **Domain** field [1]. It will already be populated for you.

In the **User ID** field [2], enter the Canvas ID number for the user. Then tap the **Act as User** button [3].

**Note:** The user’s Canvas ID can be found as part of the user’s URL in the web version of Canvas. Make sure you have the user’s ID associated with the correct Canvas URL.
View App as User

View the Teacher app as the user. A magenta border will display on every page while you are acting as the user.

Stop Acting as User

To stop acting as user, tap the Close icon.
Stop acting as...
You will stop acting as Doug Roberts and return to your account.

CANCEL  OK

To confirm and return to your account, tap the OK button.
Courses
How do I view Courses in the Teacher app on my Android device?

You can view all your active courses in the Canvas Teacher app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

View Courses

The app defaults to the Courses tab and displays all your Favorite courses. Favorite courses mirror the courses customized drop-down menu in the web version of Canvas.
View All Courses

To view all your courses, tap the See All link [1].

The app displays all your courses in one page. To return to the favorites view, click the Back link [2].
Set Favorites

Favorites can be managed from the Courses tab. Changes to your favorite courses will also apply to the browser version of Canvas.

To favorite a course, tap the Edit icon.
Edit Courses

Tap the star next to the course you want to favorite or unfavorite.

Note: Changes to your favorite courses will also apply to the browser version of Canvas.
Edit Nickname

If one of your courses includes a long or confusing name, you can create a nickname for your course. Course nicknames appear in the Dashboard, Course Navigation Menu, and the Inbox.

To set or edit the course nickname for a course, click the Overflow icon [1] and select the Edit nickname option [2].
In the text field [1], enter your preferred nickname. Tap the OK link [2].

**Edit Course Color**

To edit the color for the course card, click the Overflow icon [1] and select the Edit course color option [2].
To choose a new color for your course, tap the a new color. The color will apply to the app immediately.
Open Course

To open a course, tap the course name.
View Course Navigation

Within each course, you will be able to view the course navigation links available to you. Not all course navigation links are supported in the Teacher app.
View External Tools

The course navigation links may include links to external tools [1].

The Attendance tool allows teachers to use their mobile device to take roll call for a course [2]. The Attendance tool displays functionality that has been developed specifically for the Teacher app. All other external tools will display the same functionality as seen when used in a web browser.

**Note:** The external apps displayed in the Teacher app will vary based on the external apps enabled for your institution or course. For assistance with external apps, contact your Canvas administrator.
How do I edit course settings in the Teacher app on my Android device?

You can manage the course name and the Course Home Page in the Teacher app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the course name.
Open Settings

Tap the Settings icon.
Change Course Name

To change the course name, tap the **Course Name** option.
In the text field [1], edit the course name. Tap the OK link [2].
Set Course Home Page

Course Settings
Introduction to the Solar System

Course Name
Introduction to the Solar System

Set 'Home' to...
Course Activity Stream

To change the course home page, tap the **Set 'Home' to** option.

In the Home Page list [2], select the new home page for the course. Changing the course home page affects the web version of Canvas and the Canvas by Instructure app.

Tap the **OK** link [3].
In the Home Page list [1], select the new home page for the course. Changing the course home page affects the web version of Canvas and the Canvas by Instructure app.

Tap the OK link [2].
How do I view the To Do list in the Teacher app on my Android device?

In the Teacher app, you can use the To Do list to view and grade ungraded submissions in all your courses. To Do list items include assignments, discussions, and quizzes.

Once you have graded all submissions in a To Do list item, that item will be removed from the list.

Note: The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open To Do List

In the Dashboard, tap the To Do icon [1]. If the icon includes a numbered badge [2], the badge displays the number of items that need grading for all assignments.
View To Do List

The To Do list shows the items that require grading in all of your courses. Each item displays the assignment title [1], course name [2], due date [3], and the number of items that require grading [4].

Assignments that are past the availability date will display as Closed [5].
Open To Do Item

To begin grading submissions, tap the tap the name of a To Do item.
Grade To Do Item

Use SpeedGrader to grade the submissions.
How do I view the Conversations Inbox in the Teacher app on my Android device?

Canvas lets you access your conversations on your mobile device so you can keep in touch with people in your course at any time.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Note: Unlike the web version of Canvas, you cannot view assignment comments in Conversations. However, you can view comments in the assignment.

Open Inbox

In the Dashboard, tap the Inbox icon.
View Inbox

The Inbox defaults to the All Messages tab and displays all your messages. The layout is the same way as the browser version of Conversations. Messages are arranged in chronological order—newer messages appear at the top, and older messages appear near the bottom. New messages are indicated with a dot that aligns with the course color.

Swipe the app from top to bottom to quickly refresh your messages.
You can view different types of messages in the Inbox:

**Unread [1]:** Messages that are unread in the Inbox

**Starred [2]:** Messages that you've starred in the Inbox

**Sent [3]:** Messages that you've sent (you cannot view messages sent to others in any other tab until you receive a reply)

**Archived [4]:** Messages that have been archived
View Inbox Filter

You can also filter your Inbox by course. Tap the Filter link [1], then select the course name whose messages you want to view [2].
Send Message

To send a new message, tap the Add icon.
Open Message

To view a message, tap the message you want to open.
Thank you

Max Johnson, Canvas Instructor  
Sep 11, 2017, 9:31 PM

Thank you for the lecture today. It really helped me understand the concepts of this section.

Reply

View the selected message thread.
Manage Message

To reply, reply all, mark as unread, forward, or archive the entire message thread, tap the message **Overflow** icon [1].

To star the message, tap the **Star** icon [2].

To reply, forward, or delete an individual message in the thread, locate the message and tap the **Overflow** icon [3].

To [reply to the message](#), tap the **Reply** link [4].

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Canvas Teacher Android Guide Updated 2020-01-21
How do I send a message from the Inbox in the Teacher app on my Android device?

You can send conversation messages to students or other users in your courses in the app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Inbox

In the Dashboard, tap the Inbox icon.
Add Message

Tap the Add icon.
Select Course

Tap the **Select a course** link [1] and select the course where you want to send the message [2].
Add Recipient

In the To field, tap the Add icon.
Search by Name

To search by name, type the name of your recipient in the text field.

**Note:** If you cannot remember a recipient’s name, you can search by course filter to select your recipient.

Select Recipient

When the full name of the recipient appears, tap the name.
Search by Course Filter

To search by course filter, select users by group.

To select a user group, tap the recipient's user group [1]. You can select all members in a specific user group by tapping the checkbox next to the group [2].
Select Recipients

Tap the name(s) of the recipients. Then tap the Done link [2].
Modify Recipients

If you need to remove a recipient, hold down the name of the recipient and tap the remove icon.
Send Message

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

If you want to send individual messages to each recipient, tap the message toggle [2].

In the message field [3], type your message.

If you want to add an attachment to your message, tap the attachment icon [4].

When you are ready to send your message, tap the Send icon [5].

Notes:

- New messages will not appear in the Inbox on the Canvas app until there is a reply to the message. However, if you have an existing Inbox message with a recipient, the message will appear as part of that message thread.
- To learn more about media attachments, view the Canvas Media Comparison PDF.
How do I reply to a message in the Inbox in the Teacher app on my Android device?

You can reply to Conversations messages in your Inbox on your device so you can keep in touch with your course at any time.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Inbox

In the Dashboard, tap the Inbox icon.
Open Message

To view a message, tap the message you want to open.
Reply to Message

Tap the Reply link.
In the text field [1], type your message reply.

If you want to add an attachment to your message, tap the attachment icon [2].

When you are ready to send your message, tap the **Send** icon [3].
View Reply

Thank you

Canvas Instructor, Max Johnson  
Sep 12, 2017, 11:22 AM

You're welcome! I think you will enjoy next week's class too.

Reply

Max Johnson, Canvas Instructor  
Sep 11, 2017, 3:31 PM

Thank you for the lecture today. It really helped me understand the concepts of this section.

View your message reply in the message thread.

To reply to the message again, click the Reply link.
How do I view Announcements in the Teacher app on my Android device?

Canvas Teacher helps you view and manage Announcements in your Canvas courses.
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Announcements

Tap the Announcements link.
View Announcements

Announcements displays all the announcements in your course. Announcements are ordered by creation date with the most recent at the top.
Add Announcement

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<td></td>
<td>test</td>
</tr>
<tr>
<td></td>
<td>Last post Sep 15, 2017</td>
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<td></td>
<td>Essay #2 due in one week!</td>
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<td></td>
<td>Last post Sep 12, 2017</td>
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<td></td>
<td>Welcome to class!</td>
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To [add an announcement](add_an_announcement), tap the **Add** icon.
Open Announcement

To open an announcement, tap the announcement name.
View Announcement

Announcement Details

Introduction to the Solar System

Essay #2 due in one week!

Canvas Instructor
Sep 12 at 11:50AM

A reminder that your second essay is due one week from today. Now is the time to start writing, if you haven't already.

Reply

View the announcement.
Manage Announcement

To manage the announcement, tap the **Edit** icon. You can edit the announcement and delete the announcement.

---

**Essay #2 due in one week!**

Canvas Instructor  
Sep 12 at 11:50AM

A reminder that your second essay is due one week from today. Now is the time to start writing, if you haven't already.

**Reply**
How do I add an announcement in the Teacher app on my Android device?

You can create announcements in the Teacher app to notify students about events without having to be logged into the browser version of Canvas.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Announcements

Tap the Announcements link.
Add Announcement

Tap the Add icon.
In the **Title** field [1], add a title for your announcement.

In the **Description** field [2], add a description for the announcement. To format your description, use the Rich Content Editor [3]. If necessary, you can view all formatting options by swiping the formatting menu left and right. The Rich Content Editor supports undo, redo, bold, italics, underline, text color, bullet lists, numbered lists, hyperlinks, and images.

To add an image attachment to your announcement, tap the **Attachment** icon [4].

**Note:** To learn more about media attachments, view the [Canvas Media Comparison PDF](#).
Set Options

To send an announcement to specific sections, tap the Post To field [1]. You can select to send the announcement to all sections, one section, or multiple sections.

If you want to delay your post until a later time, tap the Delay Posting button [2]. When enabled, you can select the date and time for your post using the Post At fields [3].

To allow users to comment on the announcement, tap the Allow users to comment button [4].

If the Allow users to comment option is enabled, you can require users to post to the announcement before seeing replies from others by tapping the Users must post before seeing replies button [5].
Save Announcement

![Edit Announcement](image)

- **Title**
  - Class projects due soon

- **Description**
  - Don't forget about your upcoming class projects. I will have office hours at the end of next week so you can discuss if needed. Watch for appointments in the scheduler starting in a few days.

Tap the **Save** link.
How do I view Assignments in the Teacher app on my Android device?

The Teacher app helps you view and edit existing course assignments.
The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Assignments

Tap the Assignments link.

![Assignments link image]
View Assignments

Assignments are organized by assignment group and due date [1].

If your course includes grading periods, you can also filter by grading period by tapping the Filter icon [2]. To search for an assignment, tap the Search icon [3].
Open Assignment

To view an assignment, tap the name of the assignment.
View Assignment

For each assignment, you can view all the details for the assignment including the title [1], points [2], due date [3], and submission type [4].
Manage Assignment

To edit the assignment, tap the Edit icon [1].

To view submissions for the assignment, tap the Submissions link [2].
Edit Assignment Details

To edit the assignment title, tap the Title field [1]. To edit the assignment description, tap the Description field [2]. You can use the Rich Content Editor to format description text.

To edit the point total, tap the Points field [3]. To edit how the grade is displayed to students, tap the Display Grade as field [4]. Display Grade options include Percentage, Complete/Incomplete, Points, Letter Grade, GPA Scale, and Not Graded.

If the assignment does not have any submissions, you can publish or unpublish the assignment by tapping the Publish button [5].
Edit Assignees

To edit who the assignment is assigned to, tap the **Assign To** field.
Add Assignees

Tap the sections [1], groups [2], or student [3] that you would like the receive the assignment. Selected assignees will display on the screen [4].

To save your assignees, tap the Save icon [5].
Edit Availability and Due Dates

To edit the assignment due date and time, tap the **Due Date** fields [1]. To edit the availability date and times, tap the **Available From** or **Available To** fields [2].

To add additional due dates or availability dates, tap the **Add Due Date** link [3].
How do I view assignment submissions in the Teacher app on my Android device?

When you open a course, you can see the list of assignments in your course. For each assignment, you can view the status and whether or not submissions need grading. You can also view each student's submission, comments, and files.

This lesson shows how to view assignments from the Assignments page. However, submissions can also be viewed in the page for their respective assignment type.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Assignments

Tap the **Assignments** link.
Open Assignment

To view an assignment, tap the name of the assignment.
View Submissions

<table>
<thead>
<tr>
<th>Assignment Details</th>
<th>Introduction to the Solar System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay #1: The Rocky Planets</td>
<td>5 pts</td>
</tr>
<tr>
<td>Due</td>
<td>For: Everyone</td>
</tr>
<tr>
<td>Submission Types</td>
<td>Online Upload</td>
</tr>
<tr>
<td>Submissions</td>
<td>1</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

In the Submissions section, you can view the status of the assignment and how many assignments have been graded [1], how many need grading [2], and how many have not been submitted [3].

To view the submissions page for all submissions, tap the Submissions icon [4].
Open Submissions by Status

To filter immediately by one of the three submission statuses in this page, tap the status type [1].

The submissions page displays all submissions filtered by the selected status [2].
View Submissions Page

Unless a specific filter was already selected from the assignment page, the Submissions page defaults to the All Submissions page. You can view all students assigned to the assignment and his or her submission status.
Filter Submissions

To apply additional filters, tap the Filter icon [1]. Then select if you want to filter by submission status [2] or filter by section [3].

When filtering by submission status, you can filter by all submissions, late submissions, students who have not submitted, submissions that have not been graded, submissions with a score less than a specific value, and submissions with a score greater than a specific value.

Note: Status filters and section filters can both be applied at the same time.

To clear a filter at any time, tap the Clear Filter link.
Manage Submissions

To mute grades or enable anonymous grading, tap the Settings icon [1].

To message students, tap the Message icon [2].
Post or Hide Grades

If the New Gradebook is enabled in your course, you can post grades or hide grades for an assignment by tapping the Visibility icon.

Note: If the Visibility icon does not display in the assignment submission, the New Gradebook has not been enabled in your course.
Open Submission

To view and grade a student's submission, tap the name of the student.
View Submission

View the student's submission. You can view the date and time of the submission [1].

If the student resubmitted the assignment, tap the time stamp arrow to view dates and times from previous submissions [2].

If the assignment type supports annotations, you can use Canvas DocViewer to add annotated comments to the submission [3].

You can also grade the submission [4], view and add comments [5], and view specific files within the submission [6].

To view another student, swipe left or right on your device.
View Discussion Submissions

When viewing discussion submissions, you can only view the individual response(s) from the student. To view the entire discussion, tap the link to the full discussion. The app will display the full discussion in a web view within the app.

**Note:** You may need to swipe to the left to view full content with discussion replies and the full discussions page.
How do I post grades for an assignment in the Teacher app on my Android device?

If the New Gradebook is enabled in your course, you can post grades in the Teacher app for assignments where student grades have been hidden. Grades can be hidden using a manual posting policy or by [manually hiding grades](#). This lesson displays how to post grades from the Submissions page. You can also post grades when [grading student submissions](#).

Grades can be posted to everyone or only to students with graded submissions. When grades are posted to everyone, students with ungraded submissions will see that their submission does not have a grade on their grades page. When grades are only posted to students with graded submissions, students with ungraded submissions will view an icon on their grades page that indicates grades are still being worked on.

If a manual posting policy is set for an assignment and grades are posted to everyone, the manual posting policy will become inactive and future grades will be posted automatically.

**Notes:**

- You cannot manage grade posting policies from the Teacher app.
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Grades for anonymous and moderated assignments are hidden by default. Moderated assignments grades cannot be unhidden until final grades have been posted.
- Posting grades for an anonymous assignment will remove anonymity from the assignment.
- Students can see peer review comments when assignment grades are hidden. However, students cannot see instructor comments until after the assignment grades are posted.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- Students will not be able to see their quiz responses while quiz grades are hidden.
Open Course

In the **Courses** tab, tap the name of the course you would like to view.
Open Assignments

Tap the **Assignments** link.
Open Assignment

Tap the name of the assignment.
Open Submissions

To view all student submissions, tap the Arrow icon.
Open Post Settings

To view grade posting settings, tap the Visibility icon.

Note: If the Submissions page does not display a Visibility icon, the New Gradebook is not enabled in your course.
View Post Grades Tab

Post settings opens to the **Post Grades** tab [1]. The Post Grades tab displays how many assignment grades are currently hidden from students [2].

You can also hide grades by tapping the **Hide Grades** tab [3].
Select Posting Option

To select a posting option, tap the **Post to** option [1].

To make grades visible to all students, tap the **Everyone** option [2]. When the Everyone option is selected, the grades page for all students will longer display an icon indicating that grades are hidden, including grades pages for students with ungraded submissions. Assignment notifications will also be sent to all students.

To post grades to students with graded submissions, tap the **Graded** option [3]. When the Graded option is selected, only students with graded submissions will display a grade. Assignment notifications will only be sent to students with graded submissions.

**Notes:**

- Grades can only be posted to everyone in anonymous assignments.
- If grades are posted to everyone in an assignment with a manual posting policy, the manual posting policy will become inactive and future grades will be posted automatically.
Select Sections

To post grades for specific sections, tap the **Specific Section** option [1]. Then tap the sections where you want to post grades [2].

**Note:** You cannot post grades for specific sections in anonymous assignments.
Post Grades

To post grades, tap the Post Grades button.
How do I hide grades for an assignment in the Teacher app on my Android device?

You can manually hide grades in the Teacher app for an assignment. When an assignment is hidden, students can still view and submit the assignment, but the grade will be hidden. Grades will stay hidden until assignment grades are posted. This lesson displays how to hide grades from the Submissions page. You can also hide grades when grading student submissions.

This lesson describes how to hide grades for an assignment that has already been graded and is currently displaying grades to students. To automatically hide grades, you must enable a grade posting policy from the Gradebook in a web browser.

Students will not receive grade change or instructor comment notifications for an assignment with hidden grades. The student grades page displays a visibility icon so students know the assignment grade is hidden. Students will be unable to view their grades, including grade and score changes, instructor submission comments, Canvas DocViewer comments, and curved grades for the assignment until the assignment grades are posted. In Gradebook exports and reports, hidden grades are part of unposted grades.

Hiding grades should only be used to temporarily hide grades from student view while grading is in progress. It should not be used to conceal grades for longer than reasonably necessary.

Notes:

- You cannot manage grade posting policies from the Teacher app.
- If you make changes to an assignment with hidden grades, the total score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you post the assignment grades, the total grade in the student's view will update accordingly.
- Anonymous and moderated assignments are muted by default. Moderated assignments cannot be unhidden until final grades have been posted.
- Students can see peer review comments when assignment grades are hidden. However, students cannot see instructor comments until after the assignment grades are posted.
- If you post grades for an assignment with varied due dates, all students will receive score results at the same time.
- Viewing the Total Column in the Gradebook may be restricted when multiple grading periods are enabled.
- Students will not be able to see their quiz responses while quiz grades are hidden.
Open Course

In the Courses tab, tap the name of the course you would like to view.
Open Assignments

Tap the Assignments link.
Open Assignment

Tap the name of the assignment.
Open Submissions

To view all student submissions, tap the Arrow icon.
Open Post Settings

To view grade posting settings, tap the Visibility icon.
Open Hide Grades Tab

![Post Settings]

Tap the **Hide Grades** tab [1].

You can also post grades by tapping the **Post Grades** tab [2].
View the Hide Grades tab. This tab displays how many grades are currently posted for the assignment.
View All Grades Posted

If all grades are currently hidden for the assignment, settings will not be visible in the Hide Grades tab.
Select Sections

To hide grades for specific sections, tap the **Specific Sections** option [1]. Then tap the sections where you want to hide grades [2].

**Note:** You cannot hide grades for specific sections in anonymous assignments.
Hide Grades

To hide grades, tap the Hide Grades button.
How do I grade an assignment submission in the Teacher app on my Android device?

You can grade assignment submissions using SpeedGrader in the Teacher app. You can enter an assignment score or use a rubric to grade a submission.

When you are finished grading an assignment for a student, swipe left or right to view other student submissions.

Notes:

- The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.
- Multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission.
- You cannot upload files to assignment submissions when grading in the Teacher app.

Open Course

In the Courses tab, tap the name of the course you’d like to view.
Open Assignments

Tap the Assignments link.
Open Assignment

Tap the name of the assignment.
Open Submissions

Tap the **Need Grading** status link [1].

**Note:** If you want to filter submissions by a different status, tap the **Arrow** icon [2] and apply the filter in the Submissions page.
Open Submission

Locate the student's submission and tap the name of the student.
Open Grade Tab

Tap the Grade tab.

Add Grade

In the Grade tab, tap the Add icon.
In the grade field [1], enter the grade for the submission according to your grading standard (i.e. points).

If you want to excuse the student from the assignment instead, tap the Excuse Student checkbox [2]. Grades in excused assignments are not calculated in the student's total grade.

To save the grade, tap the OK link [3] or tap the Enter key on your mobile keyboard.
Use Rubric

If you added a rubric with your assignment, you can use the rubric to help you score the student’s submission. The Grade tab displays whether or not the grade is calculated by the rubric.

To view the rubric short rating summary, tap and hold the rating number [1].

To view multiple criteria in the rubric, you can adjust the height of the grades window by tapping and holding the menu bar [2].
If you selected the rubric to be used for grading, you can automatically apply points to the submission grade.

To select rubric points, tap the rubric score [1]. Selected criteria will be highlighted.

To add a custom score not included in the criteria options, tap the Add icon [2]. You can add a manual grade for the criteria.

Notes:

- Once you have entered a score for a rubric, the rubric score cannot be removed.
- If your rubric is not set to be applied for grading, you can still tap the points for each rubric criterion, but you'll have to add the points manually and enter them in the grade field.
View Grade

View the grade for the assignment submission.

View Late Penalty

If you use the New Gradebook in your course, you can view detailed scores for assignments that incur late penalties. Grades with late penalties will include the graded score [1], the late penalty [2], and the final grade, which is the graded score minus the late penalty [3].

Note: Late penalties can only be set in the new Gradebook in the browser version of Canvas.
Post or Hide Grade

To post grades or hide grades for the assignment, tap the Visibility icon.

Note: If the assignment submission page does not display a Visibility icon, the New Gradebook is not enabled in your course.
How do I add DocViewer annotations in the Teacher app on my Android device?

When viewing assignment submissions, you may be able to add annotated comments in the submission. Canvas DocViewer is a tool that allows annotations in online assignment submissions. Annotations made in Canvas Teacher sync with SpeedGrader in the web version of Canvas.

If a student submits a file that is not compatible with DocViewer, the document previewer will still display the file, but DocViewer markup and commenting will not be available.

When you open a submission, DocViewer will automatically save any annotations made to the submission file for one hour. You can restart a DocViewer session at any time by refreshing the submission page.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Notes:

- Files over 100 MB and password-protected files will not be converted by DocViewer.
- SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.
View Submission

Files that are compatible with DocViewer display the DocViewer Toolbar at the top of the document and includes six different annotation types. Select an annotation tool by tapping the annotation icon. To stop using an annotation tool, tap the annotation icon again.

If a submission includes more than one page, view the additional pages by swiping up your screen.
Add Text Annotation

To add text directly in the submission, tap the Text icon [1].

To change the highlight color, tap the Color icon [2].

Tap the area where you want to add the annotation [3].

In the text field [1], enter the text you want to add for the annotation. Tap the OK link [2].
Add Point Annotation

To leave a point annotation, tap and hold the Text icon [1]. Then tap the Point icon [2].

Tap the area where you want to add the annotation [3]. Then tap the color for the point annotation in the color panel [4].

Add Comment

In the Comment field [1], type the comment for the point annotation. To submit the comment, tap the OK link [2].
To return to the submission, tap the Skip link [3].

Add Highlight Annotation

To highlight text within the document, tap and hold the Text icon [1]. Then tap the Highlight icon [2].

To change the highlight color, tap the Color icon [3].

Tap and drag to highlight text within the submission [4].
Add Strikeout Annotation

To indicate that text should be deleted, tap and hold the **Text** icon [1]. Then tap the **Strikeout** icon [2].

To change the strikeout color, tap the **Color** icon [3].

Tap and drag to strikeout text within the submission. A line will appear indicating the text has been struck out [4].
Add Drawing Annotation

To make freehand drawings and annotations, tap the **Drawing** icon [1].

To change the highlight color, tap the **Color** icon [2].

Tap and drag to start a drawing. Free-form lines will appear indicating the drawing area [3]. You can add multiple strokes to a drawn annotation.

Erase Drawing Annotation

To erase a drawing annotation, tap the **Eraser** icon [1]. Then tap and hold your screen to use the **Eraser** tool [2].

**Note:** The Eraser tool can only be used to erase drawing annotations.
Add Area Annotation

To leave an area annotation, tap and hold the icon menu arrow [1] and select the Area icon [2].

To change the annotation color, tap the Color icon [1].

Tap and drag the rectangle around an area of the submission [2]. A box will display indicating the area for the annotation.
Modify Annotation

To undo or redo an annotation, tap the **Undo** or **Redo** icon [1].

To modify the annotation, deselect the annotation icon [2]. Then tap the annotation in the document [3].

To view or edit a comment, tap the **Comment** icon [4]. You can also use this icon to view and reply to any student comments made in DocViewer.

To delete a text annotation, tap the **Delete** icon [5].

To return to the submission, tap the **Back** icon [6].

**Note:** The Comment icon will not display when modifying Text annotations.
How do I add a comment to an assignment submission in the Teacher app on my Android device?

You can leave comments on student assignments. Comments can be added before or after grading a submission.

You can also add comments through Canvas DocViewer annotations, add a video comment, or add an audio comment.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Assignments

Tap the Assignments link.
Open Assignment

To view an assignment, tap the name of the assignment.
Open Submissions

Tap the **Need Grading** status link [1].

**Note:** If you want to filter submissions by a different status, tap the Submissions link [2] and apply the filter in the Submissions page.
Open Submission

Locate the student’s submission and tap the name of the student.

Open Comments

Tap the Comments tab.
Add Comment

The student's submission is shown in the Comments tab and may contain comments from the student [1]. If the submission was submitted multiple times, each file displays as a comment.

To view multiple comments, you can adjust the height of the comment window by tapping and holding the menu bar [2].

To add a comment, tap the Message field [3].

To add an audio comment or video comment, tap the Add icon [4].

Enter your comment to the student [1]. Then tap the Send icon [2].

Note: The Comment field displays text only and does not include the Rich Content Editor for formatting.
<table>
<thead>
<tr>
<th>GRADE</th>
<th>COMMENTS</th>
<th>FILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Let me know if you have any questions on the assignment.</td>
<td></td>
</tr>
<tr>
<td>Canvas Instructor</td>
<td>Great work on the assignment! I'll go over a few general items in class tomorrow.</td>
<td></td>
</tr>
</tbody>
</table>

View your comment to the student.
How do I add an audio comment to an assignment submission in the Teacher app on my Android device?

You can leave audio comments on student assignment submissions. Comments can be added before or after grading a submission.

You can also add text comments or video comments.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Note: To learn more about audio comments, view the Canvas Media Comparison PDF.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Assignments

Tap the Assignments link.

Note: All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.
Open Assignment

Tap the name of the assignment.
Open Submissions

Tap the Need Grading status link [1].

**Note:** If you want to filter submissions by a different status, tap the Submissions link [2] and apply the filter in the Submissions page.
Open Submission

Locate the student’s submission and tap the name of the student.

Open Comments

Tap the Comments tab.
Add Comment

Click the Add icon.
Record Audio Comment

Tap the **Add audio comment** option.
Start Audio Recording

To start recording, tap the **Record** button [1]. To move the audio window, tap the **Move** icon [2] and drag the window to its new location.
Stop Audio Recording

To stop recording, tap the Stop button.
Send Audio Comment

To replay your audio comment, tap the **Replay** button [1]. To send your recording audio as a comment, tap the **Send** button [2].

To delete the recording, tap the **Delete** icon [3].
How do I add a video comment to an assignment submission in the Teacher app on my Android device?

You can leave video comments on student assignment submissions. Comments can be added before or after grading a submission.

You can also add text comments or audio comments.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Note: To learn more about video comments, view the Canvas Media Comparison PDF.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Assignments

Tap the Assignments link.

**Note:** All assignment types can be viewed in the Assignments page, but submissions can also be viewed in the page for their respective assignment type.
Open Assignment

Tap the name of the assignment.
Open Submissions

Tap the Need Grading status link [1].

**Note:** If you want to filter submissions by a different status, tap the Submissions link [2] and apply the filter in the Submissions page.
Open Submission

Locate the student’s submission and tap the name of the student.

Open Comments

Tap the Comments tab.
Add Comment

Click the Add icon.
Record Video Comment

Tap the Add video comment button.
Start Video Recording

To start recording, tap the **Record** button [1]. To move the video window, tap the **Move** icon [2] and drag the window to its new location.
Stop Video Recording

To stop recording, tap the **Stop** button.
View Video Recording

To view your video recording, tap the **Replay** button [1].

To send your recording as a comment, tap the **Send** icon [2]. To delete the recording, tap the **Delete** icon [3].
How do I message students about assignment submissions in the Teacher app on my Android device?

In the Teacher app, you can message students about their submissions based on the filter set for the assignment. You can send messages to all students, students with late submissions, students who have not submitted a submission, students whose submissions have not been graded, students whose submissions have been graded, students who received a score less than a specific value, and students who received a score greater than a specific value.

Messages are sent to students individually and display in the Conversations Inbox.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you’d like to view.
Open Assignments

Tap the **Assignments** link.
Open Assignment

To view an assignment, tap the name of the assignment.
Open Submissions

The app will send a message to the filter selected in the app.

If you want to filter submissions by one of the three submission types in the submissions page, tap the submission status [1]. If you want to message a student by specific status, tap the Submissions link [2].
Filter Submissions

To apply a specific filter, tap the Filter link [1].

Tap the type of filter you want to apply [2]. You can filter submissions by all submissions, late submissions, students who have not submitted, submissions that have not been graded, submissions with a score less than a specific value, and submissions with a score greater than a specific value.
Message Students

Tap the Message icon.
View Recipients

You can view the list of recipients for the message. If you want to manually remove any recipients, hold down the name of the recipient [1] and tap the Remove icon [2].
Send Message

<table>
<thead>
<tr>
<th>Jane Smith</th>
<th>Max Johnson</th>
<th>Jessica Doe</th>
</tr>
</thead>
</table>

Haven't Been Graded on Essay #1: The Rocky Planets

In the message field [1], type your message.

If you want to add an attachment, tap the Attachment icon [2].

When you are finished, tap the **Send** link [3].

**Note:** Messages are sent to students individually.
How do I view Discussions in the Teacher app on my Android device?

In Canvas Teacher, you keep track of all course discussions.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Discussions

Tap the Discussions link.
View Discussions

The most recent discussion will always appear at the top. However, replies to the discussions stay housed within the discussion itself. Unread replies are indicated by a dot next to the discussion [1]. You can view the number of total replies [2] and the number of replies you have not read within each discussion [3].

Swipe your device from top to bottom to quickly refresh Discussions.
Manage Discussions

To pin or unpin, close a discussion to comments, or delete a discussion thread, tap the More Options icon.
Add Discussion

To add a discussion, tap the Add icon.
Open Discussion

To view a discussion thread, tap the name of the thread.
View Discussion

Favorite Planetary Pictures
10 pts  Published

Due
For: Everyone
Available from: --
Available to: --
No Due Date

Submissions
0 2 2
Graded Need Grading Not Submitted

Canvas Instructor
Due Sep 12 at 12:06PM

Post the best image of a planet from our Solar System that you can find. Your image must be unique to this thread. Then, "like" the best three images on this thread to help us determine the best image of a planet in our Solar System.

The discussion shows the details for the discussion and whether or not it is graded.
Manage Discussion

Favorite Planetary Pictures
10 pts  Published

Due
For: Everyone
Available from: –
Available to: –
No Due Date

Submissions

0  2  2
Graded Need Grading Not Submitted

Canvas Instructor
Due Sep 12 at 12:06PM

Post the best image of a planet from our Solar System that you can find. Your image must be unique to this thread. Then, "like" the best three images on this thread to help us determine the best image of a planet in our Solar System.

To edit the assignment, tap the More Options icon [1].

To view submissions for graded discussions, tap the Submissions link [2].
View Replies

Replies can be viewed below the discussion topic. Swipe down on your device to view all replies.

If any users have replied to each other, you can view the replies within replies.

**Note:** Group discussion replies do not appear in the Replies section of the Discussion Details page. Graded group discussion replies can be viewed as submissions.
Manage Replies

To reply to a discussion, tap the **Reply** link [1].

To edit a user's reply, tap the **Edit** link [2].

To delete a user's reply, tap the **Delete** link [3].

If you have enabled the option for users to like replies, you can like a reply in the app by tapping the **Like** icon [4].
How do I add a discussion in the Teacher app on my Android device?

You can add an ungraded discussion in your course using the Teacher app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Note: Graded discussions cannot be added using the app.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Discussions

Tap the Discussions link.
Add Discussion

Tap the Add icon.
In the Title field [1], add a title for the discussion.

In the Description field [2], add a description for the discussion. You can use the Rich Content Editor menu to format your description [3]. If necessary, you can view all formatting options by swiping the formatting menu left and right. The Rich Content Editor supports undo, redo, bold, italics, underline, text color, bullet list, numbered list, hyperlink, and images.

**Note:** Images can only be added by referencing the URL to the image; the Teacher app does not currently host any media uploaded from your mobile device.
Attach File

To attach a file to your message, tap the Attach icon [1]. Then select the type of file you want to upload [2]. You can attach a new image from your camera, an image from your gallery, or a file from your device.

Note: To learn more about media attachments, view the Canvas Media Comparison PDF.
Set Options

Options

1. **Publish**
2. **Allow threaded replies**
3. **Users must post before seeing replies**

To publish your discussion, tap the **Publish** button [1].

To allow threaded replies, tap the **Allow threaded replies** button [2].

If you want to require users to have to post to the discussion before seeing replies from others, tap the **Users must post before seeing replies** button [3].

Set Availability

1. **Available From**
2. **Available To**

To set availability dates for the discussion, tap the **Available From** option [1] and/or **Available Until** option [2]. For each option you can set a date and time.
Send Discussion

Tap the Send icon.
How do I view Course Files in the Teacher app on my Android device?

In the Canvas Teacher app, you can view, manage, and edit your course files. You can also add new files and folders in the Teacher app.

When editing a file, you can manage published status, set usage rights, and restrict access to students. This lesson shows the steps to edit and restrict access for individual files. The steps to manage published status, usage rights, and access for folders are the same.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Files

Tap the Files link.
View Files

Files will display all your course files and file folders. Unpublished files or folders display an empty **Checkmark** icon [1]. Published files or folders display a solid **Checkmark** icon [2]. Files or folders with restricted access display a **Cloud** icon [3].

To **add a new file or folder** to your course files, tap the **Add** button [4].
Open File

To open a file, tap the name of the file.
Search Files

You can search for any file in your course.

To open the search field, tap the Search icon.
Open File

To search for a file, type the file name in the search field [1]. To open the file, tap the name of the file [2].

Notes:

- You must type three or more characters for search results to display.
- Search results will not include file folders.
View File

View your file.
Open in Another Application

If you attempt to open a file that cannot be displayed in the Teacher app, the file must be opened using another application. To select an application to open the file, tap the **Open with...** button.
View File Options

To view file options, tap the **Options** icon.

Open File Options

To edit the file, tap the **Edit** link [1].

To copy a link for the file, tap the **Copy Link** link [2].
Edit File

To edit the title of the file, tap the Title field [1] and enter the new title.

To edit the access settings for a file, tap the Access menu [2]. Your file access settings can be set to Publish [3], Unpublish [4], or Restricted Access [5].

To delete the file, tap the Delete File link [6].
Restrict Access

If you select Restricted Access in the Access menu, you can select how to provide access to the file.

The **Only available to students with link** option [1] makes the file available to students who are given a link to the file. The file will be hidden to students in Course Files.

The **Schedule student availability** option [2] gives students a window of time to view the file. If you select this option, the file can be viewed by students in Course Files as well as anywhere in Canvas (such as when the file is added to Modules or Assignments), but the file will be locked and they cannot view the actual file until the specified date.

**Note:** The Only available to students with link option only applies to Course Files; if you add this file to another area of Canvas, such as Assignments or Modules, all students can view the file.
Set Availability Dates

If you select the Schedule student availability option, you must select availability dates for the file. To set student availability dates, enter the starting date and time for the file to be available in the Available From fields [1]. If applicable, enter the date and time when students can no longer view the file in the Available Until fields [2]. The time fields are set using a 24-hour clock.

Note: The time fields are optional and will default to 12am if not selected.
Set Usage Rights

If usage rights is enabled in your course, you have to set a usage right (copyright) for each file you upload to your course. To set a usage right, tap the **Usage Rights** menu [1] then select the usage right option [2].

You can also enter the name of the copyright holder in the **Copyright Holder** field [3].
How do I add a new file or folder to a course in the Teacher app on my Android device?

In Canvas Teacher, you can add a new file or folder to your Course Files.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Files

Tap the Files link.
View Files

View your course files. To add a file or folder, tap the Add button.
Add File

To add a new file, tap the Upload button.
Select File Location

Select the location of your file. You can take a new photo from your camera [1], find a file in your photo gallery [2], or search your device for a file [3].

Note: To learn more about media uploads, view the Canvas Media Comparison PDF.
Upload File

Once your file has been selected, it will display in the Attachments window [1]. To remove the file, tap the Remove icon [2]. To add another file, tap the destination for the file [3].

To upload your file, tap the Upload button [4].
Add Folder

To add a new folder, tap the Folder button.

Name Folder
Enter the name of your folder [1], then tap the OK button [2].

**View Items**

![Canvas Files Menu]

View the items you added to your Course Files.
How do I view Modules in the Teacher app on my Android device?

In the Canvas Teacher app, you can view your course modules.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

**Note:** You cannot add modules, edit modules, or manage module settings from the Teacher app.

Open Course

In the Courses tab [1], tap the name of the course you'd like to view [2].
Open Modules

Tap the Modules link.
View Modules

View your course modules [1]. Modules contain the module items within each module.

Module items display the item title [2] and, if applicable, due date [3].

All modules and module items display a draft state status. Published modules and module items display the Published icon [4]. Unpublished modules and module items display the Unpublished icon [5].

Note: You cannot edit modules or manage module settings from the Teacher app.
Collapse or Expand Modules

By default, modules are expanded and show all items in the module. To collapse a module, tap the **Collapse** icon [1].

To expand a collapsed module, tap the **Expand** icon [2].
Open Module Item

To open an module item, tap the name of the item.
How do I view Pages in the Teacher app in my Android device?

In the Canvas Teacher app, you can view and manage your course pages.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open Files

Tap the **Pages** link.
Pages will display all your course pages. Published pages display a green Checkmark icon [1]. Unpublished pages display a gray Checkmark icon [2]. The front page of the course is indicated by the Front Page label [3].

To create a new page, tap the Add button [4].
Open Page

To open a page, tap the name of the page.
View Page

View your page. To edit the page, tap the Edit icon.
Edit Page

To edit the title of the page, enter the page name in the Title field [1]. To edit the description, enter your changes in the Description field [2].

To set the page as the front page, tap the Set as Front Page toggle button [3]. To publish or unpublish the page, tap the Publish toggle button [4].

To delete the page, tap the Delete Page icon [5].
To manage who can edit the page, tap the **Can Edit** menu [1]. Then select who can edit the page from the following options: only teachers [2], teachers and students [3], or anyone [4].
How do I view People in the Teacher app on my Android device?

In Canvas Teacher, you can view all users that belong to a course. You can also search for users or filter the view by role.

To find for more information on a user, view the user’s context card.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you'd like to view.
Open People

Tap the People link.
View People

People displays all the users that belong to the course.

To search for a user, click the Search icon [1]. To filter the people displayed on the page by section, tap the Filter icon [2].
Open Context Card

To view the context card for a user, tap the name of the user.
View Context Card

Max Johnson
Introduction to the Solar System

Max Johnson
max.johnson.canvas@gmail.com

Introduction to the Solar System
Section: Introduction to the Solar System
Latest activity on Sep 12, 2017 at 3:01 PM.

Submissions

<table>
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<th>Grade</th>
<th>Late</th>
<th>Missing</th>
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<tbody>
<tr>
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<td>1</td>
</tr>
</tbody>
</table>

- Essay #1: The Rocky Planets
  Submitted
  4/5

- Favorite Planetary Pictures
  Submitted
  9/10

- Quiz #3: Earth
  Not submitted yet

View the user’s context card.
How do I view context cards in the Teacher app on my Android device?

In Canvas Teacher, you can open context cards to view information specific to students and other users in a course. Context cards can be opened by tapping a user's name from the People page, Submissions list, SpeedGrader, SpeedGrader comments, inbox messages, announcement replies, and discussion replies. This lesson explains how to open context cards from the People page.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

In the Courses tab, tap the name of the course you’d like to view.
Open People

Tap the People link.
Open Context Card

To view the context card for a user, tap the name of the user.
View Student Context Card

The context card for a student includes their contact information [1], date/time of last activity [2], and course section [3].

The Grades section displays the total grade before all grades are posted [4] and the total grade after all hidden grades are posted [5]. The grade before posting removes any grades that are currently hidden or muted and matches the grade displayed to the student. The grade after posting includes any grades that are currently hidden or muted. If a final grade override has been applied for the student, the override grade will also display in the Grades section [6].

The Submissions section displays the number of submitted assignments [7], the number of late assignments [8], and the number of missing assignments [9].

Note: The grade before posting and grade after posting displays for all courses and applies to courses that use post policies in the New Gradebook and courses that use muting grades in the Gradebook.
View User Context Card

Context cards for users other than students include contact information [1], section [2], and date/time of last activity [3].
View Assignments

You can view assignment information from a student's context card.

If the student's context card was opened from the People page, you can also open student submissions. To view or grade a student submission, tap name of the submission.
Message User

To message a user from a context card, tap the **Message** icon.
How do I view Quizzes in the Teacher app on my Android device?

Canvas lets you view Quizzes from your mobile device. For each quiz, you can view the details of the quiz including the due date, points, number of questions, the time limit, and number of allowed attempts.

Canvas natively supports quizzes that contain Essay, Multiple Choice, Multiple Answer, Fill in the Blank, Matching, Numeric, or True/False questions. Any quizzes that do not contain supported question types are redirected to the web version of Canvas. Additionally, currently the app does not support one-question-at-a-time quizzes, quizzes with passcode restrictions, or quizzes with IP address restrictions.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Note: Quiz questions cannot be edited in the Teacher app.

Open Course

In the Courses tab, tap the name of the course you’d like to view.
Open Quizzes

Tap the Quizzes link.
View Quizzes

Quizzes are organized by assignment group and due date.
Open Quiz

To view a quiz, tap the name of the quiz.
### View Quiz

![Quiz Details]

**Quiz #1: Mercury**  
5 pts  🔴 Published

- **Due**  
  For: Everyone  
  Available from: --  
  Available to: --  
  No Due Date

**Submissions**

- **0** Graded  
- **0** Need Grading  
- **4** Not Submitted

**Description**

You have unlimited attempts on this quiz. When you are finished, please remain silent as a courtesy to your fellow students.

For each quiz, you can view all the details for the quiz including the title, points, display grade, quiz type, due date, and quiz details.
Manage Quiz

To edit the quiz details, tap the **Edit** icon [1]. You can edit the title, description, quiz type, quiz status, access code requirement, and due and availability dates.

To **view submissions** for the quiz, tap the **Submissions** link [2].

**Note:** Quiz questions cannot be edited in the Teacher app.
Preview Quiz

To preview the quiz, scroll to the bottom of the quiz details and tap the Preview Quiz button.

Depending on the type of quiz, you may be directed to the web version of Canvas.
How do I use the Rich Content Editor in the Teacher app on my Android device?

You can use the Rich Content Editor to edit and format text in the Teacher app. The Rich Content Editor is available in Announcements, Assignments, Discussions, Pages, and Quizzes.

View Rich Content Editor

You can use the Rich Content Editor when adding or editing content in Assignments, Announcements, Discussions, Pages, and Quizzes.

The Rich Content Editor allows you to format text [1], attach images [2], or add links [3]. You may have to swipe your screen to the left or right to view all Rich Content Editor icons.
Format Text

To undo your last action, tap the **Undo** icon [1]. To redo what was previously undone, tap the **Redo** icon [2].

To bold text, tap the **Bold** icon [3]. To italicize text, tap the **Italics** icon [4]. To underline text, tap the **Underline** icon [5].

To stop using bold, italics, or underline formatting, tap the Bold, Italics, or Underline icon again.

Change Text Color

To change the text color, tap the **Color** icon [1]. Then tap the color you want to use [2].

Create List

To format text as a bulleted list, tap the **Bulleted List** icon [1]. To format text as a numbered list, tap the **Numbered List** icon [2].
Insert Image

To insert an image, tap the Image icon.

Select Image Option

To take a photo from your camera, tap the Take photo link [1].

To select an image from your device, tap the Choose photo from Gallery link [2].

Add Link

To add a link, tap the Link icon.
Link to Website URL

Enter the link title in the **Text** field [1] and the link URL in the **Link** field [2]. Then tap the **Done** link [3].
How do I take attendance in the Teacher app on my Android device?

You can take attendance in your course using the Canvas Teacher app on your Android device.

The Attendance tool is configured by default to allow taking roll seven days a week. This setting is useful for courses where there may be a need to take attendance for an event that takes place outside of a regular school week. However, the Attendance tool will only calculate grades in the gradebook out of the total number of days roll has been taken.

Students cannot access the Attendance tool; only instructors have the ability to take attendance. However, students can see the Attendance assignment in the Assignments page and view their attendance report as part of the Roll Call Attendance submission details page. If you are using attendance for grading, students can also view their attendance grade in the Grades page.

Note: The Attendance tool must be enabled by your Canvas admin before it can be used in your course. If you cannot see the Attendance link in the Canvas Teacher app, please contact your administrator.

Open Course

In the Courses tab, tap the name of the course you’d like to view.
Open Attendance

Tap the Attendance link.
View Attendance

By default, the Attendance tool displays all students in the course [1] and the attendance status for the current date [2].

To filter the students displayed in the tool by section, tap the Filter icon [3].
Select Date

To select a new date for attendance, tap the Calendar icon [1]. Then select the date from the calendar [2] and tap the OK link [3].
Take Attendance

To change a student’s attendance status, tap the Attendance icon next to the student [1]. To mark all students as present, tap the Mark All as Present button [2].

Note: Once you have marked attendance for one student, the Mark All as Present button will become the Mark Remaining as Present button. After tapping this button, only unmarked students will be marked as present.
There are four attendance options in the Attendance tool:

- The green **Check Mark** icon indicates the student is present and on time [1].
- The gray **No Symbol** icon indicates attendance is unmarked [2].
- The red **X** icon indicates the student is not present [3].
- The orange **Clock** icon indicates the student is late [4].