# Table of Contents

## Navigation
- How do I download the Teacher app on my iOS device? ................................................................. 6
- How do I log in to the Teacher app on my iOS device? ................................................................. 10
- How do I use the Teacher app on my iOS device? ................................................................. 17
- How do I view my User Files in the Teacher app on my iOS device? ........................................... 22
- How do I get help with the Teacher app on my iOS device? ......................................................... 30
- How do I switch to another account in the Teacher app on my iOS device? ................................. 37
- How do I log out of the Teacher app on my iOS device? ............................................................... 40
- What Teacher app options can I manage from my iOS device settings? ....................................... 42
- How do I act as a user in the Teacher app on my iOS device as an admin? ................................... 48

## Courses
- How do I view Courses in the Teacher app on my iOS device? .................................................... 55
- How do I edit course settings in the Teacher app on my iOS device? ........................................... 63
- How do I view the To Do list in the Teacher app on my iOS device? ........................................... 67
- How do I view the Conversations Inbox in the Teacher app on my iOS device? ............................ 71
- How do I send a message from the Inbox in the Teacher app on my iOS device? ....................... 77
- How do I reply to a message in the Inbox in the Teacher app on my iOS device? ......................... 86
- How do I view Announcements in the Teacher app on my iOS device? ......................................... 91
- How do I add an announcement in the Teacher app on my iOS device? .................................... 98
- How do I view Assignments in the Teacher app on my iOS device? ............................................ 106
- How do I view assignment submissions in the Teacher app on my iOS device? .......................... 117
- How do I grade an assignment submission in the Teacher app on my iOS device? ..................... 117
- How do I add DocViewer annotations in the Teacher app on my iOS device? ............................. 138
- How do I add a video comment to an assignment submission in the Teacher app on my iOS device? 159
- How do I add a video comment to an assignment submission in the Teacher app on my iOS device? 169
How do I message students about assignment submissions in the Teacher app on my iOS device?

How do I view Discussions in the Teacher app on my iOS device?

How do I add a discussion in the Teacher app on my iOS device?

How do I view Course Files in the Teacher app on my iOS device?

How do I add a new file or folder to a course in the Teacher app on my iOS device?

How do I view Modules in the Teacher app on my iOS device?

How do I view Pages in the Teacher app on my iOS device?

How do I view People in the Teacher app on my iOS device?

How do I view context cards in the Teacher app on my iOS device?

How do I view Quizzes in the Teacher app on my iOS device?

How do I use the Rich Content Editor in the Teacher app on my iOS device?

How do I take attendance in the Teacher app on my iOS device?
Navigation
How do I download the Teacher app on my iOS device?

If you are an instructor, download the Canvas Teacher app on your iOS 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 iOS device and tap the App Store icon.

Open Search

In phone devices, tap the Search icon at the bottom of the screen. In tablet devices, tap the Search field at the top of the App Store.

Search for App

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

Tap the Get button.
Install App

Tap the Install button.

Note: iTunes may ask for your iTunes password to download the app.
Open App

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

View App on iOS Home Screen

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

Once you download the Canvas Teacher app from the iTunes 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.

Notes:
- If you are trying to access a Canvas Network course, enter the Canvas Network URL, learn.instructure.com.
- If you are trying to access a Free-for-Teacher account, enter the Free-for-Teacher URL, canvas.instructure.com.

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].
Find Institution

What's your school's name?

utah

Midwives College of Utah
Utah Education Network
Utah Electronic High School

Enter the name of your institution or school district. When the full name appears in the search list, tap the name.

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

What's your school's name?

docum|  

Can't find your school? Try typing the full school URL.
Tap here for help.

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 Tap here for help link in the search results.
Enter Canvas URL

You can also log in using your Canvas URL. Enter your institution's Canvas URL in the search field [1]. Then tap the Go button on your keyboard [2].
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 iOS 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 Profile

The **Menu** icon opens the Teacher app Profile Menu.
The Profile Menu shows you all the information associated with your Canvas account.

From this menu, you can:

- Manage your User Files [1]
- View Teacher app settings [2]
- Get help with the app [3]
- Change users [4]
- Log out of the Teacher app [5]
How do I view my User Files in the Teacher app on my iOS 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.

Open User Menu

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

Tap the Files link.
View User Files

Files display the file size of each file [1]. To view a specific file, tap the name of the file [2].

Folders display how many items are within each folder [3]. To view items within a file folder, tap the Arrow icon next to the folder [4].

Search Files
To search for a file, tap the **Search** field [1]. Then enter the name of the file you want to view.

To open the file, tap the name of the file in the search results [2].

**Notes:**

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

**View File**

To share your file, tap the **Share** icon [2]. To copy your file, tap the **Copy** icon [3].

To edit your file, tap the **Edit** link [4]. To return to the file folder, tap the **Back** link [5].

**Note:** Not all file types support sharing.
Edit File

You can edit the title [1] and access settings [2] for your files. To delete your file tap the Delete File link [3].
Add File or Folder

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

Create Folder

Create Folder

Add File

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

**Name Folder**

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

**Add File**

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

1. Use Camera
2. Record Audio
3. Choose From Library
4. Upload File

Select the location of your file. You can take a new photo from your camera [1], record audio [2], find a file in your library [3], or upload a file [4].

Note: To learn more about media uploads, view the Canvas Media Comparison PDF.
How do I get help with the Teacher app on my iOS device?

You can reference the Canvas Guides or get mobile help directly on your mobile device.
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 Help Menu

Doug Roberts
doug.roberts.canvas@gmail.com

Files
Help
Settings
Change User
Log Out

To open the Help Menu, tap the Help link.
Search Canvas Guides

To look for answers in the Canvas Guides, tap the **Search the Canvas Guides** button. This will open the Canvas Guides in the Canvas Community.
Search Canvas Guides

To ask for help in the Canvas Community, tap the **Ask the Community** button. This will open the **Q&A section** in the Community.
To receive help with a problem using the Canvas Teacher app, tap the **Report a Problem** button.

**Create Subject**

In the **Subject** field, type a subject line for your problem.
Choose Impact Level

In the Impact field, tap the Choose One link.

Select Impact Level

Casual question or suggestion
I need help but it's not urgent
Something is broken but I can work around it
I can't get things done until I hear back from you
Extremely critical emergency

Tap the text phrase that best fits how the problem is affecting you.
Send Message

**1. Describe your problem**

**2.**

Subject: Fix all the things

Impact: Something is...n work around it

Compose your message in the text field [1], then tap the Send link [2].
How do I switch to another account in the Teacher app on my iOS device?

You can switch your profile to view another account on the Teacher 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 into an account, tap the Help icon [4].
How do I log out of the Teacher app on my iOS 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.

Open Profile

In the Dashboard, tap the Menu icon.
Log Out

Tap the Log Out link.
What Teacher app options can I manage from my iOS device settings?

From your iOS device settings, you can manage access settings, open external tools in Safari, and reset your cache.

Enabling the option to open external tools in Safari will launch the Safari app to view external tools. If this option is not enabled, external tools will open in webview inside the Teacher app. You may want to enable this option if you are experiencing difficulties with viewing external tools.

Resetting your cache will clear all information on your device that is specific to the app, including login details, some annotated documents, and app settings. You may want to use a cache reset if you experience errors when logging in to the app. Because a cache reset will remove app information from your device, you may want to try resetting your password or uninstalling the app first.

After enabling the Reset Cache on Next Launch option, you must force close and relaunch the Teacher app for your cache to reset.

Open Settings

On the home screen, tap the Settings icon.
Open Teacher App Settings

<table>
<thead>
<tr>
<th>Settings</th>
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<tbody>
<tr>
<td>Dropbox</td>
</tr>
<tr>
<td>GarageBand</td>
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<tr>
<td>Gmail</td>
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<td>iMovie</td>
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<td>Polls</td>
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<tr>
<td>Student</td>
</tr>
<tr>
<td>Teacher</td>
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<tr>
<td>TestFlight</td>
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</tbody>
</table>

In the Settings menu, tap the Teacher link.
View Teacher App Settings

1. ALLOW TEACHER TO ACCESS
   - Location: Never
   - Photos: Read and Write
   - Microphone
   - Camera
   - Siri & Search
   - Notifications

2. TEACHER SETTINGS
   - Open external tools in Safari
   - Reset Cache on Next Launch

View the Teacher app settings menu.

From the Settings menu, you can manage access settings [1] and app settings [2]. From the access settings, you can manage which device tools that the Teacher app can access. From the app settings, you can open external tools in Safari by default and reset your app cache.
Manage Access Settings

From the access settings, you can view and manage if the Teacher App can access your device location [1], photos [2], microphone [3], and camera [4].

To allow Teacher app information to display in Search and Siri tools, tap the Siri & Search button [5].

To manage Teacher app notification options, tap the Notifications button [6].
Open External Tools in Safari

To open external tools in Safari by default, tap the **Open external tools in Safari** button. When this option is enabled, all external tools will launch in the Safari app instead of the Teacher app.
Reset Cache on Next Launch

To reset your cache, tap the **Reset Cache on Next Launch** button. Resetting your cache will clear all information on your device that is specific to the app, including login details, some annotated documents, and app settings.

**Notes:**

- After enabling the Reset Cache on Next Launch option, you must force close and relaunch the Teacher app for your cache to reset.
- The Reset Cache on Next Launch button will toggle to the Off position after the app has launched.
How do I act as a user in the Teacher app on my iOS 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

Click 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.
Enter User ID

In the User ID field [1], enter the Canvas ID number for the user. The domain will already be populated for you [2]. 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 [1] and the user’s Profile icon [2] will display on every page while you are acting as the user.

Stop Acting as User
To stop acting as user, tap the user's Profile icon.

Return to Account

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.
How do I view Courses in the Teacher app on my iOS 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 link.
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.
View Course Card Options

You can view and change several options for your course cards by tapping the More Options icon.
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 change a nickname for your course, tap the **Nickname** text field [1] and enter your preferred nickname. A course nickname does not affect the course name for any other users; it only changes the name of the course as seen by you.

In the color list, a check mark indicates the current color shown for the course. To choose a new color for your course, tap the new color [2]. You can view the new color in the course card preview [3]. If your course card contains an image, you can view what the color looks like over the image.

Tap the **Done** link [4].
Open Course

To open a course, tap the course name.
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.

**Note:** If it has been enabled in your course, the Attendance tool will display as a course navigation link.
How do I edit course settings in the Teacher app on my iOS 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 **Name** option.
Set Course Home Page

To change the course home page, tap the Set 'Home' to option [1].

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.

Tap the Done link [3].
How do I view the To Do list in the Teacher app on my iOS 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 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].
Open To Do Item

To begin grading submissions, tap the name of a To Do item.
Use SpeedGrader to grade the submissions.
How do I view the Conversations Inbox in the Teacher app on my iOS 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 [1]. If the inbox icon includes a numbered badge, the badge shows how many unread Conversations messages you have in your Inbox.
The Inbox defaults to the All 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.

View Inbox Tabs
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

**Note:** Messages cannot be archived in the Teacher app.

**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.
Meeting

Max Johnson to me
Oct 24 at 9:41 PM

Definitely!

Reply

me to Max Johnson
Oct 24 at 9:37 PM

Can you meet in my office to discuss your project this Thursday?

View the selected message thread.
Manage Message

To forward or delete the entire message thread, tap the message More Options icon [1].

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

To forward or delete an individual message in the thread, locate the message and tap the More Options icon [3].

To reply to the message, tap the Reply link [4].

To forward or delete the entire message thread, tap the message More Options icon [1].

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

To forward or delete an individual message in the thread, locate the message and tap the More Options icon [3].

To reply to the message, tap the Reply link [4].
How do I send a message from the Inbox in the Teacher app on my iOS 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.

**Note:** You can only add one user or group of users at a time.
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

Introduction to the Solar System  Cancel

Search

1. All in Introduction to the Solar System
2. Teachers
3. Students
To search by course filter, select to message all users [1], or select users by group [2].

Select User Group

To select a user group, tap the recipient's user group [1].

Tap the name of the recipient [2]. You can select all members in a specific user group by tapping the All Members option [3].
Modify Recipients

If you need to remove a recipient, tap the remove icon.

Attach File

To attach a file to the message, tap the Attach icon.
Select Attachment

To select your attachment file, tap the Add icon [1]. Then select how you would like to attach a file [2].

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

View Attachment

Once you have added your attachment, it can be viewed on the Attachments page [1]. To delete your attachment, tap the Delete icon [2].

To add another attachment, tap the Add icon [3]. To return to your message, tap the Done link [4].
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 compose field [3], type your message.

When you are ready to send your message, tap the Send link [4].

**Note:** New messages will not appear in the Inbox 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.
How do I reply to a message in the Inbox in the Teacher app on my iOS 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

<table>
<thead>
<tr>
<th>All Courses</th>
<th>Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Johnson</td>
<td>10/9/2017</td>
</tr>
<tr>
<td>Thank You</td>
<td></td>
</tr>
<tr>
<td>I wanted to tell you thank you for answ...</td>
<td></td>
</tr>
<tr>
<td>Jessica Doe</td>
<td>9/11/2017</td>
</tr>
<tr>
<td>Assignment Help</td>
<td></td>
</tr>
<tr>
<td>I have a few questions about the upco...</td>
<td></td>
</tr>
</tbody>
</table>

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

I wanted to tell you thank you for answering our questions during the lecture today. It really helped out.

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

When you are ready to send your message, tap the Send link [2].
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 iOS 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

To add an announcement, tap the Add icon.
Open Announcement

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

Essay #2 due in one week!

Canvas Instructor
Sep 12 at 11:50 AM

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

View the announcement.
Manage Announcement

Essay #2 due in one week!

Canvas Instructor
Sep 12 at 11:50 AM

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

To manage the announcement, tap the More Options icon. You can edit the announcement, mark any replies to the announcement as read, and delete the announcement.
How do I add an announcement in the Teacher app on my iOS 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.
Enter Announcement Details

In the Title field [1], add a title for your announcement.

In the Description field [2], add a description for the announcement. You can use the Rich Content Editor to format your title and description [3]. Learn more about using the Rich Content Editor.
Set Options

To send an announcement to specific sections, tap the Sections option [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, select the date and time for your post by tapping the Post at option [3].

If you want to require users to have to post to the announcement before seeing replies from others, tap the Users must post before seeing replies button [4].
Attach File

To attach a file to the message, tap the Attach icon.
Select Attachment

To select your attachment file, tap the **Add** icon [1]. Then select how you would like to attach a file [2].

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

View Attachment

Once you have added your attachment, it can be viewed on the Attachments page [1]. To delete your attachment, tap the **Delete** icon [2].

To add another attachment, tap the **Add** icon [3]. To return to your message, tap the **Done** link [4].
Save Announcement

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 Done link.
How do I view Assignments in the Teacher app on my iOS device?

The Canvas 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.
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 link [2].
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 link [1].

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

To edit the assignment title, tap the Title field [1]. To edit the assignment description, tap the Edit Description link [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.
View Assignees

View the current assignees for the assignment [1].

To add assignees, tap the Add Assignee link [2].
Add Assignees

Tap the sections [1], groups [2], or student [3] that you would like to receive the assignment. You can also search for assignees in the Search field [4]. Selected assignees will display on the screen [5].

To save your assignees, tap the Save icon [6].
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 iOS 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.

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

Locate the assignment and tap the name of the assignment.
View Submissions

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 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, graded submissions, submissions with a score less than a specific value, submissions with a score greater than a specific value, and section. You can select multiple filters 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].
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 grade an assignment submission in the Teacher app on my iOS 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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay #1: The Rocky Planets</td>
<td>Sep 15, 2017</td>
</tr>
<tr>
<td>Essay #2: Jupiter</td>
<td>Sep 19, 2017</td>
</tr>
<tr>
<td>Essay #3: Saturn</td>
<td>No Due Date</td>
</tr>
<tr>
<td>Essay #4: The Ice Giants</td>
<td>No Due Date</td>
</tr>
<tr>
<td>Favorite Planetary Pictures</td>
<td>Sep 22, 2017</td>
</tr>
<tr>
<td>Seminars</td>
<td></td>
</tr>
<tr>
<td>Mercury: Playing with Fire</td>
<td>Sep 14, 2017</td>
</tr>
<tr>
<td>Venus: A Long Day</td>
<td>Sep 21, 2017</td>
</tr>
</tbody>
</table>

Tap the name of the assignment.
Open Submissions

Tap the Need Grading icon [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 Grades**

Tap the Grades tab.

**Add Grade**

To manually enter a grade, tap the Add icon.
In the Grade field [1], enter the grade for the submission.

If you do not want to grade the assignment, tap the No Grade link [2].

If you want to excuse the student from the assignment, tap the Excuse Student link [3]. Excused assignments are not calculated in the student’s total grade.

To save the grade, tap the OK button [4] or tap the Enter key on your mobile keyboard.

**Use Grade Slider**
You can also enter a grade using the grade slider. Tap and hold the slider handle [1] and drag it to the position that represents the desired grade. Grades will display above the handle [2].

To excuse the student from the assignment, drag and hold the icon at the right end of the scale. To remove the grade, drag and hold the icon at the left end of the scale.

**Use Rubric**

If your assignment includes a rubric, you can use the rubric to help you score the student's submission.

To view the rubric short rating summary, tap and hold the rating number [1]. To view the long description, if any, tap the **View long description** link [2].

To view multiple criteria in the rubric, you can adjust the height of the grades window by tapping and holding the menu bar [3].
If the rubric is 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**

![Image of grades interface]

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.
How do I add DocViewer annotations in the Teacher app on my iOS 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.
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 [1]. When selected, the icon will include a white background. To no longer use an annotation tool, tap the annotation icon again.

While adding an annotation or comment, you can undo or redo the last action made in the submission by tapping the More Options icon [2].

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

To leave a point annotation, tap the **Point** icon [1]. To select a color for the point annotation, tap the **Color** icon [2]. Tap the area where you want to add the annotation [3].

Add Comment

Point annotations immediately require a comment. In the Reply field [1], type the comment for the point annotation. Tap the **Send** icon [2].
Delete Comment

Doug Roberts
Please revise this paragraph for clarity

To delete your comment, tap the Delete icon [1]. To return to the submission, tap the Done link [2].
Modify Point Annotation

To move the annotation, tap and hold the annotation icon in the document [1]. Drag the annotation to the new area.

To view and modify your annotation comment, tap the Comments link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the color of the point annotation, tap the Style link [3].

To delete the annotation, tap the Delete icon [4]. Deleting an annotation will also delete any associated comments immediately.
Add Highlight Annotation

To highlight text within the document, tap the Highlight icon [1].

To select a color for the highlight annotation, tap the Color icon [2].

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

Modify Highlight Annotation

To modify the annotation, tap and hold the annotation [1].
To add a comment to the highlight annotation, tap the **Comments** link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the color of the highlight annotation, tap the **Style** link [3].

To delete a highlight annotation, tap the **Delete** icon [4]. Deleting an annotation will also delete any associated comments immediately.

**Add Text Annotation**

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

To select a color for the text annotation, tap the **Color** icon [2].

Tap the area where you want to add the annotation [3].
Add Text in Annotation

In the text field [1], enter the text you want to add for the annotation. To change the size of the text, tap the point link [2].

When you are done, tap the Done link [3].

Modify Text Annotation

To modify the annotation, tap the annotation text box [1].

To move the annotation, tap and hold the annotation outline in the document. Drag the annotation to the new area.
To add a comment to the text annotation, tap the Comments link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the text size or color, tap the Style link [3].

To edit the annotated text, tap the Edit link [4].

To delete a text annotation, tap the Delete icon [5]. Deleting an annotation will also delete any associated comments immediately.

**Add Strikeout Annotation**

To indicate that text should be deleted, tap the Strikeout icon [1].

To select a color for the strikeout annotation, tap the Color icon [2].

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

**Modify Strikeout Text Annotation**

To modify the annotation, tap the annotation [1].
To add a comment to the text annotation, tap the **Comments** link [2]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the strikeout color, tap the **Style** link [3].

To delete a strikeout annotation, tap the **Delete** icon [4]. Deleting an annotation will also delete any associated comments.

**Add Area Annotation**

To leave an area annotation, tap the **Area** icon [1].

To select a color for the area annotation, tap the **Color** icon [2].

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

To modify the annotation, deselect the annotation type [1]. Tap the annotation icon in the document [2]. A blue outline will display around the annotation area.

To move the annotation, tap and hold the area annotation outline in the document. Drag the annotation to the new area.

To add a comment to the area annotation, tap the Comments link [3]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the color for the annotation, tap the Style link [4].

To delete the annotation, tap the Delete icon [5]. Deleting an annotation will also delete any associated comments.
Add Draw Annotation

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

To select a color for the draw annotation, 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.

**Note:** You may have to tap the Options icon to view the Draw tool.
Modify Draw Annotation

To modify the annotation, ensure the annotation type is not selected [1]. Then tap the annotation [2]. A blue outline will display around the annotation drawing. To move the annotation, tap and hold the draw annotation outline in the document. Drag the annotation to the new area.

To add a comment to the drawing annotation, tap the Comments link [3]. You can also use this link to view and reply to any student comments made in DocViewer.

To change the color for the annotation, tap the Style link [4].

To delete the annotation, tap the Delete icon [5]. Deleting an annotation will also delete any associated comments.
Erase Draw Annotation

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

**Notes:**

- The Eraser tool can only be used to erase drawing annotations.
- You may have to tap the Options icon to view the Eraser tool.

Undo Annotation

To undo the most recent annotation, tap the **Options** icon [1]. Then select the **Undo** link [2].
How do I add a comment to an assignment submission in the Teacher app on my iOS device?

You can leave comments on student assignments. Comments can be added before or after grading a submission. You can also add audio or video comments or add comments through Canvas DocViewer annotations.

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.

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

Locate the assignment and 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 open a student’s context card, tap the student’s Profile icon [2].

To view multiple comments, you can adjust the height of the comment window by tapping and holding the menu bar [3].

To add a comment, tap the Comment field [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.
View Comment

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Essay #1: The Rocky Planets</td>
<td>Sep 15, 2017 11:59 PM</td>
</tr>
<tr>
<td></td>
<td>Essay #2: Jupiter</td>
<td>Sep 19, 2017 11:59 PM</td>
</tr>
<tr>
<td></td>
<td>Essay #3: Saturn</td>
<td>No Due Date</td>
</tr>
<tr>
<td></td>
<td>Essay #4: The Ice Giants</td>
<td>No Due Date</td>
</tr>
<tr>
<td></td>
<td>Favorite Planetary Pictures</td>
<td>Sep 22, 2017 11:59 PM</td>
</tr>
<tr>
<td></td>
<td>Seminars</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mercury: Playing with Fire</td>
<td>Sep 14, 2017 11:59 PM</td>
</tr>
<tr>
<td></td>
<td>Venus: A Long Day</td>
<td>Sep 21, 2017 11:59 PM</td>
</tr>
</tbody>
</table>

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 Record Audio button.
Start Audio Recording

To start recording, tap the Record button.
Stop Audio Recording

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

To send your recording audio as a comment, click the Send button [1].

To delete the recording, click the Delete icon [2].
How do I add a video comment to an assignment submission in the Teacher app on my iOS 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 Record Video button.
Start Video Recording

To start recording, tap the Record button.
Stop Video Recording

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

View your video recording.

To send your recording as a comment, tap the **Send** icon [1]. To delete the recording, tap the **Delete** icon [2].
How do I message students about assignment submissions in the Teacher app on my iOS 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.

**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

Locate the assignment and tap the name of the assignment.

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Canvas Teacher iOS Guide Updated 2019-05-11
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

![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, graded submissions, submissions with a score less than a specific value, and submissions with a score greater than a specific value.
Message Students

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Haven't been graded</strong></td>
<td><strong>Clear Filter</strong></td>
<td><strong>Grades muted</strong></td>
<td></td>
</tr>
<tr>
<td><strong>J D</strong></td>
<td><strong>Jessica Doe</strong></td>
<td><strong>Submitted</strong></td>
<td><strong>NEEDS GRADING</strong></td>
</tr>
<tr>
<td><strong>M J</strong></td>
<td><strong>Max Johnson</strong></td>
<td><strong>Submitted</strong></td>
<td><strong>NEEDS GRADING</strong></td>
</tr>
<tr>
<td><strong>J S</strong></td>
<td><strong>Jane Smith</strong></td>
<td><strong>Submitted</strong></td>
<td><strong>NEEDS GRADING</strong></td>
</tr>
</tbody>
</table>

Tap the Message icon.
View Recipients

You can view the list of recipients for the message. If you want to manually remove any recipients, tap the Remove icon.
Send Message

In the text field [1], type your message. When you are finished, tap the Send link [2].

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

In Canvas Teacher, you can 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
Due: --
For: Everyone
Available From: --
Available Until: --

Submissions
0 2 2
Graded Need Grading Not Submitted

Canvas Instructor
Sep 12 at 12:06 PM

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

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

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

I like this photo of Jupiter.

Reply  Edit

Jane Smith  
Sep 12 at 12:11 PM

Really cool photo, Max!

Reply  Edit

Canvas Instructor  
Sep 12 at 12:13 PM

Thanks for posting this.

Reply  Edit

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

I like this photo of Jupiter.

Really cool photo, Max!

Thanks for posting this.

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

To edit or delete a user’s reply, tap the Edit link [2].
How do I add a discussion in the Teacher app on my iOS 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

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

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 to format your title and description [3]. Learn more about using the Rich Content Editor.
Set Options

<table>
<thead>
<tr>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Publish</td>
</tr>
<tr>
<td>2. Allow threaded replies</td>
</tr>
<tr>
<td>3. Subscribe</td>
</tr>
<tr>
<td>4. Users must post before seeing replies</td>
</tr>
</tbody>
</table>

Availability

Available From: --
Available Until: --

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

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

To subscribe to the discussion, tap the **Subscribe** button [3].

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 [4].
Set Availability

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.

Attach File

To attach a file to the message, tap the Attach icon.
Select Attachment

To select your attachment file, tap the **Add** icon [1]. Then select how you would like to attach a file [2].

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

View Attachment

Once you have added your attachment, it can be viewed on the Attachments page [1]. To delete your attachment, tap the **Delete** icon [2].

To add another attachment, tap the **Add** icon [3]. To return to your discussion, tap the **Done** link [4].
Save Discussion

Cancel  New Discussion  Done

Tap the Done link.
How do I view Course Files in the Teacher app on my iOS device?

In the Canvas Teacher app, you can view and manage 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

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. Published files and folders display a Checkmark icon [1]. Unpublished files and folders display a Unpublished icon [2]. Files and folders with restricted access display a Cloud icon [3].

To add a new file or folder to your course files, tap the Add icon [4].
Search Files

To search for a file, tap the **Search** field [1]. Then enter the name of the file you want to view.

To open the file, tap the name of the file in the search results [2].

**Notes:**

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

To open a file, tap the name of the file.
View File

To share your file, tap the Share icon [1]. To copy your file, tap the Copy icon [2].

To edit your file, tap the Edit link [3]. To return to your files, tap the Back link [4].
Edit File

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

To edit the access settings for a file, tap the **Access** menu [2]. Your file access settings can be set to published, unpublished, or restricted access.

To delete the file, tap the **Delete File** link [3].
Set Usage Rights

Usage Rights

<table>
<thead>
<tr>
<th>Copyright Holder</th>
<th>Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Usage Right</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I hold the copyright</td>
<td></td>
</tr>
<tr>
<td>I have permission to use file</td>
<td></td>
</tr>
</tbody>
</table>

| Public Domain File |

| Fair Use Exception |

| Creative Commons File |

If usage rights are enabled in your course, you can also enter the name of the copyright holder in the **Copyright Holder** field [1].

You must also set a usage right for each file you upload to your course. To set a usage right, tap the **Usage Rights** menu [2] then select the usage right option [3]. Usage right options are: I hold the copyright, I have permission to use file, Public Domain File, Fair Use Exception, and Creative Commons File.
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 for the file to be available in the **Available from** field [1]. If applicable, enter the date when students can no longer view the file in the **Available to** field [2].

**Note:** The time in the Availability fields will default to the current time and cannot be changed.
How do I add a new file or folder to a course in the Teacher app on my iOS 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

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 Add File link.
Select File Location

1. Record Audio
2. Use Camera
3. Upload File
4. Choose From Library

Select the location of your file. You can record audio [1], take a new photo from your camera [2], upload a file [3], or find a file in your library [4].

**Note:** To learn more about media uploads, view the Canvas Media Comparison PDF.
Add Folder

To add a new folder, tap the Create Folder link.

Name Folder

Enter the name of your folder [1], then tap the OK button [2].
View the items you added to your Course Files.
How do I view Modules in the Teacher app on my iOS 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 iOS device?

In the Canvas Teacher app, you can view 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.
View Pages

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].
Open Page

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

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.

To edit your page, tap the Menu icon [1] then tap the Edit link [2].

To delete your page, tap the Delete link [3].

Note: Pages that are set as the Front Page cannot be deleted.
Edit Page Details

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

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 iOS device?

In Canvas Teacher, you can view all users that belong to a course. Users can also be filtered by user 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.
Filter People

To filter the people displayed on the page, tap the Filter link [1]. Then tap the user role filter button for the role you want to view [2].
Open Context Card

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

Jessica Doe
Introduction to the Solar System
Section: Introduction to the Solar System
Last activity on September 21 at 3:41 PM

Submissions
93.33 1 1
Grade Late Missing

Quiz #1: Mercury
Submitted

Essay #2: Jupiter
Late
NEEDS GRADING

View the user's context card.
How do I view context cards in the Teacher app on my iOS 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.
The context card for a student includes their contact information [1], section [2], date/time of last activity [3], grade [4], number of late assignments [5], and number of missing assignments [6].

If a final grade override has been applied for the student, the override grade will also display on the context card [7].
View User Context Card

Doug Roberts
Introduction to the Solar System

doug.roberts.canvas@gmail.com

Introduction to the Solar System
Section: Introduction to the Solar System
Last activity on September 22 at 9:33 AM

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 iOS 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

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 link [1]. You can manage all quiz options as well as 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 iOS device?

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

View Rich Content Editor

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

The Rich Content Editor allows you to format text [1], add links [2], or attach images [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 stop using bold or italics formatting, tap the Bold or Italics 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].

**Add Link**

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

Enter the link title in the Title field [1] and the link URL in the URL field [2]. Then tap the OK button [3].

Attach Image

To attach an image, tap the Image icon.
Add Attachment

Than tap the Add icon.
Select Attachment Option

You can select from the following image attachment options:

- **Use Camera** [1]: take a picture from your camera.
- **Upload File** [2]: upload a file from your device.
- **Choose From Library** [3]: select an image from your photo library.
- **My Files** [4]: upload an image from your Canvas User Files.

View Attachment

Once you have selected your image, it will display on the Attachments page [1].

To delete the image, tap the Delete icon [2]. To add another image, tap the Add icon [3].
How do I take attendance in the Teacher app on my iOS device?

You can take attendance in your course using the Canvas Teacher app on your iOS 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 change the date displayed for attendance, click the Calendar icon [3].

To filter the students displayed in the tool by section, tap the Change Section link [4].
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. By tapping this button, only unmarked students will be marked as present.
There are four attendance options in the Attendance tool:

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