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Where do I download a copy of the Instructor Quickstart Guide?

You can view the Canvas Instructor Quickstart Guide online or download a PDF version.

Canvas Instructor Quickstart Guide

[Click here to download the Instructor Quickstart Guide.]

Guía de Inicio Rápido del Instructor de Canvas

[Click here to download the Spanish version - Guía de Inicio Rápido del Instructor de Canvas. Or you can visit the Spanish version online.]

How does Canvas work as a supplement to face-to-face courses?

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

Instructors

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

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

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

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

Analytics evaluate individual components of a course and evaluate student performance. Course Analytics takes a three pronged approach to creating substantive data for Canvas users.

- **Justification** focuses on system reports and how the system is being used.
- **Intervention** looks to predict at-risk students and how to meet their needs.
- **Learning** focuses on learning outcomes, the effectiveness of the teaching style, and the division of time between students achieving competence and those falling behind.

**Note:** You need permission to view analytics for your course. Ask your administrator to set the correct permission for you.

When Would I Use Course Analytics?

In Course Analytics, there are four main sections:

- **Activity** allows the instructor to see when students view a page or participate in the course.
- **Assignments** allows the instructor to view if students submit the assignment on-time, late, or not at all.
- **Grades** use a box and whisker plot to show the distribution of grades in the course.
- **Student Analytics** shows page view, participations, assignments, and current score for every student in the course.

Use Course Analytics to:
• Predict how students react to course activities.
• See which students are at-risk and need help.
• View how effective your teaching strategies are in allowing students to learn.
• See a quick view of what your students are achieving in your course.

**Note:** You need permission to view analytics for your course. Ask your administrator to set the correct permission for you.

**How do I view Analytics for a course?**

Course Analytics will show you activity, assignments, grades, and students.

**Open Course**

Find and click the course you want to see Analytics for.
Locate Course Analytics Button

Click the View Course Analytics button.
What will Analytics tell me about my course?

Analytics include four main areas: student activity, assignments, grades, and student analytics. They will show you how well your students are interacting with your course and help you evaluate performance.

View Activity Analytics

The term dates set the x-axis of this graph, and the number of page views are on the y-axis. You can see all the activity during those dates. To view the details of the bar graph, hover over the specific bar you want to view. The blue bars represent the number of page views on that day. The bar will turn orange when someone participates in the course by submitting an assignment, editing a page, replying to a discussion post, or taking a quiz.
View Assignments Analytics

Each bar is an Assignment. To view the grade details, hover over the bar. The details include the title of the Assignment, the due date (if there is one) and the percentage of late and on time submissions. The green segment indicates how many students submitted the Assignment on time. The yellow segment indicates how many students submitted the Assignment late/past due. The red segment indicates how many students have not submitted the Assignment.

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

View Grades Analytics

Each bar is one Assignment. Grades Analytics shows the instructor the median and highs and lows of the scores for an Assignment. To view the grade details, hover over the bar. It will give you the high, median, and low score, as well as the point possible for the assignment. The thin whisker extends from the lowest score to the highest score. The thicker bar extends from the 25th to 75th percentile, with the median marked.

View Overview of Student Analytics
The overview of the student Analytics allows the instructor to see all the students [1] in the course plus how many page views [2] they have, how much they have participated [3] in the course activities, whether or not they have completed assignments [4], and their current score percentage [5]. You can sort the table by student name, page views, participates, and current score. The analytics table is paginated so you can view more students if you continue to scroll on the page.

**Sort Student Analytics**

Instructors or admins can sort student analytics by the name, page views, participations, and grades. This will give instructors and admins different views to evaluate student performance.

**How do I view Analytics for a student?**

Student Analytics show you how well a particular student is doing in your course. You can access Student Analytics in two different ways.

**Open Course**

Click the course you want to see Analytics for. Within the course there are multiple ways to view Analytics for a student.
Option 1: Open Course Analytics

Click the View Course Analytics button.

Choose Individual

<table>
<thead>
<tr>
<th>Student</th>
<th>Page Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td></td>
</tr>
<tr>
<td>Opie Griffith</td>
<td></td>
</tr>
<tr>
<td>Maxwell Smart</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td></td>
</tr>
<tr>
<td>Canvas Student</td>
<td></td>
</tr>
</tbody>
</table>
You can sort the table by student name, page views, participates, and current score. The analytics table is paginated so you can view more students if you continue to scroll on the page. To view analytics for a student, click the student's name.

**Option 2: Open People**

In Course Navigation, click the People link.

**Select Student**
Click the name of the student you would like to access.

**Open Analytics**

Click **Analytics** in the sidebar.

**Note:** The Analytics link will only be available in the User sidebar if Profiles are disabled in your account.
View Analytics for Individual

View Student Analytics.
What will Analytics tell me about my student?

Student Analytics include four main areas:

1. View activity for the student.
2. View responsiveness of messaging (communication) from the student to instructor and instructor to student.
3. View assignments to see if the student is at-risk or not.
4. View the student's grades.

View Student Information

When you View Analytics for students, you will first see their name [1]. You can see the current total of the grade and you can also directly send a message to the student from this page by clicking the envelope icon [2]. The name of the course [3] you are viewing will be by the student menu. Use the arrows to go back and forward to different student's analytics. Or you can use the drop-down menu to select a different student's analytics [4].

View Participation

You can view how the individual has been participating in the course by viewing the date on the x-axis and the amount of activity on the y-axis. To view the details, hover over the bar on the graph. The blue bar indicates the number of page views and the orange bar indicates if the student took action on a page or participated in the course same way.

View Communication
The speech bubbles represent the conversations between instructor and student. To view the details, hover over the speech bubbles. This will allow you to view the date the conversation took place and how many messages were sent. The orange speech bubbles indicate the date of students sending messages to instructors [1]. The blue speech bubble indicate the date of instructors sending messages to students [2].

**View Finishing Assignments**

Each row is one Assignment. The diamond indicates the due date and the bar is when the Assignment was submitted. Green means that the Assignment was submitted on time. Yellow segment means that the Assignment was submitted late. Red means that the Assignment was never submitted. Gray diamonds are Assignments without due dates but have submissions.

**View Grades**

Each bar is one Assignment. The thin whisker extends from the minimum score for the individual in the course to the maximum score. The wider bar extends from the 25th percentile to the 75th, with the median marked. The individual's score is marked with a dot. Assignments submitted on time are represented by a green dot. Assignments submitted late are represented by a yellow dot. Assignments not turned in are represented by a red dot.
Announcements
What are Announcements?

Announcements allow you to communicate with your students about course activities and post interesting course-related topics.

View Announcements

Announcements are used to communicate with students about the logistics of your course. As soon as you have created an Announcement, Canvas takes care of notifying students according to their preferred Notification Preferences, through Facebook, Twitter, SMS (text message), or email.

In Canvas, you have the option of feeding posts from your blog or other information sources directly into your Announcements page using RSS. RSS feeds can be filtered by keyword to prevent irrelevant content from entering the course. Students who use RSS readers can subscribe to course Announcements outside of Canvas.

When would I use Announcements?
Use Announcements to:

- Remind your students what they need to accomplish to stay on track.
- Point students to internal and external resources that will help them achieve course Outcomes.
- Leave a message for the entire class with video or audio comments.
- Celebrate student success and important events that may be of interest to your students.
- Feed a custom RSS feed related to the topic of the course to your students.
- Automatically share blog posts written by your students on Wordpress, Blogger, etc. with custom RSS feeds.

How do I use the Announcements Index Page?

The Announcements Index Page allows you to view, filter, and make new announcements for your course.

Open Announcements

Click the Announcements link.

Filter Announcements

There are a few ways to filter Announcements:

1. Search for a announcement by typing a announcement title, a user name, or a keyword in the Search title, body, or author field.
2. Click the Unread button to hide all read announcement and view only the unread announcements.
Perform Bulk Actions

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

How are Announcements listed?

Announcements are listed in reverse chronological order, with the newest appearing at the top.

Open Announcements
Click the Announcements link.

View Announcements

Announcements are listed in reverse chronological order with the newest appearing first [1] and the older Announcements appearing towards the bottom [2].

How can I get Announcements on Facebook?

You will need to connect to Facebook before receiving announcements or notifications from Canvas. Click here to learn how to connect to Facebook. Click here to learn more about configuring notifications in Facebook.

Open Settings

Click the Settings link.
Open Notifications

Click the Notifications link.

Change Announcement Notifications

Locate the Announcement notification options. Click here to learn how to connect to Facebook. Click here to learn more about configuring notifications in Facebook.
How can I get Announcements on my phone?

**Note:** This process applies to any notification a user wishes to receive announcements via SMS. Click [here](#) to learn how to add a cell phone to the ways you are contacted.

**Open Settings**

Click the **Settings** link.

**Verify Phone Number**

![Ways to Contact](image)

Make sure your profile is connected to the correct SMS account. Click [here](#) to learn how to add a cell phone to the ways you are contacted.
Open Notifications

Click the Notifications link.

Set Announcement Notification Preference

Hover over the Announcement cell underneath the Cell Number column. Set the notification preference by clicking on the appropriate icon.
View Set Notification Preferences

Verify the notification preference was correctly set.

How can I get Announcements on Twitter?

Note: This process applies to any notification a user wishes to receive announcements via Twitter.

Open Settings

Click the Settings link.
Verify Twitter Account

Make sure your profile is connected to the correct Twitter account. Click here to learn how to connect your profile to Twitter.

Open Notifications

Click the Notifications link.
Set Announcement Notification Preference

Hover over the Announcement cell underneath the Twitter column. Set the notification preference by clicking on the appropriate icon.

View Set Notification Preferences

Verify the notification preference was correctly set.
How can I get Announcements through my email?

Note: This process applies to any notification a user wishes to receive via email.

Open Settings

Click the Settings link.

Verify Email

Make sure your profile is connected to the correct email account. Click here to learn how to add an additional email address to your profile.

Open Notifications
Click the **Notifications** link.

### Set Announcement Notification Preference

**Notification Preferences**

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Email Address</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>☐ Weekly</td>
<td>☐ Weekly</td>
<td></td>
</tr>
<tr>
<td>Grading Policies</td>
<td>✔ ASAP</td>
<td>✔ ASAP</td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td>✔ ASAP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td>✔️ 0️⃣ 📣 ✗</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td>✔️ Include scores when alerting about grade changes.</td>
<td>✔️ Weekly</td>
<td></td>
</tr>
</tbody>
</table>

Hover over the Announcement cell underneath the email column. Set the notification preference by clicking on the appropriate icon.
View Set Notification Preferences

Notification Preferences

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>Weekly</td>
<td><a href="mailto:canvasinstructor@gmail.com">canvasinstructor@gmail.com</a></td>
</tr>
<tr>
<td>Grading Policies</td>
<td>ASAP</td>
<td><a href="mailto:canvasinstructor-personal@gmail.com">canvasinstructor-personal@gmail.com</a></td>
</tr>
<tr>
<td>Course Content</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td>Include scores when alerting about grade changes.</td>
<td></td>
</tr>
</tbody>
</table>

Verify the notification preference was correctly set.

How do I make an Announcement?

Announcements are simple to make in Canvas.

Open Announcements
Click the Announcements link.

**Make Announcement Button**

Click the Make an Announcement button.

**Create Announcement**

Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2].
Add New Announcement

Click the **Save** button to post the announcement.

View Announcement

Students,

Please meet in my classroom at 3:00 this afternoon for our meeting about the class project.

Once you save the announcement, it will show up on the announcements page.
How do I edit an Announcement?

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

**Note:** Editing an announcement will create a notification on the Global Dashboard and Course Activity Stream.

**Open Announcements**

Click the **Announcements** link.

**Open Announcement**

Click the title of the Announcement to open the Announcement.
Click Gear Icon

Click the Edit button [1].

Save Announcement

Edit the Announcement. Once you finish, click the Save button [1].

View Announcement

View the announcement.
How do I delete an Announcement?

Open Announcements

Click the Announcements link.

Open Announcement

Click the title of the Announcement.
Click Gear Icon

Click the Gear icon to open the dropdown menu [1].

Delete Announcement

Click Delete. A popup window will appear in your browser.

Confirm Deletion

Click the OK button to delete the announcement.
How do I add an external (RSS) feed to my Announcement?

You can add an external (RSS) feed to your announcements for users to read.

Open Announcements

Click the Announcements link.

Locate Add External Feed Link

Click the Add External Feed link to add a feed from another website or blog (via Tumblr, Blogger, and/or Wordpress) to the Announcement stream.

Add a New Feed
Paste the feed URL into the feed URL field [1]. All new entries from that RSS feed will be added to Announcements.

**Set Content to Post**

- Full article
- Truncated
- Link only

Select what type of content you would like to post by selecting an option from the **Content to post** dropdown menu.

**Add a New Feed**

You can automatically add posts from an RSS or Atom feed as announcements for this course. Just paste the feed URL below and any new entries will be added.

**voice.instructure.com**

---Content to post---

- ✓ Only add posts with a specific phrase in the title
- Analytics

Click on the **Add Feed** button [2].

You also have the option of choosing to add only posts with a specific phrase in the title by selecting the **Only add posts with a specific phrase in the title** checkbox [1]. Indicate which words or phrases you want posts from by typing in the text box below the checkbox. Click on the **Add Feed** button [2].

**View External Feeds**

**http://voice.instructure.com feed**

Keyword: Analytics

Add External Feed
Now that you have added the RSS feed, it will show up under the external feeds [1]. If you want to delete the external feed, click the X [2].

**Note:** You will have to wait until a new post is published on the external (RSS) feed before you can see it on the Announcement feed.

**How do I view an Announcement feed?**

**Open Announcements**

Click the **Announcements** link.

**Create Announcement Feed**

Click the **Announcements (RSS) Feed** button [1]. A new tab will open in your browser.
View Announcement Feed

As long as you have Announcements created, an Announcement feed will automatically be created. You can copy this RSS feed URL [1] into an RSS reader, such as Google Reader or iTunes. Click here to learn more.
How do I subscribe to an Announcement Feed?

You can subscribe to the Announcement (RSS) Feed in your course by following these steps.

**Open Announcements**

1. Click the **Announcements** link.

**Locate Announcements Feed Link**

1. Click the **Announcements (RSS) Feed** link.

**Copy URL**

Copy the URL provided.
Copy the URL in your browser's address bar.

**Subscribe to Announcements Feed Through Google Reader**

Open Google Reader. Click on the **Subscribe** button [1], paste the URL in the text box [2], and click on the **Add** button [3] to create an Announcements Feed.

**Subscribe to Announcements Feed Through My Yahoo!**

Open My Yahoo! Click on the **Add RSS Feed** link [1], paste the URL in the text box [2], and click on the **Add** button [3] to create an Announcements Feed.
Subscribe to Announcements through Live Bookmarks (Firefox)

Open Canvas through Firefox. After selecting the Announcements Feed link, select Live Bookmarks from the drop down menu [1]. Click on the Subscribe Now button [2] to subscribe to the RSS feed.

Subscribe to Announcements through Safari

Open Canvas through Safari. After selecting the Announcements Feed link, Safari will automatically create a RSS feed for you to view.
How do I delay posting an Announcement until a specific date?

If you want to create announcements to post at a certain date and time, follow these steps.

Open Announcements

[Image: Canvas interface showing the Announcements link]

Click the Announcements link.

Make Announcement Button

[Image: Canvas interface showing the Make an Announcement button]

Click the Make an Announcement button.
Create Announcement

Type a title for the Announcement in the title field [1] and add content in the Rich Content Editor [2]. Click the Delay Postings checkbox [3].

View More Options

Select the Calendar icon and set the date and time using the calendar tool [1]. Or manually enter a date and time.
Save Announcement

Click the Save button to post the Announcement.

View Announcement

Once you add the Announcement, it will show up on the Announcements page. However, since you delayed the posting, it will have the reminder that "This topic will not be visible to users until DATE at TIME." [1]

How do I add content to my Announcement?

You can add text, images, files, and link to course content in your announcements.

Open Announcement

Click the Announcements link.
Create Announcement

Click the Make an Announcement button.

Note: Students can only create announcements within a group.

Edit the Announcement

Edit the Announcement using the Rich Content Editor [1] and Content Selector [2].

Save Announcement

Click the Save button.
View Announcement

**Don't Forget!**
Canvas instructor

Dec 10 at 11:36am

Don't forget to do your final projects! If you need to download the project description, click here.

View the announcement.

**How do I attach a file to an Announcement?**

You can attach files to your announcements for users to download.

**Open Announcements**

Click the Announcement link.
Make Announcement

Click the **Make an Announcement** button to publish an Announcement.

Create Announcement

Type a title in the topic title field [1] and write a message in the Rich Content Editor [2]. Click the **Choose File** button [3].

Type a title in the topic title field [1] and write a message in the Rich Content Editor [2]. Click the **Choose File** button [3].
Browse for File

Choose the file you want to attach [1]. Click the Open button to attach the file to the Announcement [2].

View Attached File and Create Announcement

Click the Save button.
View Announcement

Once you save the Announcement, it will show up on the Announcements page.

How do I require students to post to an Announcement before they see replies?

You can require students to post to an announcement before they can see replies.

Open Announcements

Click the Announcements link.

Make Announcement

Click the Make an Announcement button.
Create Announcement

1. Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2].

2. Click on the Users must post before seeing replies checkbox [3].

Save Announcement

3. Click the Save button.
View Announcement (Student View)

Once you add the Announcement, it will show up on the Announcements page. Students will not be able to see replies until they reply to the Announcement.

How do I close an Announcement for comments?

To stop students from posting replies to individual announcement, use the close for comments button.

Note: You can disable comments for all Announcements by following How do I disable comments in Announcements for the entire course?

Open Announcements

Click the Announcements link.
Open Announcement

Click the announcement title to open the announcement.

Close For Comments

Locate the gear icon and click the Close for Comments link.

View Announcement

Verify the announcement is closed for comments by locating the This topic is closed for comments indicator.
Re-Open for Comments

Locate the gear icon and click the Open for Comments link to re-open the announcement for comments.

How do I reply to an Announcement?

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

Open Announcements

Click the Announcements link.
Open the Announcement

Click the Announcement title to view the Announcement.

Reply to Announcement

Click the Reply field to reply to the Announcement [1].

Post Response

Format your response and add media, links, photos, and/or equations using the Rich Content Editor [1]. Click the Post Response button to post reply [2].
Assignments
What are Varied Due Dates?

Varied due dates is a Canvas feature that lets you create Assignments, Graded Discussions, and Quizzes with different due dates for each section of your course. Examples of this feature include a course that meets on different days of the week or in different formats (online vs. face-to-face).

This lesson is an overview of varied due date placement throughout Canvas. Varied due dates do not affect your students since they will only see the date associated with the section they are enrolled in. However, Multiple Due Dates will appear across your entire course including Quizzes, Assignments, Discussions, Syllabus, Modules, Course Analytics, Calendar, and SpeedGrader™.

Quizzes View

Varied due dates are located within individual Quizzes. Open a Quiz from the Quizzes Page and view the due dates for each section.
Assignments Page View

<table>
<thead>
<tr>
<th>Assignments:</th>
<th>History 101 - Section F</th>
<th>Apr 25 Sense April 26</th>
<th>Everyone else</th>
<th>Apr 26</th>
<th>Jan 16 at 11:59pm</th>
<th>Apr 26</th>
<th>Jan 23 at 11:59pm</th>
<th>Jan 15 at 11:59pm</th>
<th>Feb 26 at 11:59pm</th>
<th>Apr 26</th>
<th>Jan 23 at 11:59pm</th>
<th>Apr 26</th>
<th>Jan 15 at 11:59pm</th>
<th>Feb 26 at 11:59pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buchanan Assignment</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>George Washington Assignment</td>
<td>Multiple Due Dates</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Abraham Lincoln Assignment</td>
<td></td>
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<tr>
<td>George Washington</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abraham Lincoln</td>
<td>Multiple Due Dates</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>John Adams</td>
<td>Multiple Due Dates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Unit 4 Reflection Paper</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Final Paper</td>
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<tr>
<td>Unit 6 Paper</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assignments that contain varied due dates will read Multiple Due Dates on the Assignment page [1]. Users can hover over multiple due date links and view each section’s individual due date [2].
Assignment Due Dates

When you click the title of an assignment, the assignment details will also display the list of due dates for each section.

Discussions View

Varied due dates are located within individual Discussions. Open a Graded Discussion from the Discussions Page, then click Show Due Dates.
Discussions Due Dates

View the due dates for each section.

Syllabus View
The Syllabus lists all Assignments according to due date, which causes Assignments with varied due dates to appear more than once. For example, Assignment #5 [1] appears on three different dates, corresponding with each section’s individual due date—Section 1 on March 4, Section 2 on March 6, and Section 3 on March 8.

Assignments that do not have varied due dates will not have a section associated beneath the Assignment title. For instance, Assignment #7 [2] does not have any associated sections, meaning it is due on the same date for all students and only appear once in the Syllabus.

Modules View

Module contents with varied due dates will only be listed once within the Module. Multiple Due Dates will appear next to the affected Module items [1]. Users can hover over multiple due date links and view each section’s individual due date [2].

Course Analytics View
Course analytics display each Assignment in a bar graph. Hover over the Assignment bar to view details. Assignments with varied due dates will appear just the same as all other Assignments except for the due date, which will display as Multiple Dates.

**Calendar View**

![Calendar View](image)

Calendar 2 displays all Assignments according to due date, which causes Assignments with varied due dates to appear more than once. For example, Assignment #5 [1] appears on three different dates, corresponding with each section's individual due date—Section 1 on March 4, Section 2 on March 6, and Section 3 on March 8.

Assignments that do not have varied due dates with not have a section associated beneath the Assignment title. For instance, Assignment #6 and Watch this Ted Video [2] do not have any associated sections, meaning they are due on the same date for all students and only appear on the Calendar due date.

**SpeedGrader View**

![SpeedGrader View](image)

SpeedGrader™ displays the assignment as having Multiple Due Dates. Users can view each section's individual due date by opening the assignment.
What are Assignments?

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.)

What are Assignments?

Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page will show your students all of the Assignments that will be expected of them and how many points each is worth.
How are Assignments used?

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself</td>
<td>Jan 14 by 12am</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Assignment #1</td>
<td>Jan 25 by 12am</td>
<td>8.5</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>Feb 1 by 12am</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>Feb 8 by 12am</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>Group Discussion</td>
<td>Feb 13 by 12am</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Assignment #4</td>
<td>Feb 15 by 12am</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 22 by 12am</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 by 12am</td>
<td>-</td>
<td>10</td>
</tr>
</tbody>
</table>

Assignments can be used to:

- Assess how well students are achieving course Outcomes
- Set up online submissions that can be quickly graded in the SpeedGrader™
- Grade online as well as student work submitted "on-paper"
- Create multiple due dates for sections
- Set up peer review
- Grade Discussions, either by the whole class or student groups
- Open Quizzes for a limited amount of time
- Record attendance
- Create ungraded activities that align with course Outcomes
Where do Assignments appear in Canvas?

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself</td>
<td>Jan 14 at 12am</td>
<td>out of 5</td>
</tr>
<tr>
<td>Assignment #1</td>
<td>Jan 25 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>Feb 1 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>Feb 8 at 12am</td>
<td>out of 15</td>
</tr>
<tr>
<td>Group Discussion</td>
<td>Feb 13 at 12am</td>
<td>out of 5</td>
</tr>
<tr>
<td>Assignment #4</td>
<td>Feb 15 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 22 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 at 12am</td>
<td>out of 10</td>
</tr>
</tbody>
</table>

Any Assignment you create in the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features. The reverse is true. Any Assignments you create in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.
How do I view Assignments?

Instructors and students have different views of assignment pages.

Open Assignments

Click the Assignments link.
Instructor View Assignments Page

Assignments are listed by due date.

Student View Assignment Page

Upcoming Assignments

What do you know about ... Mar 15 at 11:59pm out of 5

All the Quiz Types out of 2

Extra Credit 1 out of 0

Extra Credit 2 out of 0

Getting to Know You out of 5

Module 1 Quiz out of 2
Assignments are listed by due dates.

**Open Assignment**

Click the assignment title to open and view the assignment.

**View Assignments**

You can also view assignments by clicking the **Assignments** link in the Global Navigation menu.
What is the difference between a Canvas Assignment and a Canvas Activity?

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

Canvas Assignments vs. Canvas Activities

Canvas makes a clear distinction between activities that students do for a grade (Canvas Assignments) and activities that students do to absorb new information, practice a new-found skill, or interact with a group to begin solving a problem (Canvas Activities).
Students may be asked to engage in a number of Canvas Activities before they work on a Canvas Assignment, which will be evaluated by the instructor or their peers.

When a Canvas Assignment is created, a new column is added to the gradebook (the "Not Graded" type being the only exception to this rule). Instructors and students will find that Canvas Assignments are automatically included on the Calendar, Assignments, and Syllabus pages. Also, Canvas Assignments can be evaluated with Rubrics and they can be aligned to course Outcomes.

In contrast, when a new Canvas Activity is created, no new column is added to the gradebook. Students will find Activities linked on their respective pages (i.e. published Quizzes will show up on the Quizzes page), but they will NOT appear on the Assignments and Syllabus pages or the Calendar (the one exception being a Calendar event, which does show up on the Syllabus page and on the Calendar).

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

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

- Instructors can set a due date for Canvas Assignments. Canvas Assignments without a due date will be categorized as "Other" in the Calendar, Assignments page, and Syllabus page.
- Instructors can place Canvas Assignments into Assignment Groups. Canvas will then calculate the final grade based on the percentages assigned to each Assignment Group.
- Points can be assigned to any Canvas Assignments except Non Graded Assignments. Not Graded Assignments will still appear on the Assignments and Syllabus pages but they will NOT appear in the Gradebook.
- Instructors can set a "Locked Until" date that will determine when students have access to a Canvas Assignment.
- Instructors can set a "Lock After" date that will determine when students can no longer submit an Assignment or take a Quiz.

Additional options for Assignments and Graded Discussions:

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

Additional options for Assignments only:

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

Here are two ways of accounting for extra credit:

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

Click here to view a lesson on giving extra credit.

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

- If one or more students are collaborating in a GoogleDoc to complete a project, they will be able to submit that GoogleDoc as an online Assignment. Instructors will be able to view the history of a GoogleDoc to see who has contributed to the document.
- If students are collaborating with EtherPad to complete a project or outline, they will be able to submit the URL of that EtherPad document as an online Assignment. Canvas will take a snapshot of the EtherPad page just like it does for any other URL.
- If students are collaborating in Pages using the Rich Content Editor, they can submit the URL of their Page as an online Assignment. Instructors will be able to click on the Page history link to see who has contributed to the Page.

Where can I download this handout?

Download the handout "Canvas Assignments vs Canvas Activities" here, with all of our other training resources.
How do I create an Assignment shell on the Assignments page?

You can create an Assignment shell on the Assignment page. Assignment shells are placeholders for the Assignment until you fill in the Assignment details.

Open Assignments

Click Assignments in the Course Navigation.

Create an Assignment Shell

Click the plus icon in an Assignment group header [1] or the Add Assignment to link [2] to create an assignment shell.
Enter Assignment Shell Details

Enter the Assignment title in the first field [1], click the Calendar icon to select a due date [2] or manually enter a due date, and enter the number of points for the assignment in the points field [3]. Set the Assignment type by selecting the type drop down menu [4]. Click Update to save the Assignment shell [5].

Add More Assignment Details

To add more Assignment details click the assignment title [1].

To add more Assignment details click the assignment title [1].
Edit the Assignment

Assignment #6

No Content

Click the Edit button to add more details to the Assignment.
How do I create varied due date Assignments?

You can assign different availability dates and due dates for each section of your course. This feature is designed to help you when you have sections of a course that meet on different days of the week or in different formats (online vs face-to-face).

Open Assignments

Click the Assignments link.
Select Assignment

<table>
<thead>
<tr>
<th>Assignments:</th>
<th>more info...</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Credit 1</td>
<td>out of 0</td>
<td></td>
</tr>
<tr>
<td>Extra Credit 2</td>
<td>Multiple Due Dates</td>
<td>out of 0</td>
</tr>
<tr>
<td>Assignment #1</td>
<td>Multiple Due Dates</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>Feb 1 at 12am</td>
<td>out of 5</td>
</tr>
<tr>
<td>⬇️ Take This Quiz</td>
<td>Multiple Due Dates</td>
<td>out of 19</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>Feb 8 at 12am</td>
<td>out of 15</td>
</tr>
<tr>
<td>Assignment #4</td>
<td>Feb 15 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 22 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td><strong>Assignment #7</strong></td>
<td><strong>Friday at 12am</strong></td>
<td><strong>out of 10</strong></td>
</tr>
<tr>
<td>Roll Call Attendance</td>
<td>out of 100</td>
<td></td>
</tr>
<tr>
<td>All the Quiz Types</td>
<td>out of 2</td>
<td></td>
</tr>
<tr>
<td>Take This Quiz</td>
<td>Multiple Due Dates</td>
<td>out of 23</td>
</tr>
</tbody>
</table>

Click the title of the Assignment you would like to edit.
Open Assignment

Open the Assignment you would like to edit. Click the Edit button.

Edit Due Dates

Scroll down to the Due Dates section in the Assignment settings.

Set a due date by changing the following options:

1. **For**: Change the course section that the due date applies to.
2. **Due Date**: Set the date and time that the Assignment is due.
3. **Available From**: Set the date and time when the Assignment will become available.
4. **Until**: Set the date and time when the Assignment will no longer be available.
Add Due Date

To add a Due Date for another section of your course, click the Due Date button.

Note: You can only create as many Due Dates as there are Sections in the course. For example, if you have four sections in the course, you will be able to add four Due Dates. After that, the Due Date button will disappear.

Edit Additional Due Date

Set the new Due Date by changing the For, Due Date, Available From, and Until fields.

Note: You don’t have to add due dates for each individual section. You can set dates for a specific section and then choose Everyone Else for the remainder of your students.

Due Date Warning

Warning

History 101 - Section C, History 101 - Section D, History 101 - Section E, and History 101 - Section F do not have a due date assigned.

Do you want to go back and select a due date?

1. No Due Date
2. Go Back
If you assign a due date for one section without assigning due dates to remaining sections, you will see a warning message reminding you to add due dates to all sections. You can click the No Due Date button [1] if you don't want to add due dates to the other sections, or click the Go Back button [2] to go back and add due dates.

**Remove Due Dates**

You can also delete additional due dates by clicking the X next to appropriate due date.

**Error Notifications**

Users will receive a notification when they submit an invalid string of due dates for a Quiz, Assignment, or Graded Discussion. Such invalid entries include not unlocking the assignment before it is due, or not placing the due date inside the range of availability dates.

**Update Assignment**

Save your new due dates by clicking the Update Assignment button.
### View Assignments Page

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Extra Credit 1</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Extra Credit 2</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Assignment #1</td>
<td>Jan 25 at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>Feb 1 at 12am</td>
<td>5</td>
</tr>
<tr>
<td>Take This Quiz</td>
<td>Feb 22 at 11:59pm</td>
<td>19</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>Feb 8 at 11:59pm</td>
<td>15</td>
</tr>
<tr>
<td>Assignment #4</td>
<td>Feb 15 at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Tomorrow at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #7</td>
<td>Multiple Due Dates</td>
<td>10</td>
</tr>
<tr>
<td>Roll Call Attendance</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>All the Quiz Types</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Take This Quiz</td>
<td></td>
<td>23</td>
</tr>
<tr>
<td>Varied Due Dates</td>
<td>Multiple Due Dates</td>
<td>0</td>
</tr>
</tbody>
</table>

View Assignment with Multiple Due Dates on Assignments Page.
How do I add Assignment Groups?

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

Open Assignments

Click Assignments in the Course Navigation.

Add Assignment Group

Click the Add Assignment Group link.
Add Assignment Group Title

Type the Assignment Group title in the Group Name field [1]. Click the Add Grading Rule button [2] to add a grading rule.

Add Grading Rule

For each Assignment Group, you can Drop the lowest or Drop the Highest x number of grades. You can also specify which Assignments should never be dropped from the Assignment Group calculation.

**Note:** Under normal circumstances, Canvas determines the grade that has the most negative effect on the student's grade and drops that grade. However, under a specific set of circumstances, this behavior might not occur. Canvas drops the score with the lowest percentage regardless of its effect on the final grade if all of the following conditions are met:

- Your assignment groups are not weighted.
- You have grading rules to drop the lowest assignments in multiple assignment groups.
- An assignment group contains assignments worth different point values.

If you meet the above three conditions, your grading rule might not be applied consistently to all your students.
Update Assignment

Click the Update button to create the Assignment Group.

View Assignment Group

View the Assignment Group details by clicking the more info... link by the Assignment Group name.
How do I add an Assignment to an Assignment Group?

Once you add Assignment Groups, you can add assignments to them.

Open Assignments

Click Assignments in the Course Navigation.

Select Assignment Group Dropdown Menu

Select and open the Assignment Group dropdown menu [1].
Select Assignment Group

Select the Assignment Group you want to add the assignment to.

Add Assignment

Click the Add Assignment link to create the Assignment.

Create Assignment

Add assignment details and create the assignment by clicking the Update button [1].
How do I weight the final grade based on Assignment Groups?

You can weight final grades based on the Assignment Groups weights.

Open Assignments

Click Assignments in the Course Navigation.

Weight Final Grade

Click the Weight the final grade based on assignment groups checkbox.
Set Weights

<table>
<thead>
<tr>
<th>Assignment Group</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>10 %</td>
</tr>
<tr>
<td>Discussions</td>
<td>25 %</td>
</tr>
<tr>
<td>Assignments</td>
<td>25 %</td>
</tr>
<tr>
<td>Participation</td>
<td>5 %</td>
</tr>
<tr>
<td>Reading Reviews</td>
<td>5 %</td>
</tr>
<tr>
<td>Presentations</td>
<td>30 %</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

The different assignment types include Assignments, Discussions, Quizzes, External Tools, and Not Graded.

Open Assignments

Click the Assignments link.

Add Assignment (Instructors)

Click the Add Assignment link to view assignment options.

View Assignment Types (Instructors)
Click the dropdown menu [1] underneath the assignment title to view assignment types.

**View Assignment Types: Assignment**

Selecting **Assignment** creates a Canvas assignment that can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or Canvas pages. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

**View Assignment Types: Discussion**

Selecting **Discussion** creates a Canvas assignment that will grade student response to discussion topics. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

**View Assignment Types: Quiz**

Selecting **Quiz** creates a Canvas assignment that can be used to conduct a survey or assess a student's comprehension of course content. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

**View Assignment Types: External Tool**
Selecting **External Tool** creates an assignment that utilizes LTI technology to link to a third-party application or website. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

**View Assignment Types: Not Graded**

Selecting **Not Graded** creates a Canvas assignment with a due date, but no points or grades will be given for completing the assignment. This assignment will show up on the Syllabus page and the Dashboard.

**Create Assignment**

Click the **Update** button.
How do I edit Assignment details?

There's a lot more that goes into an Assignment than due dates and points. If you want to type up a description of the Assignment, allow file uploads, change the Assignment type or a bunch of other things, you will need to edit Assignment details.

Open Assignments

Click the Assignment link.

Open Assignment

Click the Assignment title to open the assignment [1].
Edit Assignment

Assignment #3

Please write a three-page essay regarding the readings from the first part of the course.

Click the Edit button.
Edit Assignment Details

Type the assignment title in the text field [1]. Use the Rich Content Editor to add images, text, links, equations, or insert media [2]. Use the Content Selector in the Sidebar to link to or upload course resources, including files and images [3]. Click the Show Advanced Options link to continue editing the assignment [4].

Edit Assignment Options

Points 15 [1]
Assignment Group Assignments [2]
Type the point value in the Points field [1]. Select the Assignment Group in the dropdown menu [2].

**Edit Assignment Options**

![Dropdown menu options](#)

Select the Grading Type in the dropdown menu [1]. Select the Submission Type by selecting the submission dropdown menu [2]. Options will appear underneath the submission dropdown menu allowing you to narrow down the submission type [3].

**Edit Assignment Options**

![Checkbox and button options](#)

Check **This is a Group Assignment** if you want to assign work to a Group [1]. Check **Require Peer Reviews** if you want students to review each other's work [2]. Set a due date for your assignment by changing the due date fields [3]. You can add additional due dates by clicking the **Due Date** button [4]. Click the **Notify users that this content has changed** checkbox to notify users about assignment changes [5].
Update Assignment

Click the **Update Assignment** button to save all of the changes made to the Assignment.

**How do I add or edit points for an Assignment?**

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

**Open Assignments**

Click the **Assignments** link.

**Edit the Assignment**

<table>
<thead>
<tr>
<th>Assignment #1</th>
<th>Jan 25 at 12am</th>
<th>out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #2</td>
<td>Feb 1 at 12am</td>
<td>out of 5</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>Feb 8 at 12am</td>
<td>out of 15</td>
</tr>
</tbody>
</table>
Click the **Pencil** icon.

**Edit Points**

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

**Update Assignment**

Click the **Update** button.

**How do I add content to my Assignment?**

You can add different types of content to Assignments.

**Open Assignments**
Click the **Assignments** link.

**Add Assignment**

Click the **Add Assignment** link.

**Open More Options**

Click the **More Options** button.
Edit Assignment

Edit the assignment using the Rich Content Editor [1] and Content Selector [2].

Update Assignment

Click the Update Assignment button.
View Assignment (Student View)

**Abraham Lincoln Assignment**

Due: Tomorrow by 11:59pm  Points: 55

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

Please retell Abe Lincoln’s childhood in a three-page essay.

View the assignment.
What are the different online submission types?

Instructors can enable a variety of different online submission types, including file uploads, rich content, website URLs, and media files.

**Note**: Students should be able to submit most file types. In the case of an odd or unusual file type, try adding it to your course first before requesting students to submit the file type.

Open Assignments

Click the **Assignments** link.

Add Assignment

Click the **Add Assignment** link.
Select More Options

Click the More Options button.

Select Submission Type

Select the submission dropdown menu [1] and choose the online submission type.

Select Online Submission Types

Select the online submission types: Allow Text Entry, Allow File Uploads, and Restrict Upload File Types (doc, docx, txt, odt).
You will be presented with four different checkboxes:

- You can allow text entry
- You can allow website URLs
- You can allow media recordings
- You can allow File Uploads
- You can Restrict Upload File Types

Notice that you can enable more than one type of online submission. Google Docs may also be an acceptable submission type. Admins can enable or disable the Google Docs submission type.

**Note**: Students should be able to submit most file types. In the case of an odd or unusual file type, try adding it to your course first before requesting students to submit the file type.

**Update Assignment**

Click the Update Assignment button.

**Note**: If you want to view what these submission types look like for students, use Student View.
How do I restrict online submission file types?

Online submission types can be restricted to certain file types.

Open Assignments

Click the Assignments link.

Open Assignment

Click the assignment title.
Edit Assignment

Assignment #4

Write a one-page response to last week's readings explaining the main points and whether or not you agree with them.

Once you submit your paper, you will be assigned a peer review to complete.

Click the Edit button.

Set Submission Type

Submission Type: Online

Click the Submission Type dropdown menu and choose Online to create the option for students to upload files.

Allow File Uploads

- [ ] Allow Text Entry
- [ ] Allow Website URL
- [ ] Allow Media Recordings
- [ ] Allow File Uploads
- [ ] Restrict Upload File Types
Click the Allow File Uploads checkbox.

**Restrict File Types**

- **Restrict Upload File Types**
  - doc, docx, txt, odt

Click the **Restrict the Permitted File Upload Extensions** checkbox to restrict file types which can be uploaded. Type the file types you want to restrict in the text field. Remember, all file types need to be separated by a comma. There should also be no spaces or period before the file type.

**Update Assignment**

[Cancel] [Update Assignment]

Click the **Update Assignment** button.

**Student View**

Students will see the permitted file types that can be submitted for the assignment in the sidebar.
What is the difference between due dates and availability dates?

This lesson is designed to teach the differences between due dates and availability dates.

**View Due Dates**

Setting a due date allows a teacher to dictate when an assignment or quiz needs to be turned in. However, it does not necessarily stop the student from gaining access to the quiz or assignment.

**View Availability Dates**

Availability dates are the dates students will have access to the assignment or quiz. Students will be able to access the quiz or assignment beginning on the **Available From** date and ending on the **Until** date. After the **Until** date, only a teacher or TA will be able to access the assignment or quiz.
View Due and Availability Dates

The due date for assignment will be displayed under the Due heading [1]. The availability dates will display under the Available from and Until headings [2].
How do I delete an Assignment?

Assignments can be deleted from the Assignments page.

Open Assignments

Click the Assignments link.

Choose Assignment to Delete

Click the X icon to delete the assignment.
Delete Assignment

Click the **OK** button to delete the assignment.

**How do I assign group work?**

Group work can be assigned by visiting the assignment and selecting the Group Assignment checkbox.

**Open Assignments**

Click the **Assignment** link.
Create a New Assignment

Click the Add Assignment link to create a new assignment.

Select More Options

Click the More Options button to create a group assignment.

Assign Group Work

Click the This is a Group Assignment checkbox to assign group work [1].

Select Group Set Drop Down Menu

Click the dropdown menu next to the Group Set option [1].
Select Group Set

Select which groups will be assigned [1] or create a new group category [2].

Assign Grading Scheme

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

Note: One submission will count for the entire group.

Update Assignment

Click the Update Assignment button to update the assignment.
How do I add a grading scheme to an Assignment?

Once you have enabled a grading scheme and created a grading scheme you can add it to an Assignment.

Open Assignments

Click the Assignments link.

Open Assignment
Click the Assignment title to open the assignment [1].

**Edit Assignment**

**Assignment #6**

No Content

Click the **Edit** button.
Edit Assignment Details

[Assignment Details]

Points: 0
Due Date: 
Assignment Group: Assignments

Show Advanced Options

Click the Show Advanced Options link to add a grading scheme.
Edit Assignment Options

Click the Grading By: [grading option] dropdown menu and select Letter Grade as the grading option.

View Grading Levels

Once you have selected Letter Grade, click on the View Grading Levels link that appears. That link will allow you to choose a grading scheme you have enabled and created.

Search Grading Schemes
Click the Magnifying Glass icon to search for a grading scheme to add to your assignment.

**Choose Grading Scheme**

Click the title of the grading scheme [1] to view the grading standard. Click the Use This Grading Standard button [2] to use the grading standard for your assignment.

**Confirm Grading Scheme**

Manage grading schemes
Click the **Done** button to use the grading scheme with your assignment.

**Update Assignment**

Click the **Update Assignment** button to save all of the changes made to the assignment.

**Grade Assignment**

After entering points, and if a grading scheme was added, the point values will be expressed by the grading scheme percentile ranges.

**Note:** Grading schemes values are expressed as percentile ranges. Instructors enter numerical point values into the gradebook. In this example, the point value (9 out of 10) will be expressed as a B.
What is a peer review Assignment?

Instructors can [create peer review assignments](#) for their students to complete.

**Note:** If the student has not submitted the assignment, the student will not automatically be assigned a peer review.

Peer Review Assignments

A peer-review assignment enables students to comment on submitted assignments. It is a tool that allows communication between students and allows students to master the concepts of a course.
How do I create a peer review assignment?

A peer-review assignment enables students to comment on submitted assignments.

Open Assignments

Click the Assignment link.

Create a New Assignment

Click the Add Assignment button to create a new assignment.
Select More Options

Click the More Options button to create a peer reviewed assignment.

Require Peer Reviews

Click the Require Peer Reviews checkbox [1].

Determine Peer Review Assignment Type

Determine if you are going to manually assign peer reviews [1] or automatically assign peer reviews [2].
Automatically Assign Peer Reviews

You can add the number of reviews per user [1] and when the reviews will be assigned [2]. You can automatically assign peer reviews.

Update Assignment

Click the Update Assignment button.
How do I manually assign peer reviews?

Manually assigning peer reviews allows you to choose which students review a certain assignment.

Open Assignments

Click the Assignments link.

Select Assignment

Click the title of the assignment to assign peer reviews. Click here if you need a reminder on how to create a peer review assignment.
Open Peer Reviews

Click the Peer Reviews link.

Manually Assign Peer Reviews

Assignment #2 Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page.

Boone, Emily
None Assigned

Give Emily Boone another submission to assess

Griffith, Opie
None Assigned

Give Opie Griffith another submission to assess

Click the Plus icon to manually assign the review.

Select Student Dropdown Menu

Boone, Emily

Give Emily Boone another submission to assess

Select the student dropdown menu [1].
Select Student

Select the peer you would like the student to review [1]. Remember, a student can not review themselves. Click the Add button [2] to assign the review.

View Assigned Peer Reviews

Assigned peer reviews appear underneath the students name. A check mark [1] indicates a peer review as been completed. A caution triangle [2] indicates a peer review still needs to be completed.
How do I automatically assign peer reviews?

Automatically assigning peer reviews will assign students with submissions peer reviews. The best way to do this is through creating or editing an assignment.

Open Assignments

Home
Announcements
Assignments
Discussions
Syllabus
Quizzes
Grades
Files

Click the Assignments link.

Select Assignment

<table>
<thead>
<tr>
<th>Assignments:</th>
<th>Jan 25 at 12am</th>
<th>out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment #2</td>
<td>Feb 1 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>Today at 12am</td>
<td>out of 15</td>
</tr>
<tr>
<td><strong>Assignment #4</strong></td>
<td>Feb 15 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 22 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #7</td>
<td>Mar 8 at 12am</td>
<td>out of 10</td>
</tr>
</tbody>
</table>

Click the title of the assignment to assign peer reviews. Click here if you need a reminder on how to create a peer review assignment.
Edit Assignment

Click the Edit button.

Automatically Assign Peer Reviews

1. Click the Require Peer Reviews checkbox.
2. Click the Automatically Assign Peer Reviews radio button.
3. Decide how many Reviews Per User are needed.
4. Assign Reviews after the due date. If this field is left blank, the due date will be used.

Update Assignment

Click the Update Assignment button.
Open Peer Reviews

Click the Peer Reviews link.

View Assigned Peer Reviews

Assignment #4 Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page.

1. **Boone, Emily**
   - Give Emily Boone another submission to assess

2. **Griffith, Opie**
   - Give Opie Griffith another submission to assess

3. **Student, Canvas**
   - Give Opie Griffith another submission to assess

4. **None Assigned**
   - Give Bruce Jones another submission to assess

Canvas will automatically assign a peer review to the student. Assigned peer reviews appear underneath the students name [1]. A check mark [2] indicates a peer review has been completed. A caution triangle [3] indicates a peer review still needs to be completed. If the student has not submitted the assignment, the student will not automatically be assigned a peer review [4].
Another Option: Automatically Assign Reviews

You can assign multiple peer reviews to students, if you want to [1]. You can also assign peer reviews to those users who have submitted but don’t already have reviews assigned to them. When you are ready to go, click on the Assign Peer Reviews button [2].
How do I automatically assign peer reviews after the assignment due date has passed?

Once a due date has passed and you want to automatically assign peer reviews to everyone, regardless if they have submitted the assignment, follow the steps below.

Open Assignments

Click the Assignments link.

Select Assignment

<table>
<thead>
<tr>
<th>Assignments:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td>Jan 25 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>Feb 1 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>Today at 12am</td>
<td>out of 15</td>
</tr>
<tr>
<td>Assignment #4</td>
<td>Feb 15 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 22 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #7</td>
<td>Mar 8 at 12am</td>
<td>out of 10</td>
</tr>
</tbody>
</table>
Click the title of the assignment to assign peer reviews. [Click here if you need a reminder on how to create a peer review assignment.]

Open Peer Reviews

Click the Peer Reviews link.

Another Option: Automatically Assign Reviews

To the left you can see the list of students for this assignment, and also which student submissions (if any) they have been assigned to review.

Automatically Assign Reviews
You can assign peer reviews to those users who have submitted but don't already have reviews assigned by clicking the button below.

1

Assign Peer Reviews

You can assign multiple peer reviews to students, if you want to [1]. You can also assign peer reviews to those users who have submitted but don't already have reviews assigned to them. When you are ready to go, click on the Assign Peer Reviews button [2].
View Assigned Peer Reviews

Assignment #4 Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page.

- **Boone, Emily**
  - [Check mark] indicates a peer review has been completed.
  - ![Give Emily Boone another submission to assess](image)

- **Griffith, Opie**
  - ![Caution triangle] indicates a peer review still needs to be completed.
  - ![Give Opie Griffith another submission to assess](image)

- **Jones, Bruce**
  - None assigned.
  - ![Give Bruce Jones another submission to assess](image)

Canvas will automatically assign a peer review to the student. Assigned peer reviews appear underneath the students name [1]. A **check mark** [2] indicates a peer review has been completed. A **caution triangle** [3] indicates a peer review still needs to be completed. If the student has not submitted the assignment, the student will not automatically be assigned a peer review [4].
Can a student resubmit any Assignment?

Students always have the option to resubmit their assignments. As an instructor, you can decide how to handle Assignment resubmissions. You do have the option to set availability dates for each Assignment. All Assignment submissions can be viewed in SpeedGrader™.

Student View for Resubmit Assignment

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

View Assignments in SpeedGrader™

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

Select the submission you'd like to view.

Viewing Older Submissions

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

Regrading Assignments

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

**Set Assignment Availability Dates**

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

**Set Date**

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

**Update Assignment**

Click the Update Assignment button.
Now when the availability date has passed, students will no longer be able to re-submit assignments.

**How do I enable Turnitin for an Assignment?**

**Note:** The Turnitin feature must be enabled by your institution at the account-level for it to be available in your course.

**Open Assignments**

Click the **Assignments** link.

**Add Assignment**

Click the **Add Assignment** link to create a new assignment.
Open More Options

Click the More Options button to edit the assignment

Add Assignment Details

What is Cheating? Write a two-page paper on how you would combat cheating in the school system.

Points 10  
Due Date Mar 6 at 12am  
Assignment Group Assignments  
Show Advanced Options
Name the assignment [1], edit the assignment points [2], choose a due date [3], and set other assignment details. Select the Assignment Group [4]. Click Show Advanced Options to see other options [5].

Enable Turnitin

Set the submission type by using the dropdown menu [1]. Turnitin will only work with online submissions that are file uploads or text entry. Click the Enable Turnitin Submissions checkbox [2] to enable Turnitin.

Open Turnitin Advanced Settings

Click on the Advanced Settings... link [1] to open Turnitin advanced settings.
Set Turnitin Settings

Set when the students can view the originality report by selecting the originality report dropdown menu [1]. Choose what type of sources to compare the assignment submissions against [2] and the type of material you want Turnitin to ignore [3]. Click the **Update Settings** button [4] to save the new settings.

Update Assignment

Click the **Update Assignment** button.
View Assignment

A small notice will appear on your assignment indicating Turnitin has been enabled.

How do I set a course submission comment for a Turnitin Assignment?

The account administrator can set a standard comment that all students will see when turning in a Turnitin-enabled assignment.

Course instructors can add their own personal message to be shown for any assignments in their course.

Locate Course Settings
Click the Settings navigation link to view the Course Details.

**Edit Course Details**

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Sections</th>
<th>Users</th>
<th>Navigation</th>
<th>External Tools</th>
</tr>
</thead>
</table>

**Course Details**

- **Name:** The Avengers
- **Course Code:** SHIELD 101
- **SIS ID:** Turnitin Demo
- **Root:** Turnitin Demo
- **Account:** Turnitin Demo
- **Term:** Test term
- **Starts:** Aug 10, 2012 at 12am
- **Ends:**
  - These dates will not affect course availability
  - This will override any user/system language preferences. This is only recommended for foreign language courses
  - Not set (user-configurable, defaults to English)
- **Language:**
- **File Storage:** 500 megabytes
- **Turnitin Comments:**
- **Grading Scheme:** Not Set
- **License:** Private (Copyrighted)
- **Visibility:** Private

Click the **Edit Course Details** button [1] to edit the submission comment.
View Course Details

Enter your message in the Turnitin Submission Comments [1] field. When you are finished writing the comment(s), click Update Course Details [2].

Note: This field will only appear if Turnitin is properly configured on your account.
What happens if there are Turnitin submission errors?

View Submission Errors

If there is an error with the submission you will now get a new icon with one of the following messages:

- Generic - “This file failed when submitting to turnitin. Please try resubmitting the file before contacting support”
- “The student limit for this account has been reached. Please contact your account administrator.”
- “The turnitin product for this account has expired. Please contact your sales agent to renew the turnitin product.”
- “The originality report for this submission is not available yet.”
- “The originality score for this submission is not available yet.”
- “The uploaded file is too big.”
- “Invalid file type. (Valid file types are MS Word, Acrobat PDF, Postscript, Text, HTML, WordPerfect (WPD) and Rich Text Format).”
- “The student submission must be more than twenty words of text in order for it to be rated by turnitin”
- “The PDF file could not be read. Please make sure that the file is not password protected.”
Where can I find statistics about Assignments and submissions?

The Assignment Statistics will give you a usage report on how many assignments of each submission type are in the course. It will also give how many submissions have been made for each assignment type.

View Settings

Click the Settings link.
View Course Statistics

Click the Course Statistics button to view the statistics.

Open Assignments Tab

Click the Assignments tab.
View Course Statistics for Assignments

You can view the Submission Type, the number of Assignments, and the number of Submissions.
Attendance (Roll Call)
How do I configure the Roll Call Attendance tool for my course?

The Roll Call tool allows you to quickly and easily record attendance with a list of students and a drag-and-drop seating chart. This lesson provides information on configuring Roll Call.

Contact Your Canvas Administrator

Your Canvas administrator should set up Roll Call before you can use it. If you don't have access to Roll Call, contact your administrator.
How do I take attendance using Roll Call?

You can easily keep accurate attendance records for your students using the Roll Call tool in Canvas.

Open Attendance

In the course navigation, click the Attendance link.
Take Attendance

The List view appears when you open Roll Call. You can take attendance by toggling the correct mark for each student [1]:

- The green check mark icon indicates the student is present and on time.
- The red X icon indicates the student is not present.
- The yellow clock icon indicates the student is late.

You can also take attendance by clicking the Mark All Present button [2].

Switch to a Different Date

You can edit attendance records for a different date by using the arrow icons next to the date or by clicking on the Calendar icon.
Use Class View to Take Attendance

Switch to Class view by clicking the Class tab.

Take Attendance

You can toggle the correct mark for each student (present, absent, or late) [1] or click the Mark All Present button [2] to take attendance in Class View.
How do I use Roll Call Badges?

Roll Call Badges are a versatile way to make quick notations about your students using the Roll Call attendance tool. For example, you can quickly mark when a student is disruptive or actively participating in the class so that you have a record of that student's activities.

Open Attendance

Click the Attendance link in the course navigation.

View More Details About a Student

Click the More tab next to a student's name to expand more details about that student.
Any existing badges appear as buttons below the student's attendance information. You can click any of these buttons to mark the student with that badge. Click the badge again to un-mark it.

Manage Badges
Click the **Manage badges** link to edit existing badges.

**Select a Badge to Edit**

Click on a badge name to edit that badge [1]. You can also delete a badge by clicking the **Delete** button [2].

**Edit Badge Details**
You can edit several badge details on this page:

1. Badge name
2. Badge icon
3. Badge color (Note: The color appears only after you select the badge for a student.)

Click the **Save Badge** button [4] to save your changes.

**Create a New Badge**

![Canvas Student attendance badge](image)

Click the **Add Badge** link to create a new badge. The **Add a custom attendance badge window** appears that you can use to edit the details of your new badge.
Use Class View to Manage Badges

If you prefer to use the Class view to manage your attendance and badges, click a student's name on the seating chart to view more details about the student.

Manage Badges
Manage your badges as you would using the List view.

**How is Roll Call Attendance graded in Canvas?**

When you take attendance using Roll Call, Canvas automatically adds a column to your Gradebook for Roll Call Attendance.

**Roll Call Attendance Column in the Gradebook**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Getting to Know You Out of 5</th>
<th>Roll Call Attendance Out of 100</th>
<th>Assignment #1 Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>emily.boone.canvas...</td>
<td>🗣️</td>
<td>95%</td>
<td>10</td>
</tr>
<tr>
<td>Rita Flowers</td>
<td><a href="mailto:whoever@gmail.com">whoever@gmail.com</a>...</td>
<td>🗣️</td>
<td>72%</td>
<td>-</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>bruce.jones.canvas...</td>
<td>🗣️</td>
<td>75%</td>
<td>9</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>jane.smith.canvas...</td>
<td>🗣️</td>
<td>95%</td>
<td>9.5</td>
</tr>
<tr>
<td>Canvas Student</td>
<td>envstudent@gmail...</td>
<td>🗣️</td>
<td>88%</td>
<td>10</td>
</tr>
</tbody>
</table>

By default, Roll Call Attendance is listed as an assignment worth 100 points. You can click the Roll Call Attendance column header to edit the point value for this assignment. You can make the assignment worth no points if you don't want to grade your students' attendance. Currently, attendance can be expressed only as a percentage.

**Note:** If you edit the point value of the Roll Call Attendance assignment, **do not** edit the assignment name or delete the assignment. If you do, Canvas will be unable to automatically grade attendance.
Mute Attendance Assignment

If your students would prefer not to receive notifications when their attendance grade is updated, you can mute the assignment to prevent it from triggering notifications.

Edit the Value of a Lateness

By default, Canvas marks a lateness as worth 80% of a presence. For example, a student with one presence and one lateness will have an average attendance score of 90%. You can edit this value by clicking the Gear icon in Roll Call and selecting Roll Call Settings.
Adjust the Lateness Value

Move the slider bar in Roll Call settings window to specify the value of a lateness.

How do I create a seating chart using Roll Call?

You can drag and drop the students in your course to create a seating chart for your classroom. Use this seating chart to take attendance and mark your students with badges.

View Attendance

Click the Attendance link in the course navigation.
Open the Class Tab

Click the **Class** tab in Roll Call for a seating chart view.

Edit Seating Chart

Click the **Edit Seating Chart** tab to create a seating chart for your class.

Drag and Drop Students

The first time you edit the seating chart, all your students' names will appear in the left column. Drag your students onto the grid and arrange them as desired [1]. Remove students from the seating chart by dragging them to the green box in the left hand column [2].
Manage Attendance and Badges from the Seating Chart

Once you have created your seating chart, you can click the Take Attendance tab to take your students’ attendance [1]. You can click a student's name to view more information about that student's attendance record or to manage her badges [2]. You can use the zoom slider bar to zoom in and out on your seating chart [3].

How do I run Roll Call Attendance reports for my course?

You can run reports to review attendance data for your students. These reports are sent to your email, and you can choose to view or download the reports.

View Attendance

Click the Attendance link.
Open Attendance Reports

In Roll Call, click the Gear icon and select Attendance Report.

Enter Report Criteria

Export Attendance Data: Geometry

1. Filter your data (optional)
   - Start date
   - End date
   - SIS Student ID

2. Tell us where we should send the report
   - someone@somewhere.com

Fill out the form:
1. (Optional) Enter a start date and end date if you want information from a specific date range.
2. (Optional) Enter an SIS student ID if you want information for a specific student.
3. Enter an email address to which the report should be sent.
4. Click the Run Report button.

View Notification

Thank you, your report should arrive in your inbox shortly.
The above notification should appear if your request was successfully submitted.

Check Your Email

You can download your report for the next 24 hours at https://s3.amazonaws.com/flitools/rollcall_beta/attendance-08e0c802-2126-42a6-9754-2212e7ec2ae.csv?AWSAccessKeyId=AKIAJ3VCIRF68HFD5QYU&Expires=1489996611&Signature=QeAavameMyJXnqdpQZK0E/N1ja%3D

You will receive an email with the subject "Roll Call Attendance Report." The email contains a link where you can access your attendance report for the next 24 hours. When you click the link, you will be prompted to open or save the csv file that contains your report results. This report will be available for 24 hours.
Calendar
How is the new Calendar different from the old Calendar?

Stay tuned for a global release in the future. If you would like to use the new Calendar, ask your account relationship manager. The new Calendar looks different than the old Calendar, but has the same functionality plus some new features.

View Old Calendar

This is how the old Calendar looks.
View New Calendar

This is the new Calendar.
View Old Calendar Sidebar

This is how the old Calendar sidebar looks. The colors for the courses were muted and sometimes hard to see the difference between the multiple courses.
View New Calendar Sidebar

This is how the new Calendar sidebar looks. The new sidebar features more vibrant colors to view multiple courses easier, better layout to be more efficient, and maintained filter-in functionality.
View Old Calendar Undated Events List

In the old Calendar, when you clicked the Show undated events link, you would see a list of events and assignments.

View New Calendar Undated Events List

In the new Calendar, when you click the Show undated events link, you will see a list of events and assignments. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.
View Due Dates

Calendar Events are shown in the color boxes [1] and Due Dates for Assignments are shown in white boxes with the word due before the Assignment name [2]. Each are color-coded to match the courses or calendars in the sidebar.

View New Way to Move Between Months

The new Calendar has different buttons to click to move from month to month. Click the arrow buttons to view previous and future months.

View Old Calendar Edit Event Window

The old Calendar Edit Event pop-up window looks like this.
View Add Event or Assignment

Instead of having to access the sidebar to add a new event, users can now add a new event at the top of the calendar, next to the refresh icon.

View New Calendar Edit Event Window

The new Calendar Edit Event pop-up window has the same functionality as the old Calendar Edit Event window, but has a new and improved look. The color background matches the course color in the Calendar sidebar.
View Varied Due Dates

If a course has sections with varied due dates, instructors will see the multiple due dates. Students will only see their section's due date.

View New Calendar Features

The new Calendar view available is Week. Click **Week** or **Month** to open that particular view.

View Calendar Week

The is the new Calendar Week View. By clicking on the Week button, the Calendar will show you the week you want to view.
**View New Calendar All Day Events**

The new Calendar allows you to view All Day Events at the top slot of the calendar week.

**View New Calendar Time Slots**

On the new Calendar for the week view, the time slots go from 12:00 am to 12:00 pm.
What is the Calendar?

One of the challenges facing both students and teachers is keeping track of all of the assignments planned throughout the term. Teachers are teaching multiple courses and students are learning in multiple courses. Every class has its own timeline for when things need to be done.

The Calendar in Canvas makes it easy for teachers and students to keep track of upcoming assignments. If the need arises, the Calendar makes it easy for teachers to change the due date for any given Assignment. They simply drag the event from one day to another.

Generally speaking, the Calendar is used for reminding students of graded Assignments with specific due dates. To provide students with detailed descriptions of how synchronous class time will be used, consider using Pages or customizing the Course Home Page.

Remember that the Calendar automatically syncs with other features in Canvas, such as Assignments, Syllabus, and Grades, so if you create, change or delete the due date of an Assignment on the Calendar, it will show up in all the others and vice versa.

The Calendar in Canvas is a global feature, meaning you can see all of your assignments from all of your courses in one place. If your Calendar becomes too crowded, you can filter the number of events listed on your Calendar by selecting or deseleting courses in the Sidebar on the right.

Locate Calendar Link

To view the Calendar, click the Calendar link.
View Calendar

After clicking on the Calendar link, you will see the Calendar Month with the events [1], the mini Calendar [2], and the Calendars for courses and/or groups [3].

When would I use the Calendar?

- Use the Calendar to quickly add Assignments to a blank course. Fill in the details of those Assignments later.
- Use the Calendar to adjust the dates of Assignments that have been imported from previous terms. Canvas makes it easy to drag and drop events across multiple months.
- Use the Calendar to copy the iCal feed for all of your courses and add it to your preferred personal Calendar.

How do I view the Calendar?

The Calendar is a great way to view everything you have to do for all your courses in one place.

Locate Calendar Link
Click the Calendar link in the Global Navigation menu.

**View Calendar**

After clicking the Calendar link, you will see the Calendar for everything you are enrolled in since the Calendar spans across all courses.
How do I access my course Calendar?

There are multiple ways to access your course Calendar. Here are three options.

Open Course

Find and click the course you want to open the calendar for.
### Option 1: Open Course Settings

<table>
<thead>
<tr>
<th>Home</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
</tr>
<tr>
<td>Discussions</td>
<td></td>
</tr>
<tr>
<td>Grades</td>
<td></td>
</tr>
<tr>
<td>Syllabus</td>
<td></td>
</tr>
<tr>
<td>Conferences</td>
<td></td>
</tr>
<tr>
<td>Collaborations</td>
<td></td>
</tr>
<tr>
<td>People</td>
<td></td>
</tr>
<tr>
<td>Pages</td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
</tr>
<tr>
<td>Outcomes</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
</tr>
<tr>
<td>Modules</td>
<td></td>
</tr>
<tr>
<td><strong>Settings</strong></td>
<td></td>
</tr>
</tbody>
</table>

Click the **Settings** link.
Open Course Calendar

Click the Course Calendar button.

Option 2: View Course Stream

On the Home Page, click the See Course Stream link.

Click the View Calendar Link
In the Coming Up sidebar, locate and click the View Calendar link.

**Option 3: Open Global Calendar**

Click the Calendar link in the Global Navigation Menu.

**Filter by Course**
Choose the calendar you would like to view by clicking on the color box next to the Calendar name.

**View Calendar**

View the course Calendar you have selected.

**How do I filter my Calendar view by course?**

You can filter your Calendar by courses.

**Locate Calendar Link**

Click the **Calendar** link.
View Calendar

After clicking the Calendar link, you will see the Calendar for everything you are enrolled in.

Choose Courses to View

- Canvas Instructor
- Writing for Nonreaders in the Postprint Era
- The Canvas Experience (Allison)
- New Course Shell
- Student Engagement in Canvas
- Psychology 101
- U.S. Presidents 101

Show undated events

Calendar Feed
In order to filter your Calendar by courses or groups, click the color box next to the Calendar. In this example, all of the calendars are being shown.

**How do I add an event to the course Calendar?**

This lesson will help you to add an event to the course Calendar. Events are different than Assignments in canvas. Events you create on the Calendar will not appear on the Assignments page or in the gradebook. But they will show up on the Syllabus page and student calendars.

**Open the Calendar**

![Calendar Interface](image)

Click the Calendar link in the Global Navigation.

**Option 1: Select a Date for the Event**

![Calendar View](image)

Click any date on the calendar [1]. Click the arrows next to the month name to navigate to a different month [2].
Option 2: Use Add Icon

When you hover over a course or group name, the Add icon will appear. Click the Add icon to add an event or assignment to the calendar.
Add New Event

Enter a title for the event [1]. The date will already be entered, but you can change it if you like [2]. Specify the start and end time for your event [3]. Make sure that the correct course is selected in the Calendar dropdown [4]. Click More Options to link to files or other resources related to the event [5]. Click Submit [6].
Explore More Options

If you click more options, you will be taken to the Rich Content Editor [1]. Here you can add video, images, and links that will assist students as they prepare for the event. Remember, events are not designed to be graded. If you want to hold students accountable for an extracurricular activity, you should create an Assignment, not an event.

You can also use a different date for each section in your course by selecting the Use a different date for each section checkbox [2].

It is important to understand the difference between a Canvas Assignment and a Canvas Activity. Calendar events may be considered a kind of Canvas Activity. For example, you may link to the readings that you want students to do in preparation for a class discussion in the Calendar. You will not grade students on whether or not they have done the reading, but you are providing the readings to them on a specific day to help them find the resources they need more efficiently.
Student View: Event Details in the Calendar

Final Presentations

Apr 30, 9am - 11am

Calendar  Psychology 101
Details  You will need to sign up for a time for your final presentations [here].

Students will see your event on their own course Calendar. When they click on the event title, they will see a summary page with all of the rich content you've added.

Student View: Calendar Events on the Syllabus Page

<table>
<thead>
<tr>
<th>Apr 1</th>
<th>Mon</th>
<th>History of Psych</th>
<th>due by 11:59pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 16</td>
<td>Tue</td>
<td>Virtual Office Hours</td>
<td>10am to 3pm</td>
</tr>
<tr>
<td>Apr 17</td>
<td>Wed</td>
<td>Final Presentation Question Forum</td>
<td>10am to 3pm</td>
</tr>
<tr>
<td>Apr 30</td>
<td>Tue</td>
<td>Final Presentations</td>
<td>6am to 11am</td>
</tr>
</tbody>
</table>

Students will see the event listed in the Syllabus page. The link will be un-bolded, signifying that it is not a graded Assignment.

How do I add a personal reminder to my Calendar?

You can add a personal reminder to your own Calendar.

Navigate to Calendar

Click the Calendar link in the Global Navigation menu.
Select a Date

You will be brought to a screen that looks similar to this one. To add a personal event, click the day for the event on the Calendar.
Enter Event Settings

A window will appear. Here you will determine the settings of the event. Enter title [1], date [2], and times [3] for the event. If you double clicked the day on the Calendar the date will already be entered. The background color will tell you what Calendar you are putting this event on.
Select a Calendar

From the dropdown menu, choose the Calendar you want to add the event to. Remember, if you add it to a course calendar, everyone in the course will be able to view it.
Add Event Details

By clicking the More Options button you will be able to add a description to the event. Use the Rich Content Editor to add images, files, or links to the Calendar event.
Click Submit

When you have finished editing the event settings, click Submit.
View Calendar Event

The event will now show on the Calendar. And you're done!

How do I create an Assignment shell from the Calendar?

You can create Assignment shells from the Calendar. Assignment shells are placeholders for the Assignment until you fill in the Assignment details. You can create varied due date Assignment shells via the Calendar too.

Locate Calendar Link

Click the Calendar link.
View Calendar

After clicking on the Calendar link, you will see the Calendar for everything you are teaching or enrolled in.

Use Add Icon
You can also use the Add icon to create an Assignment shell. Click the Add icon.

**Add New Assignment**

![Edit Event]

- **Title:** 1 Final Exam
- **Due:** 2 May 7, 2013
- **Calendar:** 3 Psychology 101
- **Group:** 4 Quizzes

Click the day you want to add an assignment shell to. Once you click the day, you will see the Add New Event window. Click the Assignment tab. You can fill out the information (title [1], due date [2], what calendar to put the assignment on [3], and the Assignment group [4]). You can also click More Options before clicking Submit.
Add More Options

When you click on the More Options button, you have the ability to add more details to the Assignment as well as adding Links, Files, and/or Images. Click Update Assignment to add the Assignment to your calendar and course.
Add Multiple Due Dates

If you click the Show Advanced Options link, you can add multiple due dates to your assignment.

View New Assignment

Once you update the information, you can see the Assignment on the Calendar.
How do I change the date of an Event or Assignment on the Calendar?

You can change the date of an Event or Assignment by clicking on the Event or Assignment or by dragging and dropping the Event or Assignment to a different date.

Locate Calendar Link

Click the Calendar link.

View Calendar

After clicking the Calendar link, you will see the Calendar for everything you are teaching or enrolled in.
View Event Details

Final Exam Prep

May 3, 10am - 11am

Calendar: Psychology 101
Details: Study group for the final exam!

View Event Details by clicking the event you want to view and click the Edit button.

Edit Event Details

Title: Final Exam Prep
Date: May 3, 2013
From: 10:00am to 11:00am
Calendar: Psychology 101
Here you can edit the Title [1], Date [2], and From [3]. You can choose the more options button [4] if you desire. Click Submit.

**Add More Options to Event**

When you click the More Options button, you have the ability to enter an Event Description [1] and add Links, Files, and/or Images [2] if you wish. Click Update Event to add the event to your calendar.

**View Assignment Details**

View Assignment Details by clicking on the event you want to view and click the Edit button.
Edit Assignment Details

Here you can edit the Title [1], Date [2], and Group [3]. You can choose the more options link [4] if you desire. Click Submit.
Add More Options to Assignment

When you click the More Options button, you have the ability to add more to the Assignment and add Links, Files, and/or Images if you wish. Click Update Assignment to add the Assignment to your calendar and your course.
View Calendar

You will see the Events and Assignments on the Calendar now.

**Note**: Remember, Events are shown in color boxes while Assignments are in plain text. The colors correspond to the course or other calendar in the sidebar.
Drag and Drop Event or Assignment

You can change the date of an Event or Assignment by dragging and dropping the Event or Assignment to a different date. Click the Event or Assignment, drag to the new date, and release your mouse.

How do I add a Conference invitation link to the course Calendar?

This lesson will help you to add a Conference link to your course Calendar. You should create the Conference first.

Open the Calendar
Click the Calendar link in the Global Navigation.

**Option 1: Select a Date for the Event**

Click on any date on the calendar [1]. Click the arrows next to the month name to navigate to a different month [2].

**Option 2: Use Add Icon**

Click the Add icon to add an event.
Add New Event

Enter a title for the event [1]. The date will already be entered, but you can change it if you like [2]. Specify the start and end time for your event [3]. Make sure that the correct course is selected in the Calendar dropdown [4]. Click More Options to link to files or other resources related to the event [5]. Click Submit [6].
Explore More Options

If you click more options, you will be taken to the Rich Content Editor [1]. Here you can add video, images, and links that will assist students as they prepare for the event. Remember, events are not designed to be graded. If you want to hold students accountable for an extracurricular activity, you should create an Assignment, not an event.

You can also use a different date for each section in your course by selecting the Use a different date for each section checkbox [2].

Open Conferences

Click the Conferences link.
View Conferences

Locate the conference you want to link in the calendar event. Open the conference by clicking on the title.

Copy URL

In the address bar, copy the URL to paste into the calendar event.

Paste URL

Go back to the Calendar event. Type some text in the Rich Content Editor and highlight it [1]. Click the Link icon [2].
Link to Website URL

Paste or type a url or wiki page in in the box below:

1. Paste the link in the box [1] and click Insert Link [2]. The link will flash yellow before becoming a clickable link.

View Linked Conference

Now students will be able to click on the link to the conference from the Calendar event.
Student View: Event Details in the Calendar

Office Hours

May 6, 10am - 1pm

Calendar: Psychology 101
Details: Click here to join the conference.

Students will see your event on their own course Calendar. When they click on the event title, they will see a summary page with all of the rich content you've added.

Student View: Calendar Events on the Syllabus Page

<table>
<thead>
<tr>
<th>May 4</th>
<th>Sat</th>
<th>Final Exam Prep</th>
<th>10am to 11am</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6</td>
<td>Mon</td>
<td>Office Hours</td>
<td>10am to 1pm</td>
</tr>
<tr>
<td>May 8</td>
<td>Wed</td>
<td>Final Exam</td>
<td>due by 10am</td>
</tr>
</tbody>
</table>

Students will see the event listed in the Syllabus page. The link will be un-bolded, signifying that it is not a graded Assignment.

How do I set a different Calendar event date for each section in my course?

This lesson will help you use different Calendar event dates for each section you have in your course. Click here to learn how to access your course Calendar.

Note: You need to add sections to your course before you can set a different date for an event for each section.

Open the Calendar
Click the Calendar link in the Global Navigation.

**Option 1: Select a Date for the Calendar Event**

Click any date on the Calendar [1]. Click the arrows next to the month name to navigate to a different month [2].

**Option 2: Use Add Icon**

Click the Add icon to add an event.
Add New Calendar Event

Enter a title for the event [1]. The date will already be entered, but you can change it if you like [2]. Specify the start and end time for your event [3]. Make sure that the correct course is selected in the Calendar dropdown [4]. Click the More Options button to link to files or other resources related to the event [5]. Click Submit [6].
Explore More Options

If you click more options, you will be taken to the Rich Content Editor [1]. Here you can add video, images, and links that will assist students as they prepare for the event. Remember, events are not designed to be graded. If you want to hold students accountable for an extracurricular activity, you should create an Assignment, not an event.

You can also use a different date for each section in your course by selecting the Use a different date for each section checkbox [2].
Set a Different Calendar Event Date for Each Section

Select the **Use a different date for each section** checkbox [1]. You can choose the date and time for each section separately. If you don't want one section to see the event, leave the date and time fields blank [2]. When you are done filling the information out, click **Update Event** [3].
View Calendar Events

The events will show up in the Calendar. Each section will have a separate Calendar event.
Student View: Event Details in the Calendar

![Calendar Event](image)

**Exam Study Questions (PSY-101-004)**

May 1, 10am - 11am  
**Calendar** Psychology 101  
**Details** Bring any questions you have regarding the exam and we will discuss them.

Students will see your event on their own course Calendar. When they click on the event title, they will see a summary page with all of the rich content you've added.

Student View: Calendar Events on the Syllabus Page

![Syllabus Calendar](image)

Students will see the Calendar event listed in the Syllabus page. The link will be un-bolded, signifying that it is not a graded Assignment.
How do I subscribe to the Calendar Feed using Outlook?

You can import your Canvas calendar to Outlook.

Locate Calendar Link

Click the Calendar link.

View Calendar

After clicking the Calendar link, you will see the Calendar for everything you are enrolled in.
Locate Calendar Feed

Find the Calendar Feed link to subscribe to a feed.

Copy Calendar Feed Link

Once you click on the Calendar Feed link, simply copy the link and paste it into any calendar app that takes iCal feeds. The calendar apps that take iCal feeds are Google Calendar, iCal, Outlook, Yahoo Calendar, etc.

Click the click here to view the feed link in order to open the Calendar in iCal to export to Outlook.
Save iCal File

After clicking the view feed link, you can either open the file with iCal or Save the File. If you decide to save the file, make sure you know where you saved it. Click OK.

Find the File

Find the file that you saved and make sure it is a .ics file, otherwise it will not work in Outlook.
Open Outlook or Login to the Microsoft Exchange Outlook Web App

Login to your Outlook Account through Microsoft Outlook on the desktop or through the Microsoft Exchange Outlook Web App to subscribe to the Calendar Feed.
Find Calendar Tab

Click the Calendar link to view your Outlook Calendar.

View Outlook Calendar

Once you click the Calendar Tab, you will see your Calendar in Outlook.
Drag and Drop .ics File to the Outlook Calendar

Find the file you saved, and simple click on it [1], drag, and drop [2] to the Outlook Calendar. You will see the dashed lines around the Calendar.
View Canvas Calendar

View the events and assignments from your Canvas calendar.
When would I use the Scheduler?

For New Calendar users, the Scheduler tool is now optional. Please contact your Account Relationship Manager to enable it.

Note: Scheduler has already been enabled for those accounts that have been actively using it.

View Scheduler

The Scheduler is a feature within the new Calendar. The idea behind Scheduler is to create appointment groups (collection of individual appointments) for students to sign up for.

You can use Scheduler to:

- Create office hours
- Schedule TA Sessions
- Schedule lunches
- Assign presentation times
- Parent-Teacher conferences
- Other appointments
How do I use the Scheduler?

For New Calendar users, the Scheduler tool is now optional. Please contact your Account Relationship Manager to enable it.

**Note:** Scheduler has already been enabled for those accounts that have been actively using it.

**Open Calendar**

Click the Calendar link in the Global Navigation.

**Open Scheduler**

Click the Scheduler button.

**Create an Appointment Group**

Click the Create an Appointment Group button.
Edit Appointment Group

Here you can edit the details of your appointment.

Name Appointment
Type the name of the appointment in the name field [1]. Type the location of the appointment in the location field [2].

**Set Appointment Time Range**

Set the date of the appointment by typing in the date field [1] or clicking the Calendar icon [2]. Set the time range for the appointment by typing in the time range field [3]. Split the appointment into multiple time slots by selecting the length of the appointment slot in the slot field [4]. Make sure you click Split after putting the time range in.

**Set Appointment Options**

You can limit how many users can sign up for a time slot by typing the number in the limit users field [1] and clicking the checkbox. Click the Allow students to see who has signed up for time slots in this group check box [2] to make the appointment slots public to students in the course. Click the Limit Participants to [number] appointment(s) checkbox if you want to limit the number of appointments [3]. Click the Have students sign up in groups checkbox if you want students to sign up in groups [4].
Select the Appointment Calendar

Click the calendar dropdown menu [1] to select which calendar you want to save this appointment to. You can also limit signups to certain sections by selecting them in the calendar dropdown menu [2]. After selecting the calendar, click Done [3].

Add Appointment Details

Type the details of the appointment in the details field [1]. Click the Save & Publish button [2] to create the appointment. If you only want to Save the appointment and not publish it, click the Save button instead.
View Appointment

Virtual Office Hours
Psychology 101
Location: Course Conferences
Come talk to me about your final projects.
0 people have signed up

The screen will now list your existing appointment groups.

Edit Appointment

Virtual Office Hours

Click the title of the appointment [2] to view the appointment in your Calendar. Click the Gear icon [2] to edit or delete the appointment, or message students who haven't signed up yet.

View Appointment in Calendar

<table>
<thead>
<tr>
<th>9am</th>
<th>10am</th>
<th>11am</th>
<th>12pm</th>
<th>1pm</th>
<th>2pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:00 - Virtual Off</td>
<td>10:30 - Virtual Off</td>
<td>11:00 - Virtual Off</td>
<td>11:30 - Virtual Off</td>
<td>12:00 - Virtual Off</td>
</tr>
</tbody>
</table>

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Your appointment will appear in the Calendar. If you selected the time slot option, individual slots will appear on the Calendar.

**Student View: Using the Scheduler**

Students will see number [1] next to the **Scheduler** button which represents the number of appointments they have not yet signed up for. Click the **Scheduler** button.

**View Appointments**

Select the appointment you wish to sign up for by clicking the appointment title.

**Sign Up For Appointment Slot**
Click the appointment [1] to sign up for an appointment slot.

**Reserve Slot**

**Virtual Office Hours**

![Virtual Office Hours Image]

Click the Reserve link [1] to sign up for the appointment.

**View Reservation**

![View Reservation Image]

You will get a note saying what time slot you signed up for. Click the Calendar link in the Global Navigation to view your appointment.
**View Appointment via Calendar**

Your appointment will appear in the calendar.

**How do I limit the number of appointments a student can sign up for within an appointment group?**

For New Calendar users, the Scheduler tool is now optional. Please contact your Account Relationship Manager to enable it.

**Note:** Scheduler has already been enabled for those accounts that have been actively using it.

**Open Calendar**

Click the Calendar link to open the Calendar.

**Open Scheduler**

Click the Scheduler button.
Create an Appointment Group

The scheduler tool lets you set up time slots that students (or student groups) can sign up for. To get started, click the button below.

Create an appointment group

Click the Create an appointment group button.
Edit Appointment Group Details

Name the appointment [1], add a location [2], select the calendar for which the appointment belongs to [3], and add a date and time slots to your appointment [4].
Set Options

Limit the number of appointments a student can sign up for within the appointment group by typing the number in the limit participants to # appointments field. By default, participants are limited to one appointment.

Save and Publish Appointment Group

Click the Save & Publish button to create the appointment group.

How do I limit the number of attendees for an appointment?

For New Calendar users, the Scheduler tool is now optional. Please contact your Account Relationship Manager to enable it.

Note: Scheduler has already been enabled for those accounts that have been actively using it.

Open Calendar

Click the Calendar link to open the Calendar.
Open Appointment

**Virtual Office Hours**
Psychology 101
Location: Course Conferences
Come talk to me about your final projects.
1 people have signed up

Click the appointment title.

Edit Appointment Details

**Virtual Office Hours**
Psychology 101
Location: Course Conferences
Come talk to me about your final projects.
1 people have signed up

Click **Edit** to edit appointment details.
Limit Number of Attendees

Type the number of attendees in the Limit this slot to # users field [1]. You can edit the individual appointment description in the description field [2] if you desire. Click the Save Changes button [3].
View Individual Appointment

View the changes you have made.

**How do I manage the number of attendees for an individual appointment?**

For New Calendar users, the Scheduler tool is now optional. Please contact your Account Relationship Manager to enable it.

**Note:** Scheduler has already been enabled for those accounts that have been actively using it.

**Open Calendar**
Click the Calendar link.

Open Scheduler

Click the Scheduler button.

Create Appointment Group

Click the Create appointment group button.
Add Appointment Details

Name the appointment [1], add a location [2], select the calendar for the appointment [3], and add a date and time slots [4] to your appointment.

Name the appointment [1], add a location [2], select the calendar for the appointment [3], and add a date and time slots [4] to your appointment.
Set Options

Select the **Limit each time slot to # users** check box to limit attendees for an individual appointment.

**Limit Users**

Set the number of users allowed for each time slot by typing in the number field [1].

**Save Appointment**

Click the **Save & Publish** button to create the appointment.

**View Appointment**

You can view your appointment in the Scheduler.
How do I remove students from an appointment?

For New Calendar users, the Scheduler tool is now optional. Please contact your Account Relationship Manager to enable it.

Note: Scheduler has already been enabled for those accounts that have been actively using it.

Open Calendar

Click the Calendar link to open the Calendar.

Open Appointment

Click the appointment title.
Locate Appointment Slot

Find and click the appointment slot.
Remove Attendees

**Final Presentation Question Forum**

Apr 18, 1 pm - 1:30 pm

**Calendar** Documentation Sandbox  
**Details** I will be in my office to answer questions regarding your final presentations.

**Attendees** Test Student

Hover over the name of the attendee you would like to remove from the appointment. Click the X icon [1] to remove the attendee from the appointment.

**Confirm Removal**

**Confirm Removal**

Are you sure you want to cancel your appointment with Test Student?

**Reason for deletion:**

Please choose a different time slot, I have an emergency meeting scheduled.

Type the reason for deletion in the reason for deletion field [1]. Confirm the removal of the appointment by clicking the Delete button [2].
View Calendar

Your calendar will automatically update.
Chat
What is Chat?

The Chat tool in Canvas allows students and teachers to interact in real time. Chat makes it easy to communicate with your students in real time, all in one place.

Note: Your administrator must speak with an Account Relationship Manager to configure the chat tool before it will be available in your course.

What is Chat?

To access Chat, click the Chat link in the Course Navigation Menu.
When would I use Chat?

Use Chat to:

- Give students an opportunity to immediately contact you when you are online
- Conduct virtual office hours
- Conduct group discussion
- Conduct study sessions
- Regularly contact students who are challenged by course content and need encouragement

Please note that chat comments cannot be deleted.
How do I join the course Chat?

To join the course Chat, the Chat tool must be enabled for the course.

**Open Chat**

Click the Chat link.

**Join Chat**

When you enter the chat room, you immediately join the chat.
Enter Text

At the bottom of the Chat window, there is a text field [1] where you can enter text. Type your message and hit Return (on a MAC keyboard) or Enter (on a PC keyboard). You can also click Send.

How do I view Chat history?

If you need to revisit a topic you discussed using the chat tool, you can view your chat history to find the information you need.

Note: Chat comments cannot be deleted.

View Chat

Click the Chat link in the course navigation. You should be in the course where the original chat occurred.
Access History

Click the History link in the upper right corner of the chat window.

View Chat History

View the chat history for your course. You can access chat from a different day by clicking the Older button [1] or the Newer button [2]. You can also use the calendar [3] to access a different day.
Collaborations
What are Collaborations?

Canvas leverages technologies like Google Docs and EtherPad allow multiple users to work together on the same document at the same time. Collaborative documents are saved in real-time, meaning a change made by any of its users will be immediately visible to everyone.

Open Collaborations

Collaborations that leverage Google Docs require that all participating learners have created and linked their Google account to their personal Settings. Collaborations in EtherPad (hosted at titanpad.com) do not require students to set up any account. Students will be able to enter the document simply by clicking on the Collaboration link.
When would I use Collaborations?

You can use Collaborations to:

- Copy and paste lecture notes that everyone can access.
- Share with your students bullet-point lists or agendas for upcoming synchronous class time or meetings.
- Create a text-based whiteboard that everyone in the classroom can see and refer to later.
- Assign student groups a collaborative assignment. Require them to turn in the URL as a graded Assignment.
How do I activate Collaborations in my course?

Collaborations may be hidden in your course navigation. Follow these steps to show Collaborations in the course navigation.

Open Settings

Click the Settings link.

Open the Navigation Tab
Click the **Navigation** tab.

**Drag and Drop Collaborations**

Drag and drop items to reorder them in the course navigation.

Click **Collaborations**. Drag and drop it to the course navigation above.

**Activate Collaborations**

Click the **Save** button.
View Collaborations Link

View **Collaborations** in the course navigation.
How do I add people to my Collaboration?

You can add individuals and groups to your Collaborations in Canvas.

Open Collaborations

Click the Collaborations link.

Edit Collaboration

Click the Pencil icon to edit the collaboration [1].
**Note:** Only instructors and the creator of the document can edit who is allowed to collaborate.

### Add Individuals

You can add individuals to the collaboration by clicking on the **People** button [1] and then clicking the individual's name in the left column [2]. The individual's name will move to the right column [3] to show that you have added it to the collaboration.

To remove the individual from the collaboration, click the individual's name in the right column, and it will move to the left column to show that it has been removed. To remove all collaborators, click **Remove All**.
Add Groups

You can add or remove groups from the collaboration by clicking on the **Groups** button [1] and then clicking the group's name in the left column [2]. The group name will move to the right column [3] once you have added it to the collaboration.

To remove the group from the collaboration, click the group's name in the right column, and it will move to the left column to show that it has been removed. To remove all groups, click **Remove All**.
Update Collaboration

Click the Update Collaboration button.

Note: You will see a Start Collaborating button when you are creating a new collaboration and not editing it.

How do I start a new Google Docs Collaboration?

You can start a new Collaboration using Google Docs in Canvas.

Note: Each collaborator will need a Google account and will need to authorize Canvas to access his or her Google account to use Google Docs to collaborate. Also, if you are the owner of the collaboration, you will have to turn on the Share settings to allow people who have the link to edit the document.

Open Collaborations
Click the **Collaborations** link.

**Start a New Collaboration**

![Start a new collaboration button](image)

Click the **Start a new collaboration** button.

**Use Google Docs**

**Start a New Collaboration**

**Collaborate Using:** ![Google Docs](image)

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

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

Click the **Collaborate Using** drop down menu [1] to use Google Docs for your new collaboration.

**Note:** Each collaborator will need a Google account and will need to authorize Canvas to access his or her Google account to use Google Docs to collaborate.
Create Collaboration Document

To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select who you will be collaborate with [3]. Click the Start Collaborating button [4] to create the document.

Click or tap a user or group in the left-hand column to add Collaborators.
Edit Document

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

The newly created document will appear in a new window.
How do I delete a Google Doc Collaboration?

You can delete a Google Doc Collaboration in Canvas.

Open Collaborations

Click the **Collaborations** link.

Delete Document

Current Collaborations

- **Documentation**
  - Share ideas about documentation.
  - Started by Sam Spendlove, Jan 18 at 11:42am
Click the Trash icon [1] to delete the Google Doc Collaboration.

**Delete Collaboration**

![Delete Collaboration dialog box]

Delete the Google Doc Collaboration by selecting the Just Delete from Canvas button [1]. You can also delete the collaboration from both Canvas and Google Docs by selecting the Also Delete From Google Docs button [2].
How do I start a new EtherPad Collaboration?

You can start a new Collaboration using EtherPad in Canvas.

Open Collaborations

Click the Collaborations link.

Start a New Collaboration

Click the Start a new collaboration button [1].
Select EtherPad

Start a New Collaboration

[Image of the EtherPad interface]

EtherPad is an open source project that lets you quickly set up shared documents. It's fast enough that you can see what others are typing as they're typing it. On the other hand, "pads" aren't protected by a password so anyone with a link to them can edit them. EtherPad is better suited than Google Docs if you want to support anonymity and/or allowing people without Google accounts to participate.

Click the Collaborate Using drop down menu [1] to select EtherPad as the collaboration tool you would like to use.

Name the Collaboration

Document name: [Class Notes] [1]

Description: Feel free to make notes of the important ideas discussed in class. [2]

Type the document name in the document name text box [1]. You can type a description of the EtherPad collaboration in the description text box [2].
Select Collaborators

You can select individuals to collaborate with by clicking the **People** button [1]. You can select groups to collaborate with by clicking the **Groups** button [2]. The individual or group name will appear in the right column after it has been selected.

Start Collaborating

Click the **Start Collaborating** button to create the EtherPad document. The document will open in your browser in a new tab.
Create Pad

http://etherpad.com/

Ckh6FhSgIl2jioGbnMooupubds53DOHvqvMlgCoo

There is no EtherPad document here. Would you like to create one?

Create Pad

Click the Create Pad button to begin collaborating on the EtherPad website.
Edit Collaboration

You can begin editing your EtherPad collaboration.
How do I edit an EtherPad Collaboration?

You can make edits to an EtherPad Collaboration in Canvas.

Open Collaborations

Click the **Collaborations** link.

Open EtherPad Collaboration

Click the **Pencil** icon to edit the EtherPad Collaboration
Edit EtherPad Collaboration

You can edit the title [1], description [2] or number of collaborators [3] on a EtherPad collaboration. Click the Update Collaboration button to save your changes [4].
How do I delete an EtherPad Collaboration?

You can delete an EtherPad Collaboration in Canvas.

Open Collaborations

Click the Collaborations link.

Delete EtherPad Collaboration

Never trust anything that can think for itself if you can't see where it keeps its brain.

4 Collaborators on EtherPad

Started by Ali, Sep 28 at 2:19pm
Click the Trash icon to delete an EtherPad collaboration [1]. A popup window will appear in your browser.

**Confirm Deletion**

![Confirm Deletion popup](image)

Click **OK** to delete the EtherPad Collaboration.
Conferences
What are Conferences?

Conferences are primarily used for virtual lectures, virtual office hours, and student groups. They can also be used to demonstrate technologies or troubleshoot technology issues online.

View Conferences

Conferences makes it easy to conduct synchronous (real-time) lectures for all of the students in your course. Conferences allows you to broadcast real-time audio, video, demo applications on your desktop, share presentation slides, or demo any online resources. Currently, Canvas integrates with BigBlueButton.

Note: BigBlueButton can accommodate approximately 50 users in a conference at one time.
When would I use Conferences?

Use Conferences to:

- Connect with your students for online office hours or special study sessions designed to help them prepare for a test.
- Connect with your colleagues for professional development webinars.
- Practice presenting online. Students can set up practice presentations in their student Groups.
- Invite special guests to your classroom by adding them as a student or observer to your course.
- Broadcast a live event or lecture to the students that can’t be onsite.

How do I use the Conference Index Page?


Note: Students can only view conferences to which they have been invited.
New Conferences

New Conferences are either ready to start [1], or in process [2] where invited participants can join.

Note: Students cannot join a conference until you have started it.

Concluded Conferences

Once a conference has ended, it will be displayed in Concluded conferences.

Concluded conferences show the date of the conference [1]. Canvas will display the length of the conference [2]. The length of the conference is indicated in hours:minutes (e.g. 0:18 is 18 minutes).

Concluded conferences also shows the state of each individual conference [3]:

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How do I create a Conference?

You can create a conference in a course to hold virtual office hours and speakers. Conferences can accommodate up to 50 people.

You can create multiple conferences, which are listed in chronological order by the date they were created. The most recently created conference will appear at the top of the list.

Open Conferences

Click the Conferences link.

Create New Conference

Click the New Conference button.
Add Conference Details

To create a new conference:

1. Type a name for the conference in the name field.
2. Select the type of conference. (You do not need to change this field.)
3. Set the time limit for the conference by typing in the duration field.
4. Indicate if the conference will be a long-running conference by selecting the *This is a long-running conference and should not be automatically closed* checkbox.
5. Type a description about the conference in the description field.
6. Choose which members to invite to the conference. By default, the *Invite All Course Members* checkbox will be selected for you, but you can unselect it and choose to invite only specific members of your course.
7. Click *Create Conference*. 
View Conference

View your created conference.

How do I start a Conference?

Starting a Conference is simple as clicking a button.

Open Conferences

Click the Conferences link.
Start Conference

Click the Start button next to your desired conference.

Participate in Conference

Participate in the Conference.
How do I use the Conference interface?

Open Conferences

Click the Conferences link.

Start Conference

Click on the Start button next to your desired conference.
Use Conference Interface

The conference interface contains a variety of tools to help you moderate your presentation. Each area of the interface is created within its own window and can be resized.
View Participants

The Users panel [1] displays the users in the conference. To locate the presenter/moderator, look for the “person with a pencil” icon next to their name [1]. When you are the presenter/moderator, you can switch the Presenter by highlighting the name of a user in the User list and clicking the Switch Presenter button.

You can see the list of listeners in the Listeners panel [2]. You can click the unlock icon next to the listener's name to keep them locked (or click again to unlock). You can also kick a listener by hovering over the listener's name and selecting a red checkmark that appears to the right. At the bottom of the panel, you can mute or unmute yourself, and if you are the moderator/presenter, you can mute everyone.
Sharing Media Tools

In the upper right-hand corner, you will see buttons to share your desktop [1], share your audio [2], and share your video (webcam) [3].

Sharing Presentation Tools
At the bottom of the viewing window, you have the following options for your presentation:

1. Upload your presentation by clicking the Upload Presentation icon.
2. Advance or back up your presentation by clicking the arrow keys. The number between the keys indicates the number of slides in your presentation.
3. Increase the viewing size of your presentation by dragging the scale between the percentage options.
4. Make your presentation fit to the width of the viewing window (height will remain proportionate) by clicking the width icon.
5. Make your presentation fit the entire page within the viewing window by clicking the page enlarge icon.
6. Show the whiteboard by clicking the pencil icon. You can highlight or create shapes on a presentation slide.

Chat Window
You can chat with all of the participants in the conference, type text in the Chat window [1]. To chat with one person in particular, click the plus tab [2].

Languages

To change the language of the interface, click the drop-down menu at the top of the screen.

Log Out

To leave the conference, click the logout button or close your browser tab or window.
Resize Conference Windows

Each window within the interface is independent of the others. You can resize the windows to personalize your viewing experience. To change the size of a window, hover over the edge of a window until the cursor becomes a double arrow [1], then click and drag to your desired size.

To reset your screen to the default arrangement, click the small icon in the lower right-hand corner of the screen [2].

To read more about Big Blue Button, please visit their website.
How do I create a long-running Conference?

Long-running conferences can be used in multiple ways. You can use conferences as a place for users to interact with other users, or you can show your presentation slides to the class and speak with them at the same time.

Start Conferences

Click the Conferences link.

Create New Conference

Click the New Conference button.
Create Long-Running Conference

While completing the details for the conference, click the Record this conference checkbox. (This option will remove the time limit in the Duration field.)

Create Conference

Click the Create Conference button.
View Conference

View the conference you created.

How do I delete a Conference?

You can delete new and concluded conferences.

Open Conferences

Click the Conferences link.
Delete Conference

Hover over the conference you want to delete. Click the Trash icon that appears next to the description.

Confirm Deletion

Click the OK button to delete the Conference.
How do I edit a Conference?

You can edit a Conference in the course.

Open Conferences

Click the Conferences link.

Edit Conference

Hover over the conference you want to edit. Click the Pencil icon that appears next to the description.
Edit Conference Details

Edit the fields you’d like to edit.

Update Conference

Click the Update Conference button.
View Conference

View the updated Conference.

How do I join a Conference?

You can join a conference that has already been started by the conference host.

View Conferences

- Home
- Announcements
- Assignments
- Discussions
- Grades
- Pages
- Files
- Syllabus
- Quizzes
- Modules
- Conferences
Click the **Conferences** link.

**Join Conference**

![Conference join interface]

Click the **Join** button to enter the Conference.

**Note:** You cannot join a conference until the conference host has started the conference.
Conversations
How do I adjust my Notification Preferences for Conversations?

You can adjust the notifications that you receive for Conversations.

Open Settings

Click the Settings link.

Verify Communication Channels

View the communication channels you have set up in Canvas.
Open Notifications

Click the **Notifications** link.
Set Conversations Notification Preference

Find the Communication category [1]. Set the notification preference for each column by clicking the appropriate icon [2].

View Set Notification Preferences

Verify the notification preference was correctly set.
How do I access the Conversations Inbox?

Find the Conversations Inbox Link

Click the Inbox link in the Help Corner to open your Conversations Inbox. The message indicator will let you know how many messages you have in your Inbox [1].

If you right-click or option-click on the Inbox link, you can open your Conversation Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.

How is my Conversations Inbox organized?

The Conversations Inbox is split into two windows and displays messages chronologically.

Open the Inbox

Click the Inbox link.
View Conversations Inbox

Conversations are listed on the left side [1]. All sent and received Conversations appear. The Conversations preview window is on the right side [2]. You can create and send a new message or view a selected conversation.

View Conversations Inbox

I am just wondering about the assignment due in two weeks. I can’t

That’s great to hear.

See attached files

The Conversation Inbox is organized chronologically from newest to oldest with the newest Conversations [1] appearing on top and the older Conversations [3] appearing towards the bottom.
Other Ways to View Conversations

By clicking the Inbox dropdown menu [1], the window can show Archived Conversations, Starred Conversations, Sent Conversations, Unread Conversations, and Discussion Replies.

How do I find my unread messages in Conversations?

You can view all unread messages in your Conversations Inbox. You can also filter messages to show only unread messages.

Open the Inbox

Click the Inbox link.
Locate Blue Dot

All unread messages have a blue dot next to the profile picture of the sender [1]. Once a Conversation has been read, the blue dot disappears.

Mark as Unread

If you want to mark a Conversation as unread, hover next to the profile picture of the messenger until you see the blue dot and click it.
Select Unread Conversations

To view only unread messages, open the the Inbox dropdown menu [1]. Select the Unread [2] link.

How many messages are in this Conversation?

You can easily see how many messages are in a conversation thread.

Open the Inbox

Click the Inbox link.

Select the Conversation

Alli  Course Design Workshop (InstructureCon) and Documentation Sandbox  Mar 7, 2013
See attached files

Canvas Instructor  Documentation Sandbox and U.S. Presidents 101  Mar 7, 2013
See attached files
Select the conversation.

**View the Conversation Label**

The total number of messages in a Conversation appears in the right hand corner of the Conversation label underneath the time stamp.

**What do comments from the SpeedGrader™ look like inside Conversations?**

Canvas places SpeedGrader™ comments in Conversations for easy reference. Canvas adds comments to the student’s Inbox as a new message and the instructor’s Sent folder as part of a threaded conversation. Comments will not appear at the top of an instructor’s Inbox unless the student responds.

**Note:** SpeedGrader™ comments do not appear if other users are part of the comments thread, such as in a group assignment.

**Open the Inbox**

Click the **Inbox** link.

**Select the Conversation**

Select the conversation.
View Comments

Assignment comments are slightly indented and placed inside the expanded view of a Conversation. The block shows all assignment comments exchanged between the instructor, peer reviewers, and a student. The Assignment name is listed at the top in bold [1]. To link to the SpeedGrader™, click the pop-out link next to the Assignment name [2]. The score for the Assignment appears just below the message date [3].

How do I compose a message?

There are two ways to address a message to an individual: Type their name in the To: field, or use the course roster.

Open the Inbox

Click the Inbox link.
Compose Message

Click the Pencil and Paper icon to compose a new message.

Type Name in the To: Field

When you start typing an individual's name in the To: field, Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the To: field, highlighted in light blue.

If you accidentally select the wrong individual(s), press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove the name(s).

You can also hover over a recipient name and click on the white x to delete it from the To: field.
Use Course Roster

To select an individual from the course roster, click the Address Book icon [1] next to the To: field. From the course drop-down list, click the course name. Locate the individual and select the checkbox next to his or her name [2]. To navigate back to the list of courses, use the arrow icon [3].

To exit the course roster menu, press Return (on a MAC keyboard) or Enter (on a PC keyboard).

View Sent Message

Your message will appear as at the top of your Inbox Conversations [1]. If you already have a conversation thread with the person you sent a message to, your message will appear embedded in the thread [2].
How do I reply to a message in Conversations?

Canvas makes it easy to reply to messages in your Conversations Inbox.

Remember that comments from assignments and quizzes also appear in your Conversations Inbox. If you want to reply to an assignment or quiz comment, you may want to directly reply from your assignment or quiz. For students, visit the lesson about viewing instructor comments. For instructors, you can evaluate assignments in SpeedGrader™ and leave feedback for your students, or you can make comments in the Gradebook.

Open Inbox

Click the Inbox link.

Select Conversation

Click the Conversation you want to respond to.
Reply to Message

Type your reply in the message field [1]. If you want to attach a file, click the Attach link [2]. If you want to record an audio or video file, click the Record link [3]. When you are ready, click the Send button [4].
View Sent Message

Your message appears in the preview text of the conversation [1] and at the top of the individual thread [2].

How can I tell which course this Conversation belongs to?

If you participate in several courses, Canvas allows you to easily identify which courses your messages belong to.

Open the Inbox

Click the Inbox link.

Select the Conversation
Select the conversation and view the name of the course or student group associated with the message. This information appears next to the names of the conversation members.

**How do I send a message to an entire class?**

You can use Conversations to send a message to your entire class. Depending on how permissions are set, you may or may not have the ability to message the entire class.

**Open the Inbox**

Click the **Inbox** link.

**Compose Message**

Click the **Pencil and Paper** icon to compose a new message.

**Select Course**

In the To: field [1], start typing the course name, or use the address book [2] to locate the course name. Select the arrow to open the list of students you can message [3].
Select Everyone

To send a message to everyone in the course, click Everyone. To exit, press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Select Class Members

Check the names of the people in the course to whom you want to send a message.
Add Message

- New Message
- To: Canvas Instructor, Student
- Message: Does anyone have notes I can copy from the class I missed last week?
- This is a group conversation. Participants will see everyone’s replies
- Attach
- Record
- Send

Type a message in the Message field.

Create Class Conversation

- New Message
- To: Canvas Instructor, Student
- Message: Does anyone have notes I can copy from the class I missed last week?
- This is a group conversation. Participants will see everyone’s replies
- Attach
- Record
- Send

Select the This is a group conversation.... checkbox [1]. To attach a file, click the Attach link [1]. To attach a video or audio message, click the Record link [3]. When you are finished, click the Send button [4].
View Message

Your message will appear at the top of your inbox.

**How do I privately respond to an individual in a larger Conversation?**

Even when you are part of a group conversation, you can privately respond to another individual.

**Open the Inbox**

Click the **Inbox** link.

**Select the Conversation**

Select the conversation.
Locate Individual

Locate the individual you want to send a private message to. Hover your mouse next to the individual's name until you see a blue New Message link. Click the New Message link.
Compose a New Message

In the To: field [1], type the name of your recipient. Type a message in the message field [2]. When you are finished, select the Send button [3].

How do I forward a message from a Conversation?

You can forward Conversations to other individuals in your courses.

Open the Inbox

Click the Inbox link.

Select the Conversation

Inbox
Select the conversation.

**Select the Message**

Canvas Instructor  
Anthropology 101 and Documentation Sandbox

Message:

Attach  
Record

Send

Student  New message...  Apr 15 at 11:20am
Does anyone have notes I can copy from the class I missed last week?

Select the message you want to forward by clicking the check box underneath the timestamp. Select more than one checkbox to forward multiple messages within a Conversation.

**Forward Message**

Canvas Instructor  
Anthropology 101 and Documentation Sandbox

Message:

Attach  
Record

Send

Student  New message...  Apr 15 at 11:20am
Does anyone have notes I can copy from the class I missed last week?
Click the **Forward** button.

**Send Message**

In the **To** field [1], type the name of the recipient of the message. You can add a note in the **Message** field [2]. This message can only be read by the people who are receiving your forward. Click the **Send** button to forward the message [3].

**How do I delete a Conversation?**

You can delete Conversations from your Inbox when you no longer need them.

**Open the Inbox**

Click the **Inbox** link.
Select the Conversation

Select the conversation.

Locate Gear Icon

Click the Gear icon.

Delete Conversation

In the dropdown menu, click Delete to delete the Conversation. A popup window will appear in your browser.
Confirm Deletion

Are you sure you want to delete your copy of this conversation? This action cannot be undone.

Select the OK button to confirm deletion. All messages from that Conversation will be deleted.

Note: New messages sent to you by any participant in a deleted conversations will still appear in your Inbox. To completely remove yourself from a group conversation, make sure you unsubscribe. See the lesson titled How do I unsubscribe myself from a Conversation?

How do I delete a message from a Conversation?

You can delete individual messages within a Conversation in Canvas.

Open the Inbox

Click the Inbox link.

Select the Conversation

Select the conversation.
Select Message

Select the message you want to delete inside the Conversation by clicking the check box underneath the timestamp.

Note: Select more than one check box to delete multiple messages within a Conversation.
Delete Message

Click the **Delete** button to delete your message.
Confirm Deletion

Are you sure you want to delete your copy of this message? This action cannot be undone.

Click the OK button to delete the message.

How do I unsubscribe myself from a Conversation?

You can unsubscribe from a group Conversation.

Open the Inbox

Click the Inbox link.

Select the Conversation

Select the conversation.
Select Gear Icon

Click the Gear icon to open the drop down menu.

Unsubscribe From Conversation

Click the Unsubscribe link. You will no longer receive new messages from that Conversation.

How do I archive a Conversation?

Archive old messages to hide them from the Inbox and clean things up a bit.

Open the Inbox

Click the Inbox link.
Select the Conversation

Select the conversation.

Archive Conversations

Click the Gear icon [1] to open the dropdown menu. Click the Archive link to move the message [2].
View Archived Conversations

Click the Inbox dropdown menu [1]. Select the Archived link to open archived Conversations [2].

Unarchive Conversations

Inside of the Archived messages, click the Gear icon [1] to open the dropdown menu. Click the Unarchive link [2] to unarchive the message and move it to your Inbox.
How do I add new people to an existing Conversation?

You can only add new people to an existing Conversation with three or more people involved and if the This is a group conversation... checkbox was selected when the Conversation is first created.

Open the Inbox

Click the Inbox link.

Select Conversation

Select an existing Conversation. You can add people to the conversation if the people icon displays at least three individuals instead of a single profile picture.

Add People

The first two names of Conversation participants will be listed followed by a blue link that says "...other" [1], with the number of additional recipients. Hover over the "other" link if you want to see who else is included.
Click the **Add People**... link [2] to open the Add Recipients dialog box.

**Add Recipients**

Start to type a name, course, or group in the the text field [1], or click the **Address Book** icon [2] to see a list of courses and groups.

**Expand Course Roster**

Move your cursor over the course with the participants you would like to add to the Conversation. Click the arrow to the right of the course name to open the course roster.
Select a Recipient

Locate the recipient you would like to add and click the checkbox next to their name. Hit Return (on a MAC keyboard) or Enter (on a PC keyboard) when you are done.

Add People

Click the Add People button.
Verify Addition

Canvas Instructor, Bruce Jones, and 3 others. Birth to Middle Age, Documentation Sandbox, and 4 others.

The "other" link will update the total number of people involved in the conversation [1]. In addition, a new status line will be inserted into the message list notifying participants that someone has been added [2]. You can always add more people again by clicking the Add People button. In this example, Emily and Max were added, bringing the total to 3 additional people in the conversation.

Newly added participants will be able to read and comment on the entire Conversation, even the messages that were posted before they were added.

How do I send a private message to an individual?

You can use Conversations to send a message to only one individual in one of two ways.

Open the Inbox

Click the Inbox link.
Compose Message

Click the Pencil and Paper icon to compose a new message.

Type Name in the To: Field

When you start typing an individual's name in the To: field, Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the To: field, highlighted in light blue.

If you accidentally select the wrong individual(s), press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove the name(s).

You can also hover over a recipient name and click on the white x to delete it from the To: field.

Use Course Roster
To select an individual from the course roster, click the **Address Book** icon [1] next to the To: field. From the course drop-down list, click the course name. Locate the individual and select the checkbox next to his or her name [2]. To navigate back to the list of courses, use the arrow icon [3].

To exit the course roster menu, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).

**Send Message**

![Send Message](image)

Type a message in the Message field [1]. To add a file to your message, click the **Attach** link [2]. To add a media comment, click the **Record** link [3]. When you are finished, click the **Send** button [4].

**How do I send a message to multiple individuals?**

You can send messages to multiple individuals in Conversations. If you want to send a message to an entire class, visit the [How do I send a message to an entire class?](#) lesson.

**Open the Inbox**

![Open the Inbox](image)

Click the **Inbox** link.

**Compose Message**

![Compose Message](image)

Click the **Pencil and Paper** icon to compose a new message.
Type Names in the To: Field

When you start typing an individual's name in the To: field, Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the To: field, highlighted in light blue. Repeat for multiple recipients.

Use Course Roster

When you start typing an individual's name in the To: field, Canvas will automatically pull up matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the To: field, highlighted in light blue. Repeat for multiple recipients.
To select an individual from the course roster, click the Address Book icon [1] next to the To: field. From the course drop-down list, click the course name. Locate the individual and select the checkbox next to his or her name [2]. To navigate back to the list of courses, use the arrow icon [3].

To exit the course roster menu, press Return (on a MAC keyboard) or Enter (on a PC keyboard).

**Send Message**

![Image of message interface]

Type a message in the Message field [1]. To add a file to your message, click the Attach link [2]. To add a media comment, click the Record link [3]. When you are finished, click the Send button [4].

**How do I start a Conversation with a Student Group?**

You can use Conversations to create a message with entire student groups.

**Open the Inbox**

![Image of inbox interface]

Click the Inbox link.

**Compose Message**

Click the Pencil and Paper icon to compose a new message.
Type Group Name

In the To: field [1], start typing the group’s name, or use the address book [2] to locate the group name. Select the arrow to open the list of group members you can message [3].

Select Group Members

To send a message to everyone in the Student Group, click the Select All checkbox. To exit, press Return (on a MAC keyboard) or Enter (on a PC keyboard).
Add Message

Type a message in the Message field.

Create Group Conversation

Select the This is a group conversation checkbox [1]. To attach a file, click the Attach link [1]. To attach a video or audio message, click the Record link [3]. When you are finished, click the Send button [4].

How do I manage my Conversations in high enrollment courses?

Here are some recommendations for dealing with courses with a high number of students, teachers, and TAs in a single course.

Open the Inbox
Click the **Inbox** link.

**View Archived Conversations**

Archive old messages to hide them from the Inbox and clean things up a bit. If a new message is added to an Archived Conversation, that message will reappear in your Inbox. Archiving messages is a great way to store the Conversations that you don't need to follow closely. Visit the [How do I archive a Conversation?](#) lesson to learn for more information.

**View Unread Messages**

You can view only unread messages. This will sort the messages so only the unread Conversations will appear in your Inbox. Visit the [How do I find my unread messages in Conversations?](#) lesson for more information.
Delete Unwanted Conversations

Delete unwanted Conversations to clear out the Inbox. Any new messages sent by any participant in that conversations will appear in your Inbox. To learn more, visit the How do I delete a message from a Conversation? or How do I delete a Conversation? lessons.

Unsubscribe from Conversations

If you have been added to a group conversation that you feel is no longer applicable to you, unsubscribe from that conversation. You will no longer receive messages in that conversation. Visit How do I unsubscribe myself from a Conversation? lesson to learn more.
Adjust Notification Preferences

Visit [How do I adjust my Notification Preferences for Conversations](#) to learn how to adjust your Notification Preferences for Conversations. This can help reduce the amount of email messages you receive.

Filter Conversations

You can filter your Conversations to view messages from specific individuals, groups, or courses. To learn more, visit the [How do I filter Conversations?](#) lesson.

How do I delete a name from the To: field?

If you accidentally select the wrong individual(s) in a message, you can easily remove the name(s) before sending it.

Open the Inbox

Click the Inbox link.

Compose Message
Click the Pencil and Paper icon to compose a new message.

**Remove a name from the To: field**

Click anywhere in the To: field. Press **Delete** (on the MAC keyboard) or **Backspace** (on a PC keyboard).

You can also hover over the name and click on the white x that appears.

**Where is my original message in this Conversation?**

All Conversations are saved in chronological order from newest to oldest. The newest messages appear on the top and the oldest on the bottom.

**Open the Inbox**

Click the **Inbox** link.

**Select the Conversation**

Select the conversation.
Scroll down to the bottom of the Conversation.

Scroll down to the bottom of the message to view the original message displayed.

**How do I attach a file to a message?**

You can upload supplemental files as part of your Conversations messages.

**Open the Inbox**
Click the **Inbox** link.

**Compose Message**

Click the **Pencil and Paper** icon to compose a new message.

**Browse for Attachment**

Click the **Attach** link [1]. Select the **Choose File** button (or **Browse**, depending on your browser) [2] to open a dialog box in your browser that will allow you to attach a message.

**Select Multiple Files**
You can upload additional files by clicking Attach [1] again. If you accidentally select the wrong file, press the Delete icon [2] to remove it, or click the Choose File button to select a different file. When you are finished, click the Send button [3].

How do I attach a media comment to my message?

You can record or upload video and audio files as part of your Conversations messages.

Open the Inbox

Click the Inbox link.

Compose Message

Click the Pencil and Paper icon to compose a new message.

Open Media Link

To attach a video or audio message, click the Record link.
Record Media Comment

A popup window will appear in your browser. **Note:** If you see a message from Adobe Flash Player and instructure.com requesting access, click the **Allow** button.

Click the **Record Media** tab [1]. Select your preferred media method: record with webcam [2] or record with microphone only [3]. In the title field, name your media comment [4]. When you're ready to record, click anywhere within the media comment to start recording [5].
Create Recording

The timer with the red dot [1] will indicate you are recording your media comment, as well as the length of the comment. Once you are finished recording, click anywhere within the media comment to stop the recording [2].
Save Recording

Before you attach the media comment, you have the chance to review it. If you are happy with the result, click the Save button [1]. If you want to re-record the recording, click on the Record button [2] to start over.
Upload Media Comment

If you have a previously recorded media file, you can upload it as part of your message. Click the **Upload Media** tab [1]. Click either the **Select Audio File** button [2] or **Select Video File** button [3].
Upload Media File

Locate the media file on your computer. Click the Open button.

Send Message

1. Select Media Comment.
2. Enter message text:
   Let's discuss our project after class tomorrow.
3. Select Send.
Your media comment will appear in your message [1]. If you want to remove the comment, click the X icon [2] to remove it from the message. When you are finished, click the Send button [3].

**How do I filter Conversations?**

You can filter the Conversations in your Inbox for easier organization, especially if you are enrolled in multiple courses. Filtering Conversations allow you to selectively view Conversations based on who is involved.

**Open the Inbox**

Click the **Inbox** link.

**Select Filter**

Type the name of a course, group, or individual in the filter field [1], or browse for the course, group, or individual by selecting the **Address Book** icon [2].

**Note:** You can filter more than just your Inbox. You can filter your Unread, Starred, Sent, and Archived messages.
View Filtered Conversations

The conversations will be filtered based on what is entered in the Filter field.

**How do I star Conversations?**

Starring Conversations allows you to see important messages at a glance.

**Open the Inbox**

Click the Inbox link.

**Star and Unstar Conversations**
Click the star icon to turn it yellow, indicating a starred message. If you want to remove the star, click on the star icon again.

**View Starred Conversations**

![Image of Canvas interface with Inbox and Starred dropdowns]

To view only Starred Conversations, click the **Inbox** button [1]. In the dropdown menu, click the **Starred** link [2].

**View Starred Conversations Only**

![Image of starred conversations]

View all the Conversations you have starred in your Inbox.
Course Activity Stream
What is the Course Activity Stream?

The Course Activity Stream shows you all of the recent activity from a single course. This is different from the Global Stream, which you see in the Dashboard when you first log in to Canvas. As an instructor, you have the option to show the Course Activity Stream as your Course Home Page or not.

View the Course Activity Stream

Welcome to this awesome class! You probably enrolled because you want to learn some basic written communications skills that can make you a more awesome person. And you should because then you also look more educated and people think you’re cool (or a nerd, depending on what angle you come from). But I’ve worked in a variety of communications outlets throughout my working life thus far, so we will cover a lot of the basics and you can decide which topics are your favorite.

So now what? Start by introducing yourself in our Discussion form so we can learn who you are! You’ll be working with people in this class, so let’s get to know each other a little bit.

Things you might see in your Course Activity Stream include:

- Discussions
- Announcements
- Assignment Notifications
- Conversations
- Invitations
When would I use the Course Activity Stream?

Use the Course Activity Stream to:

- View student Discussions and Announcements.
- See what has happened since the last time you logged in.
What kinds of notifications will show up in my Course Activity Stream?

The Course Activity Stream shows you all of the recent activity from a single course.

Open Course

Click the title of the class to open your course. Depending on how your course is set up, the home page may be set to something besides the course stream. To view the recent activity within the course, click the See Course Stream link.

Note: You can view your own recent activity stream by clicking on your name and then the Canvas logo in the Global Navigation.
View Course Stream

Welcome to U.S. Presidents 101!

Meet Your Instructor
About the Course
Modules

Click the See Course Stream link to view the recent activity for the course.
View Notifications

Recent Activity in HIST-101

12 Assignment Notifications

5 Discussions

- Unit 12 Q&A Mar 7 at 1:46pm
- Unit 10 Discussion Mar 4 at 4:48pm
- 2013 Oscars Featuring Lincoln Feb 26 at 1:24pm
- State of the Union Feb 20 at 4:30pm
- Unit 2 Discussion Jan 23 at 2:04pm

Some of the notifications that may appear in the Course Activity Stream include:

- Announcements
- Assignment Notifications
- Discussions
Course Home Page
Where is the Course Home Page?

The Course Home Page is the first page that students see when they click the Home link in their Course Navigation. As an instructor, you decide what you want students to see on the Course Home Page.

View Home Page

U.S. Presidents 101

Welcome to U.S. Presidents 101!

Meet Your Instructor
About the Course
Modules

You can choose to:

• show your students the Course Activity Stream
• show your students a Page that you'll design yourself
• show your students your Modules for the course
• show your students the Assignments list
• show your students the Assignments list with the Syllabus

In this example, the home page is a page that is design for this course with a welcome title and a picture.

**When would I use the Course Home Page?**

Use the Course Home Page to:

• Direct your students to the most important resources they will need to be successful in your course.
• Remind students of their upcoming Assignments.
• Outline on a weekly basis what you will be covering in class and how they can prepare.
• View the Course Activity Stream so that you and your students can see the most recent Announcements and Discussions in your course.

How do I change the Course Home Page?

You can change your Course Home Page to 1) the Recent Activity Dashboard, 2) a Page you can Decide Yourself, 3) the Course Modules/Sections, 4) the Assignment List, or 5) the Syllabus with Assignment List.

Open Course

Find the course you want to view the home page for and click on the link. You will see the Course Home Page when you open the course.

View Course Home Page

Click the Change Home Page Layout link to update or change the home page [1].
Open Home Page Layout Drop Down Menu

Open the Home Page Layout drop down menu.

Select Home Page Layout

Click the home page layout you prefer. Your selection will be indicated with a check mark. Your choices for the home page include: the Communication Stream, a Page I'll Design Myself, the Course Modules/Sections, the Assignment List, or the Assignments with Syllabus.

Update Layout
Click the **Update Layout** button to save the changes made to the Course Home Page.

**View the Recent Activity Dashboard**

The Recent Activity Dashboard lets participants see the most recent conversations, notifications and interactions for this course. It is very similar to the dashboard page where users first log in, but only shows content for the specific course.
A Page I'll Design Myself allows instructors to design their course homepage and include links, images or rich media.
View the Course Modules/Sections

The Course Modules/Sections allows instructors to organize the course into modules or sections. This layout is probably best for courses that aren't based on a specific schedule like a term or semester.

View the Assignment List

Upcoming Assignments

- Abraham Lincoln Assignment...
  out of 10
- George Washington Assignment...
  out of 10
- Graph Assignment
  out of 10
- Introduce Yourself
  out of 5
- John Adams Assignment
  out of 10

Change Home Page Layout | See Course Stream
The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page.

**View the Assignments with Syllabus**

 месяц  | Статьи | Детали
---|---|---
Assignment #1 | | |
Assignment #2 | | |
Assignment #3 | | |
Assignment #4 | | |
Assignment #5 | | |

The Assignments with Syllabus allows instructors to write up a description of course expectations or introduce the course with links, images, etc. It then shows a calendar view of all assignments and course events.
Course Import Tool
What does the Course Import tool do?

The Course Import Tool makes it easy to extract course content, assignments, and quizzes from previous semesters and quickly import them into existing courses. The same tool is used to import course materials from different Learning Management Systems. In addition to recreating the structure and content of the course, the Course Import Tool will intelligently re-schedule due dates and calendar events to the new date ranges of the new semester, including day substitutions for the new semester (e.g. MWF to TTH).

Choose a Supported Learning Management System to Import From

- Angel export (.zip format)
- Blackboard 6/7/8/9 export (.zip file)
- Blackboard Vista/CE, WebCT 6+ Course
- Canvas Course Export Package
- Common Cartridge 1.0/1.1/1.2 Package
- D2L export .zip format
- Moodle 1.9.zip file
- QTI.zip file

Some of the Learning Management Systems currently supported in the Course Import Tool include:

1. Angel export (.zip format)
2. Blackboard 6/7/8/9 export (.zip file)
3. Blackboard Vista/CE, Web CT 6+ Course
4. Canvas Course Export Package
5. Common Cartridge 1.0/1.1/1.2 Package
6. Desire2Learn (D2L) export .zip format
7. Moodle 1.9.zip file
8. QTI.zip file
When Would I Use the Course Import Tool?

Use the Course Import Tool to:

- Copy an entire course from semester to semester, including Announcements and Discussions.
- "Cherry pick" Assignments, Pages, Files, and anything else from previous courses you or your colleagues have taught.
- Import course materials from different Learning Management Systems.

Import Wizard

If you're moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you're going to want moved over here. This wizard should make that process pretty easy.

- Import Files (if any)
- Import Quizzes (if any)

You may skip any steps that don't apply.

You can also:

- Copy content from another Canvas course
- Import content from a content package or from another system
How do I import content from another Canvas course?

Import content from another Canvas course when you want to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, and discussions. You can also import and adjust events and due dates.

Open Destination Course

Open the course that you want import content into using the Courses & Groups link in global navigation.
Open Settings

Click the Settings link.
Import Content

Click the Import Content into this Course button.
Copy Content

Import Wizard

If you’re moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you’re going to want moved over here. This wizard should make that process pretty easy.

- **Import Files** (if any)
- **Import Quizzes** (if any)

You may skip any steps that don’t apply.

You can also:

- Copy content from another Canvas course
- Import content from a content package or from another system

Click the Copy Content from another Canvas Course button.

Search for Course

Copy From another Course

Select the course you want to copy from. Then you can specify what exactly you want copied over.

Search for Course: 

Or Select from the List: [Select Course]

Include completed courses?
Search for the course you wish to import content from in one of two ways: search manually [1] or select from the drop-down course list [2].

1. Search for Course Manually

Copy From another Course

Select the course you want to copy from. Then you can specify what exactly you want copied over.

Search for Course: [presidents] [1] or Select from the List: [U.S. Presidents 101] [2]

[Include completed courses] [3]

In the Search for Course field [1], type a keyword of the course you wish to import content from. When the full course name appears in a dialogue box, click on the name [2]. If you are trying to find a course that has already been completed, click the Include completed courses checkbox [3] and search again.

Confirm the Course

Copy From another Course

Select the course you want to copy from. Then you can specify what exactly you want copied over.

Search for Course: [U.S. Presidents 101]

[Include completed courses]

Selected Course: [U.S. Presidents 101] [1]

[Copy From this Course] [2]
The name of the course will appear in the Search for Course field and confirm as the Selected Course [1]. Select the Copy From this Course button [2].

2. Select from Course Drop-Down List

In the Select from the List dropdown menu [1], select the name of the course you wish to import content from. Click the Copy From this Course button [2]. If you are trying to access a course that has already been completed, click the Include completed courses checkbox [3] and select from the List again.

Copy All Content

Select the content you’d like copied into this course.

- Copy everything from U.S. Presidents 101

- Adjust events and due dates

Import Course Content
By default, the Copy everything from [Name of Course] checkbox will be selected. If you want to copy everything, click the Import Course Content button.

**Copy Partial Content**

If you want to import only some of the course content, deselect the Copy everything from [Name of Course] checkbox [1]. Select the course content you would like to copy by selecting or deselecting the checkboxes next to the file or tool name [2].
Adjust Events and Due Dates

You can choose to adjust events and due dates by selecting the Adjust events and due dates checkbox [1]. Adjust the dates by clicking on the Calendar icon [2] and clicking on the new date for each field [3].

Import Course Content

Click the Import Course Content button.

Track Progress

Copying... this will take a few minutes

You can track the progress of your course import on the Progress Bar, which will turn blue when the course import is finished.
View Course Import

Course Copy Succeeded

Course content successfully imported! You can review the results of the import below.

If you're not happy with any of the dates for assignments or events, you can easily change them by dragging and dropping on the course calendar.

Back to the Course Copies Home Page

After your course content import is successful, you can view the course by clicking the Back to the [Course Name] Home Page button.
How do I import a Canvas course export package?

In this lesson, you will learn how to import a Canvas course export package.

**Note:** When importing a Canvas course export package, the package will overwrite some of the existing course settings. For example, if your destination course is set up with a private copyright, and you import a package that has a creative commons (CC) copyright, the copyright license in the destination course will change from Private to CC. We suggest you revisit the course settings after any course import to make sure important settings are still in place.

**Open Settings**

Click the **Settings** link.
Import Course Content

Click the **Import Content into this Course** button.
Choose Content Package

Import Wizard

If you’re moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you’re going to want moved over here. This wizard should make that process pretty easy.

- Import Files (if any)
- Import Quizzes (if any)

You may skip any steps that don’t apply.

You can also:

- Copy content from another Canvas course
- Import content from a content package or from another system

Click the Import content from a content package or from another system button.

Select Canvas Course Export

✓ Choose the system you want to migrate from
  - Angel export .zip format
  - Blackboard 6/7/8/9 export .zip file
  - Blackboard Vista/CE, WebCT 6+ Course
  - Canvas Course Export Package
  - Common Cartridge 1.0/1.1/1.2 Package
  - D2L export .zip format
  - Moodle 1.9 .zip file
  - QTI .zip file
Choose the **Canvas Course Export Package** option from the dropdown menu.

**Choose File**

**Migrate from Another System**

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We’ll extract the content from your course, and you can then specify which parts you’d like to have added to your new course.

There are previous migrations for this course: [View Migrations]

[Canvas Course Export Package]

**Choose a .imscc file to import**

Choose File: No file chosen

[Choose File]

[Cancel]

[Import Course]

Locate the **Choose File** button to browse for your Canvas Course Export Package. A popup window will appear in your browser.
Open File

Choose the .imscc file you wish to import content from. Click the Open button to continue [1].

Import Canvas Course Export

Choose a .imscc file to import

Click the Import Course button.
Wait for Migration to Load

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We'll extract the content from your course, and you can then specify which parts you'd like to have added to your new course.

Thank you! We'll start importing your course, you'll get an email when it's done and you'll be able to select the sections you'd like to import.

Wait for an email notification to let you know that the course export has been uploaded. You will be given a link in the email directing you back to the migration page. You can also follow the steps below.
Return to Course Settings

Click the **Settings** link.
Import Course Content

Select the Import Content into this Course button to return to the migration page.

View Migrations

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and auto list select that option and provide the requested information. We’ll extract the content from to have added to your new course.

There are previous migrations for this course View Migrations

Click View Migrations link above the drop-down menu.
Select Content to Import

Migrations Needing Action

Canvas Course Export Package migration

Click here to choose the content to import.

Click the Click here to choose the content to import link.

Select Course Content

1. Copy Everything
   - Assignments
     - Find the Droids
     - Quizzes
       - Unnamed Quiz
   - Assignment Groups
     - Assignments
     - Wikis
       - The Force
       - Uniforms

2. Adjust events and due dates
   - null dates range
   - This Course dates range
     - from Dec 9, 2011 to Jun 21, 2012

You can also explicitly define day substitutions to adjust for changing class schedules (i.e. move everything that was on Mondays to now happen on Tuesdays)

3. + Define a day substitution

4. Import Course Content
Select the items you would like to import. You click the Copy Everything checkbox [1] to copy all of the .imscc files or you can cherry pick the items you want to import by clicking on the check boxes to select or deselect the items [2]. You can also choose a new starting date for your course and adjust the events and due dates [3]. Then click on the Import Course Content button [4]. You will be taken back to the Course Home Page to view the imported course content.

Reminder: When importing a Canvas course export package, the package will overwrite some of the existing course settings. For example, if your destination course is set up with a private copyright, and you import a package that has a creative commons (CC) copyright, the copyright license in the destination course will change from Private to CC. We suggest you revisit the course settings after any course import to make sure important settings are still in place.

Review Warnings

Review any warnings or errors that occurred during the migration by clicking the Warnings/Errors link.
How do I import content from my old Blackboard course into Canvas?

Open Course

Select the course you would like to import content into by hovering over the Courses & Groups dropdown menu [1] and clicking the course title [2].
Open Settings

Click the **Settings** course navigation link.
Import Content into Course

Click **Import Content into this Course** to import content.
Import Content from Blackboard

Import Wizard

If you’re moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you’re going to want moved over here. This wizard should make that process pretty easy.

- **Import Files** (if any)
- **Import Quizzes** (if any)

You may skip any steps that don’t apply.

You can also:

Click the **Import content from a content package or from another system** button [1] to import content from Blackboard.
Select System

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We’ll extract the content from your course, and you can then specify which parts you’d like to have added to your new course.

Choose the system you want to migrate from

Open the dropdown menu to select the Blackboard system.
Select Blackboard Vista

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We'll extract the content from your course, and you can then specify which parts you'd like to have added to your new course.

Select the Blackboard Vista/CE, WebCT 6+ Course option [1] by clicking on the link.
Select Institution

Migrate From another System

We have integrated with other Learning Management Systems to provide a simple option and provide the requested information. We’ll extract the content from your course.

Open the dropdown menu [1] to select the institution you will be migrating content from.
Enter Login Credentials

We have integrated with other Learning Management Systems to provide a simple option and provide the requested information. We'll extract the content from your course.

In order to import the contents of your Blackboard course into your Canvas course, you will need to enter your institution login credentials in the User Login text field [1] and your password in the password text field [2]. This information will not be saved and will only be used to open the contents of your Blackboard course. Select the Retrieve list of courses for this account button [3] to continue.
Select Course

Migrate From another System

We have integrated with other Learning Management Systems to provide a simple and automated migration option and provide the requested information. We’ll extract the content from your course, and you can create a new course.

There are previous migrations for this course: View Migrations

Blackboard Vista/CE, WebCT 6+ Course

Choose the course to migrate

Course:

My Role: Section Instructor

Instructional Design with Technology - Instruction with Learning Object -

My Role: Section Instructor

My Role: Section Designer

Question Bank Configuration

If not specified in the export, questions will go in this question bank: Imported Questions

Selective import

☐ Choose which parts of the course to migrate

Import Course Cancel

Canvas will list all the courses you are enrolled in. You will need to select the course you wish to move content from by clicking on the bubble next to the course title [1]. Select the Import Course button to begin the import process.

Note: Do not select the Selective import option as this will come up later in the process.
Wait for Course Extraction Email

Migrate From another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We’ll extract the content from your course, and you can then specify which parts you’d like to have added to your new course.

There are previous migrations for this course: View Migrations

Thank you! We’ll start exporting your course, you’ll get an email when it’s done and you’ll be able to select the sections you’d like to import.

You will receive this message after choosing to import content from your course on Blackboard. An email will be sent to you which will let you know your course is ready to be extracted and imported.
Open Course Extraction Link

You will be sent an email from Instructure Canvas [1] letting you know the content is ready to be imported from Blackboard to Canvas. Click on the Course Extraction Link [2] to begin the process.
Select Content to Import

A new window will appear in your browser which will list every file that your Blackboard course contains. You can now select what content you need to keep by checking or unchecking the checkboxes next to a file name [1]. Please take a few minutes to remove the files that you will no longer be using.
Import Course Content

Click on the Import Course Content button [1] to begin migrating your course content from Blackboard to Canvas.

Track Import Progress

A progress bar [1] will automatically appear allowing you to track the status of your import. However, you can leave the webpage as Canvas will send an email when the import is complete.
View Course Import Email

When your course import has finished, you will get an email from Instructure Canvas [1]. Click on the Course Import link [2] to open your course.
The content from your Blackboard course is now in your Canvas course. Organize the content to fit your students' needs. You can also return to the Import Wizard to see if any warnings or errors occurred during your import.
How do I import content from Moodle into Canvas?

You can import content from previously-used Moodle courses into your Canvas courses.

Open Course

Select the course you would like to import content into by hovering over the Courses & Groups drop-down menu [1] and clicking on the course title [2].
Open Settings

Click the **Settings** course navigation link.
Import Content into Course

Click the Import Content into this Course button to import content.
Import Content from Moodle

If you’re moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you’re going to want moved over here. This wizard should make that process pretty easy.

- Import Files (if any)
- Import Quizzes (if any)

You may skip any steps that don’t apply.

You can also:

Click the Import content from a content package or from another system button [1] to import content from Moodle.
Select System

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We'll extract the content from your course, and you can then specify which parts you'd like to have added to your new course.

Open the drop-down menu [1] to select Moodle.
Select Moodle

Select the Moodle 1.9 .zip file option [1] by clicking the link.
Choose File

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We'll extract the content from your course, and you can then specify which parts you'd like to have added to your new course.

There are previous migrations for this course: View Migrations

Moodle 1.9 .zip file

Choose a .zip file to import

Choose File  No file chosen

Question Bank Configuration

If not specified in the export, questions will go in this question bank Imported Questions

Cancel  Import Course

Choose the .zip file you want to import [1].
Locate .zip File

Find and click the Moodle .zip file you want to import [1]. Click Open [2].
Import Course

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We'll extract the content from your course, and you can then specify which parts you’d like to have added to your new course.

There are previous migrations for this course: View Migrations

Choose a .zip file to import

Choose File backup-dgm2...1-1732.zip

Question Bank Configuration

If not specified in the export, questions will go in this question bank Imported Questions

Once the file is chosen, click the Import Course button.

Note: If you have Question Banks being imported, if you don't specify when you want the questions to go, they will go to a Question Bank entitled Imported Questions.
Wait for Course Extraction Email

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We’ll extract the content from your course, and you can then specify which parts you’d like to have added to your new course.

Thank you! We'll start importing your course, you'll get an email when it's done and you'll be able to select the sections you'd like to import.

You will receive this message after choosing to import content from your course from Moodle. An email will be sent to you which will let you know your course is ready to be extracted and imported.

Open Course Extraction Link

Your content for "" is ready to be imported

1. Instructure Canvas

Click this link to choose which items of your content to import:

You received this email because you are participating in one or more classes using Canvas. To change or turn off email notifications, visit:

http://training.instructure.com/profile/communication
You will be sent an email from Instructure Canvas [1] letting you know the content is ready to be imported from Moodle to Canvas. Click the Course Extraction link [2] to begin the process.

Select Content to Import

A new window will appear in your browser which will list every file that your Moodle course contains. You can now select what content you need to keep by checking or unchecking the checkboxes next to a file name [1]. Please take a few minutes to remove the files that you will no longer be using.
Import Course Content

After deciding what you want to import, you can adjust events and due dates [1]. You can also define day substitutions by clicking the Define a day substitution link [2]. Click the Import Course Content button [3] to import your course content from Moodle to Canvas.

Track Import Progress

A progress bar [1] will automatically appear allowing you to track the status of your import. However, you can leave the webpage as Canvas will send an email when the import is complete.
View Course Import Email

When your course import has finished, you will get an email from Instructure Canvas [1]. Click the Course Import link [2] to open your course.

View Course

The content from your Moodle course is now in your Canvas course. Organize the content to fit your students’ needs. Click the Change Home Page Layout link to make Modules the home page. You can also return to the Import Wizard to see if any warnings or errors occurred during your import.
Set Home Page Layout

When people visit the course page, show them the Course Modules/Sections option selected [1] and then click the Update Layout button.

View Updated Layout

View your new Home Page Layout.
How do I import content from Blackboard 6/7/8/9 into Canvas?

This lesson shows how to import your content from Blackboard 6/7/8/9 exports.

Open Course

Choose the course you would like to import content into by hovering over the Courses & Groups dropdown menu [1] and clicking on the course title [2].
Open Settings

Click the Settings course navigation link.
Import Content into Course

Click the Import Content into this Course button.
Import Content from Blackboard

Import Wizard

If you're moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you're going to want moved over here. This wizard should make that process pretty easy.

- **Import Files** (if any)
- **Import Quizzes** (if any)

You may skip any steps that don't apply.

You can also:

- Click the **Import content from a content package or from another system** button to import content from Blackboard.
Select System

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We'll extract the content from your course, and you can then specify which parts you'd like to have added to your new course.

Choose the system you want to migrate from [1]

Select Blackboard 6/7/8/9

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We’ll extract the content from your course, and you can then specify which parts you’d like to have added to your new course.

Select the **Blackboard 6/7/8/9 export .zip format** option [1] by clicking on the link.
Choose File

Choose the .zip file you want to import [1].
Locate .zip File

Find and click on the Blackboard .zip file you want to import [1]. Click Open [2].
Import Course

Once the file is chosen, click the Import Course button.

**Note**: If you have Question Banks being imported, if you don't specify when you want the questions to go, they will go to a Question Bank entitled Imported Questions. Also, you can select which parts of the course to migrate by using Selective Import.
Wait for Course Extraction Email

Migrate from Another System

We have integrated with other Learning Management Systems to provide a simple and automated migration process. If you see your current system in the list select that option and provide the requested information. We'll extract the content from your course, and you can then specify which parts you'd like to have added to your new course.

Thank you! We'll start importing your course, you'll get an email when it's done and you'll be able to select the sections you'd like to import.

You will receive this message after choosing to import content from your course from Blackboard. An email will be sent to you which will let you know your course is ready to be extracted and imported.

Open Course Extraction Link

You will be sent an email from Instructure Canvas [1] letting you know the content is ready to be imported from Blackboard to Canvas. Click the Course Extraction Link [2] to begin the process.
Select Content to Import

Copy From null
Select the content you’d like copied into this course. At the bottom you can also choose to adjust all dates for migrated items in case you’ve moved on to a new semester.

- Copy Everything
- Assignments
  1. Final Project
  - Rubric assignment
- Quizzes

A new window will appear in your browser which will list every file that your Blackboard course contains. You can now select what content you need to keep by checking or unchecking the checkboxes next to a file name [1]. Please take a few minutes to remove the files that you will no longer be using.

Import Course Content

- Adjust events and due dates

  1. null dates range
     from [ ] to [ ]

     This Course dates range
     from [ ] to [ ]

     You can also explicitly define day substitutions to adjust for changing class schedules (i.e. move everything that was on Mondays to now happen on Tuesdays)

  2. Move everything on Monday to happen on Wednesday

  3. Define a day substitution

[Import Course Content]
After deciding what you want to import, you can adjust events and due dates [1]. You can also define day substitutions by clicking on the Define a day substitution link [2]. Click the Import Course Content button [3] to import your course content from Blackboard to Canvas.

**Track Import Progress**

A progress bar [1] will automatically appear allowing you to track the status of your import. However, you can leave the webpage as Canvas will send an email when the import is complete.

**View Course Import Email**

When your course import has finished, you will get an email from Instructure Canvas [1]. Click the Course Import link [2] to open your course.
The content from your Blackboard course is now in your Canvas course. Organize the content to fit your students' needs. Click the Change Home Page Layout link to make Modules the home page. You can also return to the Import Wizard to see if any warnings or errors occurred during your import.

Set Home Page Layout

Make sure the dropdown menu has a Page I'll Design Myself option selected [1] and then click the Update Layout button.
View Updated Layout

Now the course home page is updated.
How do I export a Canvas course?

Open Settings

Click the **Settings** link.
Export Course

Click the Export Course Content button [1].

Select Export Type

Content Exports

Export Type

Click the Course export type option [1]. Click the Create Export button [2] to begin the export.
Monitor Export

View the progress bar [1]. Exporting a course in Canvas may take a few minutes, depending on its size. You will receive an email when the export is complete.

Download New Export

Click on the Click here to download link to download the new export [1].

Note: The export will be in .imscc format.
Course Navigation
What is Course Navigation?

Course Navigation is a series of links on the left side of your screen that help you get to where you want to go inside of a Canvas course.

What is Course Navigation?

When you create a new course, by default, you will see fourteen links:

- Announcements
- Assignments
- Discussions
- Grades
- People
- Syllabus
- Quizzes
- Modules
- Conferences
- Collaborations
- Files
- Outcomes
- Pages
- Settings
• Syllabus
• Outcomes
• Quizzes
• Modules
• Conferences
• Collaborations
• Settings

Configured External (LTI) Tools may create additional links.

**When would I use Course Navigation?**

![Course Navigation Example](image)

Course Navigation can be used to:

• Explain to your students how to navigate inside of the course.
• Move quickly to the activities or tasks that you need to complete.
• Reorder Course Navigation links in a way that makes sense to you.
How do I navigate a Canvas course?

A Canvas course is divided into six main sections.

Canvas Course Navigation Overview

There are six main sections in a Canvas course:

1. Course Navigation
2. Global Navigation
3. Breadcrumb Navigation
4. Content Area
5. Sidebar
6. Help Corner
Course Navigation

The Course Navigation links help you get to where you want to go within a Canvas course. As an instructor, you can customize what links are shown in your course.

Global Navigation Menu
The Global Navigation menu helps you get to where you want to go across all of the Canvas courses you are enrolled in.

**Help Corner**

The Help Corner helps students contact the instructor or Canvas Support. It also provides places for user feedback and user ideas.

**Breadcrumbs**

The Breadcrumbs appear above the main body of the page. Breadcrumbs leave a trail that help you see where you have navigated to inside a Canvas course. Follow these links backward to visit parent pages. Click on the house icon at the far left of the Breadcrumbs to move all the way back to the Dashboard.
Content Area

Welcome to U.S. Presidents 101!

Meet Your Instructor
About the Course
Modules

The content of the course will be displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content.
Sidebar

The Sidebar provides the tools available for the Canvas feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.
How do I reorder and hide Course Navigation links?

By default, all links are enabled for all courses. Please note that links cannot be renamed.

Links to sections that don’t have any content and that students cannot create content for will not be shown to students and will be "grayed" for your view. For example, if there are no learning outcomes set for the course, you will see the “Outcomes” link in gray, but students will not see the link at all. You can also hide and reorder links in the left navigation for your course.

**Note:** Configured [External (LTI) Tools](#) may create additional Course Navigation links.

Open Settings

<table>
<thead>
<tr>
<th>Home</th>
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</thead>
<tbody>
<tr>
<td>Announcements</td>
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<tr>
<td>Assignments</td>
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<tr>
<td>Discussions</td>
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<tr>
<td>Grades</td>
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<td>People</td>
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<td>Pages</td>
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<td>Files</td>
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<td>Syllabus</td>
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<td>Outcomes</td>
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<td>Quizzes</td>
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<tr>
<td>Modules</td>
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<tr>
<td>Conferences</td>
</tr>
<tr>
<td>Collaborations</td>
</tr>
<tr>
<td><strong>Settings</strong></td>
</tr>
</tbody>
</table>
Click the Settings link.

Open Navigation

Click the Navigation tab.

Reorder Navigation Links

Drag and drop items to reorder them in the course navigation.
Drag and drop items to reorder them in the Course Navigation. You can also drag and drop course navigation links to hide them from students. Click the Save button when you are finished reordering everything.

**Note:** Course Navigation links cannot be renamed.

**What are Course Navigation indicators?**

The Course Navigation indicator represents the number of changes in a course since your last visit. Currently, this feature is only used for Grades.

**Course Navigation Indicators**

![Course Navigation Indicators](image)

Sometimes a user wants to know what has changed since the last time he or she has visited a course, especially with Grades. The numbered indicator for Grades shows a user either a change in a score, including new scores, or a comment left on a submission by an instructor or a peer.

To clear the indicators, view the Grades page. When you refresh or navigate away from the page, the count will reset.
Student View of Indicators

As a student, when you visit the Grades page in a course, you will see a blue dot next indicating that the assignment that was graded or commented on by your instructor or peer. Remember, the indicators will disappear when you navigate away or refresh the page.
Course Setup Checklist
What is the Course Setup Checklist?

The first few times you create a new course in Canvas, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

View Course

A course originally starts in an unpublished state allowing instructors to set up your course and ready the content while concealing it from students. Instructors, designers, and admins can add students, teachers, and TAs to the course. As soon as you're ready then you can publish your course and make it available to the students.

When would I use the Course Setup Checklist

The Course Setup Checklist appears as a grey pop-up pane at the bottom of your screen when you first create a new course in Canvas. The checklist reminds you to:

- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add Students to the course under the Users tab in Settings
- Select the links you wish to display in the Course Navigation under the Navigation tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Add TAs to the course under the Users tab in Settings
- Publish the course, which will automatically send invitation emails to any students you have already added to the course
How do I create a new course shell?

This lesson explains how to create a course shell in Canvas. Some institutions will have this disabled and instead provide course shells to faculty automatically via SIS (Student Information System) imports. Contact your Admin to learn more.

Log In to Canvas

Login to your Canvas instance by entering your username and password in the appropriate fields.

Start a New Course

Click the Start a New Course button.
Add Course Details

Add your course name by typing in the course name field [1]. Add a short name for the course by typing in the short name field [2]. Set the content license by selecting the content license drop-down menu [3]. Make the course publicly visible by click on the Make course publicly visible (student data will remain private) checkbox [4].

Note: The ability to create a short name for the course will appear only if the user adds a long course name.

Create Course

Click the Create course button.
View Course Shell

View the new course shell.
How do I close the Course Setup Checklist?

The Course Setup Checklist allows you to navigate quickly to add components to your course.

Open Course

Click the title of the course to open it.

Close the Course Setup Checklist

Click the X [1] to close the Course Setup Checklist.
How do I open the Course Setup Checklist?

Open Course

Click the title of the course to open it.

Open the Course Setup Checklist

Click the Course Setup Checklist button.

View the Course Setup Checklist

View the Course Setup Checklist.
How do I manually invite students to my course?

When a course is published, an invitation and registration email is sent out to all students. If your organization uses SIS imports, you shouldn't have to manually invite students to your course.

Open People

Click the **People** link in the Course Navigation Menu.

Add People

Click the **Add People** button.
Submit Email Addresses

Type or paste a list of email addresses below:  

"Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, 
justAnEmailAddress@example.com

Role: Student  
Section: Section 3

Type or paste an email address or several email addresses in the type field [1]. Assign the user(s) a role by selecting the Role drop-down menu [2]. Assign the user(s) a Section by selecting the Section drop-down menu [3]. Click the Next button [4].
Check People

Canvas will verify that the email is a valid email address [1]. If you are not ready to add the user, click the Start Over button [2]. Otherwise click the Add Users button [3].

Note: If the user has previously created a Canvas account with the email address you are using, the user's name will populate in the name field. Otherwise the name field will remain blank.
Confirm Enrollment

Canvas will verify your enrollment. To add more users, click the Add More Users button [1]. To return to the People page, click the Done button [2].

View Pending Enrollment

4 invitations haven’t been accepted: Resend

<table>
<thead>
<tr>
<th>Name</th>
<th>Login / SIS ID</th>
<th>Section</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>Documentation Sandbox</td>
<td>Student</td>
</tr>
<tr>
<td>Ali Brown</td>
<td><a href="mailto:ali.b@aggiemail.usu.edu">ali.b@aggiemail.usu.edu</a></td>
<td>Documentation Sandbox</td>
<td>Teacher</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>Section 3</td>
<td>Student</td>
</tr>
</tbody>
</table>
The user will receive an invitation to join the course in their email. The user's status will display as pending until he or she accepts the course invitation.

**Note**: It could take up to 24 hours for users to receive their invitations.

**How do I resend student invitations?**

**Open People**

Click the **People** link.

**Manage Users**

Click the **Manage Users** button.
Re-Send All Unaccepted Invitations

Click the **Re-Send All Unaccepted Invitations** button to re-send unaccepted invitations to users.

How do I publish my course?

**Note**: A course will not be available to students until published.

Open Course Setup Checklist

Click the **Course Setup Checklist** button. The setup checklist will appear in a window at the bottom of the screen.
Open Publish Course Option

Click the Publish Course link to open the option of publishing your course.

Publish Course

Click the Publish Course button [1].

View Course

A message will appear at the top of your screen confirming the publishing of your course.
Course Statistics
What are Course Statistics?

View Course Statistics

Course Statistics give you a glimpse into which content Pages are engaging students and what might be improved in the future. It will also help you to detect which students are not participating to the fullest or have started to fall behind the rest of the class.
When would I use Course Statistics?

Use Course Statistics to:

- Share with your students what you have observed in terms of their participation online
- Identify the dates and times of days the course is most frequently visited by your students
- Identify which pages are most frequently visited by your students
Where can I find statistics about when students are accessing the course?

**View Settings**

Click the **Settings** link.
View Course Statistics

Click the Course Statistics button to view the statistics.

Open Students Tab

Click the Students tab.
View Course Statistics for Students

Recently Logged-In Users

- Jane Smith
  last logged in Dec 10 at 12:31 pm
- Opie Griffith
  last logged in Nov 15 at 3:20 pm
- Canvas Student
  last logged in Nov 15 at 1:20 pm
- Maxwell Smart
  last logged in Oct 26 at 10:17 am
- Emily Boone
  last logged in Oct 10 at 1:03 pm

Click a student's name to view the student's information.

Open User Details

More About This User

- Analytics
- Grades
- Send Message
- Interactions with You
- Access Report
- Outcomes
- Registered Web Services
Click the **Access Report** button in the sidebar to view how the individual is accessing the course.

**View User Access Report**

Jane Smith Access Report

<table>
<thead>
<tr>
<th>Content</th>
<th>Times Viewed</th>
<th>Times Participated</th>
<th>Last Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Topics</td>
<td>8</td>
<td></td>
<td>Dec 10, 2012 1:08pm</td>
</tr>
<tr>
<td>Course Announcements</td>
<td>4</td>
<td></td>
<td>Dec 10, 2012 1:08pm</td>
</tr>
<tr>
<td>End of the Year</td>
<td>10</td>
<td></td>
<td>Dec 10, 2012 1:06pm</td>
</tr>
<tr>
<td>Course Assignments</td>
<td>4</td>
<td></td>
<td>Dec 10, 2012 12:36pm</td>
</tr>
<tr>
<td>Assignment #4</td>
<td>2</td>
<td></td>
<td>Dec 5, 2012 4:35pm</td>
</tr>
<tr>
<td>Course Grades</td>
<td>2</td>
<td></td>
<td>Nov 30, 2012 1:30pm</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>2</td>
<td></td>
<td>Nov 29, 2012 11:10am</td>
</tr>
</tbody>
</table>

The user access report allows you to view what the student has accessed: Content, Times Viewed, Times Participated, and Last Viewed.
Where can I find statistics on file storage?

Click Settings

Click the Settings link.
View Course Statistics

Click the **Course Statistics** button to view the statistics.

Open File Storage Tab

Click the **File Storage** tab.

View File Storage Statistics

- **Allotted Storage:** 500 MB
- **Uploaded Files:** 3 MB, 7 files
- **Media Files:** 92.4 KB, 10 files
You can view the Allotted Storage, Uploaded Files, and Media Files, the amount of files stored, and the numbers of Files [1].

**Where can I find statistics about online interactions with my students?**

**Click Settings**

Click the **Settings** link.
View Course Statistics

Click the Course Statistics button to view the statistics.

Open Students Tab

Click the Students tab.
View Course Statistics for Students

Recently Logged-In Users

- Rita Flowers
  last logged in Apr 11 at 12:07pm

- Canvas Student
  last logged in Apr 9 at 9:01am

- Jane Smith
  last logged in Apr 5 at 3:10pm

- Emily Boone
  last logged in Mar 25 at 6:10pm

Click a student's name to view the student's details.

View Details

More About This User

- Analytics
- Grades
- Send Message
- Interactions with You
- Access Report
- Outcomes
Click the **Interactions with You** link in the sidebar to view the online interactions with the student.

### View User Interaction Report

The user interaction report allows you to see the Student Name, Last Student Interaction, Current Score, Final Score, Ungraded Assignments, and send a message via the envelope icon [1]. Click the **View the full Student Interaction Report for Documentation Sandbox** link to view an interaction report for all the students in the course [2].

### View Interaction Report for All Students in Course

The user interaction report allows you to see the Student Name, Last Student Interaction, Current Score, Final Score, Ungraded Assignments, send a message via the envelope icon [1]. You can also sort the table [2].
Course Status
What are the different states of a Canvas course?

Canvas courses have three essential states: unpublished, published, and concluded.

View an Unpublished Course

Unpublished courses are courses in preparation; they are courses being authored by instructors, instructional designers, and administrators. While a course is unpublished, students cannot access or participate in the course. If an institution does not restrict permission, students can see their future enrollments in the Future Enrollments section of the Courses menu in the Global Navigation Menu.

When the course material is deemed ready by the designer, instructor, or administrator, it may be published with the click of a button.

If a course is never published, the course will remain in the students’ Future Enrollments section.
Published courses are instantly available to students who may be assigned via SIS integration, or manually by the instructor, administrator, or TA. When published, activity is dictated by the dates and status of course assignments and modules. Individual assignments, modules, or other course content can be individually locked (made unavailable to students) or assigned a date in the future, prior to which students will not be able to see or participate in said course component.

These courses will appear in the My Courses section of the Courses menu in the Global Navigation Menu.
View a Concluded Course

Concluded courses are courses that are completed according to the SIS information or term dates, or courses that have been manually marked complete by an instructor or administrator. In concluding a course, instructors and students can no longer participate in the course. This is the archived state of the course.

These courses will appear in the Past Courses section of the Courses menu in the Global Navigation Menu.
What is the difference between concluding and deleting a course?

A concluded course is a course that ends by either the SIS information or assigned term dates and becomes a read-only archive of the course for both students and instructors.

A deleted course is a course that is manually removed, usually by an instructor. It will not appear in enrollments or past courses and is not accessible to anyone at your institution.

**Note:** If the Conclude this Course button does not appear in Course Settings, your administrator has restricted this setting for the institution.

Concluding a Course

**Confirm Conclude Course**

Warning: Concluding the course will prevent you from modifying grades and accessing course content.

If you would like to retain the ability to change grades while limiting student access to the course, please utilize the course dates settings. You can learn about course date settings in our guides here.

In concluding a course, you and your students can no longer participate in the course, and it will appear in your prior courses list.

Typically you won’t have to worry about concluding a course since the end date of the course will automatically conclude the course on your behalf. Also, at your institution, a specific term like a winter semester or a fall semester also has this specific end date, which will conclude all the associated courses within it.

Learn more about concluding courses.
Deleting a Course

Deleting a course means the course will not appear in the course menu, enrollments page, or past enrollments in any form. We do not recommend deleting a course, especially if the course has students and content in it. Once you delete a course, you and no one else at your institution will be able to access it. If you only want to remove it from the course drop-down menu, you should conclude the course or change the course end date.

Learn more about deleting courses.
How do I conclude my course at the end of a semester?

Concluding a course means that you and your students will no longer have access to the course. If your institution uses software that automatically concludes enrollments, you do not have to manually end your course since the end date of the course will automatically conclude the course on your behalf.

If you prefer, you can change the end date of your course instead.

Note: If the Conclude this Course button does not appear in Course Settings, your administrator has restricted this setting for the institution.

Open Settings

Click the Settings link.
Conclude This Course

Click the **Conclude this Course** button to conclude your course.

Conclude Course

**Confirm Conclude Course**

Warning: Concluding the course will prevent you from modifying grades and accessing course content.

If you would like to retain the ability to change grades while limiting student access to the course, please utilize the course dates settings. You can learn about course date settings in our guides [here](#).

Click the **Conclude Course** button.
View Confirmation

A message will appear at the top of your screen confirming the conclusion of your course.
How do I permanently delete my course?

Once you delete a course, the course will be completely removed from your institution's account and will not be viewable by you, prior students, or the account administrator. We do not recommend deleting courses, especially if the course contains content and student data because you may need to access that information a later date.

If you only want to remove the course from Courses & Groups in the Global Navigation, you can change the course end date, or if you have permission, conclude your course instead.

Note: Before you delete your course, make sure you have a record of your Course ID number. Administrators can restore deleted courses if they know the Course ID number. You can locate your Course ID number at the end of your course URL (i.e. canvas.instructure.com/courses/XXXXXX).
Click the Settings link.

**Delete the Course**

![Course Options Menu]

Click the Permanently Delete this Course button.

**Delete Course**

![Confirm Course Deletion]

Click the Delete Course button to permanently delete the course.

**Note:** Before you delete your course, make sure you have a record of your Course ID number. Administrators can restore deleted courses if they know the Course ID number. You can locate your Course ID number at the end of your course URL (i.e. canvas.instructure.com/courses/XXXXXX).
View Confirmation

A message will appear at the top of your screen confirming the course deletion.
Dashboard
What is the Dashboard?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your courses and allows you to figure out what to do next.

The Canvas Dashboard

![The Canvas Dashboard](image)

The Dashboard consists of three main elements:

1. Global Navigation across the top of the page,
2. the Sidebar with various types of feeds, and
3. the Global Stream, which comprises the main body of the page.

The Dashboard is designed to answer the questions, "What is going on in all of my courses?" and "What do I need to do next?"
Global Navigation

The Global Navigation directs users to menus or pages that display:

1. all of a user's courses and groups,
2. all of a user's assignments,
3. a grade summary page, and
4. the Calendar.

These four menus and pages will display different items depending on whether you are a student or an instructor. Under Assignments, for example, Instructors will see assignments that need to be graded and students will see assignments that need to be turned in.
Sidebar

The Sidebar contains three helpful feeds:

1. The **To Do** feed lists the next five assignments you need to turn in (if you are a student) or you need to grade (if you are an instructor). Assignments will still show up in this list even if they are past due. Click on the links to go directly to the Assignments page.
2. The **Coming Up** feed lists the next five assignments or events coming due in the next week.
3. The **Recent Feedback** feed lets students know when their instructor has left a comment or a grade for one of their submissions. The same feed will let instructors know when students have left comments about work they have evaluated. This feed helps students and instructors keep the conversation alive around Assignments.
Global Stream

The Global Stream contains a stream of recent activity from all of your courses. There are announcements, discussions, assignment notifications, and conversations. This activity stream helps students and teachers to stay on top of what is going on in the course and allows them to easily ask questions and post to discussion forums. You can view the details of each section by hovering in the section area and clicking the Show More button.

Return to Dashboard

Click the Canvas logo in the Global Navigation to return to your Dashboard.
How do I use the Dashboard?

The Dashboard is the first thing you will see when you log into Canvas and is arranged into categories such as Announcements, Assignments, Discussions, Conversations and other Notifications. In this lesson, you will learn how to use the Dashboard to help you stay up-to-date on what is happening in your courses.

View the Dashboard

The Recent Activity stream comprises the main body of the page and lists all recent activity for your courses.
View the Recent Activity Stream

Items in the Recent Activity Stream are listed in categories such as Announcements, Assignment Notifications, Discussions, etc. The total number of activities are indicated by the number next to the category name [1]. New or unread activities are shown by the blue indicator number [2].

Expand Recent Activity Categories

To view the details of a category, hover over that category and click the Show More link.
Remove Recent Activities

You can directly access your recent activities by clicking the course link [1]. Recent activities can be removed by clicking the X icon [2].

Collapse Recent Activity Categories

To collapse the details of a category, hover over that category and click the Show Less link [1].

How do I log in to Canvas?

To log into your Canvas account, simply enter your Canvas-registered email address and associated password into the corresponding fields of your institution’s Canvas URL.

Note: Students need to be invited or enrolled through an institution to access a Canvas course.

Log In to Canvas

🔒 https://canvas.instructure.com/login
Log in by typing your institution's Canvas URL or learn.canvas.net for Canvas Network courses in a browser address bar.

Enter Login Information

Enter your email address [1] and password [2]. Click the Log In button [3].

Note: If you need free Canvas account, click the Click Here, It's Free! link [4] and learn how to sign up for free. The free Canvas account is for instructors who are not already using Canvas through their institution.

How do I logout of Canvas?

Logout of Canvas

Click the Logout link [1]. You will be returned to the Canvas login page.
How do I sign up for Canvas as an Instructor?

The free Canvas account is for instructors who are not already using Canvas through their institution. If your institution is using Canvas, contact your administrator for account details. If your institution is not using Canvas, follow the steps below to create an account.

Go to canvas.instructure.com

Enter the Canvas registration URL (canvas.instructure.com) into your browser.

Click to Register

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

Click the I'm a Teacher button.
Enter Contact Information

Enter your name in the Name field, choose a Title, enter your Email, enter your Phone Number, enter School/Organization, choose Organization Type, and Agree to the terms of use by clicking the You agree to the terms of use check box. Click the Start Teaching button.
Welcome to Canvas!

While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the **Get Started** button [1]. To finish registering for Canvas, log into your email account.

**Complete Registration Process**

Open the email from Instructure Canvas. Click the link provided to visit the provided URL and complete the registration process.
Register For An Instructor Account

To complete the registration process fill out the following fields:

1. Verify your email in the login field.
2. Set your password by typing in the password field.
3. Set your timezone by selecting the time zone drop-down menu.
4. To receive information from Instructure click on the I want to receive information, news and tips from Instructure checkbox.
5. Click the Register button. You will be redirected to the canvas.instructure.com login page.
View Canvas Dashboard

View your dashboard in Canvas. Click the Start A New Course button [1]. Learn how to create a new course shell here.
Discussions
What are Discussions?

Canvas provides an integrated system for focused and threaded discussions, which allows both instructors and students to start and contribute to as many discussion topics as desired. Discussions can also be created as an assignment for grading purposes (which is then seamlessly integrated with the Canvas gradebook), or simply serve as a forum for topical and current events. Discussions can also be created within student groups.

View Discussions

Discussions are date-stamped when created, or replied to, and can be enhanced with any rich media such as video, images, pages, or files attachments. Private discussions can be initiated within student groups, which are not viewable by others within the course.

Instructors have the option to restrict students from creating new discussions in the Discussions settings. They can also restrict students from attaching files in Discussions. The file attachment permission applies to student groups, but the new discussions permissions does not as students can always create new discussions in their groups.

A discussion topic can be delayed in posting until a defined date. Instructors can add a rubric so the student will know how participation will be evaluated, or they can require students to post before reading another student's reply.

If the Discussion is marked as a graded assignment, the Canvas SpeedGrader™ isolates each student's comments from the thread and combines them into one easily readable view for grading.
When would I use Discussions?

Use Discussions to:

- Help students start thinking about an upcoming Assignment or class discussion.
- Follow-up on a conversation or questions that began in a face-to-face classroom.
- Test student comprehension of important points made in class.
- Debate contradictory ideas.
- Brainstorm different approaches to a class problem.
How do I use the Discussion Index Page?

The Discussion Index page allows you to view all the discussions within a course.

Open Discussions

Click the **Discussions** link.

Filter Discussions

There are a few ways to filter Discussions:

1. Search for a discussion by typing a discussion title, a user name, or a keyword in the **Search title, body, or author** field.
2. View only unread discussions by clicking the **Unread** button.
3. View graded discussions by clicking the **Assignments** button.
4. Start a new discussion by clicking the **Discussion** button.
5. Change the discussions settings by clicking the **Gear** button.
How are new Discussions different from old Discussions?

With the new update to Discussions, users are able to filter or search Discussion topics.

View Old Discussions Index

This is how the old Discussions Index looks.

View New Discussions Index

This is how the new Discussions Index looks.
This is how new Discussions Index looks.

Discussions are grouped by Open Discussions and Locked Discussions. Each group is arranged automatically; the post with the most recent response appears at the top.

**Search Discussions**

[Image 1]

When you type text into the search box [1], discussion content that matches your search are displayed on-screen. There is also an **Unread** button [2] that lets you narrow down search results even further to view all discussion threads that are unread. Click the **Assignments** button [3] to view discussions which are also assignments.

**Note:** From the Discussion Index page, you can search the body of the Discussion Topics. From any individual Discussion Topic, you can search the entries on that topic. However, you can't search the entries from the Discussion Index page. Also, if there are over fifty replies, they will paginated and you will be able to go to another page. This helps keep the volume of replies on one page lower.

**Change Discussions Settings**

[Image 2]

You can access the discussion settings directly within Discussions. Settings will let you allow students to create new discussion topics and attach files to discussions. These settings are still available in the Course Settings and can be changed in either location.
View Discussion Management Tools

When you open a Discussion, you can search entries or author [1], filter by unread replies [2], collapse and expand all replies [3], edit the discussion topic [4], and use the gear icon [5] to mark all entries as read, delete the discussion, or close the discussion for comments.

View Discussion Management Tools for Graded Discussions

When you open a Graded Discussion, you will see a note indicating that this is a graded discussion, along with the number of points possible. You can also access the Speed Grader tool [6] to grade the discussion posts.
Graded Discussions are indicated by a blue bar above the Discussion Title. Use the gear icon to grade the discussion in Speed Grader, or add or show the course Rubric. (Add Rubric will appear if no Rubric exists.)

**What is the difference between Announcements and Discussions?**

Announcements are designed to allow instructors to deliver information out to an entire class. Discussions are designed to allow interactive communication between two or more people within a course. Instructors do have the option to allow replies to Announcements. Also, one person can use a Discussion to communicate information to an entire class. The main distinction between the two is that Announcements are intended for broadcasting information while Discussions are designed for participation in a public conversation.

**Mass Communication**

![Welcome to Class!](image)

Welcome! Be sure to get started with Introducing Yourself and Unit 1.

Announcements are a way to communicate important information to a large group of people. It does not require a response, like a Conversation, which eliminates the risk of spreading personal information. Students can respond to your announcements unless you close the announcement for comments.
Announcements and Discussions will both appear in the Course Activity Stream and on a user's Dashboard. Announcements are indicated by a megaphone icon [1] and Discussions are indicated by a bubble icon [2]. Next to the icon, Canvas will display the number of Announcements or Discussions, along with a link to the course(s) where the new Announcement or Discussion has been posted.

Students can still reply to Announcements, but replies will not appear in the Conversation Inbox.
Notifications

You can set separate notification preferences for Announcements [1] and Discussions [2]. They can be sent to a student's cell phone, email account, Twitter, or Facebook at different points during the day, week, or month.
RSS Feed

Additionally, students can subscribe to Announcements via any external RSS reader. The link to the announcement feed is at the top of the Announcements page.
When would I use Threaded Discussions?

Threaded Discussions lend themselves to the refining of complex ideas. Responses and different lines of inquiry that can be quickly navigated due to its hierarchical structure. Threaded Discussions may be long-standing spaces for thoughts that persist throughout an entire course.

View Threaded Discussions

Use a Threaded Discussion for multiple posts and related comments. One or more discussion leaders post a message and multiple learners comment on it with the freedom to create any number of related discussion topics and comments (infinite layers of nesting).

Threaded Discussions might also be used to:

- post and answer multiple related or unrelated questions
- organize results from a complex research activity
- share and iterate upon nascent ideas shared by each student in the course
- debate the pros and cons of a single issue or multiple issues
• ask multiple questions of a single discussion leader
• refine ideas between multiple discussion leaders and multiple learners
• facilitate group discussions around multiple topics
• facilitate discussions around a discussion (fishbowl conversations)
• explore at length the feasibility of different solutions to a complex problem

When would I use Focused Discussions?

Focused Discussions are relatively short-lived interactions that tend to “disappear” as the course progresses, such as a weekly forum for questions related to that week’s activities.

View Focused Discussion
Use a Focused Discussion for single posts and related comments. One discussion leader typically posts a message and multiple learners comment on it. Participants may leave a side comment to a reply, but cannot develop the conversation beyond two layers of nesting.

Focused Discussions might also be used to:

- answer a single question
- share resources amongst peers
- collect results from a simple research activity
- share solutions to a single problem
- correct misconceptions
- clarify course policies
- get feedback on a work in progress
- share insights about a single reading

**How do I create varied due date Graded Discussions?**

You can create a Graded Discussion that has multiple due dates. Canvas will let you create one due date for each section in your course.

**Open Discussions**

Click the **Discussions** link.
Start a Discussion

Click the Discussion button.

Create New Discussion

1. Type a Topic Title.
2. Enter your discussion content in the Rich Content Editor.
3. Click the Graded checkbox.

Type a Topic Title [1]. Enter your discussion content in the Rich Content Editor [2]. Click the Graded checkbox [3].
Enter Grading Details

Points possible [1], Grading Type [2], and Assignment Group [3].

Add Due Date

Click the For drop-down menu [1] and select a section. Assign a Due Date using the calendar icon [2].

By default, the Discussion will be available for the entire duration of the course unless you want to restrict the dates that the Discussion appears. If you want to make it available to students only a few days or weeks before the due date, enter an Available From date [3]. If you want the assignment to be hidden from students after a certain date, enter an Until date [4].

Add Additional Due Dates

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To add additional due dates, click the **Due Date** button [1]. You can create as many due dates as the number of sections in your course. For example, if you have 4 sections in your course, you can add 4 due dates, after which the Due Date button will disappear.

**Note:** You don't have to add due dates for each individual section. You can set dates for a specific section and then choose **Everyone Else** for the remainder of your students [2].

**Error Notifications**

Users will receive a notification when they submit an invalid string of due dates for a Quiz, Assignment, or Graded Discussion. Such invalid entries include not unlocking the assignment before it is due, or not placing the due date inside the range of availability dates.

**Save Varied Due Dates**

When you are finished adding due dates, click the **Save** button.
View Graded Discussion

This is a graded discussion: 5 points possible

What do you know about Psychology?
Canvas Instructor

Jun 13 at 11:37am

What did you know about Psychology before you took this course? Share everything you know, even if they may be rumors or misconceptions.

Reply

View your Graded Discussion.

Show Due Dates

This is a graded discussion: 5 points possible

What do you know about Psychology?
Canvas Instructor

Jun 13 at 11:37am

What did you know about Psychology before you took this course? Share everything you know, even if they may be rumors or misconceptions.

Reply

To view due dates for the discussion, click the Show Due Dates link.
View Due Dates

View the due dates for your discussion.

**Student View**

Students will see the due date for the course section they are in.
How do I start a Discussion?

Creating and starting a Discussion in your course is straightforward.

Open Discussions

Click the Discussions link.

Start a Discussion

Click the Discussion button.
Create a Discussion

Create your discussion by utilizing the following options:

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Attach a file to your discussion.
4. Create a threaded replies by clicking the Allow threaded replies checkbox.
5. Require users to post to the discussion before viewing other replies by clicking the Users must post before seeing replies button.
6. Create a podcast feed for the discussion by clicking the Enable podcast feed checkbox.
7. Create a graded discussion by clicking the Graded checkbox.
8. Make your discussion available on a certain date by filling out the Available From and Until fields.
Save Discussion

Click the Save button to start the discussion.

View Discussion

Welcome! We'd like to learn a few things from you:

- Where you are from
- If you have a nickname you'd prefer to be called
- Why you are taking this class

View the discussion.
How do I edit a Discussion topic?

These steps apply to Focused and Threaded Discussion topics.

Open Discussions

Click the Discussions link.

Open Discussion

Click the title of the discussion.

Edit Topic

What did you know about Psychology before you took this course? Share everything you know, even if they may be rumors or misconceptions.
Click the Edit link.

**Edit the Discussion**

Enter your topic title in the topic title field [1]. Use the Rich Content Editor to format your content [2].

**Save Discussion**

Click the Save button.
How do I create a Threaded Discussion?

Threaded Discussions lend themselves to the refining of complex ideas. Students can quickly navigate responses and different lines of inquiry using the threaded discussion's hierarchical structure. For example, Threaded Discussions can be long-standing spaces for thoughts that persist throughout an entire course.

Open Discussions

Click the **Discussions** link.

Start a Discussion

Click the **Discussion** button.
Create a Discussion

Create your discussion by utilizing the following options:

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Create a threaded replies by clicking on the Allow threaded replies checkbox.

Save Discussion
Click the **Save** button.

**View Threaded Discussion**

With Threaded Discussions, you can see when a student replies to another student's reply. A blue dot [1] indicates a new reply, and a white dot [2] indicates an unread reply. Click the **Gear** icon [3] to select one of the following options in the drop-down menu:

- Click the **Go To Topic** link to return to discussion post or comment you replied to.
- Click the **Edit the reply** link to edit your response.
- Click the **Delete the reply** link to delete your response.

**Note:** Graded discussions will also include an **Open in SpeedGrader** link to grade the discussion replies.
View Collapse Replies

By hovering over the reply, you can collapse all replies [1] and expand all replies [2] to make the Discussion easier to manage. Or you can collapse and expand a single thread by hovering over the thread [3]. Click the Reply link to reply to the main discussion [4]. You can also reply to any other post in the thread.
How is a Threaded Discussion organized?

Threaded discussions are hierarchal, collapsable, and expandable.

Select Threaded Discussions

By clicking on the Allow threaded replies checkbox, you will turn the Focused Discussion into a Threaded Discussion.
View Discussion Management Features

With the discussion management features for Discussions, you can:

1. Search entries or authors.
2. Filter by unread replies by clicking the Unread button.
3. Collapse and Expand all discussion replies.
4. Edit the discussion post.
5. Open the gear icon to mark all posts as read, Delete the post, or close the topic to replies. [Graded discussions will also have an option to access SpeedGrader™ and add/view Rubric.]
6. View how many unread and replies are in a thread (blue are new replies and gray are the total number of replies).
7. Collapse and expand individual threaded discussions by hovering over the top of the white box containing the entire reply.
8. Click the Reply link to respond to another reply.
View Hierarchy of Replies

With Threaded Discussions, you can see when a student replies to another student's reply. Replies are hierarchical.

In this example, Bruce Jones replied to the discussion topic [1]. Max Smart replied to Bruce Jones [2], and Emily Boone replied to Max Smart [3]. Blue dots next to the reply indicate a new post, and white dots indicate read posts [4].
Go to Topic and Parent Topic

The **Gear** icon allows you to Go To Topic (go back to the original topic of the Discussion that you replied to), edit, or delete the reply.

In Threaded Discussions, sub-replies allow you to Go to Parent (go back to the previous response).
View New, Unread, and Read Replies

A blue dot [1] indicates the reply is new and unread. A white dot [2] indicates a reply is unread. When you navigate away from the Discussion or refresh the page, the blue dots will change to white dots indicating the replies are unread. You can manually mark your posts as read or unread.
How do I delete a Discussion topic?

You can delete a Discussion topic at any time.

Open Discussions

Click the Discussions link.

Open Discussion

Click the title of the discussion.
Delete Discussion

Click the Gear icon [1] to open the drop-down menu. Click the Delete link [2].

Confirm Deletion

Click the OK button to delete the discussion.
How do I set up a graded Discussion?

You can set up a Discussion that is graded in Canvas.

Open Discussions

Click the **Discussions** link.

Start a Discussion

Click the **Discussion** button.
Create a Discussion

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Create a graded discussion by clicking the Graded checkbox.
Set Grading Details

Type the number of points possible for the discussion in the points possible field [1]. Select the Assignment Group drop-down menu to assign the discussion to an assignment group. Set the due date by clicking the Calendar icon [3].

Save Discussion

Click the Save button.
View the Discussion

This is a graded discussion: 5 points possible
due Jun 14

Jun 13 at 11:37am

What do you know about Psychology?

Canvas Instructor

What did you know about Psychology before you took this course? Share everything you know, even if they may be rumors or misconceptions.

Reply

View the discussion.
How do I set up a Group Discussion Assignment?

Groups are a subset of a course with a course-like environment including their own Calendar, Discussion board, and Collaboration tools. Only students added to a group have permission to see and use the respective tools within the group.

A group discussion assignment creates an identical discussion topic in each group category. When students reply to the discussion topic they do so within their group environment, which is linked to the course from which the assignment was created.

Open People

Click the People link.

View User Groups

Click the View User Groups button.
Verify Student Groups

Verify student groups have been created. If not, you will need to create group sets and groups before setting up a group discussion assignment.

Open Assignments

Click the Assignments link.
Create a New Assignment

Click the Add Assignment link.

Open Assignment Options

Type a name for the assignment in the name field [1]. Click on the type drop-down menu to set the assignment type to Discussion [2]. If that type doesn't already exist, you can create it using the More Options button.

Select the due date [3] and enter a point value [4] of the assignment. Click the More Options link [5].
Add Groups to the Assignment

Click the **This is a Group Assignment** checkbox.

Set Group Set

1. Click **This is a Group Assignment**
2. Click **Group Set** and select **Discussion Groups**
If you want to assign grades individually, click the **Assign grades to Each Student Individually** checkbox [1]. Click the **Group Set** drop-down menu to select which group should complete the group assignment [2].

**Update Assignment**

Click the **Save** button.

**View Discussion**

View the discussion. A Teacher or TA will see links to each group. Click the group name to open the group discussion and view replies to the topic.

**Student View of Discussion**
When students open the discussion, they will be taken to the Discussions page within their specified project group to complete the assignment.

**How do I enable a podcast feed for a Discussion topic?**

You can insert a podcast feed for your Discussion topics.

**Open Discussions**

Click the **Discussions** link.

**Start a Discussion**

Click the **Discussion** button.
Create a Discussion

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Create a podcast feed for the discussion by clicking the Enable podcast feed checkbox.

Create your discussion by utilizing the following options:
Include Replies in Podcast

Click the Include Replies in podcast feed checkbox to include the replies of students in the podcast feed.

Save Discussion

Click the Save button.

View Podcast Feed

View the topic podcast feed.
How do I delay posting a Discussion topic until a specific date?

You can delay posting a Discussion topic until a specific date by changing a setting in your Discussion.

Open Discussions

Click the **Discussions** link.

Start a Discussion

Click the **Discussion** button.
Create a Discussion

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Enter dates in the Available From and Until fields. You are not required to enter dates in both of these fields, so if you want to delay your posting but do want your post to appear indefinitely, you can leave the Until field blank.
Save Discussion

Click the Save button.

View Discussion

Search entries or author  Unread  

Favorite President
Canvas Instructor

Jan 3 at 1:30pm

Who is your favorite president and why? For extra fun, tell us an interesting fact about your favorite president.

This topic will not be visible to users until Jan 9 at 12am

Reply

View the discussion and the posting date.
How can I require students to post to a Discussion before they see replies?

You can require that students post to a Discussion before they see any of the other students' replies.

**Open Discussions**

Click the **Discussions** link.

**Start a Discussion**

Click the **Discussion** button.
Create a Discussion

Create your discussion by utilizing the following options:

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content.
3. Require users to post to the discussion before viewing other replies by clicking the Users must post before seeing replies button.
Save Discussion

Click the Save button.

Student View Discussion

Students will see a 'Replies are only visible to those who have posted at least one reply' message when they view the Discussion topic.
How do I reply to a Discussion?

Replying to a discussion topic is simple and straightforward.

Note: The example shows how to reply in a threaded discussion, but the process of replying is the same for a focused discussion.

Open Discussions

Home
Announcements
Assignments
Discussions
Syllabus
Quizzes
Grades
Pages
People
Collaborations
Outcomes

Click the Discussions link.
Locate the Discussion Title

Click the title of the Discussion.

Write a Reply

Click and begin typing in the Reply field.
Post a Message

After clicking in the Write a reply... text field, you can write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2]. Once you finish, click the Post Response button [3].

View Your Reply

Your reply will be posted at the bottom of the Discussion replies.
How do I add content to my Discussion?

You can add content to your Discussion using the Rich Content Editor and Content Selector.

Open Discussions

Click the Discussions link.

Start a Discussion

Click the Discussion button.
Edit the Discussion

Edit the Discussion using the Rich Content Editor [1] and Content Selector [2].

Save Discussion

Click the Save button.
View Discussion

View the discussion.

How do I allow students to attach files to a Discussion?

You can allow students to attach files to a Discussion by changing the course settings. Settings are available in the Discussions Page or the Course Settings Page.

Discussions Page Settings

Click the Discussions link.

Open Gear Icon
Click the Gear icon to open Discussion settings.

**Edit Discussion Settings**

![Edit Discussions Settings]

Make sure you mark the **Attach files to discussions** checkbox.

**Note:** Unchecking this option will restrict students from attaching files within Discussions. This permission affects posts in new discussion topics, discussion replies, and discussions within course groups.
Course Page Settings

You can also change the Discussions permissions in the Course Settings.

In your Course Navigation, click the Settings link.
Edit Course Details

Click the **Edit Course Details** button.
Select More Options

Click the More Options link.

Allow Students to Attach Files

Mark the Let Students attach files to Discussion checkbox.
Update Course Details

Click the Update Course Details button.

Open Student View

Click the Student View button.

Open Discussions
Click the Discussions link.

Open Discussion

Click a discussion title.

Verify Students Can Attach Files

Verify that students can attach files.
How do I allow students to start a new Discussion?

You can allow students to create a new discussion by changing the course settings. Settings are available in the Discussions Page or the Course Settings Page.

**Discussions Page Settings**

Click the **Discussions** link.

**Open Gear Icon**

Click the **Gear** icon to open Discussion settings.
Edit Discussion Settings

Make sure you mark the Attach files to discussions checkbox.

Note: Unchecking this option will restrict students from attaching files within Discussions. This permission affects posts in new discussion topics, discussion replies, and discussions within course groups.
Course Page Settings

You can also change the Discussions permissions in the Course Settings.

In Course Navigation, click the Settings link.
Edit Course Details

Course Details

Name: US History 101
Course Code: HIST-101
SIS ID:
Department: Documentation
Term: Spring 2013
Starts: Apr 17 at 3:58pm
Ends: No Date Set
These dates will not affect course availability
Language: Not set (user-configurable, defaults to English)
This will override any user/system language preferences. This is only recommended for foreign language courses
File Storage: 250 megabytes
Grading Scheme: Not Set
License: Private (Copyrighted)
Visibility: Private

Click the Edit Course Details button.

Select More Options

Visibility:  
- [ ] Make the syllabus for this course publicly visible
- [ ] Make this course publicly visible (student data will remain private)

Click the More Options link.
Allow Students to Create Discussion Topics

- Let students self-enroll by sharing with them a secret URL or code
- Let students attach files to discussions
  - **Let students create discussion topics**
- Let students edit or delete their own discussion posts
- Let students organize their own groups
- Hide totals in student grades summary
- Hide grade distribution graphs from students
- Disable comments on announcements
  - Only Teachers
  - can edit course wiki pages by default

Make sure you mark the **Let students create discussion topics** checkbox.

Update Course Details

Click the **Update Course Details** button.
Open Student View

Click the Student View button.

Open Discussions

Click the Discussions link.
Verify New Discussion

Verify that students can start a new discussion.

**How do I allow students to edit and delete their own Discussions posts?**

You can allow students to edit and delete their own Discussion posts by changing the course settings. Settings are available in the Discussions Page or the Course Settings Page.

**Discussions Page Settings**

Click the **Discussions** link.

**Open Gear Icon**
Click the Gear icon to open Discussion settings.

**Edit Discussion Settings**

**Edit Discussions Settings**

**My Settings**

- Manually mark posts as read

**Student Settings**

- Create discussion topics
- **Edit and delete their own posts**
- Attach files to discussions

[Cancel] [Save Settings]

Make sure you mark the **Edit and delete their own posts** checkbox.

**Note**: Unchecking this option will restrict students from editing and deleting their own Discussion posts. This permission affects posts in new discussion topics, discussion replies, and discussions within course groups.
Course Settings

You can also change the Discussions permissions in the Course Settings.

In your Course Navigation, click the Settings link.
Edit Course Details

![Image of Canvas interface showing course details]

Click the **Edit Course Details** button.

*Canvas Instructor Guide Updated 6/22/13*
Select More Options

Click the More Options link.

Allow Students to Edit or Delete Discussion Posts

Make sure you mark the Let students edit or delete their own discussion posts checkbox.
Update Course Details

Click the Update Course Details button.

How do I edit or delete student Discussion posts?

As an Instructor, you have the ability to edit or delete Discussion posts within your course. This setting helps you moderate your course and remove any inappropriate or otherwise unwanted posts.

Access Discussions

Click the Discussions link.

Open Discussion
Click a discussion title.

**Open Gear Icon**

Each post has a gear icon with edit and delete options. Click the gear icon on the post you want to modify.

**Edit Student Post**

To edit a student post, click the **Edit** link.
Save Edits

Make your edits in the Rich Content Editor [1]. When you are finished, click the Done button [2].

Verify Edit

Canvas will post a note after the entry that indicates the post has been edited. The text will include your name, and the date and time the post was edited. This entry cannot be removed.
Delete Student Post

To delete a student post, open the gear icon and click the Delete link.

Confirm Delete

To delete the entry, click the OK button.
Verify Delete

Canvas will remove the entry and indicate the post has been deleted. The text will include your name, and the date and time the post was deleted. This entry cannot be removed.

How do I attach a file to a Discussion reply?

You can attach a file to a Discussion reply using the attachment icon.

Note: Instructors have the option to not allow students to attach files to Discussions. If you are a student and the attachment icon does not appear, this option is not available in your course.

Locate Discussion Link
Click the **Discussions** link.

**Open the Discussion**

![Image of Canvas discussion interface]

Click the title of the discussion you want to participate in.

**Write a Reply**

![Image of a reply in the discussion interface]

Click in the reply field.
Attach a File

After adding content using the Rich Content Editor to the discussion reply [1], click the Attach a File button [2]. You will need to allow students to attach files to Discussions.

Browse for File

Click the Choose File button to browse personal files on computer.
Select File to Upload

Browse personal files on computer and select the file or files you wish to attach [1]. Double click on the selected files or click the Open button [2] to upload the files to the discussion reply.

Post Response

Click the Post Response button to post your discussion reply.
View Discussion Reply

View your discussion reply. Your attached file will appear under the text.

How do I link to a YouTube video in a Discussion reply?

You can add a YouTube video in a Discussion reply by adding the URL of the video as a link to the response.

Open Discussions

Click the Discussions link.
Open Discussion

Click the discussion title.

Write a Reply

Create a new discussion entry by clicking the Reply text field.

Embed a URL

Embed a URL link in the discussion reply by clicking the Link to URL link.
Paste the URL

Paste the URL in the text box and click the **Insert Link** button.

**Note:** You can also automatically insert a YouTube video by copying and pasting the link directly into the Rich Content Editor. However, it is better to create an [accessible hyperlink](#) by typing the YouTube video title in the Rich Content Editor, highlighting the title, and then inserting the YouTube link.

**Post Response**

Click the **Post Response** button to post your discussion reply.
View Discussion Reply

The embedded media can be viewed inside the discussion post [1] or by clicking link [2] to view the media in a new window.

How do I insert an image file to a Discussion reply?

You can attach an image file to a Discussion reply using the attachment icon.

Note: Instructors have the option to not allow students to attach files to Discussions. If you are a student and the attachment icon does not appear, this option is not available in your course.

Open Discussions

Click the Discussions link.
Open Discussion

Click the discussion title.

Write a Reply

Who is your favorite president?

Create a new discussion entry by clicking the Reply text field.

Attach File

Click the Attach link.
Choose File

Click the Choose File button. A pop-up window will appear in your browser.

Note: Depending on your browser, you may see Browse... or Choose File to attach a file.

Upload File

Choose the file [1] and click the Open button [2] to upload the file.

View File
Verify the file you uploaded is correct.

**Post Response**

Click the Post Response button.

**How do I mark Discussion posts as read or unread?**

By default, as you read new Discussion posts, Canvas will mark them as read (changing the indicators from blue to white) as you scroll down the page. However, you can manually mark each post's state back to a read or unread state.

You can tell Canvas not to automatically mark all your posts as read in your Discussion settings.

**Note:** Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.

**Open Discussions**

Click the Discussions link.
Open Discussion

Click the discussion you wish to read.

In this example, this discussion has 8 total replies with 4 of them unread.
View Posts

A white dot [1] indicates the reply has been read. A blue dot [2] indicates a reply is new or unread.
Mark Post as Unread

To change a read post to unread, click the dot next to the post you wish to change.

Verify Post as Unread

View the post now marked as unread.
Mark Post as Read

To change an unread post to read, click the dot next to the post you wish to change.

Verify Post as Read

View the post now marked as read.

**Note:** Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.
How do I manually mark my Discussion posts as read?

You can tell Canvas not to automatically mark your Discussion posts as read so that you can manually control them instead. By default, manually marking posts as read is turned off.

Learn how to mark Discussion posts as read and unread.

Open Discussions

Click the Discussions link.

Open Settings

Click the Settings icon.

Manually Mark Posts as Read

Edit Discussions Settings

My Settings

- Manually mark posts as read
Click the **Manually Mark Posts as Read** checkbox.

**Save Settings**

[Cancel]  [Save Settings]

Click the **Save Settings** button.
ePortfolios
What is an ePortfolio?

Because ePortfolios are tied to the user Profiles and not a specific course, users can build an unlimited number of ePortfolios in which to collect and document their educational projects, submissions, experiences, and other work products. Users can keep ePortfolios private or share with other students, instructors, and/or future employers.

What is an ePortfolio?

In Canvas, student ePortfolios remain active as long as the student is in the institution’s SIS and maintains a school log-in; they will have access to their ePortfolio even after they graduate. Canvas also offers the opportunity for the students to download their ePortfolio to a zip file.

ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time.
When would I use ePortfolios?

What's an ePortfolio?

ePortfolios are a place where you can display and discuss the significant submissions and experiences that are happening during your learning process. You can use an ePortfolio to:

- Display the papers you’re proud of for more than just your instructor to see
- Talk about all the thought and work that went into your class submissions
- Gather an overview of your educational experience as a whole
- Share your work with friends, future employers, etc.

ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time.

Ready to get started? Click the button.

Create an ePortfolio

Use ePortfolios to:

- Create an online educational journaling and reflection
- Create an online site that can be turned as an online Assignments
- Demonstrate mastery of course Outcomes
- Share your best work from multiple courses
- Showcase professional-quality work for prospective employees

Where are my ePortfolios?

Your ePortfolio is located in your personal Settings.

Open Settings

Click the Settings link.
Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

What is the ePortfolio dashboard?

The ePortfolio dashboard is a place to control visibility and settings.

Open Settings

Click the Settings link.

Open ePortfolios

Click the ePortfolios link to access all personal ePortfolios.
Manage ePortfolio Dashboard

From the ePortfolio dashboard, users can control visibility and other settings:

1. The **Getting Started Wizard** link will help users customize their ePortfolio.
2. The **Go to the Actual ePortfolio** link will show users what others see when they view their ePortfolio.
3. The **Your ePortfolio is [privacy setting]** heading tells you the current visibility of your ePortfolio. If your ePortfolio is Public anyone can view it if they know the address.
4. If your ePortfolio is Private only those with a non-guessable special link you give them can access the information. The link is available by copying the destination of selecting the **Copy and share this link...** link or by going to your portfolio and sharing that URL.
5. The **Recent Submissions** heading allows users to make any recent coursework part of their ePortfolio.

![Diagram of ePortfolio dashboard with numbered links indicating each step and feature.](image-url)
6. Users can download the contents of an ePortfolio as a zip file by clicking the **Download the contents of this ePortfolio as a zip file** link.
7. Users can delete an ePortfolio by selecting the **Delete this ePortfolio** link.

**How do I create a new ePortfolio?**

Creating an ePortfolio is as simple as clicking a button.

**Open Settings**

Click the **Settings** link.

**Open ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

**Create an ePortfolio**

Click the **Create an ePortfolio** button.
Create ePortfolio

Name your ePortfolio by typing in the ePortfolio Name field [1]. Decide if your ePortfolio will be public [2] (you can change this setting later) and then click on the Make ePortfolio button [3].

View ePortfolio

Once the ePortfolio is created, there are several options for creating content for your portfolio, including a wizard that will walk you through your creation, step by step [1].
How do I change the name of my ePortfolio?

You can change the name of your ePortfolio whenever you want to.

Open Settings

Click the Settings link.

Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

Click the ePortfolio title.
Open ePortfolio Settings

Click the ePortfolio Settings link to change the name and privacy settings on your ePortfolio.

Change Name and Set Privacy

Type a new name for the ePortfolio in the ePortfolio Name field [1] and click the Update ePortfolio button [2] to save changes to your ePortfolio.

Note: To make your ePortfolio public, choose the Make it Public checkbox.

How do I create a new ePortfolio section?

You can organize your ePortfolio by creating multiple sections.

Open Settings

Click the Settings link.
Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

Click the title of the ePortfolio you want to create a new section for.
Select Organize Sections

My Portfolio

Jane Smith

Home

Assignments

Contact

Writing Samples

About

Organize Sections
ePortfolio Settings

Click Organize Sections.

Locate Add Sections Link

My Portfolio

Jane Smith

Home

Assignments

Contact

Writing Samples

About

Add Section
ePortfolio Settings

Done Editing
To create a new ePortfolio Section, click the **Add Sections** link.

**Name Your New ePortfolio Section**

Type your new section name in the section name field [1]. Press Return (on a MAC keyboard) or Enter (on a PC keyboard). The section name will show up in your navigation links. Click **Done Editing** [2].
Organize Sections Link

To edit a new ePortfolio Section, click the Organize Sections link.

Edit ePortfolio Section Name
You can rename any section by clicking on the **Pencil** icon [1], rearrange sections by clicking and dragging them, or delete sections by clicking the **Trash** icon [2].

**Click Done Editing Button**

When you are finished adding and/or editing your new ePortfolio Sections click the **Done Editing** button.

**How do I change the name of an ePortfolio section?**

Changing the name of a section in the ePortfolio is simple.

**Open Settings**

Click the **Settings** link.

**Open ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.
Select ePortfolio

Click the title of the ePortfolio.

Locate Organize Sections Link

After you open your ePortfolio, you will see different links. To edit the ePortfolio Section, click the Organize Sections link.
Edit ePortfolio Section Name

Click the **Pencil** icon [1] to edit the section name. Simply type in the new name for the section in the name field [2] and press Return (MAC keyboard) or Enter (PC keyboard).

**Click Done Editing**

When you are finished editing your ePortfolio Sections click **Done Editing**.

**How do I edit the default page in my ePortfolio section?**

The default page in an ePortfolio can be a page that explains what it is included in the ePortfolio.

**Open Settings**
Click the **Settings** link.

**Open ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

**Select ePortfolio**

Click the title of the ePortfolio.
Open ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Getting Started Wizard
Go to the Actual ePortfolio

Click the Go to the Actual ePortfolio link to open your ePortfolio. The ePortfolio will open to the default page.

Edit Default Page

Click the Edit This Page button to add or change content on the default page.

Edit Content

Content can be edited by using the Add Content links. The Add Content links will allow you to work with personal images or files, course submissions, or HTML content. You can also add content to the default wiki page text box.
Save Changes

Click the Save Page button to save the changes you made.

View Page

Welcome

Welcome to my projects I completed while in school.

How do I create a new page in my ePortfolio section?

Within an ePortfolio section, you can create pages to add to the section.

Open Settings

Click the Settings link.
Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

Click the title of the ePortfolio.

Organize/Manage Pages

Click the Organize/Manage Pages link [1].
Add Another Page

Click the Add Another Page link [1] to create a new page in your ePortfolio section.

Name Page

Type the name of the new page in the page name field [1] and press Return (on a MAC keyboard) or Enter (on a PC keyboard).
Save Page

Click the **Done Editing** button to add a new page to your ePortfolio section.

Open Page

Click the title of your new page to open it.

How do I edit the name of an ePortfolio page?

You can edit the name of an ePortfolio page by organizing and managing the pages in your ePortfolio.

Open Settings
Click the Settings link.

Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

Click the title of the ePortfolio.
Open ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Getting Started Wizard

Go to the Actual ePortfolio

Click the Go to the Actual ePortfolio link to open your ePortfolio. The ePortfolio will open to the default page.

Organize/Manage Pages

Click the Organize/Manage Pages link.
Edit Page Name

Click the Pencil icon to edit the name of the page. Type the name of the new page in the page name field [1] and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

Save Page

Click the Done Editing button to add a new page to your ePortfolio section.
How do I preview a page in my portfolio?

You can preview a page before saving and publishing it.

**Open Settings**

Click the **Settings** link.

**Open ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

**Select ePortfolio**

Click the title of the ePortfolio.
Open ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Getting Started Wizard

Go to the Actual ePortfolio

Click the Go to the Actual ePortfolio link to open your ePortfolio.

Select Page

Click the page you want to edit.

Edit This Page

Click the Edit This Page button.
Preview Page

After you have edited the page, you can preview the changes you made by clicking the Preview button.

Save Page

About Me

My name is Jane. I am finishing my degree in Journalism.

I have accumulated many assignments and writing samples that showcase my skills. They are included in this ePortfolio.

Enjoy!

You can save the changes you made by clicking the Save Page button [1]. If you would like to continue making changes, click the Keep Editing button [2].
How do I organize my ePortfolio?

You can organize your ePortfolio in various ways.

**Open Settings**

Click the **Settings** link.

**Open ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

**Select ePortfolio**

Click the title of the ePortfolio.
Organize Sections

Click the Organize Sections link.

Select Section

The sections in your ePortfolio can be reordered. Hover over the page title and wait for the cross arrow [1] to appear. Click and drag the section to the new location in your ePortfolio organization. You can also rename a section by clicking on the Pencil icon [2]. You can delete a section by clicking the Trash icon [3].
Save Changes

Click the Done Editing button to save the changes you made.

What content can I add to my ePortfolio page?

You can add Rich Text Content, HTML/Embedded Content, Course Submissions, or Image/File Uploads.

Open Settings

Click the Settings link.

Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.
Select ePortfolio

My ePortfolios

- My Portfolio
  1 page  last updated Sep 5 at 3:35pm

- My New Projects
  4 pages  last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

Open ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

- Getting Started Wizard
- Go to the Actual ePortfolio

Click the **Go to the Actual ePortfolio** link [1] to open your ePortfolio. The ePortfolio will open to the default page.
Edit Page

Click the Edit This Page button to add or change content on the page.

Add Content

You can add content to your ePortfolio in several different ways. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submissions [3], or Image/File Uploads [4].

Save Changes

Click the Save Page button to save changes made to your page.
How do I add rich text content to my ePortfolio page?

You can use the Rich Content Editor to add content to pages in your ePortfolio.

Open Settings

Click the Settings link.

Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

Click the title of the ePortfolio.
Select Page

Click the title of the page you wish to edit.

Edit Page

Click the Edit This Page button to add or change content on the page.
Add Content

Overview

Page Name: Overview

Here you will find writing samples from my courses.

Canvas already creates a rich text content box for each page. Type your content in the text box and use the toolbar to format your text. If you need a reminder on how to use the Rich Content Editor, click here.

Save Changes

Save Page  Preview  Cancel

Click the Save Page button to save the changes you made.
View Page

Overview

Here you will find some writing samples from the past few years.

View the changes you made to the page.

**How do I add HTML/Embedded content to my ePortfolio page?**

You can add HTML or embed content to your ePortfolio page.

**Open Settings**

Click the **Settings** link.
Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

My ePortfolios

- My Portfolio
  - 1 page  last updated Sep 5 at 3:35pm
- My New Projects
  - 4 pages  last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

Select Page

Click the page you want to edit.
Edit Page

Click the **Edit This Page** button to add or change content on the page.

Add HTML/Embedded Content Box

Click the **HTML/Embedded Content** link to add a HTML content box to your ePortfolio.

Edit Content Box

Edit the HTML content box by typing in the text box.
Save Changes

Click the Save Page button to save the changes you made.

View Page

Fun Facts

View the changes you made to the page.
How do I retrieve Assignments from previous courses?

You can add assignments you have submitted in Canvas to your courses to your ePortfolio.

Open Settings

Click the Settings link.

Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

Click the title of the ePortfolio.
Select Page

Click the title of the page you wish to add content to.

Edit Page

Click the Edit This Page button to add assignments from previous Courses to the page.

Open Course Submission

Click the Course Submission link [1] to retrieve Assignments from previous Courses.
Select the Assignment

Click on the assignment [1] to upload it to the assignment and you can select multiple assignments to upload. All assignments you have ever submitted will be listed in chronological order with the newer assignments appearing at the top and the older assignments appearing near the bottom. Click on the Select Submission button to upload the submission to your page [2].

Note: You can only select one assignment at a time.

Save Page

Click the Save Page button.
The assignment submissions can now be viewed on your page. Assignments that were submitted as a file can be downloaded by clicking on the File Name.

How do I upload a file or image to my ePortfolio page?

You can upload files or images and use previously uploaded files or images from your personal files in your ePortfolio.

Open Settings

Click the Settings link.
Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

My ePortfolios

- My Portfolio
  - 1 page
  - last updated Sep 5 at 3:35pm

- My New Projects
  - 4 pages
  - last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

Open ePortfolio

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Getting Started Wizard

Go to the Actual ePortfolio
Click the Go to the Actual ePortfolio button [1] to open your ePortfolio. The ePortfolio will open to the default page.

**Select Page**

Click the title of the page you wish to edit.

**Edit Page**

Click the Edit This Page button to add or change content on the page.

**Add Image or File**

Click on the Image/File Upload link [1] to add files or images to your ePortfolio.
Choose File

Click on the Choose File button [1]. A pop-up window will appear in your browser.

Select File

Click the title of the file [1] you wish to upload. Click on the Open button [2] to upload the file or picture.
Upload File

Click the Select/Upload File button [1] to upload the file.

Note: You can also use the files you have previously uploaded to your personal files by clicking on my files [2].

Delete Content Box

You can delete a file or image by selecting the Trash icon.

Save Changes

Click the Save Page button to save the changes you made.
How can I share a private ePortfolio?

Sharing a private ePortfolio link will give others access to viewing your ePortfolio without having to log into Canvas.

Open Settings

Click the Settings link.
Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

My ePortfolios

- **My Portfolio**
  - 1 page
  - last updated Sep 5 at 3:35pm

- **My New Projects**
  - 4 pages
  - last updated Dec 12 at 2:47pm

Click the title of the ePortfolio.

View Privacy Settings

Your ePortfolio is Private

That means people can’t find it or even view it without permission. You can see it since it’s your portfolio, but if you want to let anybody else see it, you’ll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio.
All ePortfolios are, by default, private. This means that only you can see the contents of the portfolio. Click on the **Copy and share this link to give others access to your private ePortfolio** link [1]. You can now copy and paste the link into an email or other sharing utility to share with others. There are two options to copy the link.

**Option 1: Right Click to Copy Link**

Right click on **Copy and share this link to give others access to your private ePortfolio** to have the option to select **Copy**, and then paste the link in an email or other sharing utility.

**Option 2: Copy Link in Address Bar**

Once you click **Copy and share this link to give others access to your private ePortfolio**, a link will appear in your address bar. Highlight the link, right click it to have the option to select **Copy**, and then paste it in an email or other sharing utility.

**How do I make my ePortfolio public?**

Public ePortfolios allow anyone in your instance to view your ePortfolio. If you want to share your ePortfolio with people outside of your instance, you will need the ePortfolio link. Click here to learn more.

**Open Settings**

Click the **Settings** link.
Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

Click the title of the ePortfolio.
Open ePortfolio Settings

Click the ePortfolio Settings link to change the privacy settings on your ePortfolio.

Set Privacy

Click the Make it Public checkbox [1] and click the Update ePortfolio button [2] to save changes to your ePortfolio settings.

View Privacy

Your ePortfolio is Public

That means anyone who knows the address of your portfolio can view it. You can make your portfolio private by changing your portfolio settings.
By making your portfolio public, anybody who has the URL address to your portfolio can view the contents of your portfolio as long as they can log in to your instance.

**What is the ePortfolio Getting Started Wizard?**

**Open Settings**

Click the **Settings** link.

**Open ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

**Open the Getting Started Wizard**

**Welcome to Your ePortfolio**

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Once in the ePortfolio, there are several options for creating your portfolio, including a wizard that will walk you through your creation, step by step. Click the **Getting Started Wizard** link to get started [1].
View the Getting Started Wizard

The Getting Started Wizard will pop-up to show you the basics of your ePortfolio. You can read about the Introduction, Portfolio Sections, Section Pages, Adding Submissions, ePortfolio Settings, and Let's Do It. To get out of the Getting Started Wizard click the X icon [1].

**Note**: When you hover over the show me links, that part will highlight yellow showing you where it is on the screen.

How do I use the ePortfolio Getting Started Wizard?

The ePortfolio Getting Started Wizard will guide you during the process of creating your ePortfolio.

Open Settings

Click the **Settings** link.

Open ePortfolios

Click the **ePortfolios** link to access all your ePortfolios.
Open the Getting Started Wizard

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Getting Started Wizard

Go to the Actual ePortfolio

Once in the ePortfolio, there are several options for creating your portfolio, including a wizard that will walk you through your creation, step by step. Click the Getting Started Wizard link to get started [1].
View Getting Started Wizard

The Getting Started Wizard will pop up to show you the basics of your ePortfolio. You can read about the Introduction, Portfolio Sections, Section Pages, Adding Submissions, ePortfolio Settings, and Let’s Do It. To get out of the Getting Started Wizard click the X icon.
Getting Started: Introduction

Your ePortfolio is a way to show off your work to your peers, instructors, and possible employers. They are made of sections and pages that are customizable and you are able to add and remove different types of information.

Getting Started: Portfolio Sections

The portfolio sections are your navigation links for your portfolio. Each section can have multiple pages inside of it. You can organize the sections by clicking the Organize Sections link. You can also rename a section by clicking the pencil icon, rearrange sections by clicking and dragging, or delete sections by clicking the x icon.

Getting Started: Section Pages

The section pages are part of the section links. To organize or add pages, click on the Organize/Manage Pages link. You can also rename a page by clicking the pencil icon, rearrange sections by clicking and dragging, or delete sections by clicking the x icon.
Getting Started: Adding Submissions

You can add assignments to your portfolio from classes you are taking and classes you have taken. You may have noticed at the bottom of this page is a list of recent submissions from your classes. You can quickly add submissions to new pages in your portfolio from this page. Just click the submission you want to add and a simple dialog will pop up.

Getting Started: ePortfolio Settings

To change the settings for your ePortfolio, click the ePortfolio Settings link. You can rename the portfolio and also change whether it is public or private. Private portfolios are only visible to those to whom you grant access.

Getting Started: Let’s Do It

Ready to get started? You can always get back to this wizard from any page by clicking the "Help How Do I...?" link you’ll see there.
How do I enable comments in my ePortfolio?

**Open Settings**

Click the **Settings** link.

**Open ePortfolios**

Click the **ePortfolios** link to access all your ePortfolios.

**Select ePortfolio**

Click the title of the ePortfolio.
Select Page

Click the title of the page you want to enable comments on.

Edit Page

Click the Edit Page button.

Enable Comments

Click the Allow Comments on This Page checkbox. You can also make comments public by clicking the Make Comments Public checkbox.

Save Page

Click the Save Page button.
Add Comment

Add a New Comment:

Good job!

Add Comment

Below the content of the page, there is a place for comments. You can add a comment by typing in the text box and clicking the Add Comment button.

View Comment

Contact Me

Please leave a comment if you would like to contact me.

Page Comments

Good job!

You can view the comment at the bottom of the page. Delete a comment by clicking the Trash icon.

How do I make comments public in my ePortfolio?

Open Settings
Click the Settings link.

Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

Click the title of the ePortfolio you want to create a new section for.

Select Page

Click the Contact Me link.
Click the page you want to allow comments on.

**Edit Page**

Click the **Edit This Page** button.

**Make Comments Public**

Click the **Make Comments Public** checkbox to enable the public to view comments.

**Save Page**

Click the **Save Page** button to make all comments available to the public.

**How do I organize my ePortfolio pages?**

You can organize your ePortfolio pages within your sections.

**Open Settings**

Click the **Settings** link.
Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

Click the title of the ePortfolio.

Organize/Manage Pages

Click the Organize/Manage Pages link [1].
Select Page

The pages in your ePortfolio section can be reordered. Hover over the page title and wait for the hand cursor [1] to appear. Click and drag the page to the new location in your section organization. You can also rename a page by clicking the Pencil icon [2]. You can delete pages by clicking on the Trash icon [3].

Save Changes

Click the Done Editing button to save the changes you have made.

How do I download the contents of my ePortfolio?

If you want to download your ePortfolio for future reference, follow these steps.

Open Settings

Click the Settings link.
Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.

Select ePortfolio

Click the title of the ePortfolio.
Download ePortfolio Contents

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

- Getting Started Wizard
- Go to the Actual ePortfolio

Your ePortfolio is Private

That means people can’t find it or even view it without permission. You can see it since it’s your portfolio, but if you want to let anybody else see it, you’ll need to copy and share the following special link so they can access your portfolio:

Copy and share this link to give others access to your private ePortfolio.

Recent Submissions

Click any submission to add it to a new page in your ePortfolio.

- Assignment #4  Dec 6 at 4:29pm
  - Documentation Sandbox
  - 1 Attachment
- Assignment #3  Nov 29 at 11:15am
  - Documentation Sandbox
  - 1 Attachment
- Introduce Yourself  Nov 29 at 10:41am
  - Documentation Sandbox

To download your ePortfolio, click the Download the contents of this ePortfolio as a zip file link.
View Download Process

Collecting ePortfolio resources. This may take a while if you have a lot of files in your ePortfolio.

You can monitor the download through the progress bar. It will download as a .zip file to your browser's set download location.

How do I delete my ePortfolio?

Open Settings

Click the Settings link.

Open ePortfolios

Click the ePortfolios link to access all your ePortfolios.
Select ePortfolio

Click the title of the ePortfolio.

Delete ePortfolio

Click the Delete this ePortfolio link.

Confirm Deletion

You currently have 1 page in this ePortfolio. Are you sure you want to delete the entire ePortfolio?

Delete ePortfolio  Cancel

Click the Delete ePortfolio button to delete the ePortfolio.

View Confirmation

✔ Portfolio successfully deleted

A message will appear underneath your browser's address bar confirming the ePortfolio deletion.
External Tools (LTI)
What is LTI?

Note: LTI should be used to configure existing tools into Canvas. Third party developers should refer to the API LTI documentation for an overview on how to develop a tool for Canvas since external tools can be configured through the API.

LTI stands for Learning Tool Interoperability. Historically, external tools have been built to operate within a single learning platform. This creates a functionality problem as users are not able to access the best tools to teach or learn the provided content. LTI enables a single tool to be utilized across many different platforms. In Canvas, LTI is referred to as External Tools.

LTI provides a framework through which an LMS (Canvas) can send some verifiable information about a user to a third party. For LTI to work, the third party needs to provide a consumer key and shared secret that Canvas can use to generate a signature to verify the authenticity of the data sent. By default, most user information is anonymized, but this can be changed when the configuration is first set up.

External tools can be configured on the account or course level through URL, XML, or manual entry.
When would I use an External Tool?

An external tool adds functionality to a Canvas course. For example, an instructor may want to include a study aid (flashcards, mini-quizzes, etc.) to help students better understand the concepts being taught. An instructor can locate an LTI compatible tool and align it within the context of the course providing additional learning paths for students. External tools can be added to Modules, Course Navigation, the Rich Content Editor, and Assignments.
Where can I find External Tools to use?

There are many places where Canvas users can find External Tools to use. Below are the three most commonly used options.

Option One: Edu Apps (External Tools) Index

This index lists all of the current Canvas compatible External Tools and is updated frequently. Click here to visit the Edu Apps (External Tools) Index. When you hover over the tool's icon, little tags appear underneath the tool description showing where the tool can be used in the course. For example, the tool in the picture above can be used as a content selector in Modules and any feature with access to the Rich Content Editor in Canvas.
Option Two: Vendor Provided Tools

SoftChalk Connect

Many vendors use their own External Tools integrations. Vendors will have their own landing pages with instructions on how to configure and use the tool. Some vendors may provide a common cartridge that will import the tools for you. However, any External Tool used by a vendor will require a key and secret provided by the vendor.

Option Three: Community Created Tools

The Canvas Community also hosts a forum where users can post third-party tools that have been used in their course or institution. The Extension & Integration Library has information regarding third-party tools to use in Canvas.
How do I configure an External Tool for a course using a URL?

One way to configure an External Tool for a course is by using a URL.

**Open Settings**

Click the **Settings** link.

**Open External Tools**

![External Tools tab](image)
Click the **External Tools** tab.

### Add External Tool

![External Tools tab](image)

Click the **Add New Tool** button.

### Add Tool Details

![Add External Tool](image)

Enter the name of the External Tool in the name field [1]. Enter the consumer key in the consumer key field [2] and the shared secret in the shared secret field [3]. This key and shared secret will be provided by the vendor or (if using the LTI (External Tools) Index) provided by the website.

**Note:** There are some External Tools which will not require a consumer key or shared secret, so pay attention to the configuration directions.
Set Configuration Type

Select the Configuration Type dropdown menu and set the configuration type to **By URL**.

Enter Configuration URL

Copy and paste the configuration URL in the configuration URL field [1]. Click the **Submit** button to link the External Tool [2].
View External Tool

External Tools

External Tools are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

Click here to see some LTI tools that work great with Canvas. You can also check out the Canvas Community topics about LTI tools here.

<table>
<thead>
<tr>
<th>Name</th>
<th>Extensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Course Navigation</td>
</tr>
<tr>
<td>YouTube</td>
<td>Editor Button</td>
</tr>
</tbody>
</table>

View the linked External Tool.
How do I configure an External Tool for a course using XML?

One way to configure an External Tool for a course is by using XML.

Open Settings

Click the Settings link.

Open External Tools
Click the **External Tools** tab.

### Add External Tool

Click the **Add New Tool** button.

### Add Tool Details

Enter the name of the External Tool in the name field [1]. Enter the consumer key in the consumer key field [2] and the shared secret in the shared secret field [3]. This key and shared secret will be provided by the vendor or (if using the [LTI (External Tools) Index](#)) provided by the website.

**Note:** There are some External Tools which will not require a consumer key or shared secret, so pay attention to the configuration directions.
Set Configuration Type

Select the Configuration Type drop-down menu and set the configuration type to Paste XML.

Enter Configuration XML

Copy the XML code in the paste XML here field [1]. Click the Submit button to link the External Tool [2].
View External Tool

External Tools are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

Click here to see some LTI tools that work great with Canvas. You can also check out the Canvas Community topics about LTI tools here.

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<th>Extensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Course Navigation, Account Navigation</td>
</tr>
<tr>
<td>YouTube</td>
<td>Editor Button, Resource Selection</td>
</tr>
</tbody>
</table>

View the linked External Tool.
How do I link to a configured External Tool in Modules?

You can add any configured External Tool to a Module. External Tool must be configured before being added to a Module. You can configure External Tools in your Course Settings.

Note: For this lesson, we will be using Twitter as our configured external tool. However, this process should work for all configured tools.

Open Modules

Click the Modules link.
Add Content

Click the Gear icon [1] and click the Add Content link [2].

Select Item Type

Click the Add [Item Type] To: dropdown menu and select the External Tool option.
Set External Tool

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

Attendance
A very handy tool for creating seating charts and keeping track

URL:

Page

Name:

Load this tool in a new tab

Indentation: Don't Indent

Click the title of the external tool.
Add Item to Module

Verify the URL from the External Tool is correct [1]. Give your External Tool a Page Name [2]. To have the tool open in a new browser tab, click the **Load this tool in a new tab** checkbox [3]. Choose whether or not to indent the item in the module dropdown menu [4]. Click the **Add Item** button to add the item to the module [5].
View Module

The external tool will be added to the module.

How do I link to a SoftChalk lesson from an Assignment in Canvas?

SoftChalk lessons hosted on http://softchalkcloud.com are LTI-compatible, which means that you can link to hosted lessons directly from Canvas. Before completing this lesson, you should be sure that the SoftChalk Cloud LTI Tool has been added to your course. Work with your Canvas administrator to ensure that the SoftChalk Cloud LTI Tool has been properly installed in all of the courses that will need it in your organization. Read this lesson to learn how to configure an External Tool in Canvas. Also, download this integration guide to learn more about SoftChalk lessons in Canvas.

Copy LTI Hyperlink from SoftChalk Cloud

LTI Hyperlink (Permalink)

https://www.softchalkcloud.com/scorecer

Log into SoftChalk Cloud, open the lesson you want to use in Canvas, and copy the LTI Hyperlink for that lesson.
Open Assignments

In Canvas, click the **Assignments** link.

Add Assignment

Click the **Add Assignment** link.

Choose Assignment Type

Locate the assignment type drop-down menu.

Set External Tool as the Assignment Type
Select the **External Tool** option.

**Create Assignment Using External Tool**

1. Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it in this module.

   - **SoftChalk Cloud**
   - **SoftChalk Cloud**
   - **YouTube Search**

2. Paste the LTI Hyperlink from SoftChalk Cloud in the URL field.

3. **Load this tool in a new tab**

4. Click the **Select** button to add the external tool to the assignment.
Create Assignment

Enter a title for the assignment in the title field [1]. Enter the point value for the assignment in the points field [2].

Note: When a grade is written back from an external tool it is only written back to the student's specific cell for the assignment in the Gradebook. External tools only send back a percentage between 0-100, so extra credit can not be given through any external tool. Canvas will convert the percentage to the corresponding point value or letter grade (according to the assignment's grading scheme).

Update the Assignment

Click the Update Assignment button to save changes.
Option 1: View Lesson in Canvas

If you uncheck the **Load this tool in a new tab** check box in Assignments settings, the SoftChalk lesson will load inside the Assignment description.
Option 2: Load Lesson in New Tab

If you check the Load this tool in a new tab check box in Assignment settings, the SoftChalk lesson will need to be launched by clicking on a button at the bottom of the page [1]. You may wish to provide instructions to students describing how to open the SoftChalk lesson [2].
How do I link to a resource from a configured External Tool in Modules?

You can add any configured External Tool to a Module. External Tool must be configured before being added to a Module. You can configure External Tools in your Course Settings.

**Note:** For this lesson, we will be using Twitter as our configured external tool. However, this process should work for all configured tools.

**Open Modules**

Click the **Modules** link.
Add Item to Module

Click the Gear icon [1] and click the Add Content link [2].

Select Item Type

Click the Add [Item Type] To: dropdown menu and select the External Tool option.
Set External Tool

Click the Magnifying Glass icon next to the title of the configured external tool. A popup window will appear in your browser.

Link to Resource From External Tool
Go to your Twitter account and copy the embed code of the widget you want to embed. Paste the embed code in the text box [1]. You can see what the Twitter results will look like by clicking the Preview button [2]. When you're ready to add the External Tool, click the Add button [3].

**Add Item to Module**

1. **External Tool**: Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.
2. **Page Name**: Instructure Tweets
3. **Load this tool in a new tab**: Check this box to have the tool open in a new browser tab [3].
4. **Indentation**: Don't Indent
5. **Add Item**: Click to add the item to the module [5].

Verify the URL from the External Tool is correct [1]. Give your External Tool a Page Name [2]. To have the tool open in a new browser tab, click the **Load this tool in a new tab** checkbox [3]. Choose whether or not to indent the item in the module dropdown menu [4]. Click the **Add Item** button to add the item to the module [5].
View Module

The external tool will be added to the module.

How do I add an External Tool that creates a Course Navigation Link?

Click here to learn how to configure an external tool in Canvas.

Configure External Tool
Before you configure the tool you will need to verify that the tool can become a course navigation link [1].

**View Configured Tool**

View the configured tool. Verify the course navigation link has been configured [1].

**Refresh Browser**

Click the Refresh button in your browser's navigation bar.
View New Link

View the new course navigation link.
Organize Course Navigation Links

Drag and drop items to reorder them in the course navigation.

- Home
- Announcements
- Assignments
- Attendance
- Discussions
- Grades
- People
- Syllabus
- Quizzes
- Modules
- Conferences
- Collaborations
- Pages
- Files
- Attendance

Via Response

Move around the newly added navigation link just as you would with any other course navigation link.
How do I add an External Tool that creates a Rich Content Editor button?

Click here to learn how to configure an external tool in Canvas.

Configure External Tool

Before you configure the tool you will need to verify that the tool can become an editor button [1].
View Configured Tool

External Tools

External Tools are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

Click here to see some LTI tools that work great with Canvas. You can also check out the Canvas Community topics about LTI tools here.

<table>
<thead>
<tr>
<th>Name</th>
<th>Extensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Course Navigation, Account Navigation</td>
</tr>
<tr>
<td>YouTube</td>
<td>Editor Button</td>
</tr>
</tbody>
</table>

View the configured tool. Verify the editor button has been configured [1].

Open Pages

- Home
- Announcements
- Assignments
- Discussions
- Syllabus
- Quizzes
- Grades
- Pages
- People
- Collaborations
- Outcomes
Click the **Pages** link.

**Edit Pages**

![Edit this Page button]

Click the **Edit this Page** button.

**View New Button**

![New Button with Rich Content Editor]

View the new Rich Content Editor button [1].
What is the App Center?

The App Center is your gateway to powerful teaching tools that are easily integrated into a Canvas Account or Canvas Course.

- Canvas Administrators: contact your Account Relationship Manager for assistance with setting up the App Center.
- Instructors: contact your Canvas Administrator to set up the App Center.

The App Center allows you to:

- Add new features to Canvas at the account or course-level [1]
- Configure tools to link to modules or assessments
- Install tools without the help of IT
- Create a customized teaching experience
- Open the door to more possibilities
- Filter tools by name [2]
- View installed tools [3]
How do I use the App Center at the course-level?

The App Center is your gateway to powerful teaching tools that are easily integrated into a Canvas Account or Canvas Course.

Instructors: contact your Canvas Administrator to set up the App Center.

Click Settings

![Settings](image)

Click **Settings** in the course navigation.

Locate External Tools

![External Tools](image)

Click the **External Tools** tab.
View App Center

The App Center has many tools that can be used within your account. Once you enable a tool for the account, anyone within the account can access and add it to a course.
View Hover Description

External Tools are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

Click here to see some LTI tools that work great with Canvas. You can also check out the Canvas Community topics about LTI tools here.

When you hover your mouse over the tool, you can read a short description. Click the tool to learn more about it.
View Tool

On the tool page, you will see:

1. The tool's rating
2. A description of the tool
3. The Add Tool button
4. What extensions can be used in Canvas, the average rating, privacy level, and education level(s)
5. A place to rate the tool

To go back to the main page, click the Back to App Center link.
Add Tool

Depending on how the tool needs to be configured, you may see a different window. Add the tool to your account by typing in a Consumer Key, Shared Secret, and Launch URL. Click the Submit button when you are finished.

View Installed Tools

The configured tool will appear on the External Tools page.

Navigate the App Center
Click the View App Center button to go back to the App Center or click the View Installed Tools button to view the tools already installed in your account.

**Filter Tools**

External Tools

External Tools are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

Click here to see some LTI tools that work great with Canvas. You can also check out the Canvas Community topics about LTI tools here.

Type the name of the tool in the Filter by name field. The tool will appear in the list. Click the tool to learn more about it.
Files
What are Files?

Files are where you upload course files, syllabi, readings, or other documents. Instructors can lock the folders so students cannot access your files. Files can be placed in Modules, Assignments, or Pages. Files and folders are put in alphabetical order and cannot be rearranged.

View Files

Within the Files tool, users can rename, delete, organize, and upload files. Users can also batch upload a .zip file or download entire directories as .zip files. There is no limit on the size of the file to upload, but be aware of the amount of file storage set by the institution for the course. Also, remember the folders and files are in alphabetical order and cannot be rearranged.

Canvas users will find access to files (documents, images, media, etc.) in three different places:

- Personal files, located in each user's profile (students, teachers, and TAs)
- Course files, located in each course (students, teachers, and TAs unless files are locked by the teacher)
- Group files, located in each group (students and teachers who are enrolled in groups)
When would I use Files?

Use Files to:

- Share course documents and syllabi with your students
- Copy documents from one Canvas course to another
- Organize course documents by day, week, or unit
- Store personal documents that you don't want to share with others
How do I move and organize my files?

**Note:** Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.

**Open Files**

Click the **Files** link.
Move Files

Click the file you wish to move and once you see the four-direction arrow, drag the file to the desired location. Once you see the folder highlighted, release your mouse. The file has been moved.

**Note:** You can only move a file within the right pane or from the right pane to the left pane. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.
Organize Files

Your files can be easily managed using a basic click-and-drag method; however, you can only drag from right to left or within the right pane. You cannot drag from left-to-right. You can see several image files in the Files area; however, you can move them into a dedicated folder called “Private Files.” You will need to individually drag and drop each file from within the right file pane. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.
Move Files from Right to Left

Drag and drop from the right pane to the left pane.

Replace Uploaded File

Files with the following names already exist in this folder. Do you want to replace them, or rename the new files with unique names?

Early US History.docx

1. Cancel
2. Rename New Files
3. Overwrite

You can replace or rename files once they have been uploaded to Canvas by clicking Add Files in Files. If the file already exists in the folder, you will be asked if you want to replace or rename it.
1. To rename the file, click Rename New Files and there will be a copy made.
2. To replace the file, click Overwrite and the file will be replaced.

**Rename File**

![Image of file management in Canvas]

Click the Pencil icon to rename the file.

**Where are my personal Files?**

Personal files include profile pictures, uploaded assignment submissions, and other files uploaded to your personal Canvas file storage area. Each user has 250 MB of storage space in Canvas. Administrators can change the quota for personal files for the entire institution.

**Open Personal Settings**

![Image of settings options in Canvas]

Click the personal Settings link.
Open Files

Click the Files link to open your personal files.

View Personal Files

All your personal files will be located in the folders. You also can see the amount of Storage Used [1].

Note: If you want to see the Files for all your courses and/or groups, click the see files for all your courses/groups link [2].
View Files for Courses/Groups

Here you can see all the files from your courses and/or groups [1], as well as your personal files [2].
Where are my course Files?

Course files include any content uploaded to your course. Files uploaded to your course will not count towards your personal file quota.

Open Files

Click **Files** in the Course Navigation.
View Course Files

All course files which are unlocked can be viewed by all course users.

Note: If you want to see the Files for all your courses and/or groups, click the see files for all your courses/groups link [1].
View Files for Courses/Groups

Here you can see all the files from your courses and/or groups, as well as your personal files.

Where are my group Files?

Groups files include any content uploaded to your group workspace.

Locate Group

Find and select the group you want to view Files for.
Open Files

Click Files.

View Group Files
All group files which are unlocked can be viewed by all group members.

**Note:** If you want to see the Files for all your courses and/or groups, click the **see files for all your courses/groups** link [1].

**View Files for Courses/Groups**

![View Files for Courses/Groups](image)

Here you can see all the files from your courses and/or groups, as well as your personal files.
How do I create a folder in Files?

Folders can be used to organize files in your course, group, or personal files.

**Open Files**

Click the **Files** link.
Add Folder

Click the Add Folder link [1] to create a new folder.
Name Folder

Type the name of the folder in the folder name field [1] and press Return (on a MAC keyboard) or Enter (on a PC keyboard).
Change Folder Name

If ever you need to change the folder name, click the Pencil icon to unlock the title and rename. Press Return (MAC) or Enter (PC).
View Folder

Your folder will appear in both panes of the Files view. You can organize your files on Canvas by moving them to folders.
How do I add a file to my course?

To add a file to your course, make sure you are in the course you wish to add the file to.

**Note:** Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

**Open Files**

Click the **Files** link.
Add Files

Click the Add Files link to upload files.
Select Files

Click the title of the file you wish to upload [1] and click the Open button to upload the file.

Monitor Uploads

A progress bar [1] will appear at the top of screen tracking the progress of your file upload.
View Files

All files will be organized in alphabetical order.

see files for all your courses/groups
Adding Files in Chrome, Firefox & Safari

Some web browsers (Chrome, Firefox, and Safari) contain a unique feature which allows the user to add to files by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add [1] and drag the file to your open browser [2]. Your file will automatically upload.
How do I preview a file?

You can preview a file in a course, group, or personal file storage area.

Open Files

Click the Files link.

Choose File

Click the title of the file you wish to preview [1].
The selected file will appear in the preview pane to the right.
Preview File

You can also preview a file by clicking the Preview link [1]. Your file will appear in the preview pane.
How do I import .zip files?

You can import .zip files to Canvas.

Open Files

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

Click the Files link.
Import Files

If you have .zip files you would like to upload, the Canvas system can automatically upload and unzip these files for you. Click the Upload icon [1] to select files.
Choose File

Import Files

You can upload a zipped collection of files into your course and we'll extract them all out for you. This is an easy way to move files from another system into Canvas.

Choose File: No file chosen

Upload to: course files

Click the Choose File button to select the .zip file.

Note: Depending on your browser, you may see Browse... instead of Choose File.
Select File

Click the title of the file you wish to import [1] and click the **Open** button [2] to upload the .zip file.

**Note:** Depending on your web browser, you may see Choose instead of Open.
Choose Upload Destination

Import Files
You can upload a zipped collection of files into your course and we'll extract them all out for you. This is an easy way to move files from another system into Canvas.

Choose File USHISTORY.zip

Upload to: course files

Cancel  Upload File

You can designate which folders the files should be uploaded to by clicking the Upload to: dropdown menu.

Upload File

Import Files
You can upload a zipped collection of files into your course and we'll extract them all out for you. This is an easy way to move files from another system into Canvas.

Choose File USHISTORY.zip

Upload to: course files

Cancel  Upload File

Click the Upload File button.
Monitor Upload

Uploading, Please Wait.

Uploading and processing your zip file, if there are a lot of files in the zip file or it is very large, this may take a while.

You can track the progression of the upload by monitoring the progress bar [1].

View Files

Your files will be uploaded to Files in Canvas.
How do I bulk upload files to my course?

If you have a lot of files to add to your course, you can bulk upload them.

**Note:** You can also bulk upload files by dragging and dropping the files into Canvas from your computer. However, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the zip file into your course.

**Open Files**

Click the **Files** link.

**Add Files**

Click the **Add Files** link [1] to upload files. A pop-up window will appear in your browser.

**Note:** You can also bulk upload files by dragging and dropping the files into Canvas from your computer. However, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the zip file into your course.
Select Files

Select the files you wish to upload to your course. Click the Open button [1] to upload the files.

Monitor Progress

Click the Uploading progress bar [1] to view the file uploads queue.
View File Uploads Queue

You can monitor the progress of your file uploads by clicking on the **Uploading [number] Files…** link when you are monitoring the file upload to view the file uploads queue. It will automatically close after all files have uploaded.

**Note**: Remember, when bulk uploading files, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the zip file into your course.
How do I delete a file?

You can delete a file in courses, groups, or personal files. This process also applies to deleting folders.

Open Files

Click the Files link.
Delete File

Click the Trash icon to delete the file [1]. A pop-up window will appear in your browser.

Confirm Deletion

Click OK to delete the file.
How do I download a single file?

You can download a single file from any file storage area in Canvas.

Open Files

Click the Files link.
Download File

Click the file name to download the file to your desktop.

View File

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
<th>Size</th>
<th>Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>AllAboutCanvas.doc</td>
<td>Yesterday 5:25 PM</td>
<td>21 KB</td>
<td>Microsoft Word</td>
</tr>
<tr>
<td>canvas.doc</td>
<td>Yesterday 4:14 PM</td>
<td>19 KB</td>
<td>Microsoft Word</td>
</tr>
<tr>
<td>folder.zip</td>
<td>Yesterday 10:14 AM</td>
<td>1 KB</td>
<td>ZIP archive</td>
</tr>
<tr>
<td>canvas-stude...xport (1).imsc</td>
<td>Oct 17, 2012 12:04 PM</td>
<td>12 KB</td>
<td>Document</td>
</tr>
<tr>
<td>canvas-stude...n-export.imsc</td>
<td>Oct 17, 2012 12:00 PM</td>
<td>12 KB</td>
<td>Document</td>
</tr>
</tbody>
</table>
Your file will download to your desktop. Open the appropriate folder to view the file.

**Note:** The file may be saved to the Downloads folder on your computer.

**How do I download a folder in .zip format?**

You can download folders from your files in a .zip format.

**Open Files**

Click the **Files** link.

**Download Files**

Click the **Zip Folder** icon [1] to download the files in the folder in .zip format. A pop-up window will open in your browser.
Monitor Download

Download Folder Contents

The contents of this folder are being gathered and compressed into a zip file. This may take some time, depending on the size and number of files.

Monitor the progress of your download by viewing the progress bar [1].

Open .zip File

Download Folder Contents

The contents of this folder are being gathered and compressed into a zip file. This may take some time, depending on the size and number of files.

Click the Click here to download [file size] link [1] to open your .zip file.
How do I lock files and folders in Canvas?

By default course files are visible and accessible to all users. Teachers and TAs can lock files and folders, which means the content will only be accessible to teachers and TAs in the course.

Note: To unlock a file, view the file you want to unlock and click the open lock icon.

Open Files

Click the Files link.

Select File

By default course files are visible and accessible to all users. Teachers and TAs can lock files and folders, which means the content will only be accessible to teachers and TAs in the course. Click the Lock icon to lock the file or folder.
Select Lock Settings

There are two lock options. Click the Let students download... checkbox [1] to let students view the file only if you link to it, but will not allow students to access the file via the Files tool. Click the Lock until I manually unlock it checkbox [2] to manually lock the file. Click the Lock this File button [3].

Note: You can set a lock date on a file or folder.
Set Lock Date

Type the date you wish to lock the file until in the Lock Until field [1]. Type the date you wish to lock the file after in the Lock After field [2].

Note: Make sure the Lock until I manually unlock it checkbox is not checked. Otherwise the Lock Until or Lock After fields will not appear.

Currently the setting for Lock Until and/or Lock After is set up to only accept input in very specific format. You will be able to set the lock by using one of the following inputs:

- dd/mm/yyyy 00:00 (24hr) Ex. 27/02/2013 23:59
- dd/mm/yyyy 00:00am/pm Ex. 27/02/2013 11:59pm
- Mon Da 00:00am/pm Ex. Feb 27 11:59pm
- Mon Da 00:00 (24hr) Ex. Feb 27 23:59

Note that the time field is optional and if not selected it will default to 12am.

View File

Type the date you wish to the lock the file until in the Lock Until field [1]. Type the date you wish to lock the file after in the Lock After field [2].
Locked files and folders will be indicated by a lock on the file icon [1].

**Note:** To unlock the file or folder, click the open lock icon [2].

**Preview File**

To preview your file, click the **preview** link.

**View Lock Dates**

Canvas will display your file, along with confirmation that your file is locked and will be locked between the indicated dates.
What document types does Canvas convert using the Scribd preview?

View Scribd Preview

Here are a list of the supported file types for the Scribd auto preview in Canvas:

- .doc
- .docx (.docx files may not preview correctly)
- .ppt
- .pptx (.pptx files may not preview correctly)
- .xls
- .xlsx (.xlsx files may not preview correctly)
- .pps
- .ppsx (.ppsx files may not preview correctly)
- .pdf
- .ps
- .odt
- .odp
What types of media files can be uploaded into Canvas?

Video and audio uploads to Canvas through the media tool can be up to 500 MB in size.

**Note:** Canvas will accept most media files as uploads. However, not all media files can be played within Canvas.

### Upload Audio

Canvas will accept the following audio files as an upload:

- `rm` – Real Media
- `mp3` – Digital Audio Format
- `wma` – Windows media audio
Upload Video

Canvas will accept the following video files as an upload:

- flv – Flash Video
- swf – Macromedia flash
- asf – Microsoft Media
- aqt – Apple Quicktime
- mov – Apple Quicktime
- mpg – Digital Video Format
- mpeg – Digital Video Format
- avi – Digital Video Format
- wav – Digital Video Format
- m4v – Digital Video Format
- wmv – Windows Media
- mp4 – Digital Video Format
- 3gp – Multimedia Mobile Format
What is my File Storage quota for my course?

Courses are allotted 500 MB quota for file storage. Administrators at your institution set the file storage quota for each course.

Open Settings

Click Settings in the Course Navigation.
View File Storage

The file storage quota for your course is located in the course details section.

**Note:** Administrators at your institution set the file storage quota for each course. However, there is 2GB limit on individual files uploaded to Canvas and a 500MB limit for files created using the media tool in Canvas.
Where is the HTML Editor?

The HTML Editor is a tool that allows you to change and update the design of web pages. This tool exists only in the Course Files page to edit the HTML code before using it in a course.

Open Files

Click the Files link.
Edit HTML File

Hover over the HTML file. Open the HTML Editor by clicking the Edit Content link [1].
How do I use the HTML Editor?

The HTML Editor is a tool that allows you to change and update the design of web pages. This tool exists only in the Course Files page to edit the HTML code before using it in a course.

Open Files

Click the Files link.
Edit HTML File

Click the Edit Content link [1]. A pop-up window will appear in your browser.
Edit File Contents Using HTML

Use the HTML text box to edit the HTML code [1]. Click the Switch Views link to edit the HTML file using the Rich Content Editor [2].
Edit File Using Rich Content Editor

Use the Rich Content Editor to edit the HTML file [1]. Click the Update File button to save the changes [2].
View File

Welcome to US HISTORY

Welcome to US HISTORY. This course will give you an overview of the history of the United States from pre-Colonial to present day.

Get ready for a great course!

View edited file.
Global Navigation
How do I view my courses?

You can view your current, past, and future enrollments in Canvas.

**Note:** Some institutions may disable the option for students to view Future Enrollments.

**Open Courses**

Hover over **Courses & Groups** in your Global Navigation [1], then click the **View all courses** link [2].
View Courses

Each course displays your enrollment status: student, teacher, TA, observer, or designer.

Courses are organized into three categories:

- **My Courses** are courses that are active and currently in progress.
- **Past Enrollments** are courses that have concluded and are archived as a read-only course. Past enrollees can view course material and grades but cannot submit any assignments.
- **Future Enrollments** are courses that you have enrolled in that have not yet started. Students cannot access these courses until they are published as active courses.

**Note:** Some institutions may disable the option for students to view Future Enrollments.
How do I use the Global Navigation Menu?

The Global Navigation is found in the upper portion of the web page. It helps you switch between your Courses, Groups, Grades, and Calendar.

View Global Navigation Menu

Items in the Global Navigation show you what's going on across ALL of your courses, not just in one course. For example, when you click Grades you will see grading feedback from all of your courses. Likewise, when you click Calendar, you will see events and deadlines from all of your courses.

Open Course Menu

Before you can navigate to courses or groups, you must be assigned to one or more. If after logging in you do not see the Courses Menu item in the Global Navigation, you are not part of any courses or groups. Mouse over the Courses menu. A drop-down menu will appear with a section for courses you are a part of called My Courses.

Note: The Student View is slightly different. If there are Groups, then the menu will be Courses & Groups. However, if you, as an instructor are enrolled in any groups, your menu will also be Courses & Groups.
Open Courses Menu - Student View

You have to be invited or enrolled in a Course before you can see it. Mouse over the Courses & Groups menu. A menu will appear with a section for courses you are a part of called My Courses [1] and a section for groups you are in called Current Groups [2].

View Assignments

The Assignments drop-down menu allows you to see the assignments that need grading or what assignments need to be done for all your courses.

View Grades

The Grades link allows you to see the grades for all the course you are enrolled in or teaching.
View Calendar

The Calendar link allows you to see the calendar events for all the courses you are enrolled in or teaching.

How do I customize my Courses dropdown menu?

Canvas displays up to 12 courses in the Courses dropdown menu. Once users have more than 12 courses, they may customize the dropdown menu to choose which courses will display.

Select Courses from the Global Navigation

Click Customize on the Courses dropdown menu
Choose Courses

1. Click the checkboxes next to a course to add or remove the course from the Courses dropdown menu [1].

2. Courses you add will immediately appear in the menu to the left. Courses you remove will immediately disappear from the menu [2].

**Note:** You can see all your present, past, and future courses by clicking on the View all courses link [3]. You will only see future courses if the start date is in the future, the course is published, and you have been enrolled in the course.
Close the Customization Menu

Once you have finished customizing the dropdown Courses menu, close the customization menu by clicking the X icon at the top right. You can also click the Reset button to make all the courses you are enrolled in re-appear.
Grades
What are Grades?

Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students. The Gradebook provides a way to easily input and distribute grades for students. It can calculate weighted grades, and assignments can be organized into groups for weighting as well. You can view Grades by clicking on the Grades link in the Global Navigation or the Grades navigation link within a course.

When Would I Use Grades?

Use Grades to:

- Download assignment submissions from students
- Manually enter student grades
- See grade change history
- See assignments grouped by type
- Automatically calculate total and final grades
- Assign zeros after deadline (this will send a notification out to students)
Use the Gradebook

The Canvas Gradebook is a fully featured management tool that allows instructors to:

- Simultaneously view grade information across all courses.
- Be notified when assignments submitted.
- Notify students when an assignment has been graded.
- View Grade history and revert updated assignment scores to previous scores.
- Download or upload Grades as a CSV file.
- Utilize offline grading capability by downloading assignment submissions into a zip file and upload when connectivity is available.
- Block students from viewing their grades until they are published.
- Create custom weighting and grade ranges.
- View a report of all historical grade changes.
- Message students who haven’t submitted an assignment yet.
- Message students who scored more than X or less than Y on an assignment.
- Leave private grading notes/comments for the student.

Click here to return to the Grades chapter.
What do the icons and colors in the Gradebook represent?

There are different icons and colors in the new Gradebook. Depending on how you grade assignments (manually or otherwise), you will see different icons or colors.

For more information on grading assignments, please visit the Assignments and Grades chapters in the Canvas Guides.

Submission Type Icons

The following icons represent different assignment submission types in the Gradebook:

1. **Speech Bubble Icon**: Graded discussion submitted, but not graded
2. **Paper Icon**: File upload submitted, not graded
3. **Filmstrip Icon**: Media recording submitted, not graded
4. **Typewriter Icon**: Text entry submitted, not graded
5. **Blank Cell**: Website URL submitted, not graded

Warning Icons

The following icons represent different warnings in the Gradebook:
1. **Blue Warning Icon**: No points possible in column, and won't be included in grade calculation
2. **Speaker Icon**: Assignment is muted
3. **Black Warning Icon**: Final score does not include extra credit because it has zero points possible

**Note**: For more information regarding extra credit, please visit [How do I give my students extra credit?](#) and read about Extra Credit and Assignment Groups.

**Colors**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Getting to Know You Out of 6</th>
<th>Assignment #1 Out of 10</th>
<th>Take This Quiz Out of 10</th>
<th>Assignment #3 Out of 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>lana.lovegood.can...</td>
<td>-</td>
<td>10</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>bruce.jones.can...</td>
<td>-</td>
<td>9</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>agent.06.canvas...</td>
<td>-</td>
<td>9.5</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Canvas Student</td>
<td>canvasstudent@gmail...</td>
<td>-</td>
<td>10</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Test Student</td>
<td>1995480566e438833</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

There are different colors with various meanings in the Gradebook. Here you can see what each color represents:

1. **Yellow Shading**: Resubmitted assignment
2. **Pink Shading**: Late submission
3. **Gray Lined Shading**: Dropped grade

**Grading Types**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Take This Quiz Out of 10</th>
<th>Assignment #1 Out of 10</th>
<th>Assignment #2 Out of 9</th>
<th>Assignment #3 Out of 10</th>
<th>Assignment #4 Out of 10</th>
<th>Assignment #5 Out of 10</th>
<th>Assignment #6 Out of 10</th>
<th>Assignment #7 Out of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>lana.lovegood.can...</td>
<td>8.5</td>
<td>5</td>
<td>13</td>
<td>7</td>
<td>8</td>
<td>75%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>bruce.jones.can...</td>
<td>9</td>
<td>9</td>
<td>13</td>
<td>9</td>
<td>9</td>
<td>85%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>agent.06.canvas...</td>
<td>9.5</td>
<td>9</td>
<td>13</td>
<td>9</td>
<td>9</td>
<td>85%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canvas Student</td>
<td>canvasstudent@gmail...</td>
<td>10</td>
<td>10</td>
<td>15</td>
<td>10</td>
<td>10</td>
<td>85%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>1995480566e438833</td>
<td>8</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Each grading type shows up differently in the Gradebook. Here you can see how each grading type is represented:

1. **Dash**: No submission
2. **Number**: Points grade
3. **Checkmark Icon**: Complete grade
4. **X Icon:** Incomplete grade
5. **Letter:** Letter grade (see also Course Grading Schemes or Account Grading Schemes)
6. **Percentage:** Percentage grade

**Note:** In the Total column, you will see a percentage that represents your total grade at that time. Next to the percentage you will see the letter grade you have, based on the percentage.

[Click here to return to the Grades chapter.](#)

**How do I view assignment details in the Gradebook?**

Follow these steps to view the statistics and other details of an assignment in the Gradebook.

**Open Gradebook**

Click the **Grades** link.

**Open Assignment Dropdown Menu**

Click here to return to the Grades chapter.
Click on the dropdown menu underneath the assignment title [1].

**Open Assignment Details**

Click the Assignment Details link.

**View Assignment Details**

View the details for the assignment. You can see the average score, high and low score, and the number of total submitted assignments. When you are finished click the X to return to the Gradebook [1].

Click here to return to the Grades chapter.
How do I hide and filter students in the Gradebook?

You can hide and filter students in the Gradebook.

Open Grades

Click the Grades link.
Hide Student Names

You might want to hide the names of your students during grading to help eliminate bias. Click the gear icon [1] and select the Hide Student Names option [2].

Note: You can also hide names in the SpeedGrader™.

View Hidden Names

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Sandbox</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Name</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Name</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Name</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Name</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Name</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Name</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Name</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Name</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Name</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Name</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
</tbody>
</table>
After choosing the Hide Student Names options, you will only see Student in your gradebook.

**Show Student Names**

To view student names, click the Show Student Names option in the dropdown menu.

**Filter Names**

Filtering your gradebook can allow you to quickly find students to enter or edit their grades. You can filter the gradebook by:

1. Select a filter from the Showing dropdown menu.
2. Using the arrow filter in Student Name or Secondary ID columns.
3. Search for a student by name or secondary ID in the text field.
If your course has sections, you can filter the gradebook by choosing all sections or just one section.

View Filtered Student Name

You can filter the gradebook by typing a name into the text field at the top of the gradebook. Once you type the student's name or secondary ID in the text field, the student's grades will be shown.

Click here to return to the Grades chapter.
How do I enter and edit scores in the Gradebook?

Most likely you will use the SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, if you want to enter or edit scores in the Gradebook, follow these steps.

Open Grades

Click the Grades link.
Enter New Score

Click the assignment cell located in the row of the student whose score you want to enter.

Enter New Score

Type or use the arrows to enter the new score in the cell and press Return (on a MAC keyboard) or Enter (on a PC keyboard).
View New Score

View the new score.

Click here to return to the Grades chapter.
How do I use grading history in the Gradebook?

Grading history allows you to see who graded each assignment and revert scores for students.

**Open Grades**

![Open Grades](image)

Click the **Grades** link.
Choose Grading History

Click the Gear icon and select View Grading History.

View Grading History

Feb 19

Graded on submission

Feb 15

Graded on submission

Feb 14

Canvas Instructor

Assignment #6
Assignment #7
Reading Assignment #1
Find the assignment you want to view the grading history for. Once you click the assignment, it will expand and you can revert the grade for student submissions.

**Revert Grade**

Feb 19

Graded on submission

Feb 15

Graded on submission

Feb 14

Canvas Instructor

Click **Revert to this grade** while hovering over the assignment grade for the student.
View Reverted Grade

Feb 19
Graded on submission
1 change  Module 1 Quiz

Feb 15
Graded on submission
2 changes  All the Quiz Types
1 change  Take This Quiz

Feb 14
Canvas Instructor
1 change  Assignment #6

<table>
<thead>
<tr>
<th>Student</th>
<th>Before</th>
<th>After</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane</td>
<td>C</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>Smith</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 change  Assignment #7
1 change  Reading Assignment #1

Once you revert a grade, it will show in the Current column and the grade will change in the gradebook. To collapse the changes, click the assignment title.
How do I leave comments for students in the Gradebook?

If you want to leave simple feedback for your students, you can leave a text comment directly in the Gradebook. Gradebook comments will be placed within the Discussion portion of Speedgrader™.

Note: Gradebook/SpeedGrader comments also appear in Conversations. To learn more, view the lesson about SpeedGrader comments in Conversations.

Open Gradebook

Click the Grades link.

Open Comment Window

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Assignment #1 Out of 10</th>
<th>Take This Quiz Out of 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>luna.lovegood.canvas</td>
<td>10</td>
<td>-</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td>bruce.jones.canvas</td>
<td>9</td>
<td>-</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>jane.smith.canvas</td>
<td>9.5</td>
<td>-</td>
</tr>
<tr>
<td>Canvas Student</td>
<td>cnvsstudent@gma...</td>
<td>10</td>
<td>-</td>
</tr>
</tbody>
</table>

Click the small Speech Bubble icon to open the comment window.
Add Comment

Assignment #1

Submitted: Feb 8 at 11:32am

Submitted files:
- KeyboardShortcuts.pdf
- View Rubric Assessment in the SpeedGrader

Type your comment in the add a comment field [1] and click the Post Comment button [2] to save and post your comment.
View Comment

Assignment #1

Submitted: Feb 8 at 11:32am

Submitted files:
- KeyboardShortcuts.pdf
- View Rubric Assessment in the SpeedGrader

Comments

Canvas instructor
See comments in the Rubric.

Add a comment

Where there is more than one comments for an assignment, comments will be listed in chronological order with the oldest comments appearing at the top and the newer comments appearing near the bottom.

Click here to return to the Grades chapter.
How do I send a message to my students from the Gradebook?

Sending a message to multiple students regarding an assignment can be accomplished by following the steps below.

**Open Gradebook**

Click the **Grades** link.

**Open Assignment Dropdown Menu**

Click the dropdown menu underneath the assignment title [1].
Message Students

Click the Message Students Who... link to create and send a message.

Select Message Recipients

Select whom you want to send the message to by clicking on the dropdown menu and selecting the type of recipients you wish to message.
Create Message

After selecting the recipients of the message [1], type a message to the students in the message field [2]. Click the **Send Message** button to send the message [3].

[Click here to return to the Grades chapter.](#)
How do I set a default grade for an Assignment?

If you want to set a default grade for a certain assignment, use the assignment dropdown menu. This will allow you to input scores for students that do not have scores or to overwrite already entered scores.

Open Grades

Click the Grades link.

Open Assignment Drop-down Menu

Click the dropdown menu underneath the assignment title [1].
Set Default Grade

Click the Set Default Grade link.

Create Default Grades

Type the default grade in the text box [1]. If you would like to overwrite existing grades for the assignment select the Overwrite already-entered grades checkbox [2]. Click the Set Default Grade button [3]. A popup window will appear in your browser.
Verify Default Grades

Click the OK button to view the new default grades.

View New Grades

Default grades are automatically entered for all students whom do not have a grade. Grades can be changed by clicking on the default grade [1] and typing in an updated score.

Click here to return to the Grades chapter.
**How do I curve Grades in the Gradebook?**

If you need to curve grades on an assignment, here’s how you can do it in the new Gradebook.

*Note:* Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.

### Open Gradebook

1. **Open Gradebook**

   - Click the **Grades** link.

### Open Assignment Dropdown Menu

1. **Open Assignment Dropdown Menu**

   - Click the dropdown menu underneath the assignment title [1].

   ![Assignment Dropdown Menu](image)
Curve Grades

Click the Curve Grades link to set curving options.
Set Curve Score

Type a number in the average score field to act as the curve score [1]. The graph above the average score field will change depending on what score is entered [2]. You can assign zeros to students who did not submit their assignments by clicking the Assign zeroes to unsubmitted students checkbox [3]. Click the Curve Grades button to curve grades [4].

Note: Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.
View Curved Grades

Grades will automatically update to reflect the new grade curve. The scores will be changed to the average score you chose while curving the grades.

Remember, grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.

Click here to return to the Grades chapter.

How do I adjust my Notification Preferences for Grades?

Your Notification Preferences can be set however you want (right away, daily, weekly, or never). To learn more about setting your Notification Preferences, click here.

Open Settings

Click the Settings link.
Verify Communication Channels

View the communication channels you have set up in Canvas.

Open Notifications

Click the Notifications link.
Set Grades Notification Preference

Find the Grading notification row [1]. Set the notification preference for each column by clicking on the appropriate icon [2]. If appropriate, click the Include scores when alerting about grade changes check box [3].
View Set Notification Preferences

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>Daily</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>Weekly</td>
</tr>
<tr>
<td>Course Content</td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

**Grading**

- Include scores when alerting about grade changes.
- Weekly

Verify the notification preference was correctly set. Your preference will automatically save.
How do I mute an assignment in the Gradebook?

By default, Canvas allows students to see assignment grades as soon as the instructor has graded the assignment. In some cases, instructors may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, an instructor can choose to mark an assignment as "muted". A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a "mute" icon on the student grades page so students know the assignment is muted.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

Note: Students can still submit a muted assignment.

Open Grades

Click the Grades link.
Open Assignment Drop-down Menu

Hover over the name of the assignment. Look for the blue drop-down menu to appear.

Mute Assignment

Click the drop-down menu and click the Mute Assignment link.
Confirm Mute Assignment

Are you sure you want to mute this assignment? While this assignment is muted, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that this assignment is muted.

Once you have muted this assignment, you can begin sending notifications again by clicking the "Unmute Assignment" link.

Click the Mute Assignment button. Students will be unable to view their grades, including grade and score changes, submission comments, and curved assignments for the assignment.

Student View: Muted Assignment

Upcoming Assignments

| Assignment #1 | out of 10 |
| Assignment #2 | out of 10 |
| Assignment #3 | out of 10 |

Instructor is working on grades
View the Mute icon next to the assignment title. A popup dialog informs the student that the Instructor is working on the grades for that assignment.

**Unmute Assignment by Opening Assignment Dropdown Menu**

Hover over the name of the assignment. Look for the blue drop-down menu to appear.

**Unmute Assignment**

Click the drop-down menu and click the **Unmute Assignment** link.

**Confirm Unmute Assignment**

This assignment is currently muted. That means students can’t see their grades and feedback. Would you like to unmute now?
Click the Unmute Assignment button to unmute the assignment. Students will now be able to see their grades and feedback.

Click here to return to the Grades chapter.

How do I evaluate group work?

Before you can evaluate group work, you will need to assign group work. To learn more about how to review the work students have done in their groups, review the lesson here. Students can submit Google documents, Pages, and other group work as an assignment.

Open Assignments

Click the Assignments link.

Locate Assignment

Click the assignment title to open the assignment.
Open SpeedGrader™

Click the SpeedGrader™ link to open the SpeedGrader™.

Grade Assignment

Enter a grade into the grade field [1]. This will be the grade for all the students in the group.

Click here to learn how to evaluate an assignment in SpeedGrader. To learn how to annotate an assignment using Crocodoc, click here.
View Gradebook

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Introduce Yourself</th>
<th>Assignment #1</th>
<th>Assignment #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Sandbox Student</td>
<td>3</td>
<td>8.5</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox Student</td>
<td>3</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox Student</td>
<td>5</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox and Net Student</td>
<td>5</td>
<td>9.5</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Documentation Sandbox Student</td>
<td>3</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

View the Gradebook to verify each student in the group has received the correct grade.

[Click here to return to the Grades chapter.]
Where can I find the student view of the Gradebook?

Use Student View to see what your students see.

**Open Settings**

Click the **Settings** link.
Open Student View

Click the Student View button.

Open Grades

Click the Grades link.
View Grades

Grades For Test Student

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>Feb 25 by 4pm</td>
<td>-</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Unit 1 Quiz</td>
<td>Feb 28 by 11:59pm</td>
<td>-</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Mar 11 by 11:59pm</td>
<td>-</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Unit 2 Quiz</td>
<td>Mar 13 by 11:59pm</td>
<td>-</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Ancient Culture</td>
<td>Mar 28 by 11:59pm</td>
<td>-</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

View how your students see their grades. You can view the name of the assignment, the due date, the score, and comments.

Click here to return to the Grades chapter.
How do I view my students' total grades as a point value instead of a percentage?

You can switch your students' total grades from a percentage to a point value in the Gradebook. This feature is available only if you use unweighted assignment groups in your course.

Find Total Column in the Gradebook

Access the Gradebook for your course and scroll to the Total column. Hover your cursor over the column header until the blue toggle arrow appears.

Switch to Points

Click the blue toggle arrow and select the Switch to points menu option.
View Point Values

View your students' point values in the Total column.

Switch to Percentages

You can switch back to percentages by clicking the blue toggle arrow in the Total column and selecting Switch to percent.
Special Note

Note that changing the view in your Gradebook does not change what appears in a student's grades. Students will continue to see their total grade as a percentage even if you switch to points in the Gradebook.
How do I sort my Gradebook?

You can sort the Gradebook by assignment due dates, student names, secondary id, total scores, and if you have assignment groups set up, you can sort the total scores by assignment groups. You can also resize the columns in the Gradebook.

Open Grades

Click the Grades link.

Open Gradebook Options

Click the Gear icon.
Arrange Columns by Due Date

Click the **Arrange columns by due date** link to arrange the columns in the Gradebook by due dates.

**Note:** If you arrange columns in the Gradebook, they will stay in the order you arranged them until you switch browsers or re-arrange them.

Sort by Student Name

Click the **Student Name** column title to sort students in ascending or descending order by last name.
Sort by Secondary ID

Click the **Secondary ID** column title to sort students in ascending or descending order by the student’s secondary ID.

Sort by Grade Percentage

Click the **Total** grade percentage column title to sort students in ascending or descending order by grade percentages.
Sort by Assignment Group

Click the Assignment Group Name column title to sort the scores in ascending or descending order. You can only sort by assignment groups if you have added assignment groups to the assignments page.

Resize Columns

Hover your cursor over between columns until you see the resize cursor [1] and then you can change the size of the columns.

Click here to return to the Grades chapter.
How do I change assignment group weights in the Gradebook?

Once you set up assignment groups and add weights, you can change the weights via the Gradebook.

Open Gradebook

Click the Grades link.

Open Gradebook Options

Click the Gear icon.
Set Group Weights

Click the Set Group Weights link.
Weight Final Grade

Click the **Weight final grade based on groups** checkbox to weight the final grade based on groups.
Manage Group Weights

After selecting the checkbox [1], type in the various weights for the assignment groups [2]. Click the Save button [3] to update the group weights.

Click here to return to the Grades chapter.
How can I view Grades for concluded student enrollments?

You can view the grades of concluded student enrollments, but you cannot change the grades.

Open People

Click the **People** link.

View Prior Enrollments

Click the **View Prior Enrollments** button.
Open Prior User Account Details

Prior Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief, The</td>
<td><a href="mailto:the.chief.canvas@gmail.com">the.chief.canvas@gmail.com</a></td>
</tr>
<tr>
<td>Johnson, Max</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
</tr>
</tbody>
</table>

All prior enrollments will be listed alphabetically by last name. Click the name of a prior user to open their account details.

Open Grades for Prior User

Click the Grades link.
View Grades

 Grades For Max Johnson

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td>Jan 25 by 12am</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Assignment #2</td>
<td>Feb 1 by 12am</td>
<td>-</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Assignment #3</td>
<td>Feb 8 by 12am</td>
<td>12</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Reading Assignment #1</td>
<td>Feb 15 by 12am</td>
<td>-</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

View the grades of the user. You will not be able to edit the grades.

Click here to return to the Grades chapter.
How do I bulk download Assignment submissions in Canvas?

Bulk downloading assignments will take all the submissions and create a .zip file. You can open the .zip file on your computer to work on grading the assignment submissions. There are a couple of ways to download submissions. You can download the submissions through Grades or Assignments.

Option 1: Open Grades

Click the Grades link.

Open Assignment Dropdown Menu

Click the dropdown menu underneath the assignment title [1].
Download Submissions

Click the Download Submissions link to download all the assignment submissions as a .zip file.

View Progress

View the progress of the file compression by tracking the progress bar [1].
Download .Zip File

Click here to download [file size] link to download the assignment submission files.

Option 2: Open Assignments

Click the Assignments link.
Locate Assignment

On the assignments page, locate the assignment you want to download submissions from.

Download Submissions

Click the Download Submissions link on the sidebar.

View Progress

Your student submissions are being gathered and compressed into a zip file. This may take some time, depending on the size and number of submission files.

Gathering Files (5.000%)...
View the progress of the file compression by tracking the progress bar [1].

**Download .Zip File**

Click the Click here to download [file size] link to download the assignment submission files.

**Note:** If you want to bulk upload assignment submissions, click here.

Click here to return to the Grades chapter.
How do I bulk upload Assignment submissions in Canvas?

Bulk uploading assignments will allow you to upload assignment submissions to your course. Here are a couple of ways to upload submissions. You can upload the submissions through Grades or Assignments.

Option 1: Open Grades

Click the Grades link.

Open Assignment Dropdown Menu

Click the drop-down menu underneath the assignment title [1].
Re-upload Submissions

Click the Re-Upload Submissions link to upload submissions.

Choose File

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

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

Click the Choose File button to re-upload submission files.
Open File

Click the file name to choose the file [1]. Then click the Open button to upload the submissions [2].

Re-Upload Submission Files

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

Make sure you don’t change the names of the submission files so we can recognize them.
Click the **Upload Files** button to re-upload files [1].

**View Uploaded Submissions**

![Image of uploaded submissions]

After uploading the submission files, you can view the submissions and return to the Assignment Page or Gradebook.

**Option 2: Open Assignments**

![Image of Canvas navigation menu with Assignments highlighted]
Click the **Assignments** link.

**Click Assignment Name**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting to Know You</td>
<td>Mar 22 at 11:59pm</td>
</tr>
<tr>
<td>Assignment #1</td>
<td>Jan 25 at 12am</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>Today at 11:59pm</td>
</tr>
</tbody>
</table>

Click the assignment title.

**Re-Upload Submissions**

Click the **Re-Upload Submissions** link on the sidebar.
Re-Upload Submissions

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

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

Click the Choose File button to re-upload submission files.
Open File

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

Click the Upload Files button to re-upload submission files.

View Uploaded Submissions

After uploading the submission files, you can view the submissions and return to the Assignment Page or Gradebook.
How do I download scores from the Gradebook?

You can download scores from the Gradebook as a .csv file.

Open Grades

Click the Grades link.

Open Gradebook Options

Click the Gear icon.
Download Scores

Click the Download Scores (.csv) link to download an editable Microsoft Excel file.

Edit Scores

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student</td>
<td>ID</td>
<td>SIS User ID</td>
<td>SIS Login ID</td>
<td>Section</td>
<td>Introduce Yo Assignment</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Muted assignments do not impact Current and Final score columns</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Points Possible</td>
<td>5</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Boone, Emily</td>
<td>636955</td>
<td>luna.lovegaz Documentati</td>
<td>3</td>
<td>8.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Griffith, Opie</td>
<td>2326619</td>
<td>1234567</td>
<td>opie.griffith. Documentati</td>
<td>3</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Smart, Maxw</td>
<td>636989</td>
<td>agent.86.can Documentati</td>
<td>5</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Smith, Jane</td>
<td>636984</td>
<td>agent.99.can Documentati</td>
<td>5</td>
<td>9.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Student, Can</td>
<td>1620656</td>
<td>cnvstudent() Documentati</td>
<td>3</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Edit the scores in Microsoft Excel. Make sure to save the file as a .csv file type.

**Note:** You can edit the grades in this .csv file and [upload it to your course](#) when you are finished.

[Click here to return to the Grades chapter](#).
How do I upload changes to the Gradebook?

Use a .csv file to upload changes to the Gradebook.

**Open Gradebook**

Click the Grades link.

**Open Gradebook Options**

Click the Gear icon.
Upload Scores

Click the **Upload Scores (from .csv)** link.

Choose File

Choose a CSV file to upload

What should the CSV file look like?

Choose a CSV file to upload: **Choose File**

No file chosen

Click the **Choose File** to browse for your .csv file. Make sure the file is saved as Grades-Course_Name.csv.

**Note**: If you are unsure what the CSV file should look like, click on the **What should the CSV file look like?** link. A image will appear in the window (see the next step).
View Example CSV File

The columns that you need are:

- Student
- ID
- SIS User ID (if you use SIS)
- SIS Login ID (if you use SIS)
- Existing Assignment (###)
- A New Assignment (if you want to create a new one in the new file outside of Canvas)

The columns that are optional are:

- Section
- Current Score
Final Score

You can always download the CSV from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file. Do not change the file name.

Open File

Click the .csv file containing the grades [1] and click the Open button [2] to upload the grades.

Upload Data

Click the Upload Data button to upload the .csv file.
Review Changes

<table>
<thead>
<tr>
<th>Student</th>
<th>Assignment #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td>13</td>
</tr>
<tr>
<td>Opie Griffith</td>
<td>14</td>
</tr>
<tr>
<td>Maxwell Smart</td>
<td>12</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>13</td>
</tr>
<tr>
<td>Canvas Student</td>
<td>15</td>
</tr>
</tbody>
</table>

Review the changes made to your Gradebook.

There will be a sentence at the bottom of the page if you upload assignments with no grade changes that reads, "Note: You uploaded some assignments that had no grade changes detected. They have been hidden."

Save Changes

Click the **Save Changes** button to update grades.

View Updated Grades
View the updated scores in the Gradebook.

Click here to return to the Grades chapter.

**How do I publish grades to Banner?**

This lesson describes how to publish grades from a course in Canvas to the Student Information System (SIS). In this example we are publishing grades to Banner. To set this feature up at your institution, please contact your Implementation or Account Relationship Manager for additional information.

**Enable grading scheme**

A course grading scheme must be enabled to publish letter grades. Under course Settings [1] enable course grading scheme [2].
Verify grades to be published

Ensure letter grades are correct in Total column found in the gradebook.

Select "Publish grades to SIS"
From the gradebook options menu, select "Publish grades to SIS" in the drop-down menu.

**Grade Publishing Tab**

The Grade Publishing tab will be opened under course Settings.
Publishing Grades

1. Click **Publish Grades to SIS**

2. Approve the warning message by clicking **OK**
Check the Banner interface

<table>
<thead>
<tr>
<th>Students Registered:</th>
<th>10</th>
</tr>
</thead>
</table>

Please submit the grades often. There is a 20 minute time limit starting at 03:46 pm on Nov 30, 2011 for this paper.

<table>
<thead>
<tr>
<th>Final Grades</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolled</th>
<th>Last Attend Date</th>
<th>Attend Hours</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carpenter, Amy M.</td>
<td>A01175558</td>
<td>3.000</td>
<td><strong>Registered</strong></td>
<td>B</td>
<td>N</td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>Jockel III, George L.</td>
<td>A00288946</td>
<td>1.000</td>
<td><strong>Registered</strong></td>
<td>A</td>
<td>N</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>Legler, Neal C.</td>
<td>A00364575</td>
<td>3.000</td>
<td><strong>Registered</strong></td>
<td>C</td>
<td>N</td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Marsh, Giania</td>
<td>A01083684</td>
<td>3.000</td>
<td><strong>Registered</strong></td>
<td>B</td>
<td>N</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Merlino, Tony</td>
<td>A01076800</td>
<td>3.000</td>
<td><strong>Registered</strong></td>
<td>C</td>
<td>N</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Rich, Blake C. Confidential</td>
<td>A00016782</td>
<td>3.000</td>
<td><strong>Registered</strong></td>
<td>D</td>
<td>N</td>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>7</td>
<td>Rose, Marc</td>
<td>A00376551</td>
<td>3.000</td>
<td><strong>Registered</strong></td>
<td>D</td>
<td>N</td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>8</td>
<td>Shanley, Kevin</td>
<td>A01109698</td>
<td>3.000</td>
<td><strong>Registered</strong></td>
<td>D</td>
<td>N</td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>9</td>
<td>Taylor, Elisa O.</td>
<td>A00016621</td>
<td>1.000</td>
<td><strong>Registered</strong></td>
<td>B</td>
<td>N</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Thomas, Donald S.</td>
<td>A00016296</td>
<td>3.000</td>
<td><strong>Registered</strong></td>
<td>C</td>
<td>N</td>
<td></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Check the Banner interface to ensure that grades were properly populated in Banner.

**Note:** Grades can be re-published with new grade values to Banner until the grades are rolled.

[Click here to return to the Grades chapter.](#)

How do I view the Student Interactions Report?

Student Interactions Report allows you to see the interactions between you and those enrolled in your course.

Open Grades

From the global navigation menu, click the Grades link to view the grades for all the courses you teach.
Open Student Interactions Report

Click the Student Interactions Report link to open the report.

View Student Interactions Report

The activity report lists the current grade for a student [1], the final grade for a student [2], and if there are any ungraded assignments for the student [3]. You can also send a message to a student by clicking on the envelope icon [4].
What are "What-If" Grades?

"What-If" Grades allow students to calculate their total grade by entering hypothetical grades for all ungraded assignments.

Current Grades

![Grades For Test Student Table]

Canvas is always working to calculate two grades, the current grade and the total grade, for students. The current grade is calculated by adding up the graded assignments according to their weight in the grading scheme. It is displayed by default in the Grades tool [1].
Total Grades

The total grade is calculated by adding up all the assignments according to their weight in the grading scheme. This grade is only displayed if the student or instructor unchecks the Calculate based only on graded assignments checkbox [1].

"What-If" Grades

The "What-If" tool allows students to calculate their total grade by entering hypothetical grades for all ungraded assignments.
How does Turnitin work in the SpeedGrader™?

Turnitin must be enabled at the account-level to be used in your course.

Open Assignments

Click the Assignments link.

Open Assignment

Assignments:

- Assignment 1
- Assignment 2
- Assignment 3

Introductions
Final Quiz
What is Cheating?
Click the assignment title.

**Open SpeedGrader™**

Click the SpeedGrader™ link.

**View Assignment**

View the assignment. The speech bubble will indicate what percent of your assignment matches internet sources [1]. Click the Speech Bubble icon to open a detailed originality report in a new window.
Turnitin provides an originality report letting the instructor know how much of the assignment is original [1]. The student in this example matched 99% from an internet source for the assignment.

Click here to return to the SpeedGrader™ chapter.
Can I see Turnitin feedback in the Gradebook?

You can see Turnitin feedback by viewing the originality report in the Gradebook and more details can be seen in the SpeedGrader.

Open Grades

Click the Grades link.

View Turnitin Feedback

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Secondary ID</th>
<th>Assignment 3</th>
<th>Assignment 1</th>
<th>Assignment 2</th>
<th>Introductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Rogers</td>
<td>captain_america.ca...</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>canvas.test.student11</td>
<td>canvas.test.student11</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Colored speech bubbles will appear in the assignment cell indicating the originality level of a student submission. Click the Speech Bubble icon to open the originality report.
View Originality Report

The percentage in the speech bubble icon indicates the level of originality in the assignment submission [1]. A lower percentage indicates a more original submission. Click the See details in the SpeedGrader link to view a more detailed assessment as well as the submission [2]. Click here to learn how Turnitin works in the SpeedGrader™.

Click here to return to the Grades chapter.
How do I give my students extra credit?

You can give students extra credit in Canvas using 3 different options.

**Note:** If you are weighing your assignment groups, please pay attention to how weighted groups can affect the gradebook if assignments are worth zero points.

**Option 1: Add Extra Points to an Existing Assignment**

Add extra points to an Assignment or Quiz that you've already created. Manually enter the extra points in the gradebook.

As in this example, this assignment is worth 10 points. Adding 5 extra points will bring the assignment total for this student to 15 points. The added points will increase total points calculated in the gradebook's final grade.
Option 2: Create Extra Credit within a Rubric

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

Option 3: Create New Assignment with No Submission

Most Instructors require an online or paper submission for assignments, but you can also select no submission. No submission assignments work well for classroom duties, such as moderating a discussion or for in-class presentations.

Create a new assignment with zero points possible [1] and No Submission [2].

After students complete the work, manually add points in the gradebook.
Extra Credit and Assignment Groups

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

Unweighted Assignment Groups

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

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

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

When the student completes the work required for the extra credit assignments, you can manually add points to the gradebook.

Errors with Weighted Assignment Group

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

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

Students can be organized into groups at the course level as well as the account level. Each Group has its own Discussions, Pages, Files, Collaborations, and Calendar for real-time collaboration.

If you want to view videos about groups, you can watch Group Creation and Management for Instructors (Video) and Group Creation and Interaction for Students (Video).

View Groups

Groups are used as a collaborative tool for students who are working on projects or group assignments. A group workspace is created where students can create pages, announcements, collaborations, discussions, and calendar events in real-time.
When would I use Groups?

Use Groups to:

- Set up student group configurations for assignments and in-class work.
- Facilitate semester-long projects so that students can communicate and iterate on documents together.
- Facilitate faculty professional development and institutional committees or activities.
- Facilitate student-run study groups within courses or at the account level.

View Types of Groups

Instructors can create groups at the course level and use the groups for grading. When you create a group:

1. You can create a custom name for groups.
2. You can allow students to sign up for their own groups. As a part of self sign-ups, you can require group members to be in the same section of the course.
3. By default, Canvas will select the option for you to manually create the sub-groups. However, you can also automatically split the groups in a number of equal sub-groups.
Student Groups

Make a New Group

If your teacher has talked about putting you into groups as part of an assignment, this is not the way to make that happen. Groups you organize yourself can't be used for grading... you can still form your own groups, but you won't be able to turn in an electronic copy of any assignments unless your teacher builds the groups for you.

Group Name:

Joining: Course members are free to join.

Invite:
- Student
- Erin Hallmark
- Max Johnson
- Bruce Jones
- Jane Smith
- Test Student
- Canvas Instructor

Create Group  Cancel

Student-organized groups are created and managed by the students themselves. Students can either invite other course members to the group or keep the group open for anyone to join.

Click here to return to the Groups chapter.
How do I view Groups?

To view Groups within your course, use the People course navigation link.

Open People

Click the People link.

View User Groups

Click the View User Groups button.
Student View

Course Groups

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It’s really like a mini-course where you can work with a smaller number of students on a more focused project.

You can view which students are assigned to the group’s subgroup by clicking the members link [1] under the group name you want to view. The names of the students will appear in an expanded list [2].

Instructor View

Instructor View
The highlighted tab [1] shows which group you are viewing. You can view which students are assigned to the group's subgroup by clicking the Expand All button [2]. You can switch the group you are viewing by clicking the tabs at the top [3].

Click here to return to the Groups chapter.

Where do I find the Group sets that I already created?

Viewing the user groups page will show you the Group sets you have created.

View People

Click the People link.

View User Groups
Click the View User Groups button.

View Groups

You can view the groups you have already created by looking at the top of the Groups page.

View Group Pages

You can also view the groups you have already created by locating the Group Pages box on the side of the page.

Click here to return to the Groups chapter.
Which Groups am I enrolled in?

View Group Enrollment

Hover over Courses & Groups [1] to open a drop-down menu. The groups you are enrolled in will appear to the right of your course enrollments [2].

Click here to return to the Groups chapter.
How do I make a new set of Groups?

Group sets are shells that house the different groups within a course.

View People

Click the People link.

View User Groups

Click the View User Groups button.
Make a New Set of Groups

Click the **Make a New Set of Groups** button.

**Create Group**

Add new set of Groups:

1. Name the new group by typing in the name for groups field.
2. You can allow self sign-ups by selecting the **Allow self sign-up** checkbox.
3. You can automatically split the groups in a number of equal sub-groups by clicking on the **Split students into [number] equal groups** radio button.
4. You can manually create the sub-groups by clicking on the **I'll create groups manually** radio button.
5. Click the **Create Category** button to create a new set of groups.
View Group

View the group you created. If you indicated you would manually create the sub-groups, you can do so by clicking the Plus icon [1]. Learn more about group creation and management.

Click here to return to the Groups chapter.

How do I automatically create Groups?

In the Group sets, you can automatically create sub-groups for users to participate in.

View People

Click the People link.
View User Groups

Click the View User Groups button.

Make a New Set of Groups

Click the Make a New Set of Groups button.
Create Sub-groups

Name your new group by typing in the Name for Groups field [1]. Type the number of sub-groups you want to create in the Split students into equal groups field [2]. Click the Create Category button to create the new group [3].
View Group

As you can see, the sub-groups and sub-group assignments were automatically assigned. You can manually reassign students to a different group if necessary.

Click here to return to the Groups chapter.
How do I manually create Groups?

In the Group sets, you can choose to manually create sub-groups.

**View People**

<table>
<thead>
<tr>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
</tr>
<tr>
<td>Syllabus</td>
</tr>
<tr>
<td>Assignments</td>
</tr>
<tr>
<td>Quizzes</td>
</tr>
<tr>
<td>Discussions</td>
</tr>
<tr>
<td>People</td>
</tr>
<tr>
<td>Modules</td>
</tr>
<tr>
<td>Files</td>
</tr>
</tbody>
</table>

Click the **People** link.

**View User Groups**

<table>
<thead>
<tr>
<th>View User Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Prior Enrollments</td>
</tr>
<tr>
<td>View Registered Services</td>
</tr>
<tr>
<td>Manage Users</td>
</tr>
</tbody>
</table>

Click the **View User Groups** button.
View Group

View the group you created. Manually create the sub-groups by clicking on the Plus icon [1].
Create Sub-group

Name the sub-group by typing in the **Group Name** field [1] and clicking the **Update** button [2].
View Group

You can create as many sub-groups as you need. You can keep track of the sub-groups by locating the sub-group counter under the group name [1].

Click here to return to the Groups chapter.
How do I expand and collapse Groups?

**View People**

Click the **People** link.

**View User Groups**

Click the **View User Groups** button.
Expand or Collapse All Groups

Expand the group and sub-group details (such as the group members) by clicking on the Expand All link [1]. Collapse the group and sub-group details by clicking on the Collapse All link [2].

Expand an Individual Group

Expand an individual group by clicking the Down Arrow icon [1] within the group.
Collapse an Individual Group

Collapse an individual group by clicking the Up Arrow icon [1] within the group.

Click here to return to the Groups chapter.

How do I create self sign-up Groups?

Self sign-up groups allow users to choose the group they want to be in. You can also limit the number of members who can sign up for each group.

View People

Click the People link.
View User Groups

Click the View User Groups button.

Make a New Set of Groups

Click the Make a New Set of Groups button.

Add Self Sign-up Group

Click the Allow self sign-up checkbox.
Complete Group Settings

If you want to require group members to be in the same section, click the **Require group members...** checkbox [1]. This option is only available as part of a self sign-up group.

Enter the number of groups you would like to create [2]. You can create more groups at a later time, if necessary.

You can also limit the number of group members for each group [3] to help keep your groups balanced. To limit a group, type in the maximum number of members who can be in a group. You can also use the arrows in the type field [4] to increase or decrease the number. Once the group is full, students will not be able to join the group. If you do not want to limit the group, leave this field blank.
Create Category

Click the Create Category button to create the new set of groups.

Verify Self Sign-up

Verify your self sign-up group underneath the group title and group settings.
Student View: Self Sign-up Groups

Course Groups

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It’s really like a mini-course where you can work with a smaller number of students on a more focused project.

Available Groups

- Project Group 2
  No members, Project Groups
  join this group

- Project Group 1
  No members, Project Groups
  join this group

Students will be able to see and join available sub-groups through the People tool. Students are only able to join one sub-group at a time.
Add Subgroups

To add an additional sub-group, click the **Add** icon. A new sub-group will populate at the end of the existing sub-group list. Type in a name for the sub-group [2] then click the **Update** button [3].

[Click here to return to the Groups chapter.](#)
How do I automatically assign students to Groups?

Once you create groups, you can randomly assign students to those groups.

**View People**

Click the **People** link.

**View User Groups**

Click the **View User Groups** button.
Randomly Assign Students

Click the randomly assign students link [1] to automatically assign students to sub-groups. A popup window will appear in your browser.

Confirm Assignments

Click the OK button to assign students to groups.
View Groups

View the group assignments.

Click here to return to the Groups chapter.
How do I allow students to sign up for their own Groups?

You may want to create groups within a course and allow students to form their own group membership rather than assigning students to a group. You can also message students who have not yet signed up for a group and remind them to do so.

To create a self sign-up group, view the self sign-up lesson.

Open People

Click the People link.

View User Groups
Click the View User Groups button.

**Confirm Group Creation and Options**

Open the group you wish to view by clicking the name of the group [1]. Verify that self sign-up is enabled for the group [2].
Select Message Students Link

If you want to send a reminder to your students to sign up for a group, click the message students... link in the Unassigned section.
Message Students for Self Sign-Up

Canvas will populate the recipient list with the names of students who have not yet joined a group [1]. Type your message into the text area [2]. When you are finished, click the Send Message button [3].

Canvas will populate the recipient list with the names of students who have not yet joined a group [1]. Type your message into the text area [2]. When you are finished, click the Send Message button [3].

Click here to return to the Groups chapter.
How do I prevent students from switching groups in self sign-up Groups?

When self sign-up is enabled for a group, instructors are unable to prevent students from switching groups. However, as an instructor, you can turn off the self sign-up at any time.

View People

Click the People link.

View User Groups

Click the View User Groups button.
Edit Group

Edit the group by clicking the Pencil icon [1].

Turn Off Self Sign-up

Deselect the Allow self sign-up checkbox to turn off the self sign-up [1]. By turning off the self sign-up, you prevent students from switching groups. Click the Update button to save the changes you've made [2].
How do I move a student into a different Group?

You can move students from group to group.

Open People

Click the People link.

View User Groups

Click the View User Groups button.
Move Student

Find the student you wish to reassign to a new group. Click the student’s name and drag it to a different group to reassign the student.
View Group

Verify the student has been moved to a different group [1].

Click here to return to the Groups chapter.
How do I view what students are doing in their groups?

As an instructor, you can view what is happening in groups by following these steps.

**View People**

Click the **People** link.

**View User Groups**

Click the **View User Groups** button.
Open Sub-group

Student Groups
President Study Group
Study Group

President Projects
Abraham Lincoln
George Washington
John Adams

Click the sub-group name link.

View Student Activity

As the instructor, you can view all of the student activity within the group by clicking on any of the navigation links.

Click here to return to the Groups chapter.
How do I delete a set of Groups?

When you delete a set of Groups, you delete the sub-groups in that set.

View People

Click the People link.

View User Groups

Click the View User Groups button.
Delete Group

Click the X icon to delete the group [1]. A popup window will appear in your browser.

Confirm Removal

Click the OK button to remove the group.

View Groups

Verify the group was deleted by looking at the group tabs.

Click here to return to the Groups chapter.
How do I start a Collaboration with my Group?

Group collaborations are simple to create.

**Note:** If you want to use Google Docs, make sure all group members have a Google Account.

**Open People**

Click the **People** link.

**Note:** You can also access your Groups via the Courses & Groups link in the Global Navigation.

**View User Groups**

Click the **View User Groups** button.
Note: The student and instructor views are slightly different, but you only need the View User Groups button.

Open Group

Click the title of the group.

Open Collaborations

Click the Collaborations link.
Start a New Collaboration

Current Collaborations

What do we mean by collaborations? We're talking about web-based tools that most likely your students are already familiar with. Students can use resources like Google Docs and EtherPad to work collaboratively on tasks like group papers or note-taking. This page gives them (and you) an easy place to keep track of those collaborations, and also to set them up without having to swap emails.

To find out more about a particular type of collaboration, click "Start a New Collaboration" and then choose that type in the dropdown list.

Start a New Collaboration

Collaborate using: 

EtherPad

EtherPad is an open source project that lets you quickly set up shared documents. It's fast enough that you can see what others are typing as they're typing it. On the other hand, "pads" aren't protected by a password so anyone with a link to them can edit them. EtherPad is better suited than Google Docs if you want to support anonymity and/or allowing people without Google accounts to participate.

Start a new collaboration by clicking the Collaborate using: drop-down menu and selecting either EtherPad or Google Docs. Learn more about collaborations by clicking here.
Help Corner
How do I get help and submit feedback?

Here you will learn how to search Canvas Documentation, request a new feature, and submit feedback to Canvas Support.

Open Help

Click the Help link [1] from anywhere in Canvas to contact your instructor or Canvas Support. A popup window will appear in your browser.

View Different Types of Feedback

<table>
<thead>
<tr>
<th>Help</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask Your Instructor a Question</td>
<td></td>
</tr>
<tr>
<td>Questions are submitted to your instructor</td>
<td></td>
</tr>
<tr>
<td>Search the Canvas Guides</td>
<td></td>
</tr>
<tr>
<td>Find answers to common questions</td>
<td></td>
</tr>
<tr>
<td>Report a Problem</td>
<td></td>
</tr>
<tr>
<td>If Canvas misbehaves, tell us about it</td>
<td></td>
</tr>
<tr>
<td>Ask the Community</td>
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</tr>
<tr>
<td>Get help from a Canvas expert</td>
<td></td>
</tr>
<tr>
<td>Request a Feature</td>
<td></td>
</tr>
<tr>
<td>Have an idea to improve Canvas?</td>
<td></td>
</tr>
</tbody>
</table>

There are five links to various types of options available for help or feedback:

1. **Ask your instructor a question**: Ask your instructor questions about course material or send them a message
2. **Search the Canvas Guides**: This link will take you to Canvas Guides where you can search Canvas documentation for information about features inside of Canvas.
3. **Report a problem**: Submit questions and problems to the Canvas Support Team
4. **Ask the Community**: Submit questions and problems to the community of [Canvas experts](#).
5. **Request a Feature**: Submit ideas about how to [make Canvas better](#).

**Note**: If you are an instructor, you will not see the Ask your instructor a question help link.

### Ask Your Instructor a Question

![Ask Your Instructor a Question](#)

**Which course is this question about?**
Message will be sent to all the Teachers / TAs in the course.
- **Writing for Nonreaders in the Postprint Era**

**Message**
I missed class on Monday, can I do some extra credit work, please?
Thank you!

To ask your instructor or TA questions about course material or send them a message, click the **Ask your instructor a question** link. Select the relevant course in the dropdown [1] and type your message in the description field [2]. When you’re done, click the **Send Message** button.

**Note**: If you are an instructor, you will not see the Ask your instructor a question help link.
Search Canvas Guides

To find an answer to your question, click the Search Canvas Guides link. This link will take you to Canvas Guides where you can search Canvas documentation for information about features inside of Canvas.
Report a Problem

1. Before submitting a ticket, try searching the Canvas Guides for help.
2. To report a problem with Canvas, click the Report a Problem link.
3. Add a subject to your message by typing in the subject field.
4. Type a message in the description field being as detailed as possible. This will help Canvas Support better troubleshoot the problem.
5. Choose from the drop-down menu of how the problem is affecting you. Your choices include: Just a casual question, comment, idea, suggestion; I need some help but it’s not urgent; Something’s broken but I can work around it for now; I can’t get things done until I hear back from you; EXTREMELY CRITICAL EMERGENCY!

Reporting a problem in Canvas is simple, but before you do, please use the Canvas Community to see if you can find your answer(s).
6. When you're done, click Submit Ticket to send your problem. All questions and problems will be sent to the Canvas Support Team.

### Ask the Community

To ask a question or get feedback about Canvas from a community of experts, click the Ask the Community link. This link will take you to the Canvas Coach Q&A Site and allow you to ask questions and get feedback from Canvas users like you.

### Request a Feature

Click the Request a Feature link. You can submit your ideas about how to make Canvas even better by clicking on this link or by visiting the Feature Request Categories.
In-context Help
What is In-context Help?

Several built-in wizard tools were developed for In-context help within Canvas. The wizard tools provide a step-by-step guide for activities such as creating courses, creating assignments, or creating a calendar event.

View In-context Help

Canvas has In-context help built into the application. The How do I ...? link near features will open a help window pane inside the feature that instructs users on how to use the particular feature.

When would I use In-context Help?

Use In-context help to:

- Manually create a new course shell with the Course Setup Checklist
- Create a new ePortfolio
- Set up your Assignments
- Create a Calendar Event
- Learn about the different quiz question options
- Set the course licensing option
Mobile Apps - General
How do I find my institution's URL to access Canvas on mobile apps?

Every institution uses a specific URL to access Canvas. This URL is required to access Canvas mobile apps.

**Note:** If you are using Canvas Network, use learn.canvas.net as your Canvas URL. If you are using Free-For-Teachers (FFT) use canvas.instructure.com as your Canvas URL.

Get Started with Canvas

![Welcome to Canvas](image)

Every Canvas mobile app opens with a Get Started screen. Tap the **Get Started** button.
View the Canvas URL Screen

The second screen will ask for the URL you use for Canvas. Every institution has a unique Canvas URL that you need to type into the URL field. Institutions follow a URL structure of [your institution name].instructure.com or canvas.[your institution name].edu.

Note: If you are using Canvas Network, use learn.canvas.net as your Canvas URL. If you are using Free-For-Teachers (FFT) use canvas.instructure.com as your Canvas URL.
Canvas URLs

Your Canvas URL will provide your login screen to Canvas. After you've located your institution's login page to Canvas, write down the URL that shows at the top of the page.
Direct Access to Canvas URL

Some universities will use a direct link to their instance of Canvas, which makes the Canvas URL easy to find.
Redirect to Canvas URL

Some institutions may choose to have another domain redirect the Canvas URL, especially if the institution has an existing portal for student courses. You may have to sign into your institution's internal system before accessing Canvas.

As an example, if students hovers over and clicks the Canvas Login link at Utah State University, they'll be directed to online.usu.edu, which is the university's general online course landing page.

Log into Canvas

Students will log into Canvas with their student number and password.
View Canvas and URL

Students will be redirected to the dashboard for the university's instance of Canvas. The Canvas URL will display in the address bar.

*These screenshots are acknowledged by their respective universities for use in this lesson.*

Will Canvas work on my mobile device?

Canvas is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices. Supported platforms include the iPhone/iPad/iPod Touch, Android, WebOS, Blackberry, and Windows Phone.

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has three native mobile applications free for download: [SpeedGrader for iPad](https://www.canvas.net/speedgrader), [Canvas for iOS](https://www.canvas.net/appstore), and [Canvas for Android](https://www.canvas.net/android).
Mobile - Android
How do I access Canvas using an Android mobile browser on my phone?

You can access Canvas from any browser on your phone and interact with Canvas as you would on a normal browser. Remember that items requiring Flash to run will not work on mobile browsers. Due to the smaller size of the Canvas interface on a phone, we recommend using the Canvas for Android app even though it does not support all features.

Open Mobile Browser

Open your mobile browser.

Enter Canvas URL

Enter your institution's Canvas URL in the URL field.
Log In to Canvas

Enter your Canvas login credentials in the email [1] and password [2] fields. Tap the Login button [3].
You can now access your courses via the Course & Groups link.
How do I download the Canvas for Android app on my phone?

Download the Canvas for Android app through the Google Play App Store to use on your phone for easier accessibility to course content.

Open App Store

Tap the Play Store icon.
Search for App

Type Canvas in the search field. Tap the app name when it appears.
Install App

Tap the Install button.
Accept and Download App

When the app has been installed, you can access the Canvas for Android app in the list of applications on your phone.
How do I login to the Canvas for Android app on my phone?

Before logging into the Canvas for Android app, make sure you have downloaded the app from the Google Play App Store.

Open Canvas App

Tap the Canvas icon.
Get Started with Canvas

Canvas for Android
Stay in Touch with your Education.

Know what’s going on right now.
Know what’s going to ruin your weekend.

Message your classmates.
Understand the reasoning behind your grade.

Prepare for class.
Cram for an exam.

Get Started

Tap the Get Started button.
Enter Your Canvas URL

Enter the URL you use for Canvas in the URL field [1]. Tap the Connect button [2].
Login to Canvas

The URL you are logging into will be displayed at the top of your screen [1]. Login into Canvas using your email [2] and password [3]. Tap the Login button [4].
Allow Canvas Access to Account

Canvas Android Apps

Canvas Android Apps is requesting access to your account.

You are logging into this app as Cindy Brady.
Your email address is cindy.brady.canvas@gmail.com.

Allow the Canvas for Android app access to your account by tapping the Login button.
View Activity Feed

January 15 2013

Patently simple advice  Canvas ...

Why China loves Apple  Canvas ...

How Aaron Swartz helped...  Canvas ...

January 14 2013

Anger, soul searching foll...  Canvas ...

Class introductions  CNVSAC...

My name is Cindy and I have a housekeeper named Alice.

Assignment Due Date Cha...  CNVSAC...

due: Nov 1, 2012 at 11:59pm

The app will open the activity feed on your dashboard. Remember that not all course content will be displayed on the Canvas app.
How do I use the Canvas for Android app on my phone?

The Canvas for Android app helps students and instructors access their courses while they are away from a computer browser. The app provides a recent activity Stream and To Do list, as well as functionality for Assignments, Conversations, Pages, People, Files, User Profile, Courses, Announcements, and Grades.

**View Activity Stream**

On the dashboard of the Canvas for Android app on your phone, you can view your activity Stream [1] and your To Do list [2].

---

On the dashboard of the Canvas for Android app on your phone, you can view your activity Stream [1] and your To Do list [2].
The activity Stream on the Dashboard displays all recently created course activity. Each activity type is identified by a different icon, such as the Announcements icon [3] and the Discussions icon [4]. Tapping on an activity item takes you directly to its corresponding page.

View To Do List

**Turn in Classroom technology to...** CNVSAK-1...
Due on Dec 20, 2012 11:59:00 PM

**Turn in Classroom technology to...** CLS IT
Due on Dec 21, 2012 12:00:00 AM

**Turn in Addressing issues**
Due on Dec 29, 2012 9:59:00 PM

**Turn in Essay Prep: Brainstormin...** DLIT
Due on Dec 31, 2012 5:00:00 PM

The To Do list gives you a quick view of upcoming discussions, activities, and quizzes that you need to submit. Tapping on an activity item takes you directly to its corresponding page.
View Navigation

Swipe from left to right to view the navigation list. On the navigation list, you can access:

1. Your Activity/To-do Stream
2. Your specific Courses
3. Your Conversations Inbox
4. Your Grades
5. Your app Settings
Open Course List

To open your course list, tap **Courses** in the navigation list.
View Courses

AK Instructor Training (HE)

Basic Written Communic... 1

Brain State Technologies

CLS Instructor Training

CLS Turnitin Course

DL Instructor Training

History (9-12) AK

Here you see the courses you are involved in. If you have more than 7 courses, you will have to swipe from bottom to top to see more.

To open a specific course, tap the course name [1].
View Course Navigation

Within each course, you will be able to view the course navigation links that are also available in the browser version of Canvas. Therefore, if a course navigation link is hidden in the browser version, such as Pages or People, you will not be able to access them in the app.
View Conversations

To view messages in Conversations, tap Inbox in the navigation list.
View Grades

To view your course grades, tap **Grades** in the navigation list.
How do I access Assignments on the Canvas for Android app on my phone?

There are two ways to access Assignments on the Canvas for Android app.

1 - Open Assignment in Activity Stream

Tap the Stream dropdown and tap the To Do link [1].

Tap the Stream dropdown and tap the To Do link [1].
Open Assignment

To Do

Turn in Classroom technology to... **CNVSAK-1**
Due on Dec 20, 2012 11:59:00 PM

Turn in Classroom technology to... **CLS IT**
Due on Dec 21, 2012 12:00:00 AM

Turn in Addressing issues **CLS IT**
Due on Dec 29, 2012 9:59:00 PM

Turn in Essay Prep: Brainstorming **DLIT**
Due on Dec 31, 2012 5:00:00 PM

Tap the assignment you wish to access.
2 - Open Assignment in Courses

Swipe from left to right to view the navigation list. Tap the **Courses** link.
Select Course

AK Instructor Training (HE)

Basic Written Communic...

CLS Instructor Training

DL Instructor Training

History (9-12) AK

K12 HISTORY (9-12)

New Course Shell

Select the course you would like to view.
View Assignment Schedule

Syllabus

- Past (5 items)
- Next 7 Days
  - Assignment #2 - Personal ...
- No Date
  - Module 1 Quiz
  - Module 2 Quiz
  - Assignment #3

In the Schedule list, tap on the name of the assignment you wish to access.
View the Assignment

Assignment #2 - Personal Essay
due on Jan 17, 2013 at 11:59 PM
out of 10

What is the influence of social media on technology? How has social media personally changed your life?

View the assignment.
How do I access Assignment Submission comments on the Canvas for Android app?

You can view and respond to Assignment Submission comments on the Canvas for Android app.

**Open Assignment**

Open the Assignment you would like to view. Tap the envelope icon to view the Assignment Submission comments.

**Note:** For information on accessing assignments, visit [How do I access Assignments on the Canvas for Android app on my phone?](#)
View Comments

Assignment #3

Compose Message

Canvas Instructor  Jan 11, 2013 2:4...
Cindy, I think you could produce better creative work than that.

Canvas Instructor  Dec 21, 2012 11:...
Please send it as soon as possible so I can get it graded.

Canvas Instructor  Dec 21, 2012 10:...
Yes. Feel free to have fun with this assignment!

Cindy Brady  Dec 12, 2012 4:1...
Is this more of a creative writing assignment?

View the Assignment Submission comments. To reply to comments, tap in the Compose Message text field.
Reply and Send

Type your reply in the text field [1], and tap the Send arrow [2].
View Comments

Cindy Brady  Feb 25, 2013 2:1...
Thank you for your response. I will make your suggested changes.

Canvas Instructor  Jan 11, 2013 2:4...
Cindy, I think you could produce better creative work than that.

Canvas Instructor  Dec 21, 2012 11:...
Please send it as soon as possible so I can get it graded.

Canvas Instructor  Dec 21, 2012 10:...
Yes. Feel free to have fun with this assignment!

Cindy Brady  Dec 12, 2012 4:1...
Is this more of a creative writing assignment?

View your response to the Assignment Submission comments at the top of the list.
How do I access Conversations on the Canvas for Android app on my phone?

Canvas lets you access your conversations on your phone so you can keep in touch with your instructor and fellow students at any time. Comments from your instructor on assignments and quizzes will also appear in your Conversations Inbox.

Access Conversations Inbox

Swipe from left to right to view the navigation list. Tap the Inbox link.
View Conversations Inbox

Canvas Instructor
Good luck!

Jan Brady, Jane Smith
Here are some ideas for our assignment. What do you think?

Greg Brady and 5 more
I really appreciate your help.

Jane Smith
Here is the file you asked for!

Opie Griffith
I like the first one more. Want to write up some notes and send them

Canvas Instructor, Jan Brady
I won’t be able to attend class today. I will have our assignment in by

Compose Message

The Conversations Inbox folder displays all messages that you have received and is organized in chronological order—newer messages appear at the top, and older messages appear near the bottom.
View Mailbox Filters

You can view different types of messages in your Inbox. Tap the drop-down arrow button [1] to choose the filter you want. If you want to view only messages you haven't read yet, tap the Unread button [2]. To view messages you've archived, tap the Archive button [3]. To return to the full Inbox with all types of messages, tap the Inbox button [4]. Note that some filters may not apply to any messages.
Archive and Delete Conversations

To archive a conversation, hold your finger down on the conversation you want to archive until it turns blue. Tap the **File Cabinet** icon [1].

To delete a conversation, hold your finger down on the conversation you want to delete until it turns blue. Tap the **Trash** icon [2].
View Conversation

To view a message, tap the message you want to access.
View Messages

Compose Message

Canvas Instructor  Jan 15, 2013  2:1...
Good luck!

Assignment #3
Canvas Instructor  Jan 11, 2013  2:4...
Cindy, I think you could produce better creative work than that.

Canvas Instructor  Dec 21, 2012  11:...
Please send it as soon as possible so I can get it graded.

Canvas Instructor  Dec 21, 2012  10:...
Yes. Feel free to have fun with this assignment!

Cindy Brady  Dec 12, 2012  4:1...
Is this more of a creative writing assignment?

View the message you received.
How do I send a message in Conversations on the Canvas for Android app on my phone?

You can send conversations to your instructor or another student using your mobile device.

**Compose New Message**

In your Conversations Inbox, tap the **Compose Message** button.
Add Recipients

In the text field, type the name of the person you want to send your message to.

Select Recipient Name

When the full name of the recipient appears, tap on the name [1]. Tap the Checkmark button [2].
Send Message

Type your message in the text field [1]. When you are ready to send the message, tap the Arrow icon [2].
How do I send a message to multiple recipients in Conversations on the Canvas for Android app on my phone?

You can send conversations to multiple students using Canvas for Android.

Compose New Message

In your Conversations Inbox, tap the Compose Message button.
Add Recipients

In the text field, type the name of the person you want to send your message to.

Select Recipient Name

When the full name of the recipient appears, tap on the name [1]. Tap the Checkmark button [2].
Add Additional Recipient

To add an additional recipient, tap the Add People icon [1].

Repeat if you want to add additional names. Type your message in the text field [2]. When you are finished, tap the Arrow icon [3].
Send as Individual or Group Message

If you want your message sent as a group conversation, tap the Group button [1]. If you want to send a message to each individual recipient, tap the Individually [2] button.
View Sent Messages

Jan Brady, Jane Smith
Here are some ideas for our assignment. What do you think?

Greg Brady and 5 more
I really appreciate your help.

Canvas Instructor
Cindy, I think you could produce better creative work than that.

Jane Smith
Here is the file you asked for!

Opie Griffith
I like the first one more. Want to write up some notes and send them

Canvas Instructor, Jan Brady
I won't be able to attend class today. I will have our assignment in by

Compose Message

View your sent messages in the Inbox.
How do I access Discussions on the Canvas for Android app on my phone?

Canvas lets you access Discussions on your phone so you can keep in touch with your course at any time.

Open Course

Tap the course you want to open.
Open Discussions

Tap the **Discussions** button in the dropdown menu.
View Discussions

The most recent discussion will always appear at the top. However, replies to the discussions stay housed within the discussion itself. A blue indicator will display the number of unread replies within each discussion.

Swipe your phone from top to bottom to quickly refresh Discussions.
Select Discussion

To view a discussion, tap the discussion you want to access.
Focused discussions are considered regular discussions. Focused discussions are used for single replies and related comments.

What do you know about Psychology?

Canvas Instructor
Mar 7, 2013 10:27:49...

What did you know about Psychology before you took this course? Enter everything you know, even if they may be rumors or misconceptions.

Student
Mar 7, 2013 10:26:21...

I know that Psychology studies the brain.

Max Johnson
Mar 7, 2013 10:27:49...

I know that Psychology is interesting.
View Threaded Discussion

Threaded discussions allow multiple replies within replies. You can reply to any discussion post or reply in the thread.

In the Canvas for Android app, the number of replies within the reply are indicated by a gray notification icon [1]. The blue indicator shows the number of threaded replies that are unread [2].

To expand the threaded discussion, tap on the heading of the threaded reply you wish to view [3].
Open Threaded Discussion

Getting to Know You

Bruce Jones

Mar 5, 2013 11:13:59...

My name is Bruce. I am from Washington and I am studying History. I don’t know much about this subject, which is why I am taking it.

Here are my two truths and a lie:

1. I love eating fish.
2. I loathe clam chowder.
3. I once went on a bike trip down part of the Oregon coast.

Max Johnson

Mar 5, 2013 11:14:34...

I think you enjoy clam chowder. You have to ‘cause you’re from Washington! They have great seafood up there.

View the replies in the thread indented under the original reply [1]. To return to the full discussion thread, tap the Canvas app icon [2].
How do I reply to a message in Conversations on the Canvas for Android app on my phone?

You can reply to Conversations in your Inbox on your phone so you can keep in touch with your instructor and fellow students at any time.

Open Conversation

Open the Conversation you want to reply to.
Reply to Message

In the text field [1], type your message reply. When you are ready to send your message, tap the Arrow icon [3].
View Reply

Greg Brady and 5 more

Compose Message

Cindy Brady  Jan 15, 2013 2:0...
I really appreciate your help.

Cindy Brady  Jan 3, 2013 4:20:...
I just found it in my email. Thank you!

Greg Brady  Jan 3, 2013 11:3...
I already submitted my assignment to you. Did you not get it?

Cindy Brady  Jan 3, 2013 11:2...
Alice Nelson was added to the conversation by Cindy Brady

Cindy Brady  Jan 3, 2013 11:2...
Jan Brady and Greg Brady were added to the conversation by Cindy Brady

Cindy Brady  Jan 2, 2013 3:17:...

View your message reply in the conversation thread.
How do I reply to a Discussion on the Canvas for Android app?

You can reply to a discussion within the Canvas for Android app.

**Option One: Open Discussions in Stream**

You can open Discussions on the Android app in two different ways.

The first option is opening Discussions from the main Stream on the Android app. Discussions are indicated by the word bubble icon [1]. Tap the appropriate Discussion to open it.
Option Two: Open Discussions in Course

You can also open Discussions within the specific Course in the Android app. Swipe from left to right to view the navigation list. Tap the Courses link.
Open Course

AK Instructor Training (HE)

Basic Written Communic...

Brain State Technologies

CLS Instructor Training

CLS Turnitin Course

DL Instructor Training

History (9-12) AK

Tap the course you would like to open for access to Discussions.
Open Discussions Page

Tap the dropdown menu [1] and select **Discussions** [2].
Open Discussion

What did you think of the ...
I posted an announcement last week a...

Grammar Pet Peeves
What are your grammar pet peeves? ...

Social Media
How has social media changed the wa...

What are your New Year's...
As we get started in this course at the ...

Favorite Story
What is the best story you've read latel...

Introduce Yourself!
Hi! So now that you're in this class, tak...

Tap the name of the Discussion you would like to participate in.
Tap Reply

At the bottom of the Discussion, tap the Reply field to write a reply.

ALICE NELSON

Well, I can see that the little rascals have been here. My name is Alice. But I guess you can see that already. I don't get online a lot because I have so much work to do around the house. But it's nice to meet you all. Be good.
Reply and Send

< course_introductions

Alice Nelson
Feb 21, 2013 5:19 AM

ALICE NELSON

Well, I can see that the little rascals have been here. My name is Alice. But I guess you can see that already. I don't get online a lot because I have so much work to do around the house. But it's nice to meet you all. Be good.

Hello! Its nice to meet all of you. I am Cindy.

Type your reply in the text field [1] and tap the Send arrow [2].
View Discussion

ALICE NELSON

Well, I can see that the little rascals have been here. My name is Alice. But I guess you can see that already. I don't get online a lot because I have so much work to do around the house. But it's nice to meet you all. Be good.

Cindy Brady

Feb 25, 2013 2:09:...

Hello! Its nice to meet all of you. I am Cindy.

View your reply at the bottom of the Discussion.
How do I create a Discussion on the Canvas for Android app on my phone?

You can create new Discussions on the Canvas for Android app.

Open Course

Tap the course you want to open.
Open Discussions

Tap the **Discussions** button in the dropdown menu.
Add Discussion

Tap the Add button.
Create New Discussion

Create a title for your discussion in the Title field [1]. In the Message field [2], enter the text of your discussion. If you want to make your discussion a threaded discussion, tap the checkbox [3]. Tap the arrow to post your discussion [4].
View Discussion

What are your project topics?
Share your project topics here.

Test discussion
Test question?

What do you know about Psychology?
What did you know about Psychology before?

Getting to Know You
Please introduce yourself to the class. In your...

What are your hobbies?
What are your hobbies? What do you think y...

View your new discussion.
How do I access Files on the Canvas for Android app?

You can access and download Files on the Canvas for Android app.

Open Canvas

Open the Canvas app on your Android device by tapping the Canvas icon in the list of applications.
Open Navigation

Swipe from left to right to view the navigation list. Tap the **Courses** link.
Open Course

AK Instructor Training (HE)

Basic Written Communic...

CLS Instructor Training

CLS Turnitin Course

DL Instructor Training

History (9-12) AK

Hogwarts School of Witc...

Tap the course you would like to open for access to Files.
Open Files

Tap the dropdown menu [1] and select Files [2].
Open File Folder

Tap the file folder you would like to open to view Files.
Select File

Tap the file you would like to download.
Download File

Allow the file to download.
Welcome to the Purdue OWL

This page is brought to you by the OWL at Purdue (http://owl.english.purdue.edu). When printing this page, you must include the entire legal notice at bottom.

Contributors: Chris Berry, Dara Lynn Dinell

Summary:
The handout defines appositives and explains how they are used.

Appositives

An appositive is a noun or pronoun — often with modifiers — set beside another noun or pronoun to explain or identify it. Here are some examples of appositives (the noun or pronoun will be in italics, the appositive will be in quotes):

Your friend Bill is trouble.

He’s (her) dad, a morally real cowboy with basket seat, is the envy of my friends.

The chief surgeon, an expert in organ-transplant procedures, took her nephews on a hospital tour.

An appositive phrase usually follows the word it explains or identifies, but it may also precede it.

A bold innovator, Wm. Lindley Kkinson is known for his colorful abstract murals.

The first state to ratify the 14th Amendment, Delaware is rich in history.

A beautiful collar, Skip was my favorite dog.

Punctuation of appositives

In some cases, the word being explained is the main word of the sentence, and the information is essential to the meaning of the sentence. When this is the case, instead of placing commas around the appositive, just leave it alone. If the sentence would be clearer and more complete without the appositive, then commas are necessary, place one before and one after the appositive.

Here are some examples:

The popular U.S. president John Kennedy was known for his eloquent and inspirational speeches.

Here we do not put commas around the appositive because it is essential information. Without the appositive, the sentence would be: "The popular U.S. president was known for his eloquent and inspirational speeches." We wouldn’t know who the president is without the appositive.

John Kennedy, the popular U.S. president, was known for his eloquent and inspirational speeches.

Here we put commas around the appositive because it is not essential information. Without the appositive, the sentence would be: "John Kennedy was known for his eloquent and inspirational speeches." We still know who the subject of the sentence is without the appositive.

View the downloaded file.
How do I access Grades on the Canvas for Android app on my phone?

The Canvas for Android app gives you an overview of grades in all your courses.

Open the Canvas App

Open the Canvas app on your phone.
Open Grades

Swipe from left to right to view the navigation list. Tap the Grades link.
View Grades

If grades have been assigned, the course title will display an overall percentage [1]. To view grade details, tap the name of your course [2].
### View Grade Details

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>76.5%</td>
<td></td>
</tr>
<tr>
<td>Newspaper Articles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper #1</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Newspaper Article 1</td>
<td>13/20</td>
<td></td>
</tr>
<tr>
<td>Reading Quiz #5</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Welcome back</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>NEW ASSIGNMENT</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Discussions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YouTube Discussion</td>
<td>0/0</td>
<td></td>
</tr>
<tr>
<td>Twitter Discussion</td>
<td>0/0</td>
<td></td>
</tr>
</tbody>
</table>

The course will display your total grade earned to-date in the course and the scores of all graded assignments. Grades will be listed in assignment groups. To go back to the Grades menu, tap the back button in the top left corner.
How do I access Announcements on the Canvas for Android app on my phone?

Canvas for Android lets you access Announcements from your mobile device.

**Open Course**

Tap the course you want to open.
Open Announcements

Tap **Announcements** in the dropdown menu.
Select Announcement

The Announcements list will show all the messages that have been posted. Tap the Announcement you wish to read.
View Announcement

View the announcement on your phone.

To return to the Announcements list, tap the Canvas App icon [1].
How do I create an Announcement on the Canvas for Android app on my phone?

Canvas for Android lets you create Announcements and alert students about course changes without having to be logged into Canvas on a computer.

Open Course

Tap the course you want to open.
Open Announcements

Tap the **Announcements** link in the dropdown menu.
Add Announcement

Tap the Add button.
Create Announcement

Create a title for your Announcement [1]. Enter the text of your announcement in the Message field [2]. When you are finished, tap the arrow button [3].
View Announcement

View your Announcement in the Announcements list.
How do I reply to an Announcement on the Canvas for Android app on my phone?

You can reply to any Announcement on your mobile device.

Open Course

Tap the course you want to open.
Open Announcements

Tap the Announcements button in the dropdown menu.
Select Announcement

Select the announcement you want to participate in.
Open Reply

Tap the **Reply** field and enter your message [1]. Tap the arrow to post [2].
View Reply

Welcome to Class!

Canvas Instructor
Dec 7, 2012 1:29:19 PM
Welcome! Be sure to Introduce Yourself!

Canvas Student
May 7, 2013 3:16:33 PM
I am a new student. I look forward to this class.

Reply...

View your reply.
Mobile - iPad
How do I access Canvas using a mobile browser on my iPad?

You can access Canvas from any browser on your iPad and interact with Canvas as you would on a normal browser. Remember that items requiring Flash to run will not work on mobile browsers.

Open Mobile Browser

Open your preferred mobile browser.

Enter Canvas URL

Enter your institution's Canvas URL in the URL field.
Log In to Canvas

Enter your Canvas login credentials in the email [1] and password [2] fields. Tap the Login button [3].
Utilize Canvas

You can now access your courses via the Course & Groups link. You can interact with Canvas as you would on a normal browser. Remember that items requiring Flash to run will not work on mobile browsers.

How do I download the Canvas for iOS app on my iPad?

Download the Canvas for iOS app to use on your iPad for easier accessibility to course content. Download it through Apple iTunes App Store.

Open App Store

Tap the App Store icon.
Search for App

Type Canvas for iOS in the search field. Tap the app name when it appears.

Install App

Tap the Install button.
Open App

When the app has been installed, you can access the app immediately by tapping the Open button. Otherwise you can access the Canvas for iOS on your iPad home screen.

View App

From your home screen, tap the Canvas for iOS icon to access the Canvas app.
How do I login to the Canvas for iOS app on my iPad?

Before logging into the Canvas for iOS app, make sure you have downloaded the app from the iTunes store. For help downloading the app, please see this lesson.

Open Canvas Mobile App

Tap the Canvas for iOS icon.
Get Started with Canvas

Tap the Get Started button.
Enter the URL you use for Canvas in the URL field [1]. Tap the **Connect** button [2].

[Learn how to locate your institution's Canvas URL.](#)
Login to Canvas

The URL you are logging into will be displayed at the top of your screen [1]. Login into Canvas using your username [2] and password [3]. Tap the Login button [4].
Allow Canvas Mobile Access to Account

Tap the Login button to allow the Canvas for iOS app to access to your account.
Open Course

Tap on a course notebook to open content for that course. View the course content. Remember that not all course content will be displayed on the Canvas app.
How do I use the Canvas for iOS app on my iPad?

The Canvas for iOS app helps students and instructors access their courses while they are away from a computer browser. The app provides a recent Activity Stream and To-Do list, as well as functionality for Assignments, Conversations, Pages, People, Files, User Profile, Courses, Groups, Announcements, and Grades.

**View Dashboard**

On the Canvas for iOS app on the iPad, you can:
1. View your Courses
2. View recent course activity and announcements
3. View your To-Do list
4. Access your Profile
5. Access your grades
6. Access the Conversations Inbox

View Courses

The Dashboard displays the courses and groups you are involved in. By default all courses are displayed, but you can customize the courses that appear here. Learn how to customize courses.

If you have more than 6 courses or groups, you will have to swipe to the left to see more on the next screen. You can see how many screens of courses are available by the page indicators shown under the course notebooks.
Open Courses

To open a course, tap on the Course Notebook icon [1], or select the All Courses button [2].
View Course Links

Within each course, you will be able to view the course navigation links that are also available in the browser version of Canvas. Therefore, if a course navigation link is hidden in the browser version, such as Pages or People, you will not be able to access them in the app.
View Recent Activity

The Activity Tab on the Dashboard displays all recently created course activity. Each activity type is identified by a different icon, such as the Assignments icon [1] and the Announcements icon [2]. Tapping on an activity item takes you directly to its corresponding page.
View To Do

The To Do Tab gives you a quick view of upcoming discussions, activities, and quizzes that you need to submit. Tapping on an activity item takes you directly to its corresponding page.
Edit To Do

You can choose to ignore any To Do item by swiping the item you'd like remove, then tap the Ignore button.

View Profile

To view your profile, click the Profile icon.

View Grades

To view your course grades, click the Grades icon.

View Conversations
To view messages in Conversations, click the *Inbox* icon.

**How do I customize my courses in the Canvas for iOS app on my iPad?**

If you are involved in several courses, you can customize the courses that appear in your Dashboard.

**Note:** Groups cannot be removed from the Dashboard unless you hide the course they are associated with.

**View All Courses**

In your Dashboard, tap the *All Courses* button.
Edit Courses

Tap the Edit button.
Customize Courses

Select the courses you wish to display on your Dashboard by toggling the buttons on and off. On means they will appear on your Dashboard, while off means they will be hidden.

**Note:** You still have access to hidden courses even though they do not display on the Dashboard. Simply select the All Courses button and select the course from the full course list.
Save Course Options

When you are done selecting your courses, tap the Done button.
Close Courses

Canvas for iOS will bring you back to the All Courses window. Tap the Close button to return to the Dashboard.
View your new Dashboard with your customized courses.
How do I access Announcements on the Canvas for iOS app on my iPad?

Canvas for iOS lets you access Announcements from your mobile device.

Open Course

Tap the course you want to open.
Open Announcements

By default, Canvas for iOS will open to the Announcements tab [1]. Announcement are divided into two sides. The left side displays all the Announcements that have been posted by your instructor [2]. The right side displays the details of each Announcement [3].
Open Announcement

Tap the Announcement you wish to read [1]. View the Announcement details [2].
How do I create an Announcement on the Canvas for iOS app on my iPad?

Canvas for iOS lets you create Announcements and alert students about course changes without having to be logged into Canvas on a computer. Only instructors and admins can create Announcements on the iPad.

Open Course

Tap the course you want to open.
Create New Announcement

Tap the Create New Announcement button.
Create Announcement

Create a title for your Announcement [1]. Enter the text of your announcement in the Details field [2]. If you want to attach a media file, tap the Paper clip icon [3]. When you are finished, tap the Post button [4].
View Announcement

View your Announcement in the Announcements list.
Delete Announcement

If you need to delete an announcement, swipe the announcement with your finger. Tap the Delete button.
Confirm Delete

To confirm that you want to delete your Announcement, tap the Delete button.
How do I reply to an Announcement on the Canvas for iOS app on my iPad?

You can reply to any Announcement on your mobile device.

**Note:** If you cannot reply to an Announcement, the Announcement has been closed to replies.

**Open Course**

Tap the course you want to open.
Open Announcements

Tap the Announcements tab [1], and then tap the name of the Announcement you want to reply to [2].

Tap the Announcements tab [1], and then tap the name of the Announcement you want to reply to [2].
Open Reply

Tap the Reply button.
Post Reply

Type a reply in the reply field [1]. If you want to include media with your reply, tap the Photo icon [2]. Tap the Post button [3] to post your reply.
How do I access Assignments on Canvas for iOS app on my iPad?

There are two ways to access Assignments on the Canvas for iOS app.

Open Assignment

If your assignment is associated with a due date, it will appear in the To Do tab [1]. Tap the name of the assignment you wish to view. You can also access assignments by tapping on the name of the course for the assignment [2].
View Assignment

Assignments are listed in the Schedule tab [1]. View other assignments by tapping on the name of the assignment [2]. To exit the schedule, tap the Done button.
How do I subscribe to a Calendar feed on the Canvas for iOS app on my iPad?

You can subscribe to calendar items in all your courses and have them appear in your iPad calendar. You can only view the course calendar, not make edits to it.

Open Profile

Tap the Profile icon.

Open Profile Settings

Tap the Settings icon.
Open Canvas Info

Tap the Canvas Info button.

Subscribe to Calendar Feed
Tap the **Subscribe to calendar feed** button.

**Subscribe to Feed**

![Subscribe to feed](image)

Tap the **Subscribe** button.
View Feed Confirmation

Tap the View Events button [1] to view the calendar. Tap the Done button [2] to return to your profile.
View Events

View your Canvas feed in your iPad calendar.
How do I unsubscribe to a Calendar feed on the Canvas for iOS app on my iPad?

You can unsubscribe to calendar items in all your courses if you no longer enrolled in Canvas courses.

Open Settings

Tap the Settings icon.
Open Mail, Contacts, Calendars

Tap the **Mail, Contacts, Calendars** button [1]. Tap the **Subscribed Calendars** button [2].
Open Subscribed Calendars

Tap the name of your Canvas profile calendar.
Delete Account

Tap the Delete Account button.
How do I access Conversations on the Canvas for iOS app on my iPad?

Canvas lets you access your conversations on your iPad so you can keep in touch with your instructor and fellow students at any time. Comments from your instructor on assignments and quizzes will also appear in your Conversations Inbox.

Access Conversations Inbox

Tap the Conversations Inbox icon.

If there are new messages, the icon will indicate the number of new messages received. This indicator helps you know when you have new messages when you are in another part of the app.

View Conversations Inbox

The Conversations Inbox folder displays all messages that you have received and is organized in chronological order—newer messages appear at the top, and older messages appear near the bottom. New messages are indicated with a blue dot.
On the left side of the Inbox, swipe your iPad from top to bottom to quickly refresh your messages.

**View Mailbox Filters**

You can view different types of messages in your Inbox. Tap the drop-down arrow button [1] to choose the filter you want. The default view is the Inbox [2], which shows all types of messages. If you want to view only messages you haven't read yet, tap the Unread button [3]. To view messages you've archived, tap the Archive button [4]. Note that some filters may not apply to any messages.

**Archive Conversations**
To archive a conversation, swipe your finger across the conversation you want to archive. Tap the Archive button.

**Note**: You cannot delete messages from the Canvas for iOS app.

**View Conversation**

To view a message, tap the message you want to access.
View Messages

View the message you received.
Close Conversations

To leave the Conversations Inbox, tap the close menu button.

How do I reply to a Message in Conversations on the Canvas for iOS app on my iPad?

You can reply to Conversations in your Inbox on your iPad so you can keep in touch with your students at any time.

Remember that comments you post on assignments and quizzes also appear in the Sent folder of your Conversations Inbox. If you want to reply to an assignment or quiz comment, you may want to directly reply from your assignment or quiz. You can evaluate assignments in the SpeedGrader or make comments in the Gradebook.

Open Conversations

Tap the Conversations Inbox icon.
Open Conversation

Open the Conversation you want to reply to.
Reply to Message

In the text field [1], type your message reply. If you want to add an attachment, tap the Paper Clip button [2]. When you are ready to send your message, tap the Send button [3].
How do I add an attachment in Conversations on the Canvas for iOS app on my iPad?

You can send attachments in Conversations using the Canvas for iOS app.
Tap the Conversations Inbox icon.

**Compose New Message**

In the To: field [1], enter the name of the person you want to send a message to, or search for that individual by course name. Enter your message in the text field [2]. To add an attachment, tap the Paper Clip button [3].

**Select Attachment Type**

- Choose from Library...
- Take Photo or Video...
- Record Audio...
To attach a file you've already created, tap the **Choose from Library...** button [1]. Otherwise you can tap the **Take Photo or Video** button [2] or **Record Audio** button [3].

**Choose from Library**

In the pop-up window, select a photo from your Photo Library. Move and scale the image [1]. When you are finished, tap the **Use** button [2].
Take Photo

Make sure the media icon is set to photo [1]. Tap the Camera button [2] to take a new photo.
Use Photo

Move and scale the image [1]. If you want to re-take the photo, tap the Retake button [2]. When you are finished, tap the Use button [3].
Take Video

Make sure the media icon is set to video [1]. Tap the **Recording** button [2] to record a new video.
Use Video

Tap the Play button [1] to replay the video. If you want to re-record the video, tap the Retake button [2]. When you are finished, tap the Use button [3].
Record Audio

To record audio, tap the **Record** button.

Stop Audio

To stop recording, tap the **Stop** button.

Use Audio

To replay the audio, tap the **Play** button [1]. To re-record the audio, press the **Record** button [2]. When you are finished, tap the **Use** button [3].
Add Another Attachment

Attachment icons [1] will confirm your attachment. The number of icons represents the number of attachment in your message. If you want to include another attachment, tap the type of attachment you’d like to add [2].

View Existing Attachments
If you want to view or edit the existing attachments, tap the **Existing Attachments...** button.

**Edit Attachments**

If you want to remove any of the existing attachments, tap the **Edit** button.

**Remove Attachments**

Locate the attachment you wish to remove. Tap the **Remove** button [1], then tap the **Delete** button [2] to confirm. When you're finished editing attachments, tap the **Done** button [3]. To return to your message, tap anywhere outside of the attachment window.

**Send Message**
When you are ready to send your message, tap the **Send** button.

**How do I view the recipients in a group message in Conversations on the Canvas for iOS app on my iPad?**

If you send or receive a group message in Conversations, you can easily view all the recipients in the message.

**View Group Messages**

Group messages include more than one recipient, as displayed in the recipient list.
Open Group Message

Tap the group message you want to view [1]. The complete list of recipients will appear at the top of the message pane [2].

Open Group Recipients

If the recipient list is too long to display all names, the list will show the additional number of recipients. Tap on the number of additional recipients.
View Group Recipients

A drop-down menu will expand and display all recipients in your group message.

How do I send a Message to multiple recipients in Conversations on the Canvas for iOS app on my iPad?

You can send conversations to multiple students using Canvas for iOS.

Open Conversations

Tap the Conversations Inbox icon.
Search Recipient Name

In the To: field, type in the individual's name. Tap on the name when it appears in the search field.

Add Additional Recipient

In the To: field, type the name of another person you want to send your message to. Tap on the name. Repeat if you want to add additional names.

**Note:** If you select the wrong name, tap the name you want to remove then tap delete on your iPad keyboard.
Search Recipient by Course

You can also search by your course name. Tap on the name when it appears in the search field and tap until you locate the name of the individual you are looking for.

Send Message

Type your message in the text field [1]. If you want to add an attachment, tap the Paper Clip button [2]. When you are ready, tap the Send button [3].
Send as Individual or Group Message

If you want your message sent as a message to each individual recipient, tap the Individual messages [1] button. If you would rather create a group conversation, tap the Group conversation button [2].

View Sent Messages

View your sent messages in the Inbox. Individual messages will appear in separate threads [1]. Group messages will include names of all recipients [2].
How do I send a Message in Conversations on the Canvas for iOS app on my iPad?

You can send conversations to your instructor or another student using your mobile device.

**Open Conversations**

Tap the Conversations Inbox icon.

**Search Recipient Name**

In the To: field, type in the individual's name. Tap on the name when it appears in the search field.

**Search Recipient by Course**
You can also search by your course name. Tap on the name when it appears in the search field and tap until you locate the name of the individual you are looking for.

**Send Message**

![New Message]

Type your message in the text field [1]. If you want to add an attachment, tap the Paper Clip button [2]. When you are ready, tap the Send button [3].
How do I reply to a Discussion on the Canvas for iOS app on my iPad?

You can reply to any Discussion on your mobile device.

Note: The process of responding to a threaded discussion is the same as described in this lesson although the layout of the discussion may look different depending on the depth of the discussion thread.

Open Course

Tap the course you want to open.
Open Discussions

Tap the Discussions button.

Open Discussion Topic

Tap the discussion topic you want to participate in [1]. Tap the reply text field [2].
Post Reply

Type your reply message [1]. If you want to add an attachment, tap the Paper clip icon [2]. When you are ready, tap the Post button [2].

View Reply

View your reply in the discussion thread.
How do I add an attachment to a Discussion on the Canvas for iOS app on my iPad?

You can add photo, audio, and video files to Discussions, both in new discussions and replies to discussions.

Open Course

Tap the course you want to open.
Open Discussions

Tap the Discussions button.

Open Discussion

Use the Create New Discussion button [1], or tap on the discussion topic you want to participate in [2] and tap the thread’s Reply text box.

**Note:** The process of adding an attachment in a new discussion and replying to a discussion is the same as described in this lesson although the layout of the discussion may look different.

Open Attachment Icon
In the text field, tap the Paper Clip icon.

**Option 1: Choose Photo from Library**

![Add an attachment](image)

- **Choose from Library...**
- **Take Photo or Video...**
- **Record Audio...**

Tap the **Choose from Library...** button. The Canvas for iOS app will access your device's photo albums.
Choose Photo

Tap the photo you want from your photo album. You can edit what part of the photo is displayed by using the **Move and Scale** tool [1]. Tap the **Use** button [2] to use the photo in your discussion reply. Your photo will be uploaded to the reply field where you can additional comments or file attachments before posting your reply.
Option 2: Attach New Photo

Tap the **Take Photo or Video...** button. The Canvas for iOS app will access your device’s camera.
Take Photo

Make sure the slider is on the Camera icon [1]. Tap the Camera icon to take your photo [2].
Move and Scale Photo

You can edit what part of the photo is displayed by using the **Move and Scale** box [1]. Tap the **Retake** button [2] if you want to take the photo again. Tap the **Use** button [3] to use the photo in your discussion reply. Your photo will be uploaded to the reply field where you can add additional comments or file attachments before posting your reply.
Option 3: Attach New Video

Tap the Take Photo or Video... button. The Canvas for iOS app will access your device's camera.
Take Video

Make sure the slider is on the Video icon [1]. Tap the Record button to record your video [2].
Use or Retake Video

To replay the video, tap the **Play** button [1]. If you want to record the video again, tap the **Retake** button [2]. When you are ready to post your video to the discussion, tap the **Use** button [3]. Your video will be uploaded to the reply field where you can add additional comments or file attachments before posting your reply.
Option 3: Record Audio

Tap the **Record Audio...** button. The Canvas for iOS app will access your device’s microphone.

**Record Audio**

Tap the **Record** button to record audio.

**Use or Re-record Audio**
Tap the Stop button to stop recording.

**Upload Recording**

To replay your audio file, tap the **Play** button [1]. If you want to re-record your audio, tap the **Record** button [2]. When you are ready to post your audio to the discussion, tap the **Use** button [3]. Your audio file will be uploaded to the reply field where you can add additional comments or file attachments before posting your reply.
How do I access Discussions on the Canvas for iOS app on my iPad?

Canvas lets you access Discussions on your iPad so you can keep in touch with your course. Discussions can be focused or threaded.

Open Course

Tap the course you want to open.
Open Discussions

Tap the Discussions button.

View Discussions

Discussions are split into two columns. The list of Discussions appears on the left side [1], and the discussion replies appear on the right side [2]. The most recent discussion will always appear at the top. However, replies to the discussions stay housed within the discussion itself. A blue indicator will display the number of unread replies within each discussion [3].

On the left side of the Inbox, swipe your iPad from top to bottom to quickly refresh Discussions.
View Focused Discussion

Focused discussions are considered regular discussions. Focused discussions are used for single replies and related comments.
Threaded discussions allow multiple replies within replies. You can reply to any discussion post in the thread.

In the Canvas for iOS app on the iPad, the number of replies within the reply are indicated by a gray notification icon [1]. The blue indicator shows the number of threaded replies that are unread [2].

To expand the threaded discussion, tap on the heading of the threaded reply you wish to view [3].
Open Threaded Discussion

View the complete reply in the thread indented under the original reply [1]. To return to the full discussion thread, tap the Back to Parent button [2].
How do I create a Discussion on the Canvas for iOS app on my iPad?

Creating a discussion is easy on the Canvas for iOS app.

Open Course

Tap the course you want to open.
Open Discussions

Tap the Discussions button.

Create New Discussion

Tap the Create New Discussion button.
Create a title for your discussion in the Title field [1]. In the Description field [2], enter the text of your discussion. If you want to attach a media file, tap the Paperclip button [3]. If you want to make your discussion a threaded discussion, swipe the slider to on [4].
Post Discussion

How do I access Grades on Canvas for iOS app on my iPad?

The Canvas for iOS app gives you an overview of grades in all your courses.

Open Grades

Tap the Grades icon.
View Grades

If grades have been assigned, the course title will display an overall percentage [1]. To view grade details, tap the name of the course you want to view [2].
The course will display your total grade earned to-date in the course and the scores of all graded assignments. Grades will be listed in assignment groups. To go back to the Grades menu, tap the **Back** button [1]. To leave Grades, tap the **Done** button [2].
How do I download the SpeedGrader™ for iPad app?

If you're an instructor using Canvas, you can download the SpeedGrader™ app for easier grading and providing student feedback.

Open App Store

Tap the App Store icon.

Search for App

All results for speedgrader
speedgrader
speedgrader for ipad

Open the App Store and type SpeedGrader™ in the search field.
Open App

![App installation screen](image)

Click the **Install** button next to the SpeedGrader™ icon to download the app onto your iPad.

View App

![App icon](image)

Find the **SpeedGrader™** icon on your iPad and tap it to open the SpeedGrader™.
How do I login to the SpeedGrader™ for iPad app?

Before logging into the SpeedGrader™ for iPad app, make sure you have downloaded the app from the iTunes store. For help downloading the app, please see the lesson entitled How do I download the SpeedGrader for iPad app?

Open SpeedGrader™

Tap the Get Started button.
Enter Your Canvas URL

Enter the URL you use for Canvas in the URL field [1]. Tap the Connect button [2].

**Note:** The next time you log in, the app will remember your URL so you don't have to type the entire address again [3].
Login to Canvas

The URL you are logging into will be displayed at the top of your screen [1]. Log into Canvas using your username [2] and password [3]. Tap the Login button [4].
Allow Canvas Mobile Access to Account

Allow the Canvas for iOS app access to your account by tapping the Login button.
View Dashboard

View your SpeedGrader™ Dashboard.
How do I use the SpeedGrader™ for iPad app?

The SpeedGrader™ app helps instructors view and grade assignments, download files, and submit comments.

Open Course

Tap the Course Notebook icon that contains the assignments you wish to grade.
Choose Assignment

Tap the assignment title to open the assignment in the SpeedGrader™.
View Assignment

When an assignment is opened in the SpeedGrader™, you can:

1. Toggle between different student submissions
2. View different versions of an assignment submission
3. View associated submission files (only appears for assignments that allow file uploads)
4. Submit comments
5. Grade student submissions
6. Open Assignments in Native Apps

View Source for Webpage Submissions

If the submission type is a Website URL, you can view the Source code by clicking the Source button.
Switch Students

After you have graded an assignment, tap the Students button [1] and a student name to switch in between students. The SpeedGrader™ will load that student's submitted assignment with the date and time of the submission. Submissions in red indicate assignments that need to be graded [2]. Submissions in black indicate they have received a grade [3]. If students have not submitted their assignment, their name will appear grayed out on the list [5].

**Note:** You can also switch between students by swiping left and right on the submission document itself.
View Versions

If a student has submitted more than one attempt for the assignment, you can view each attempt. Tap the Versions button, then tap the submission date of the version you wish to view.

Submit Comments

You can submit a text comment [1], an audio comment, or a video comment [2] to provide feedback for the student.
Grade Assignment

The submitted assignment will appear in the SpeedGrader™. Tap the Grade button [1] and type in a grade in the text box [2]. The score will automatically be updated in the course gradebook.

Open Assignment In Native Apps

You can open the file in another native app by tapping the name of the app.
Note: Other native apps you have downloaded on your iPad may appear here if they are able to open document files.

View Files

If a submission allows file uploads, you can view and download them. Tap the Files button, then tap the title of the file you wish to view.

Click here to return to the SpeedGrader™ chapter.
How do I add a comment to an assignment using the SpeedGrader™ app on my iPad?

You can leave text, audio, or video comments on student assignments in SpeedGrader™.

Choose Class

Tap the Course Notebook icon that contains the assignments you wish to grade.
Choose Assignment

Tap the assignment title to open the assignment in the SpeedGrader™.

Add Comment

Tap the Comments button.
Leave a Text Comment

Tap the text box [1] to leave a text comment. To submit, tap the Post Comment button [2].

Leave a Media Comment

If you want to leave a video or audio comment, tap the Video button.
Leave a Video Comment

Make sure the media slider is next to the video icon [1]. (Video is the default media setting.) Tap the Record button [2] to start and stop your video. Tap the Play button [3] to replay your video. Tap Post Comment button [4] to submit your video file.
Leave an Audio Comment

Make sure the media slider is next to the audio icon [1]. Tap the **Record** button [2] to start and stop your audio. Tap the **Play** button [3] to replay your audio. Tap **Post Comment** button [4] to submit your audio file.

View Comment Submission

View your comment in the Assignment's Comments.
View Comments in Canvas for iOS

Comments will also appear in your Canvas for iOS Conversation folder as a new conversation with the student. The title of the assignment will be tied to the comment.

**Note:** In a browser version of Canvas, comments will appear in the Sent folder.

**How do I change the settings on the SpeedGrader™ for iPad app?**

You can change the settings in SpeedGrader™ right from your Dashboard.

**Open Gear Icon**

Tap the Gear icon.
Open Settings

Tap **Settings**.

Adjust Settings

Adjust the settings by using the sliders from off to on, or vice versa [1]. Tap the **SpeedGrader™** button to return to the SpeedGrader™ menu [2].
Mobile - iPhone
How do I download the Canvas for iOS app on my iPhone?

Download the Canvas for iOS app to use on your iPhone for easier accessibility to course content. Download it through Apple iTunes App Store.

Open App Store

![App Store icon](image1)

Tap the App Store icon.

Search for App

![Search Canvas for iOS](image2)

All results for canvas for ios

canvas for ios
Type Canvas for iOS in the search field. Tap the app name when it appears.

Install App

Tap the Install button.
When the app has been installed, you can access the app immediately by tapping the **Open** button. Otherwise you can access the Canvas for iOS on your iPhone home screen.
View App

From your home screen, tap the **Canvas for iOS** icon to access the Canvas app.

**How do I access Canvas using a mobile browser on my iPhone?**

You can access Canvas from any browser on your iPhone and interact with Canvas as you would on a normal browser. Remember that items requiring Flash to run will sometimes not work on mobile browsers. Due to the smaller size of the Canvas interface on an iPhone, we recommend using the Canvas for iOS app even though it does not support all features.

Open Mobile Browser

Open your preferred mobile browser.
Enter Canvas URL

Enter your institution's Canvas URL in the URL field.

Click here to learn how to find your institution's Canvas URL.
Log In to Canvas

Enter your Canvas login credentials in the email [1] and password [2] fields. Tap the Login button [3].
View Canvas

You can now access your courses via the **Course & Groups** link.
What do text message notifications look like on my iPhone?

You can customize your Profile Notification Preferences to include text messages on your iPhone. Notifications can be sent instantly, daily, or weekly.

Receive Text Message

Text messages appear as area code (410) and contain at least two texts per notification.
View Instant Notification

Notification headings identify the sender [1], either from Instructure Canvas or the name of one of your courses, the type of message notification [2], and the URL of your institution where you can view more details about the message.

In this example, the text alert is a notification that the student's instructor has left a comment on a quiz.
View Daily or Weekly Notification

When notifications are sent on a daily or weekly basis, the message field [1] will indicate the total number of notifications you have received, but it will not specify what they are. Visit the URL of your institution [2] to view more details.
How do I login to the Canvas for iOS app on my iPhone?

Before logging into the Canvas for iOS app, make sure you have downloaded the app from the iTunes store. For help downloading the app, please visit this lesson.

Open Canvas Mobile App

Tap the Canvas for iOS icon.
Get Started with Canvas

Tap the Get Started button.
Enter Your Canvas URL

Enter the URL you use for Canvas in the URL field [1]. Tap the Connect button [2].

Learn how to locate your institution's Canvas URL.
Login to Canvas

The URL you are logging into will be displayed at the top of your screen [1]. Login into Canvas using your username [2] and password [3]. Tap the Login button [4].
Allow Canvas Mobile Access to Account

![Image of iOS app login screen]

You are logging into this app as Cindy Brady. Your email address is cindy.brady.canvas@gmail.com.

Allow the Canvas for iOS app access to your account by tapping the **Login** button.
View Activity Feed

The app will open the activity feed on your dashboard. Remember that not all course content will be displayed on the Canvas app.
How do I use the Canvas for iOS app on my iPhone?

The Canvas for iOS app helps students and instructors access their courses while they are away from a computer browser. The app provides a recent Activity Stream and To-Do list, as well as functionality for Assignments, Conversations, Pages, People, Files, User Profile, Courses, Groups, Announcements, and Grades.

View Activity Stream

On the Canvas for iOS app on your iPhone, you can:
1. View your Course Activity Stream
2. View your To-Do list
3. Access your Profile
4. View your Courses
5. Access the Conversations Inbox
6. Access Grades

View Activity Stream

The Activity Stream displays all recently created course activity. Tapping on an activity item takes you directly to its corresponding page. Each activity type is identified by a different icon, such as the Assignments icon [1], the Discussions icon [2], and the Announcements icon [3].
**View To Do**

The To Do Tab gives you a quick view of upcoming discussions, activities, and quizzes that you need to submit. Tapping on a to-do item takes you directly to its corresponding page.

**Edit To Do**

You can choose to ignore any To Do item by swiping the item you'd like remove, then tap the Ignore button.

**View Profile**
To view your profile, tap the Profile icon.

**View Courses**

Courses displays the courses and groups you are involved in. By default all courses are displayed, but you can customize the courses that appear here. Learn how to customize courses.

To open a course, tap the name of the course you want to open [1], or tap the Show All button [2].
View Course Links

Within each course, you will be able to view the course navigation links that are also available in the browser version of Canvas. Therefore, if a course navigation link is hidden in the browser version, such as Pages or People, you will not be able to access them in the app.

If there are more than 4 course navigation links available in your course, you will need to tap the More button to view all the links.
View Conversations

Cindy Brady
Photo

Cindy Brady, 1 more
Here are some ideas for our assignment. What do you think?

Cindy Brady, 5 more
I really appreciate your help.

Cindy Brady, 2 more
I won’t be able to attend class today. I will have our assignment in by tonight.

Canvas Instructor
Here you go!

Dianna Lee

To view messages in Conversations, tap the Inbox icon.
View Grades

K12 HISTORY (9-12)  
LearnCanvas LIVE HE (AK)  
History (9-12) AK 44.5%  
DL Instructor Training 75.2%  
Physical Science 8  
Training - Intro to Canvas  
Sandbox

To view your course grades, tap the Grades icon.
How do I customize my courses in the Canvas for iOS app on my iPhone?

If you are involved in several courses, you can customize the courses that appear in your Courses list.

**Note:** Groups cannot be removed from Courses unless you hide the course they are associated with.

**View All Courses**

In the Courses tab, tap the **Show All** button.
Edit Courses

Tap the Edit button.
Customize Courses

Select the courses you wish to display in Courses by toggling the buttons on and off. On means they will appear in Courses, while off means they will be hidden.

**Note**: You still have access to hidden courses even though they do not display in Courses. Simply select the Show All button and select the course from the full course list.
Save Course Options

When you are done selecting your courses, tap the Done button.
Close Courses

Canvas for iOS will bring you back to the All Courses window. Tap the Courses button to return to the Course list.
View Customized Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Written Communication</td>
<td></td>
</tr>
<tr>
<td>Writing for Nonreaders in...</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Groups</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Government</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td></td>
</tr>
<tr>
<td>Group 1</td>
<td></td>
</tr>
<tr>
<td>Group 1</td>
<td></td>
</tr>
</tbody>
</table>

View your customized Courses list.
How do I access Announcements on the Canvas for iOS app on my iPhone?

Canvas for iOS lets you access Announcements from your mobile device.

Open Course

Tap the course you want to open.
Open Announcements

Tap the Announcements button.

**Note:** If your course has more than four navigation links, Canvas for iOS will create a More button where you can find the remaining links.
Open Announcement

The Announcements will show all the messages that have been posted. Tap the Announcement you wish to read.

View Announcement

The Announcements will show all the messages that have been posted. Tap the Announcement you wish to read.

Open Announcement

Class is canceled on Monday

Thanks for taking this class!

No Class on Monday

Is This Thing On?

View Announcement

Class is canceled Monday

Today, 13:32

We are not going to have class on Monday. But please get your assignment turned in!

Reply
View the announcement on your iPhone.

To return to the Announcements list, tap the Announcements button.

**How do I create an Announcement on the Canvas for iOS app on my iPhone?**

Canvas for iOS lets you create Announcements and alert students about course changes without having to be logged into Canvas on a computer. Only instructors and admins can create Announcements on the iPhone.

**Open Course**
Tap the course you want to open.

Open Announcements

![Course Navigation]

Files

Pages

Announcements

Tap the Announcements button.

Note: If your course has more than four navigation links, Canvas for iOS will create a More button where you can find the remaining links.
Create Announcement

Tap the Add button.

Thanks for taking this class!

No Class on Monday

Is This Thing On?
Create a title for your Announcement [1]. Enter the text of your announcement in the Details field [2]. If you want to attach a media file, tap the Paper clip icon [3]. When you are finished, tap the Post button [4].
View Announcement

Class is canceled on Monday

Thanks for taking this class!

No Class on Monday

Is This Thing On?

View your Announcement in the Announcements list.
Delete Announcement

If you need to delete an announcement, swipe the announcement with your finger. Tap the Delete button.
Confirm Delete

To confirm that you want to delete your Announcement, tap the **Delete** button.
How do I reply to an Announcement on the Canvas for iOS app on my iPhone?

You can reply to any Announcement on your mobile device.

**Note:** If you cannot reply to an Announcement, the Announcement has been closed to replies.

**Open Course**

Tap the course you want to open.
Open Announcements

Tap the More tab, then the Announcements button.

Open Announcement

State of the Union Address

Class is canceled Monday

Thanks for taking this class!

No Class on Monday

Is This Thing On?
Tap the Announcement you want to reply to.

**Open Reply**

![Image of Announcements screen with a reply prompt]

I want everyone to try and watch the State of the Union address tonight. When you do, please observe what you notice about the use of rhetoric in speeches. I would like to discuss tomorrow in a discussion.

Tap the **Reply** button.
Post Reply

State of the Union Address
Feb 12, 2013, 14:36

I want everyone to try and watch the State of the Union address tonight. When you do, please observe what you notice about the use of rhetoric in speeches. I would like to discuss tomorrow in a discussion.

Type a reply in the reply field [1]. If you want to include media with your reply, tap the Photo icon [2]. Tap the Post button [3] to post your reply.
How do I access Assignments on Canvas for iOS app on my iPhone?

The Canvas for iOS app makes it easy to access your Assignments.

Open Courses

Tap the Courses menu and select your course.
View Assignment Schedule

In the Schedule tab, tap on the name of the assignment you wish to access.
View the Assignment

Descriptive Writing
due on 12/14/12 at 23:59
out of 10

What is your favorite color? Tell me what it is in at least 100 words.

View the assignment.
How do I subscribe to a Calendar feed on the Canvas for iOS app on my iPhone?

You can subscribe to calendar items in all your courses and have them appear in your iPhone calendar. You can only view the calendar, not make edits to it.

Open Profile

From your Activity Stream menu, tap the Profile icon.
Open Profile Settings

Tap the Settings icon.
Open Canvas Info

Tap the Canvas Info button.
Subscribe to Calendar Feed

Tap the **Subscribe to calendar feed** button.
Subscribe to Feed

Tap the **Subscribe** button.
View Feed Confirmation

Tap the **View Events** button [1] to view the calendar. Tap the **Done** button [2] to return to your profile.
View Events

![Calendar Image]

**Tue** Dec 11 2012
- all-day **Reading**

**Wed** Dec 12 2012
- all-day **Reading 1**

**Fri** Dec 14 2012
- all-day **Paper 1: Tellings and...**
- all-day **Canvas Quiz**
- all-day **Dad's Birthday**

**Sat** Dec 15 2012

View your Canvas feed in your iPhone calendar.
How do I unsubscribe from a Calendar feed on the Canvas for iOS app on my iPhone?

You can unsubscribe to calendar items in all your courses if you no longer enrolled in Canvas courses.

Open Settings

Tap the **Settings** icon.
Open Mail, Contacts, Calendars

Tap the Mail, Contacts, Calendars button.
Open Subscribed Calendars

Tap the Subscribed Calendars button.
Open Profile Calendar

Tap the name of your Canvas profile calendar.
Delete Account

Tap the Delete Account button.
How do I access Conversations on the Canvas for iOS app on my iPhone?

Canvas lets you access your conversations on your iPhone so you can keep in touch with your course at any time. Comments left on assignments and quizzes will also appear in your Conversations Inbox.

Access Conversations Inbox

Tap the Conversations Inbox icon.

If there are new messages, the icon will indicate the number of new messages received. This indicator helps you know when you have new messages when you are in another part of the app.
View Conversations Inbox

The Conversations Inbox folder displays all messages that you have received and is organized in chronological order—newer messages appear at the top, and older messages appear near the bottom. New messages are indicated with a blue dot.

Swipe your iPhone from top to bottom to quickly refresh the Inbox.
View Mailbox Filters

You can view different types of messages in your Inbox. Tap the drop-down arrow button [1] to choose the filter you want. If you want to view only messages you haven't read yet, tap the Unread button [2]. To view messages you've archived, tap the Archive button [3]. To return to the full Inbox with all types of messages, tap the Inbox button [4]. Note that some filters may not apply to any messages.
Archive Conversations

To archive a conversation, swipe your finger across the conversation you want to archive. Tap the Archive button.

Note: You cannot delete messages from the Canvas for iOS app.
View Conversation

Canvas Instructor
• Yes. Feel free to have fun with this assignment!

Carrie Saarinen
add feedback via text comments

Angie Katsanevas
This is a media comment.

Jan Brady
What do you think of our assignment?

To view a message, tap the message you want to access.
How do I reply to a message in Conversations on the Canvas for iOS app on my iPhone?

You can reply to Conversations in your Inbox on your iPhone so you can keep in touch with your students at any time.

Remember that comments you post on assignments and quizzes also appear in the Sent folder of your Conversations Inbox. If you want to reply to an assignment or quiz comment, you may want to directly
reply from your assignment or quiz. You can evaluate assignments in the SpeedGrader or make comments in the Gradebook.

Open Conversation

Opie Griffith
• I'm having a hard time contacting my team partner. What should I do?

Jane Smith
Just reminding you about your assignments this week. Remember this...

Student
Just reminding you about your assignments this week. Remember this...

Test Student
Hard is good.

Test Student
• Here is our outline from today's guest lecture.

Cindy Brady

Open the Conversation you want to reply to.
Reply to Message

In the text field [1], type your message reply. If you want to add an attachment, tap the Paper Clip [2]. When you are ready to send your message, tap Send [3].
View Reply

View your message reply in the conversation thread.
How do I send a message in Conversations on the Canvas for iOS app on my iPhone?

You can send conversations to users in your course using your mobile device. You can also send a message to multiple recipients.

Compose New Message

In your Conversations Inbox, tap the New Message button.
Search for User

In the text field [1], type the name of the person you want to send your message to. When the full name appears, tap on the name [2]. Tap the Done button [3].

Search for User by Course Name

You can also search for users by searching for the name of your course. Once your course appears, you'll be able to see the number of users within the course [1]. Tap the name of the course to locate the user you are searching for [2].
Send Message

The user's name will appear at the top of your screen [1]. Type your message in the text field [2]. If you want to add an attachment, tap the Paper Clip button [3]. When you are ready, tap the Send button [4].
How do I send a message to multiple recipients in Conversations on the Canvas for iOS app on my iPhone?

You can send conversations to multiple users using Canvas for iOS.

**Compose New Message**

In your Conversations Inbox, tap the New Message button.

In your Conversations Inbox, tap the New Message button.
Select Recipient Name

In the To: field [1], type the name of the person you want to send your message to. When the full name appears, tap on the name [2].

Add Additional Recipient

In the To: field [1], type the name of another person you want to send your message to. Tap their full name when it appears [2].

Repeat if you want to add additional names. When you are finished, tap the Done button [3].
Send Message

Here are some ideas for our assignment. What do you think?

Type your message in the text field [1]. When you are finished, tap the Send button.
Send as Individual or Group Message

If you want your message sent as a message to each individual recipient, tap the Individual messages [1] button. If you would rather create a group conversation, tap the Group conversation button [2].
View Individual Messages

In your Inbox, individual messages will appear in separate threads.
In your Inbox, Group messages will include the first recipient's name and then the number of additional recipients.
How do I view the recipients in a group message in Conversations on the Canvas for iOS app on my iPhone?

If you send or receive a group message in Conversations, you can easily view all the recipients in the message.

View Group Messages

Group messages include the first recipient's name and then the number of additional recipients.
Open Group Message

Tap the group message you want to view.
Open Group Recipients

To view the list of recipients in your group message, tap the **People** button.

View Group Recipients

View the names of the recipients in your group message.
How do I add an attachment in Conversations on the Canvas for iOS app on my iPhone?

You can send attachments in Conversations using the Canvas for iOS app.

Add Attachment

Create your message in Conversations, either by creating a new message or replying to an existing message. Before you send your message, tap the Attachment button.
Select Attachment Type

To attach a file you've already created, tap the **Choose from Library...** button [1]. Otherwise you can tap the **Take Photo or Video** button [2] or **Record Audio** button [3].
Choose from Library

Select a photo from your Photo Library. Move and scale the image [1]. When you are finished, tap the Choose button [2].
Take Photo

Make sure the media icon is set to photo [1]. Tap the Camera button [2] to take a new photo.
Use Photo

Move and scale the image [1]. If you want to re-take the photo, tap the Retake button [2]. When you are finished, tap the Use button [3].
Take Video

Make sure the media icon is set to video [1]. Tap the **Recording** button [2] to record a new video.
Use Video

Tap the Play button [1] to replay the video. If you want to re-record the video, tap the Retake button [2]. When you are finished, tap the Use button [3].
Record Audio

To record audio, tap the Record button.

Stop Audio

To stop recording, tap the Stop button.
Use Audio

To replay the audio, tap the Play button [1]. To re-record the audio, press the Record button [2]. When you are finished, tap the Use button [3].

View Attachments

The circled number next to the text field will confirm your attachment and how many attachments are part of your message. If you want to add another attachment, tap the circled number.
Add Another Attachment

The circled number [1] next to the text field will confirm your attachment and how many attachments are part of your message. If you want to include another attachment, tap the circled number and tap the type of attachment you'd like to add [2].
**View Existing Attachments**

If you want to view or edit your existing attachments, tap the circled number [1], then tap the **Existing Attachments**... button [2].
Edit Attachments

If you want to remove any of the existing attachments, tap the **Edit** button.

Remove Attachments

Locate the attachment you wish to remove. Tap the **Remove** button [1], then tap the **Delete** button [2] to confirm. When you’re finished editing attachments, tap the **Done** button [3]. To return to your message, tap the **Cancel** button [4].
Send Message

When you are ready to send your message, tap the **Send** button.
How do I access Discussions on the Canvas for iOS app on my iPhone?

Canvas lets you access Discussions on your iPhone so you can keep in touch with your course at any time.

Open Course

Tap the course you want to open.
Open Discussions

Tap the Discussions button.
View Discussions

Grammar Pet Peeves
Social Media
What are your New Year's...
Favorite Story
Introduce Yourself!

The most recent discussion will always appear at the top. However, replies to the discussions stay housed within the discussion itself. A blue indicator will display the number of unread replies within each discussion.

Swipe your iPhone from top to bottom to quickly refresh Discussions.
Open Discussion

Grammar Pet Peeves

Social Media

What are your New Year's...

Favorite Story

Introduce Yourself!

To view a discussion, tap the discussion you want to access.
Focused discussions are considered regular discussions. Focused discussions are used for single replies and related comments.
View Threaded Discussion

Threaded discussions allow multiple replies within replies. You can reply to any discussion post in the thread.

In the Canvas for iOS app, the number of replies within the reply are indicated by a gray notification icon [1]. The blue indicator shows the number of threaded replies that are unread [2].

To expand the threaded discussion, tap on the heading of the threaded reply you wish to view [3].
Open Threaded Discussion

View the complete reply in the thread indented under the original reply [1]. To return to the full discussion thread, tap the Back to Parent button [2].
How do I create a Discussion on the Canvas for iOS app on my iPhone?

You can easily create new Discussions on the Canvas for iOS app.

Open Course

Tap the course you want to open.
Open Discussions

Tap the Discussions button.
Add Discussion

Tap the Add button.

Grammar Pet Peeves
Social Media
What are your New Year's...
Favorite Story
Introduce Yourself!
Create New Discussion

Create a title for your discussion in the Title field [1]. In the Description field [2], enter the text of your discussion. If you want to attach a media file, tap the Paperclip button [3]. If you want to make your discussion a threaded discussion, swipe the slider to on [4].
Post Discussion

When you are ready to post your discussion, tap the **Post** button.

Title:

Wht are your New Year’s resolutio...

Description:

As we get started in this course at the start of a new year, what resolutions have you set for yourself?
How do I reply to a Discussion on the Canvas for iOS app on my iPhone?

You can reply to any Discussion on your mobile device.

Note: The process of responding to a threaded discussion is the same as described in this lesson, although the layout of the discussion may look different depending on the depth of the discussion thread.

Tap the course you want to open.
Open Discussions

Tap the Discussions button.

Happy Language Day
Event

Test Homework
Assignment

Homework 9
Assignment

Introduce Yourself!
Graded Discussion

Descriptive Writing
Assignment

Assignment #2 - Personal

Stream Courses Inbox Grades
Open Discussion Topic

Favorite Story

Introduce Yourself!

Tap the discussion topic you want to participate in.

Open Reply

Favorite Story

What is the best story you've read lately? What makes the author a good writer?

Reply
Tap the **Reply** button.

**Post Reply**

Type a reply in the reply field [1]. If you want to add an attachment, tap the **Paper clip** icon [2]. Tap the **Post** button [3] to post your reply.
How do I add an attachment to a Discussion on the Canvas for iOS app on my iPhone?

You can add photo, audio, and video files to Discussions.

Open Course

Tap the course you want to open.
Open Discussions

Tap the Discussions button.
Open Discussion Topic

Tap the discussion topic you want to participate in.

Reply to Discussion

What is the best story you've read lately? What makes the author a good writer?
Tap the Reply button.

**Open Attachment Icon**

Tap the Paper Clip icon to add an attachment.
Option 1 - Choose Photo from Library

Tap the Choose from Library... button. The Canvas for iOS app will access your device’s photo albums.
Choose Photo

Tap the photo you want from your photo album. You can edit what part of the photo is displayed by using the Move and Scale tool [1]. Tap the Choose button [2] to use the photo in your discussion reply. Your photo will be uploaded to the reply field where you can additional comments or file attachments before posting your reply.
Option 2: Attach New Photo or Video

Tap the Take Photo or Video... button. The Canvas for iOS app will access your device's camera.
Take Photo or Video

Switch your between your device’s camera and video camera by using the slider [1]. Tap the Camera icon to take your photo or video [2].
Move and Scale Photo

You can edit what part of the photo is displayed by using the Move and Scale box [1]. Tap the Retake button [2] if you want to take the photo again. Tap the Use button [3] to use the photo in your discussion reply. Your photo will be uploaded to the reply field where you can additional comments or file attachments before posting your reply.
Use or Retake Video

To replay the video, tap the Play button [1]. If you want to record the video again, tap the Retake button [2]. When you are ready to post your video to the discussion, tap the Use button [3]. Your video will be uploaded to the reply field where you can additional comments or file attachments before posting your reply.
**Option 3: Record Audio**

Tap the **Record Audio...** button. The Canvas for iOS app will access your device's microphone.
Record Audio

![Record Audio Interface]

Tap the **Record** button to record audio.

Use or Rerecord Audio

![Use or Rerecord Audio Interface]

Tap the **Stop** button to stop recording.
Upload Recording

To replay your audio file, tap the **Play** button [1]. If you want to re-record your audio, tap the **Record** button [2]. When you are ready to post your audio to the discussion, tap the **Use** button [3]. Your audio file will be uploaded to the reply field where you can additional comments or file attachments before posting your reply.
How do I access Grades on Canvas for iOS app on my iPhone?

The Canvas for iOS app gives you an overview of grades in all your courses.

View Grades

Tap the Grades icon [1] to view an overview of your grades. If grades have been assigned, the course title will display an overall percentage [2].

Note: Some course names may be too long to include the percentage on the main grades menu. To view grade details, tap the name of your course [3].
View Grade Details

The course will display your total grade earned to-date in the course and the scores of all graded assignments. Grades will be listed in assignment groups. To go back to the Grades menu, tap the Grades button.
Modules
What are Modules?

Modules allow you to organize your content to help control the flow of your course.

To get started, read the steps in the lesson, click the links below, or visit the Modules chapter.

- How do I create a new Module?
- How do I add items to a Module?
- How do I edit Module items?

View Course Modules

Modules are used to organize course content by weeks, units, or a different organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do.

Each module can contain files, discussions, assignments, quizzes, and other learning materials that you would like to use. You can easily add items to your module that you have already created in the course or create new content shells within the modules. Course content can be added to multiple modules or iterated several times throughout an individual module. Modules can be easily organized using the drag and drop feature. Elements within the modules can also be reorganized by dragging and dropping.
When would I use Modules?

You can use Modules to:

- Create prerequisite activities that students must complete before moving on in the course
- Track student progress through a sequence of learning activities
- Organize course content by unit, day, week, topic or Outcome
How do I create a new Module?

Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do.

Open Modules

Click the **Modules** link.

Create a Module

Click the **Create a Module** button.
Name the Module

Type a Module name in the name field.

Lock Module Until a Given Date

1. Check the box to lock the module until a given date.
2. Select the date to unlock the module.

Before students can view this module:
- No prerequisites defined
- Add prerequisite
- Students must move through requirements in this module in sequential order
Select the Lock module until a given date checkbox [1] to lock the module until a set date. Select the Calendar icon [2] to set the date and time.

**Add Prerequisites**

Click the Add prerequisite link [1] to define prerequisites for access to the module.

**Set Prerequisites**
Select the prerequisite dropdown menu [1] and select the task students must complete to set the prerequisite.

**Add Module Requirements**

Select the **Students must move through requirements...** checkbox [1] to require students to move through the content in the modules in sequential order.

**Add Modules**

Click the **Add Module** button to create the module.

**View Module**

Click the **Create a Module** button to create a new module.
View the new module.

**How do I add items to a Module?**

You can add an item to multiple modules or multiple iterations of an item to one module.

**Open Modules**

Click the **Modules** link.

**Add Content**

Click the **Gear** icon [1] and click the **Add Content** link [2].
Add Item to Module

Click the assignment type drop-down menu to select the assignment type. You can add an assignment, quiz, file, page, discussion, text header, external URL, or an external tool.

Select Item

You can select the item you wish to add to the module by clicking on the title of the item.
Add a New Item

Click the [New] link [1] and type a name in the name field [2] to create a new item.

Indent Item

Choose the Indentation drop-down menu [1] to indent the item inside of the module.

Add Item

Click the Add Item button to add the item to the module.
View New Item in Module

View your new item in the module.

How do I add duplicate Module items?

You can add duplicate Module items to one or more Modules in your Canvas course.

Open Modules

Click the Modules link.
Add Content

Click the Gear icon [1] and click the Add Content link [2].

Add Item

Use the Add drop-down menu to select the type of item you wish to add to the module [1]. Select the item from the item list [2]. Choose the indentation level of the item by using the Indentation menu [3]. Click the Add Item button to add the item to the module [4].
View Modules

View your item located in two different modules [1]. You can also add multiple iterations of an item to the same module [2].
How do I use duplicate Module items as checkpoints in my course?

You can use duplicate module items to check a learner's understanding. If the learner doesn't pass a checkpoint, module prerequisites can open modules that will provide additional help to the learner. Learner can then attempt to pass the checkpoint again. In this lesson you will be learning how to create checkpoints in your course using duplicate module items.

Open Modules

Click the Modules link.

Create Modules

Click the Create a Module button to create a new module. In this example, we will be creating four new modules: 1, 1.1, 1.2, and 2.
View Created Modules

View the modules you created. Modules 1 and 1.2 will serve as checkpoints to test student understanding.

Add Content to Modules

Add items to the modules. In this example, the instructor would add the same quiz to the checkpoint Modules 1 and 1.2. Remedial content would be added to Module 1.1 and Module 2 would contain content for the next part of the course.
### Set Module Item Requirements

**Set the requirements for the module.** In this example, the instructor wants the student to obtain a certain score on the quiz found in Module 1 before proceeding to Module 2. If the student fails to obtain the score, Module 1.1 will open with remedial content to help the student re-learn the material. After the student proceeds through the content located in Module 1.1, the student can retake the quiz found in Module 1.2 to obtain the required score and then proceed to Module 2.

**Note:** Duplicate module items may have different completion criteria. In this example, the completion criteria for the quiz in Module 1 is 0 points. The completion criteria for the same item in Module 1.2 is 2 points.
Set Module Prerequisites

Set the prerequisites for the module. In this example, the instructor set prerequisites to lock the content in Module 1.1 and Module 2. This requires students to take and pass the quiz in Module 1 to unlock Module 2. If the student obtains the necessary score indicated by the requirement in Module 1.2, all the modules will unlock. If the student fails to obtain the necessary score indicated by the requirement in Module 1.2, only Module 1.1 will unlock. Students will have to move through the remedial content in Module 1.1 and retake (and pass) the quiz located in Module 1.2 to unlock the content in Module 2.
How do I use duplicate module items to remind students about important content?

You can use duplicate module items to remind students of important content. This can be useful for reviewing information before assignments or exams.

Open Modules

Click the **Modules** link.

View Course Modules

View your course Modules. In this example, the instructor would like to duplicate Course Resources [1] and add it after Module 2 Quiz [2] to provide a review for students prior to them taking the quiz.
Add Content

Click the Gear icon [1], then select the Add Content link [2].

Add Item

Use the Add drop-down menu to select the type of item you wish to add to the module [1]. Select the item from the item list [2]. Choose the indentation level of the item by using the Indentation menu [3]. Click the Add Item button to add the item to the module [4].
Reorder Item

Move the duplicated item by clicking the up-down arrow next to the item.

View Duplicate Item

Now you have Course Resources [1] duplicated to appear again before the Module 2 Quiz [2]. This will remind the students to review the terms before taking the quiz.
How do I reorder Modules on the page?

You can reorder Modules after you've created them.

Open Modules

Click the Modules link.

Select Module to Move

Hover over the name of the module you wish to move. A up-down arrow will appear left of the module name.
Drag Module

Click the up-down arrow next to the module name. A cross haired arrow will appear. Drag the module to the desired location.

Drop Module

Drop the module in the desired location by releasing the mouse.
View Modules

View the module in the new location.

How do I delete a Module?

You can delete modules that you no longer want on your module list.

Open Modules

Click the Modules link.
Delete Module

Click the Gear icon [1]. Select the Delete link [2].

Confirm Deletion

Click the OK button to delete the module.

Note: When you delete a module, all of the items in that module are removed, but they are not deleted from the course.
How do I add text to a Module?

You can add text to your Module when you add a new item.

Open Modules

Click the Modules link.

Add Content

Click the Gear icon [1] and click the Add Content link [2].
Select Item Type

Click the Add [Item Type] to drop-down menu and select the Text Header option.

Add Text

Type the text you wish to add in the header field. [1] Open the Indentation drop-down menu and select the level of indentation for the text header [2].
Add Item

Click the Add Item button to add text to the module.

View Module

View the new text header in your module.
How do I edit Module items?

You can edit Module items’ names and indentation after they have been created.

Open Modules

Click the ‘Modules’ link.

Edit Module Item

Click the Pencil icon to edit the module item.
Edit Item Details

You can edit the item title by typing in the title field [1]. You can also edit the indentation level by selecting the indent drop-down menu [2].

Note: Changes made to one item will be made to all iterations of the item.

Update Item

Click the Update button to save the changes you have made to the item.
View Module

View the changes to the Module item.

**How do I delete Module items?**

You can delete Module items that you no longer want to appear in your Module.

**Open Modules**

Click the **Modules** link in the Course Navigation.
Delete Module Item

Click the **Delete** icon located to the right of the item title.

**Note:** Deleting a item will only delete it from the selected module. If you have included the item in other modules, they will not be affected.

Confirm Deletion

Click the **OK** button to confirm the deletion of the item.
How do I reorder Module items?

You can reorder Modules by simply dragging and dropping.

Open Modules

Click the Modules link.

Select Item to Move

Hover over the name of the item you wish to move. A up-down arrow will appear left of the item name.
Drag Item

Click the up-down arrow next to the item name. A cross haired arrow will appear. Drag the item to the desired location.

Drop Item

Drop the item in the desired location by releasing the mouse.

View Item

View the item in the new location.
How do I require students to move through each Module item in order?

You can add requirements to Modules to require students to move through each Module item in order.

**Open Modules**

- Click the **Modules** link.

**Edit Module Settings**

1. **Add Content**
2. **Edit**
Click the Gear icon [1], then select the Edit link [2].

Set Requirements

Click the drop-down menu and select the requirement [1]. Select an action [2]. To add additional requirements, click the Add Requirement link [3].

Require Students Move Through Requirements in Sequential Order

Click the Students must move through requirements in this module in sequential order checkbox to require students to move through the module requirements in a sequential order.

Update Module

Click the Update Module button to save the changes.
How do I lock a Module?

You can set Modules to be locked until a given date.

Open Modules

Click the Modules link.

Edit Module Settings
Click the Gear icon [1]. Select the Edit link [2].

**Lock Module**

Click the Lock module until a given date checkbox.

**Set Date**

Type the date in the unlock at field [1] or select the Calendar icon [2] to set the date the module will unlock at.
Set the Date and Time

Set the date and time the module will unlock at by clicking on the day [1], typing the time in the time field [2], and clicking the Done button [3].

View Module

The unlock date and time will appear next to the module name [1] and at the bottom of the module [2].
How do I set up prerequisite Modules?

You can set up your Modules so that students must complete one module before moving to the next module.

Open Modules

Click the Modules link.

Edit Module Settings
Click the Gear icon [1]. Select the Edit link [2].

**Add Prerequisite**

Click the Add Prerequisite link.

**Set Prerequisite**

Select the They must complete drop-down menu, and select the module students must complete before moving on.
Add Additional Prerequisites

Before students can view this module:
They must complete the module, Design

Click the Add Prerequisite link to add additional prerequisites.

Update Module

Click the Update Module button.

View Module

The prerequisites will appear at the bottom of the module.
How do I add requirements to a Module?

You can add requirements for a Module that students must meet before they can move to a following Module.

Open Modules

Click the Modules link.

Edit Module Settings

Click the Gear icon [1]. Select the Edit link [2].
Add Requirement

Click the **Add Requirement** button.

Set Item Requirements

Click the **For** drop-down menu [1] to select the requirement item.
Set Action Requirements

Click the users must drop-down menu to select the result of the requirement.

Add Additional Requirements

Click the Add Requirement button to create additional requirements.

Note: If you have multiple iterations of an module item, you can set different requirements for each item.

Update Module

Click the Update Module button to set requirements.

View Requirements
The newly created requirement(s) will appear below the item title.

**How do I expand or collapse Module contents?**

At the user level, you can expand or collapse Module content from your personal view, but not for other course members.

**Open Modules**

Click the **Modules** link.
Hide Module Contents

Click the Expand/Collapse button. This will only hide the module contents from your personal view, but not for the course.

View Module

The module content will stay hidden until you decide you show it again. You can show module contents by again clicking the Expand/Collapse button.
How do I view the progress of my students in Modules?

Within Modules, you can view the progress of your students and see how they are progressing through the course.

Module progress is determined by the students completing required elements in the module. If you don't set up any requirements, you won't be able to track your students' progress within each module. Required elements may include requiring the students viewing a page, submitting an assignment, or earning a minimum score on an assignment or quiz. For more information please see the lessons about setting up prerequisites and adding requirements.

Click View Progress Button
Modules displays an overview of each module and the content within each module. Any completion requirements are listed below the module content item [1]. Prerequisite requirements are posted at the bottom of the module [2].

To view student progress in your course, click the View Progress button [3].

### View Module Progress by Student

The Module Progress by Student window shows the progress of each student in your course. The window is split into two columns. The left column lists all your students and shows which module each student is working on [1]. When you click the name of a student to view their progress, their name will be selected. Student progress displays within the right column, where you can see the state of each module [2].

Modules can be completed, in progress, or locked. Modules that have no completion requirements, or modules where the students have completed the requirements, will be marked as completed. If a student is in the middle of a module, the module will be marked as in progress, where you can view the requirements (if any) still outstanding. If a module cannot yet be accessed by the student because of completion or prerequisite requirements, the module will be marked as locked.

**Note:** When opening the View Progress window, Canvas will always default to show the first student in your course (listed alphabetically by last name).
Reload Student Progress

Each time you open the View Progress window, information is up to date from the last time you viewed the student's information. However, if you check progress multiple times in a day, you may want to reload a student's progress to confirm that you are seeing the most recent status. If you want to confirm details of a student's progress, click the name of the student you wish to view [1], then click the **Reload Student's Progress** link [2].
How do I link to an un-configured External Tools in Modules?

Many third-party integrations with Canvas can be supported using Basic LTI. Basic LTI provides a framework through which an LMS (Canvas) can send some verifiable information about a user to a third party. For Basic LTI to work, the third party needs to provide an account id and shared secret that Canvas can use to generate a signature to verify the authenticity of the data sent. By default most user information is anonymized, but this can be configured when the configuration is first set up. Learn where to find External Tools.

Open Modules

Click the Modules link.
Add Content

Click the Gear icon [1] and click the Add Content link [2].

Select Item Type

Click the Add [Item Type] To: dropdown menu and select the External Tool option.
Set External Tool

Locate the configuration URL for the tool you want to link to and type the URL in the URL field [1]. Give your External Tool a Page Name [2]. To have the tool open in a new browser tab, click the Load this tool in a new tab checkbox [3]. Choose whether or not to indent the item in the module dropdown menu [4]. Click the Add Item button to add the item to the module [5].

Note: Because Basic LTI configurations can be added at a later time, the dialog will accept URLs that don’t match any existing configurations. However, when you try to navigate to an external tool that is not configured, you’ll see an error message indicating the problem. You can configure External Tools in your Course Settings.

View Module

The External Tool will be added to the bottom of the module.
How do I link to an external URL in Modules?

You can add a URL link to your Modules.

**Note:** When you link to an external URL in a module, the content is embedded in an iFrame for easy viewing. However, some sites have disabled embedding and require users to open the content in a new window.

Open Modules

Click the **Modules** link.

Add Content

Click the **Gear** icon [1] and click the **Add Content** link [2].
Add External URL

Click the **Add [Item Type] To:** dropdown menu and select the **External URL** option.

**Edit Information**

1. Enter a URL and page name to add a link to any website URL to this module.
2. **Page Name:**
3. **Indentation:**
4. **Add Item**
Type or paste the URL in the URL field [1]. Give your External URL a Page Name [2]. Choose whether or not to indent the item in the module dropdown menu [3]. Click the Add Item button to add the item to the module [4].

**View Link**

View the link in the module. A hyperlink icon indicates the item is an external URL link.

**Note**: When you link to an external URL in a module, the content is embedded in an iFrame for easy viewing. However, some sites have disabled embedding and require users to open the content in a new window.
Notification Preferences
How do Notification Preferences work?

Notification Preferences allows you to select how and when you want to be notified when various events occur within your course.

With the explosion of social media and mobile electronic devices, we live in an increasingly connected world. Canvas understands that, and gives you a wide variety of communication options to keep you connected to your courses and your students.

Notification Preferences allows you to select how and when you want to be notified when various events occur within your course. This same functionality is extended to students, so they’ll be notified whenever there is a change in a due date, an updated assignment, or a message sent from within Canvas.

Canvas supports notification through email, SMS text message, Twitter, and Facebook. Canvas users can choose to receive notification alerts immediately, daily, weekly, or never.
How do I set my Notification Preferences?

You can set each notification to your preference and it will apply to all of your courses.

Open Personal Settings

Click the Settings link.

View Settings

After clicking the Settings link, you will be able to edit your personal settings.
Add Ways to Contact

Before you can set your Notification Preferences, you will need to set the ways you want to be notified. Click the Add Email Address link to add additional emails to be contacted by [1]. Click the Add Contact Method link to add an SMS contact [2].

Link to Other Services

If you want to be contacted through Facebook or Twitter, you will need to link to those services. Register the external service by clicking the [ServiceName] button [1].
Open Notifications

Click the **Notifications** link.
View Notification Preferences

You will need to go through and set how you want to be notified for each type of alert. The notifications are divided up into six categories:

1. Course Activities
2. Discussions
3. Communications
4. Scheduling
5. Groups
6. Alerts
View Weekly Notification Time

Here is an example of what the weekly notifications note will look like at the bottom of the page. It will give you a day and time when they will be sent. This varies between users.

Set Notification Preferences

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Due Date</th>
<th>Grading Policies</th>
<th>Course Content</th>
<th>Files</th>
<th>Announcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td><a href="mailto:canvasinstructor@gmail.com">canvasinstructor@gmail.com</a></td>
<td><a href="mailto:canvasinstructor-personal@gmail.com">canvasinstructor-personal@gmail.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you hover over a cell, four icons appear.

1. By selecting the Checkmark icon, you will be immediately notified of any change for the activity.
2. By selecting the Clock icon, you will be notified daily of any change for the activity.
3. By selecting the Calendar icon, you will be notified weekly of any change for the activity.
4. By selecting the X icon, you will remove the notification preference and will not be notified of any change for the activity.

**Note:** Each set notification preference will apply to all of your courses.
View Set Notification Preferences

The default notification settings are:

**Course Activities**

- Due Date: Emailed weekly
- Grading Policy changes: Emailed weekly
- Course Content: Emailed never
- Files: Emailed never
- Announcements: Emailed right away
- Grading notifications: Emailed right away
- New Invitations: Emailed right away
- All Submissions: Emailed never
- Late Grading: Emailed daily
- Submission Comments: Emailed daily

**Discussions**
Discussion Entry: Emailed daily
Discussion Topics: Emailed never

Conversations
- Added to Conversation: Emailed right away
- Conversation Messages: Emailed right away

Scheduling
- Student Appointment Signups: Emailed never
- Appointment Signups: Emailed right away
- Appointment Cancelations: Emailed right away
- Appointment Availability: Emailed right away
- Calendar changes: Emailed never

Groups
- Membership Update: Emailed daily

Alerts
- Administrative Notifications: Emailed daily

Note: There are newer notification options. The Files notification will notify users of new files in a course, but will wait until all the files are done updating before sending a notification [1]. Users can also click the Mark new submission comments as read checkbox to mark all submission comment as read in their Inbox [2].
View Notification Descriptions

Notification Preferences

Course Activities
- Due Date: Assignment due date change
- Grading Policies: Course grading policy change
- Course Content: Change to course content, including WikiPage, Assignment & Quiz content
- Files: New file added to your course

When you hover over the name of the notification, you can view the details of the notification and adjust your preferences. Some hover descriptions will let you know if it is Instructor and Admin only.

The hover notification descriptions are:

Course Activities
- Due Date: Assignment due date change
- Grading Policies: Course grading policy change
- Course Content: Change to course content, including WikiPage, Assignment & Quiz content
- Files: New file added to your course
• Announcement: New announcement in your course
• Grading: Includes assignments/submission grade entered/changed, un-muted assignment grade, grade weigh changed. Check ‘Include scores when alerting about grade changes’ if you want to see your grades in your notifications. If you aren't using your institutional email address, then sensitive information will be sent outside the institution.
• Invitation: Includes invitations to web conferences, collaborations, groups, course, peer review & peer review reminders
• All Submissions: Instructor & Admin only: Assignment submission/resubmission
• Late Grading: Instructor & Admin only: Late assignment submission
• Submission Comment: Assignment submission comment. Check ‘Mark new submission comments as read.’ if you don't want submission comments to show up as 'new' in your Canvas Inbox.

Discussions

• Discussion Entry: New discussion post in a topic you've participated in
• Discussion: New discussion topic in your course

Conversations

• Added to Conversation: You are added to a conversation
• Conversation Message: New Inbox message

Scheduling

• Student Appointment Signups: Instructor & Admin only: Student appointment sign-up using Scheduler
• Appointment Signups: New appointment on your calendar
• Student Appointment Cancelations: Appointment cancelation
• Appointment Availability: Instructor & Admin only: Change to appointment time slots
• Calendar: New and changed items on your course calendar

Groups

• Group Membership Updates: Group enrollment, accepted/rejected membership, Admin only: pending enrollment activated

Alerts

• Administrative Notifications: Instructor & Admin only: includes course enrollment, report generated, context export, migration export, new account user, new teacher registration, new student group
What do each of the Notification Preferences mean?

View Notification Descriptions

Notification Preferences

Course Activities
- Due Date
- Grading Policies
- Course Content
- Files
- Announcement

Grading
- Include scores when alerting about grade changes.

Invitation
- All Submissions
- Late Grading

Submission Comment
- Mark new submission comments as read.

Discussions
- Discussion Entry

When you hover over the name of the notification, you can view the details of the notification and adjust your preferences. Some hover descriptions will let you know if it is Instructor and Admin only.

The hover notification descriptions are:

Course Activities
- Due Date: Assignment due date change
• Grading Policies: Course grading policy change
• Course Content: Change to course content, including WikiPage, Assignment & Quiz content
• Files: New file added to your course
• Announcement: New announcement in your course
• Grading: Includes assignments/submission grade entered/changed, un-muted assignment grade, grade weigh changed. Check ‘Include scores when alerting about grade changes’ if you want to see your grades in your notifications. If you aren't using your institutional email address, then sensitive information will be sent outside the institution.
• Invitation: Includes invitations to web conferences, collaborations, groups, course, peer review & peer review reminders
• All Submissions: Instructor & Admin only: Assignment submission/resubmission
• Late Grading: Instructor & Admin only: Late assignment submission
• Submission Comment: Assignment submission comment. Check ‘Mark new submission comments as read.’ if you don't want submission comments to show up as 'new' in your Canvas Inbox.

Discussions

• Discussion Entry: New discussion post in a topic you've participated in
• Discussion: New discussion topic in your course

Conversations

• Added to Conversation: You are added to a conversation
• Conversation Message: New Inbox message

Scheduling

• Student Appointment Signups: Instructor & Admin only: Student appointment sign-up using Scheduler
• Appointment Signups: New appointment on your calendar
• Student Appointment Cancellations: Appointment cancelation
• Appointment Availability: Instructor & Admin only: Change to appointment time slots
• Calendar: New and changed items on your course calendar

Groups

• Group Membership Updates: Group enrollment, accepted/rejected membership, Admin only: pending enrollment activated

Alerts

• Administrative Notifications: Instructor & Admin only: includes course enrollment, report generated, context export, migration export, new account user, new teacher registration, new student group
Outcomes
What are Outcomes?

Outcomes allow the administration and faculty to track mastery in a course. You can import Account, State, and Common Core Standards into your course. You can create nested outcomes by dragging and dropping outcomes to create structure. This can be done at the account, sub-account or course-level. Remember the hierarchal structure of top-level accounts, sub-accounts, and courses.

Open Outcomes

Outcomes enables the administration and faculty to track students' progress as measured by pedagogical goals or desired outcomes.

Assessments created to test student knowledge or to require students to demonstrate a specific skill resulting from a learning activity can be aligned to learning outcomes using rubrics (which can be used for grading simultaneously).

Grading student work automatically collects and compiles data on student progress for the Outcomes. The data is available for reporting to support teaching improvement, identify at-risk students, and support the accreditation process. This unified, streamlined approach dramatically reduces the amount of work required to implement Learning Outcomes through the intelligent reuse of assessment workflows in the grading process.
What is an Instructional Objective?

"An instructional objective is a collection of words and/or pictures and diagrams intended to let others know what you intend for your students to achieve.

- It is related to intended outcomes, rather than process for achieving those outcomes.
- It is specific and measurable, rather than broad and intangible.
- It is concerned with students, not teachers."

When would I use Outcomes?

Use Outcomes to:

- Focus students’ attention on the most important skills and activities in your course
- Align Quizzes and Assignments to different kinds of mastery
- Run reports at the account-level about student artifacts of learning mastery
- Align accreditation or other standards to programs of study, courses, or student assessments
How do I create an Outcome for my course?

In Canvas, Outcomes can be created from within an account, sub-account or course.

Open Outcomes

Click the Outcomes link.

Add Outcome

Click the New Outcome button.
Create Outcome

Enter a name in the Name this outcome field[1]. You can also enter a description in the Describe this outcome field[2].

Add Criterion Ratings

Edit the Criterion Ratings:

1. Click the Pencil icon to edit the criterion rating.
2. Name the criterion by typing in the criterion name field.
3. Set the criterion point value by typing in the points field.
4. Click Ok to save the criterion.
5. Click **Delete** to remove the criterion.
6. Add additional criterion ratings clicking on the **Insert** link and entering the information.
7. Choose the threshold by typing in the point value necessary to master the Learning Outcome in the Master at field.
8. Click the **Save** button to create the Outcome.

**Note:** Learning outcomes can be included in assignment rubrics as an easy way to assess mastery of outcomes aligned to specific assignments. When you define a learning outcome, you should also define a criterion that can be used when building assignment rubrics. Define as many columns as you need, and specify a point threshold that will be used to define mastery of this outcome.

**View Outcome**

**Learning Outcomes**

![Learning Outcomes](image)

View your created Outcome.
How do I find an Outcome to add to a course?

Note: All Outcomes created at the account level will be available to courses within the account. You can import Account, State, and Common Core Standards into your course. You can create nested outcomes by dragging and dropping outcomes to create structure.

This lesson explains how to find an existing outcome from your account.

Open Outcomes

Click the Outcomes link.

Find Learning Outcome

Click the Find button.
Find Outcomes

Choose between Account and Common Core Standards to import. Account Standards are outcomes that have been created for an institution or organization to be used within that account, sub-account, and courses.
Choose Outcomes

You can import entire folders [1] or just one outcome [2]. You can use the scroll bar to return to the top-level Outcomes [3]. The folder or outcome that is highlighted when you click the Import button [4] will be imported into your course.

View Outcomes

View the added Outcomes. Now the course will have the Outcomes you imported.
How do I find State or Common Core Standards to add to a course?

Note: All Outcomes created at the account level will be available to courses within the account. You can import Account, State, and Common Core Standards into your course. You can create nested outcomes by dragging and dropping outcomes to create structure. If your state does not appear on the list, please contact your Account Relationship Manager.

The account or sub-account must have the standards imported first before courses can find and use them. This lesson explains how to find an existing State or Common Core Standard and add it to your course.

Open Outcomes

Click the Outcomes link.

Find Learning Outcome

Click the Find button.
Find Outcomes

Choose between Account, State, and Common Core Standards to import. Account Standards are outcomes that have been created for an institution or organization to be used within that account, sub-account, and courses. State Standards and Common Core Standards are what educators use to assess students and what students should be learning.
Choose State

Locate your state. If your state does not appear on the list, please contact your Account Relationship Manager.
Choose Outcomes

Because the State and Common Core Standards are nested outcomes, you can import entire folders into your course [1] or import a single standard. You can use the scroll bar to return to the State or Common Core Standards [2]. Whatever is highlighted when you click the **Import** button [3] will be imported into your course.
View State or Common Core Standard

As mentioned before, these standards are nested and you can import an entire folder or just one outcome at a time.

View Outcomes

View the added Outcomes. Now the course will have the State or Common Core Standards you imported.

Note: The account or sub-account must have the standards imported first before instructors can find and use them in their courses.
How do I create Outcome groups for my course?

Grouping Outcomes in a course allows for organization of multiple related Outcomes.

Open Outcomes

Click the Outcomes link.

Add Outcome Group

Click the New Group button.
Create Outcome Group

Name this group:

[Type a Learning Outcome group name in the **Name this group** field \[1\]. Type a description in the Rich Content Editor \[2\]. Click the Save button to create the group \[3\].]

View Outcome Groups

[View the Outcome group \[1\]. You can also drag and drop outcomes to the groups or create new outcomes within the group.]
Where do I find Outcomes reports for students?

Click People

Click the People link.
Choose Student

Choose the student you want the Outcome report for by clicking on the name [1].
Open Outcomes Report

Click the Outcomes link.
View Report

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Attempts</th>
<th>Latest Score</th>
<th>Avg Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4</td>
<td>0 attempts from 0 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorize all of the presidents of the United States</td>
<td>0 attempts from 0 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 2 Students</td>
<td>0 attempts from 0 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 1 Students</td>
<td>0 attempts from 0 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergartners</td>
<td>0 attempts from 0 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 1 Text</td>
<td>0 attempts from 0 artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten Text</td>
<td>0 attempts from 0 artifacts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View the report.
How do I track student progress on a Learning Outcome?

Outcome performance is recorded in Canvas for each student and her assessed artifacts, which can be any assignment aligned with an outcome. Outcome reports can be accessed by users with adequate permissions: in a course as a teacher, or in a sub-account as an administrator.

Open Outcomes

Click the Outcomes link.

View Outcomes

Outcomes are created here to track mastery in a course. To get started, checkout the menu bar along the top. Click on the New button to create a new outcome, or the New Group button to create a new group to organize your outcomes into. The Find button will allow you to use outcomes that have been created by your state or institution. As you create and use outcomes you will be able to use the panel to the left to navigate through your outcomes. You can drag and drop outcomes between the different levels to create structure.

More importantly, Canvas allows you to add outcomes to your grading rubrics so that you can evaluate mastery as you grade assignments. Once you’ve set up outcomes, click Manage Rubrics to start using your outcomes for grading.
After opening Outcomes, you can choose which one you want to track student progress on.

Select Outcome

Click a specific outcome [1] and then click on the outcome title to see student results and artifacts [2].

View Student Progress

View the assessments and activities aligned to the Outcome [1]. View the progress of individual students on each artifact (the aligned assessment or activity) [2]. The Check Mark icon signifies the student has received a high enough score to satisfy the outcome threshold value [3].
How do I align an Outcome with a Question Bank?

Aligning outcomes to a bank of questions can provide a more accurate measurement than a single question due to the possible variety of questions and what is being measured. When applicable, it is possible to align multiple outcomes to a question bank by aligning outcomes one at a time.

Open Quizzes

Click the Quizzes link.

Manage Question Banks

Click Manage Question Banks.
Select Question Bank

Click the title of the Question Bank to be aligned with the Outcome.

Align Outcomes

Click Align Outcome.
Find Outcome

Choose the Outcome from the listed Outcomes [1]. Set the mastery level by typing in the percent field [2]. Click the Import button to align the Outcome with the Question Bank [3].

View Aligned Outcomes

View the list of aligned Outcomes.
What are Pages?

Pages are where you can put content and educational resources that are part of your course but don’t necessarily belong in an assignment, or that you want to refer to in multiple assignments. This is a place where you can include text, video, and links to your files. You can even make links to other pages. Pages are essentially wikis with a more usable interface. Canvas keeps the entire history of the page so you can see how it changes over time.

View Pages

Click the Pages link.

Edit or Create Pages

You can edit Pages [1] to create links to other parts of your course. Or you can create a new page [2] with text, images, media, links, and/or other files. You can put Pages into Modules for students to view.
How do I upload a PDF to a Page?

You can upload PDFs to a Page in Canvas.

Open Pages

Click the Pages link.

Select Page

Click the title of the page you want to edit.
Edit this Page

Click the Edit this Page button.

Select PDF Location

Music

Ballad_To_Abraham_Lincoln.mp3

PDFs

In the Rich Content Editor, place your cursor where you wish to insert the PDF document.
Open Files

In the Content Selector, click the **Files** tab.
Open File Uploader

Click **Upload a new file**.

Browse for PDF File

Click **Choose File**. No file chosen.
Click the **Choose File** button to browse your local desktop computer for your PDF file.

**Select PDF File**

Click on the document you want to upload [1] and click the **Open** button [2].
Choose a File Folder

Click the **Course Files** dropdown menu and choose where you would like to store the file.
Upload File

Click the **Upload** button to upload your file.
Verify PDF Upload

Look in the Rich Content Editor to be sure that the file was properly inserted where you left your cursor. If you look closely you will see the file name flash yellow the moment it is inserted in the page.

Save Changes

Click the Save Changes button.
Preview PDF file

PDFs

Abraham_Lincoln_Facts.pdf

Preview the PDF file using one of the small icons next to the file name. The magnifying glass icon opens the PDF in the Scribd preview. The pop-out icon downloads the file to your computer.

How do I create a new Page?

Creating new Pages is easy in Canvas courses.

Open Pages

Click the Pages link.
Create a New Page

Click the **Create a New Page** button.

Name the Page

Type a name for the page in the new page title field [1]. Click the **Create** button [2].
Add content to your page using the Content Selector [1]. Edit the content using the Rich Content Editor [2] or switch views to edit HTML [3].

**Edit Page Settings**

You can choose to hide the page from students by selecting the **Hide this Page from Students** checkbox [1]. You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [2]. You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [3].
Save Changes

Click the **Save Changes** button.

View Page

**History of Surfing**

For centuries surfing was a central part of ancient Polynesian culture. Surfing might have been first observed by Europeans at Tahiti in 1767 by Samuel Wallis and the crew members of the *Dolphin* who were the first Europeans to visit the island in June 1767. Another candidate is the botanist Joseph Banks being part of the First voyage of James Cook on the HMS *Endeavour*, who arrived on 10 April 1769 on Tahiti. Lieutenant James King was the first one who wrote about the art of surfing on Hawaii when completing the journals of Captain James Cook upon Cook's death in 1779.

When Mark Twain visited Hawaii in 1866 he wrote,

>"In one place we came upon a large company of neked natives, of both sexes and all ages, amusing themselves with the national pastime of surf-bathing."

References to surf riding on planks and single canoe hulls are also verified for pre-contact Samoa, where surfing was called *fa’aasale or sa’egalu* (see Kramer, Samoa Islands) and Tonga for pre-dating the practice of surfing by Hawaiians and eastern Polynesians by over a thousand years.

George Freeth (November 8, 1883 – April 7, 1919) is often credited as being the “Father of Modern Surfing”. He is also thought to have been the first modern surfer.

View the page you created.
How do I change a Page name?

Sometimes you want to rename a Page name. This lesson will show you the steps of how to rename a Page name.

Open Pages

Click the Pages link.

Select Page

Click the name of the page you wish to edit.
Edit Page

Click the Edit this Page button.

Rename Page

Click the Rename this page link.

Create New Page Title

Type the new name for the page in the new page title field.
Save the New Page Title

Click the Rename button to rename the page. It is important you click the Rename button, otherwise the new name will not be saved.

View the Updated Page

View the new page name in the breadcrumb navigation at the top of the page.
How do I edit Pages?

You can easily edit a Page after it has been published.

Open Pages

Click the Pages link.

Select Page

Click the title of the page you wish to change.
Edit this Page

Click the Edit this Page button to make changes to the page.

Edit Content

Edit content on your page using the Content Selector [1]. You can also edit the content using the Rich Content Editor [2], or switch to HTML view to edit [3].

Save Changes

Click the Save Changes button to save the page.
View Changes

View the changes you made to the page.

How do I delete Pages?

You can delete a Page if you no longer need it for your course.

Open Pages
Click the **Pages** link.

### Select Page

![All Pages](image)

Click the title of the page you wish to delete.

### Delete Page

![Delete this Page](image)

Click the **Delete this Page** button to delete the page. A pop-up window will appear in your browser.

### Confirm the Delete Page

![Confirm](image)

Click the **OK** button to confirm you want to delete the page.
How do I link to other Pages?

Within a page, you can insert links to other pages within the same course.

Open Pages

Click the Pages link.

View Page

Click the title of the page that you want to use to link other pages to. You can also create a new page.
Edit this Page

Click the Edit this Page button.

Select Link Location

Whig Party leader, Illinois state legislator during the 1830s, and a one-term member of the United States House of Representatives during the 1840s.

After a series of debates in 1858 that gave national visibility to his opposition to the expansion of slavery, Lincoln lost a Senate race to his arch-rival, Stephen A. Douglas. Lincoln, a moderate from swing state, secured the Republican Party nomination. With almost no support in the South, Lincoln swept the North and was elected president in 1860. His election was the signal for seven southern slave states to declare their secession from the Union and form the Confederacy. The departure of the Southerners gave Lincoln’s party firm control of Congress, but no formula for compromise or reconciliation was found. Lincoln explained in his second inaugural address: “Both parties deprecated war, but one of them would make war rather than let the Nation survive, and the other would accept war rather than let it perish, and the war came.”

[Source: Wikipedia]

In the Rich Content Editor, place your cursor where you wish to insert the link.
Insert Link

In the Content Selector, click the name of the page you want to insert into the Rich Content Editor [1]. The name of the page will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link [2].

Save Changes

Click the **Save Changes** button.
After a series of debates in 1858 that gave national visibility to his opposition to the expansion of slavery, Lincoln lost a Senate race to his arch-rival, Stephen A. Douglas. Lincoln, a moderate from a swing state, secured the Republican Party nomination. With almost no support in the South, Lincoln swept the North and was elected president in 1860. His election was the signal for seven southern slave states to declare their secession from the Union and form the Confederacy. The departure of the Southerners gave Lincoln's party firm control of Congress, but no formula for compromise or reconciliation was found. Lincoln explained in his second inaugural address: "Both parties deprecated war, but one of them would make war rather than let the Nation survive, and the other would accept war rather than let it perish, and the war came."

[Source: Wikipedia]
Where is the Front Page and how do I edit it?

The Front Page is the first page your students will see when they enter your course, if you choose to have the course home page set to the page. Use this page to show a welcome message, links, images, or other information for students.

Open Pages

Click the Pages link.

Select Page

By default, the Pages feature will always open the Front Page first and put it at the top of the Pages list. If you aren't already on the course's home page, click the Front Page link.
Edit Page

Click the Edit this page button.

Edit Page Content

Edit content on your page using the Content Selector [1]. You can also edit the content using the Rich Content Editor [2] or switch to HTML view [3].

Save Changes

1. Notify users that this content has changed
2. Save Changes
You can notify users of changes to the Front Page by selecting the Notify users that this content has changed checkbox [1]. Click the Save Changes button [2].

View Page

Welcome to U.S. Presidents 101!

Meet Your Instructor
About the Course
Modules

View the updated changes.
How do I embed a video in a Page?

Canvas lets you embed video content within a Page.

Click here to learn more about the accepted media (audio and video) file types in Canvas.

Open Pages

Click the Pages link.

Open Page

Click the title of the page you wish to open.
Edit the Page

Click the Edit this Page button.

Launch the HTML Editor

Click the Switch Views link to launch the HTML editor.
Copy the Embed Code

Locate the code from the external video source you wish to use. To do this, find the Share option [1] on the frame of the video and look for the Embed option[1]. For the best user experience, embedded videos should be no larger than 560 pixels wide [3].
Paste the Embed Code

Copy the displayed embed code for the video content and paste it into the HTML editor in Canvas.

Save Changes

Click the Save Changes button.
View Video

Wundt (19th Century) Structuralist – the founder of experimental Psychology & the method of 'Introspection' where we break down our thoughts, emotions, feelings into 'structures' which basically determine our conscious experience.

View the video embedded into your page.

Click here to learn more about the accepted media (audio and video) file types in Canvas.
How do I create a file link in a Page?

You can add a file to a page by using the Content Selector.

Open Pages

Click the Pages link.

Select Page

Click the title of the page you want to edit.
Edit this Page

Click the Edit this Page button.

Open Files

In the Content Selector, click the Files tab.
Open Course Files

Click the Course files folder. When it expands, click on the subfolder where the file is located.

Select Link Location
In the Rich Content Editor, place your cursor where you wish to insert your file.

Insert File Link

In the Content Selector, click the name of the file [1] you want to insert into the Rich Content Editor. The name of the file will appear in the Rich Content Editor [2] and flash yellow. Then the name will turn blue, indicating it is a link.

Save Changes

Click the Save Changes button.
Music

Ballad_To_Abraham_Lincoln.mp3

View the page.
How do I view the history of my pages?

When you can edit course pages, you can view the page history and see the date, time, and author of any changes made to the page. Page editors can also roll back the page content to a previous version of the page.

**Note:** Even when granted editing access in page settings, students cannot roll back a prior version of a page within a course. They can only roll back page content for pages within student groups.

Open Pages

Click the **Pages** link.
Open Page

Click the page you wish to view.

Page History Access

Abraham Lincoln (February 12, 1809 – April 15, 1865) was the 16th President of the United States, serving from March 1861 until his assassination in April 1865. Lincoln successfully led his country through its greatest constitutional, military and moral crisis – the American Civil War – preserving the Union while ending slavery, and promoting economic and financial modernization. Raised in a poor family on the western frontier, Lincoln was mostly self-educated, and became a country lawyer, a Whig Party leader, Illinois state legislator during the 1830s, and a
Click the Page history link.

View Past Revisions

View the prior revisions list [1]. To return to the current page version, click the Back to Current Version button [2].

Open Prior Page Revision

To open a prior version of your page, click the date you want to access.
View Prior Version

Abraham Lincoln (February 12, 1809 – April 15, 1865) was the 16th President of the United States, serving from March 1861 until his assassination in April 1865. Lincoln successfully led his country through its greatest constitutional, military and moral crisis— the American Civil War— preserving the Union while ending slavery, and promoting economic and financial modernization. Reared in a poor family on the western frontier, Lincoln was mostly

View the content from the former page version. Canvas will remind you that this version of your page is not the most recent version [1]. If you want to replace your current page with the content you are viewing instead, click the Roll-back to this Version button [2]. When you roll back a page, all prior versions of the page will still remain within the Revision history.

If you want to go back to the most current version of the page, click the Go to the Latest Version link [3]. If you want to go back to the complete page history list, click the Back to Revision history link [4].
Can students view the history of course pages?

Students cannot view the history of a course page unless you give them access in the page settings.

Page History Access

By default, Admins and Instructors are the only users who can edit pages. Those who have permission to edit a page will always see the Page history link.
Student View

Abraham Lincoln (February 12, 1809 – April 15, 1865) was the 16th President of the United States, serving from March 1861 until his assassination in April 1865. Lincoln successfully led his country through its greatest constitutional, military and moral crisis—the American Civil War—preserving the Union while ending slavery, and promoting economic and financial modernization. Reared in a poor family on the western frontier, Lincoln was mostly self-educated, and became a country lawyer, a Whig Party leader, Illinois state legislator during the 1830s, and a

By default, students cannot edit pages, so they will not see the Page history link unless you change the page settings.

Edit Page Settings

To change the page settings, select the drop-down menu and select who should have access to edit the page.
People
How do I access People?

You can access details about the people, or users, in your course using the People page.

Open Course

In the Courses & Groups drop-down menu, click the course title.

Open People
Click the **People** navigation link.

**View People**

In People, instructors can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Resend course invitations to all students who have not yet accepted.
5. Manually add people to the course.
6. View user groups in the course.
7. View prior enrollments in the course.
8. View registered services for course users.
9. Manage users in the course by hovering over a user’s name.

Students can view users [1], use the search bar [2], use the drop-down menu [3], view user groups [6], and view registered services for course users [8].

To learn more about the People page, read the lesson about [people in the course](#).
Who are the People in the course?

You can view all the People in a certain course.

Find Course

In the Courses & Groups drop-down menu, click the course title.
Click People

Student View

In People, students can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
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5. Manually add people to the course.
6. View user groups in the course.
7. View prior enrollments in the course.
8. View registered services for course users.
9. Manage users in the course.

View People
To learn more about a specific user in the course, click the user's name.

**Search People**

To search for a specific user, start to type the user's name in the search field [1]. Possible results will be listed below [2].

**Filter Users by Role**

Use the Roles drop-down menu to view the number of users for each role type.

**View User Groups**

To view User Groups, click the View User Groups button.
Student View

Course Groups

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It’s really like a mini-course where you can work with a smaller number of students on a more focused project.

- **Group 2**
  - 3 members, Discussion Groups

- **Project Group 2**
  - 2 members, Project Groups

Students can set up their own groups, which will allow them to work collaboratively.

Instructor View

Instructors can group students together for group projects or other activities. Learn more about [Groups](#).

Instructor View

Instructors can group students together for group projects or other activities. Learn more about [Groups](#).
View Registered Services

If other members choose, they can let you see which outside services they’ve linked to their Canvas account. This can make it easier to coordinate group projects and also link up outside of class.

- **Google Docs**
  Students can use Google Docs to collaborate on group projects. Google Doc allows for real-time collaborative editing of documents, spreadsheets and presentations.
  - Canvas Instructor
  - Canvas Observer
  - Jane Smith
  - Canvas Student

- **Skype**
  Skype is a free tool for online voice and video calls.
  - Canvas Student
  - Sign Up or Link Existing Account

- **Twitter**
  Twitter is a great resource for out-of-class communication.
  - Canvas Instructor
  - Jane Smith
  - Canvas Student
  - Sign Up or Link Existing Account

- **Facebook**
  Listing your Facebook profile will let you more easily connect with friends you make in your classes and groups.
  - Jane Smith

Click the **View Registered Services** button in the sidebar to view the registered services for each person in the course. If a person has registered a social media account in Canvas, you can see that service listed and communicate with that person through any social media site they have registered.
View Instructor Resources

In People, instructors can also Add People, and View Prior Enrollments. They can also Manage Users.

Add People

Instructors can click the Add People button to add new users to the course. Learn more about Adding People.

View Prior Enrollments

Prior Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Max</td>
<td>Student</td>
<td>14.5</td>
</tr>
<tr>
<td>Chief, The</td>
<td>Teacher</td>
<td></td>
</tr>
</tbody>
</table>

Instructors can see users who have previously been enrolled in the course.
Manage Users

Instructors can manage students, observers, teachers, designers, and TAs in the course. Hover over the name of a user to resend the invitation, edit the user's course sections, view the user's details, or remove the user from the course.

<table>
<thead>
<tr>
<th>Name</th>
<th>Login / SIS ID</th>
<th>Section</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>Documentation Sandbox</td>
<td>Student</td>
</tr>
<tr>
<td>Canvas Instructor</td>
<td><a href="mailto:canvasinstructor@gmail.com">canvasinstructor@gmail.com</a></td>
<td>Documentation Sandbox</td>
<td>TAs</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>Section 3</td>
<td>Student</td>
</tr>
<tr>
<td>Canvas Observer</td>
<td><a href="mailto:canvasonobserver@gmail.com">canvasonobserver@gmail.com</a></td>
<td>Documentation Sandbox</td>
<td>Observer</td>
</tr>
<tr>
<td>Jane Smith</td>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
<td>Documentation Sandbox</td>
<td>Student</td>
</tr>
<tr>
<td>Canvas Student</td>
<td><a href="mailto:canvastudent@gmail.com">canvastudent@gmail.com</a></td>
<td>Documentation Sandbox</td>
<td>Student</td>
</tr>
</tbody>
</table>

3 invitations haven't been accepted. Resend
How do I invite students into my course shell?

You can send an invitation to a student to join your course.

Open People

Click the People link in the Course Navigation Menu.

Add People

Click the Add People button.
Submit Email Addresses

Type or paste a list of email addresses below:

"Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, justAnEmailAddress@example.com

Role: Student

Section: History 101 - Section C

Click the Next button.

Type or paste an email address or several email addresses in the type field [1]. Assign the user(s) a role by selecting the Role drop-down menu [2]. Assign the user(s) a Section by selecting the Section drop-down menu [3]. Click the Next button [4].
Check People

Canvas will verify that the email is a valid email address [1]. If you are not ready to add the user, click the **Start Over** button [2]. Otherwise click the **Add Users** button [3].

**Note:** If the user has previously created a Canvas account with the email address you are using, the user's name will populate in the name field. Otherwise the name field will remain blank.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Doe</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
</tr>
</tbody>
</table>
Confirm Enrollment

Canvas will verify your enrollment. To add more users, click the Add More Users button [1]. To return to the People page, click the Done button [2].
View Pending Enrollment

<table>
<thead>
<tr>
<th>Name</th>
<th>Login / SIS ID</th>
<th>Section</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Emily Boone</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td><strong>Jessica Doe</strong></td>
<td><strong><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></strong></td>
<td>History 101 - Section C</td>
<td>Student</td>
</tr>
<tr>
<td>Canvas Instructor</td>
<td><a href="mailto:canvasinstructor@gmail.com">canvasinstructor@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Teacher</td>
</tr>
<tr>
<td>Max Johnson</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td>Jane Smith</td>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td><strong>Canvas Student</strong></td>
<td><strong><a href="mailto:cnvsstudent@gmail.com">cnvsstudent@gmail.com</a></strong></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
</tbody>
</table>

The user will receive an invitation to join the course in their email. The user's status will display as pending until he or she accepts the course invitation.

Note: It could take up to 24 hours for users to receive their invitations.
How do I limit a student to only see fellow students in a section?

You can limit students to only be able to see students on the People Page who are enrolled in the same section of a course.

Open People

Click the People link.
Open Student Details

To open a user's settings, click the name of the user [1].

In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filtering by role in the Role drop-down menu [3].

Limit User

Click the Limit this user to only see fellow section users link to limit the user's view.
View Details

Verify the user can only view students in their section.

**Note**: If you want to allow the student to view students in any course section again, click the **let this user see all course users** link.

**How do I find the user details for a student?**

If you have the correct permissions from your administrator, you can view the details of a user from the People Page.

**Open People**
Click the People link.

**Locate User**

To view user details, locate the name of the user [1]. In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filtering by role using the Role drop-down menu [3].

**Manage User**

Hover over the user's name and click the Gear icon [1]. Select the User Details [2] link.
View User Details

When you select the User Details menu option, a user page appears with detailed information about the user. This page includes the following information:

1. Profile picture, if the user has uploaded one
2. Course membership information
3. Login information
4. Recent messages

Note: If your institution has enabled Profiles, you will see a different user page design but the options are the same.
View Even More Information About the User

Again, if your permissions allow, you can also view other details about a user in the sidebar:

1. View a detailed grade report.
2. View your interactions with the student using Canvas.
3. View all of the student's access report.
4. View the Outcomes associated with the student and whether they have achieved them.
How do I edit a student's full name, display name, and time zone?

If you have the correct permissions from your administrator, you can edit student's full name, display name, or time zone.

**Note:** For most Canvas users, only administrators will have this permission level. Check with your local institution if you cannot edit student information and believe you that you should. Also, if you are using a Free-For-Teachers account, you will not be able to edit a student's full name, display name, and time zone.

**Open People**

- Home
- Announcements
- Assignments
- Discussions
- Syllabus
- Quizzes
- Grades
- Files
- Pages

Click the **People** link.
Locate Student

Click the name of the user you wish to view [1]. In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filter by role using the Role drop-down menu [3].

View User Account Details

In the sidebar, click the User Account Details button.
Edit User Details

[Image of user details]

Click the Edit link to edit the student's user details.
Update Details

You can update some of this user's information, but they can change it back if they choose.

Full Name: Bruce Jones
Display Name: Bruce Jones
Sortable Name: Jones, Bruce
Time Zone: Mountain Time (US & Canada)

You can also edit the full name [1], the display name [2], or the sortable name [3] of the user. To change the time zone, use the Time Zone drop-down menu [4]. When you are finished, click the Update Details button [5] to update the user profile.

Note: The user can modify these details again at any time.
How do I resend student invitations?

When a course is published, an invitation and registration email is sent out to all students. You can resend course invitations to students who have not yet accepted.

Access People

Click the People link.
View Pending Enrollments

Search people  All Roles  Add People

1 invitations haven't been accepted. Resend

<table>
<thead>
<tr>
<th>Name</th>
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<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td>Jessica Doe</td>
<td><a href="mailto:jessica.doe.canvas@gmail.com">jessica.doe.canvas@gmail.com</a></td>
<td>History 101 - Section C</td>
<td>Student</td>
</tr>
<tr>
<td>Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canvas Instructor</td>
<td><a href="mailto:canvasinstructor@gmail.com">canvasinstructor@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Teacher</td>
</tr>
<tr>
<td>Max Johnson</td>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td>Bruce Jones</td>
<td><a href="mailto:bruce.jones.canvas@gmail.com">bruce.jones.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td>Jane Smith</td>
<td><a href="mailto:jane.smith.canvas@gmail.com">jane.smith.canvas@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
<tr>
<td>Canvas Student</td>
<td><a href="mailto:cnvsstudent@gmail.com">cnvsstudent@gmail.com</a></td>
<td>History 101 - Section A</td>
<td>Student</td>
</tr>
</tbody>
</table>

View all pending invitations.

Note: It could take up to 24 hours for students to receive their invitations.
Resend Course Invitation

To send all outstanding invitations, click the Resend link [1]. To resend specific invitations, hover over the user's name, select the gear icon [2], and click the Resend Invitation link.

<table>
<thead>
<tr>
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<td>Student</td>
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<tr>
<td></td>
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<td>History 101</td>
<td>Student</td>
</tr>
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<td>- Section C</td>
<td></td>
</tr>
<tr>
<td>Canvas Instructor</td>
<td><a href="mailto:canvasinstructor@gmail.com">canvasinstructor@gmail.com</a></td>
<td>History 101</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Section A</td>
<td></td>
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<td>Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Section A</td>
<td></td>
</tr>
</tbody>
</table>
Where can I find concluded student enrollments for my course?

You can find student enrollments for your course in the People section of your course.

Open People

Click the People link.

View Prior Enrollments

Click the View Prior Enrollments button.
View Prior Enrollments

Prior Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Max</td>
<td>Student</td>
<td>14.5</td>
</tr>
<tr>
<td><a href="mailto:max.johnson.canvas@gmail.com">max.johnson.canvas@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief, The</td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:the.chief.canvas@gmail.com">the.chief.canvas@gmail.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All concluded enrollments can be viewed in prior enrollments. Deleted enrollments do NOT appear in the prior enrollments.

How do I add observers and TAs to my course?

You can add observers and TAs to your course at any time.

Access People

Click the People link in the Course Navigation Menu.
Add People

Click the Add People button.

Submit Email Addresses

Type or paste a list of email addresses below:

Type or paste an email address or several email addresses in the type field [1]. Select the TA role option in the Role drop-down menu [2]. Assign a section in the Section drop-down button [3]. You can also restrict the TA to grade students in their section by clicking the Can grade students... checkbox [4]. Click the Next button [5].
Check People

Canvas will verify that the email is a valid email address [1]. If you are not ready to add the user, click the **Start Over** button [2]. Otherwise click the **Add Users** button [3].

**Note:** If the user has previously created a Canvas account with the email address you are using, the user's name will populate in the name field. Otherwise the name field will remain blank.
Confirm Enrollment

Canvas will verify your enrollment. To add more users, click the Add More Users button [1]. To return to the People page, click the Done button [2].

View Pending Enrollment

The user will receive an invitation to join the course in their email. The user's status will display as pending until he or she accepts the course invitation.
Note: It could take up to 24 hours for users to receive their invitations.

How do I remove observers and TAs from my course?

You can remove observers and TAs from your course at any time, no matter their course enrollment status.

Access People

Click the People link in the Course Navigation Menu.
Select User

Locate the name of the user you want to remove [1]. In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filtering by role using the Role drop-down menu [3].
Manage User

Hover over the user's name and click the Gear icon [1]. Select the Remove from Course [2] link.

Confirm Deletion

To confirm removing the user from the course, click the OK button.
How do I add a designer to my course?

You can add a designer to your course. By default, Designers can add other users to the course, access course content, create discussions, announcements, assignments, quizzes, and other content filled features. This role is appropriate for instructional designers, instructional coaches, or program managers who work with instructors to design their courses.

Access People

Click the People link in the Course Navigation Menu.

Add People

Click the Add People button.
Submit Email Addresses

Type or paste a list of email addresses below:  

"Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, justAnEmailAddress@example.com

Role: Designer  
Section: Section 3

Type or paste an email address or several email addresses in the type field [1]. Select the Designer role option in the Role drop-down menu [2]. Assign a section in the Section drop-down button [3]. Click the Next button [5].
Check People

Canvas will verify that the email is a valid email address [1]. If you are not ready to add the user, click the Start Over button [2]. Otherwise click the Add Users button [3].

**Note:** If the user has previously created a Canvas account with the email address you are using, the user’s name will populate in the name field. Otherwise the name field will remain blank.
Confirm Enrollment

Canvas will verify your enrollment. To add more users, click the Add More Users button [1]. To return to the People page, click the Done button [2].

View Pending Enrollment

The user will receive an invitation to join the course in their email. The user's status will display as pending until he or she accepts the course invitation.

Note: It could take up to 24 hours for users to receive their invitations.
Where can I see a summary of my interactions with a student?

You can see a summary of all your interactions with individual students.

**Open People**

Open the **People** link.
**View Students**

Click the name of the user you want to view [1]. In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filtering using the role drop-down menu [3].

**View User Details**

On the user details page, locate and click the **Interactions with You** link.
View with Enabled Profiles

If your institution has enabled Profiles in your account, click the button called Your Interactions Report with...

View Student Interactions Report

The Student Interactions Report will show you:

1. The Student's Name
2. Last Student Interaction
3. Current Score
4. Final Score
5. Ungraded Assignments
6. Conversation Envelope
Where do I find the course access report for an individual student?

You can view the course access report for an individual student in the People section of your course.

Open People

Open the People link.
View Students

Click the name of the user [1]. In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filtering by the roles drop-down menu [3].

View User Details

Access Report
On the user page, locate and click the Access Report link.

**Note:** If your institution has enabled Profiles in your account, you will see a different view but the option is the same.

**View Access Report**

<table>
<thead>
<tr>
<th>Content</th>
<th>Times Viewed</th>
<th>Times Participated</th>
<th>Last Viewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Semester Thoughts</td>
<td>4</td>
<td>1</td>
<td>Mar 27, 2013 10:59pm</td>
</tr>
<tr>
<td>Course Quizzes</td>
<td>4</td>
<td></td>
<td>Mar 27, 2013 10:58pm</td>
</tr>
<tr>
<td>Emily Boone</td>
<td>2</td>
<td></td>
<td>Mar 18, 2013 3:24pm</td>
</tr>
<tr>
<td>Course Roster</td>
<td>1</td>
<td></td>
<td>Mar 18, 2013 3:24pm</td>
</tr>
<tr>
<td>Resources</td>
<td>1</td>
<td></td>
<td>Mar 15, 2013 2:31pm</td>
</tr>
<tr>
<td>Lesson 2</td>
<td>1</td>
<td></td>
<td>Mar 15, 2013 2:31pm</td>
</tr>
</tbody>
</table>

The access report will show you the content the user has viewed [1], the number of times the user viewed the content [2], the number of times the user participated [3], and the last time the user viewed the content [4].
Where can I find which web services a student has linked to?

You can view which web services a student has linked to in Canvas.

Open People

Click the People link.

View Services for all Users

Click the View Registered Services button to view a summary of web services for all the users in your course.
View Services for Individual Users

You can also see services for individual users. Hover over the user's name and click the Gear icon [1]. Select the User Details [2] link.

View User Details

In the sidebar, view web services under the Registered Web Services heading. Any linked services by the user will display associated icons.

Note: If the user has not set up any web services, no icons will be displayed.
View with Profiles Enabled

If your institution has enabled Profiles in your account, the user’s web services icons will be displayed in their Profile. If the student has not linked to any web services, no icons will be displayed.
Profile & Personal Settings
How do I access my personal Settings?

Personal settings differ from course settings.

If you want to view a video about personal settings, you can watch Settings - Personal Settings and Profile Picture (Video).

Locate Settings Link

By clicking on the Settings link in the Help Corner of the Canvas interface, users can:

- add a Profile picture
- change their display name
- adjust Notification Preferences
- upload Files
- create ePortfolios
- adjust user settings

Click here to return to the Profile & Personal Settings chapter.

How do I edit my Profile?

Profiles need to be enabled at the account level before they can be used at the course level. If you would like to use it, please contact your account relationship manager.

If you would like to change your profile picture, you will want to visit your personal Settings. If you want to view a video about personal settings, you can watch Settings - Personal Settings and Profile Picture (Video).

Open Profile

Click your user name to open your profile.
Edit Profile

Click the Edit Profile button.

**Edit Profile Information: Name and Title**

Type your name in the name field [1]. Type your title in the title field [2].
Edit Profile Information: Ways to Contact Me

Click on the checkbox underneath the web service to indicate how you wish to be contacted via that service. Click on the Manage Registered Services link to add additional services. Click here to learn how to add additional web services. There are various ways to be contacted:

1. Speech Bubble Icon: Contact user through Canvas Conversations.
2. Facebook Icon: Contact user through Facebook.
3. Twitter Icon: Contact user through Twitter.
4. Google Accounts Icon: Contact user through Google Accounts.
5. Skype Icon: Contact user through Skype

Edit Profile Information: Bio

Type your biography in the bio field. Here you can add hobbies, interesting facts, and facts about yourself.
Edit Profile Information: Links

Enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the X button to delete the link [3]. Click the Add another link button to add another link [4].

Note: You can put links to your personal websites, like blogs, resumes, portfolios, etc., here.

Save Profile

Click the Save Profile button.
View Updated Profile

Jane Smith
Student

Ways to contact Jane Smith

Bio

My name is Jane and I am a student.

Links

- More About Me

View the newly created profile.
How Do Others See My Profile?

Jane Smith  
Student  

Ways to contact Jane Smith

Bio

My name is Jane and I am a student.

Links

- More About Me

Other users will be able to find your profile by clicking on your name anytime they see it.

Click here to return to the Profile & Personal Settings chapter.

How do I add a Profile picture?

You add a profile picture via your personal settings. In this lesson you will learn how to add a picture to your profile or change one that is already in place. A square image is recommended to prevent your picture from being resized or distorted.

If you want to view a video about personal settings, you can watch Settings - Personal Settings and Profile Picture (Video).

Note: Some accounts do not have profile pictures enabled, therefore you may not see a placeholder profile picture.

Open Settings
Click the personal Settings link.

**Click on Placeholder Profile Picture**

Click the placeholder profile picture icon to add your own picture.

**Note:** Please use a G-rated picture; otherwise, your picture will not show up. If you don't see a placeholder profile picture icon, you may not be able to add or change your profile picture.

**Choose Profile Picture**

Select the image you'd like to use as your profile pic, or upload a new image:

1. [Select Profile Pic]
2. [Upload a new Image]
Click the image [1] that you want to use as your Profile picture, or upload a new image [2].

**Upload New Image**

To upload a new Profile picture, click the **Upload a new Image** link [1], click the **Browse** (or **Choose File**) button and find the image you want to upload [2], and click the **Add File** button [3].
Select Profile Picture

Select the image you'd like to use as your profile pic, or upload a new image:

Upload a new image

Click the Select Image button to add a Profile picture.

View Profile Picture

Canvas Instructor's Settings

Full Name: Canvas Instructor
This name will be used for grading.

Display Name: Canvas Instructor
People will see this name in discussions, messages and comments.

Sortable Name: Instructor, Canvas
This name appears in sorted lists.

Language: System Default (English)

Time Zone: Mountain Time (US & Canada)

The Profile picture you selected will show up instead of the placeholder profile picture.
Click here to return to the Profile & Personal Settings chapter.

How do I change my Full Name, Display Name and Time Zone?

Open Settings

Click the personal Settings link.

Edit Settings

Click the Edit Settings button.
Change Settings

Canvas Instructor’s Settings

1. **Full Name:** Canvas Instructor
   - This name will be used for grading.

2. **Display Name:** Canvas Instructor
   - People will see this name in discussions, messages and comments.

3. **Sortable Name:** Instructor, Canvas
   - This name appears in sorted lists.

4. **Language:** System Default (English)
   - This will override any browser or account settings.

5. **Time Zone:** Mountain Time (US & Canada)
   - This will override any browser or account settings.

Note: Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas. Also, you may not see some of these options.
Update Settings

Click the Update Settings button.

Click here to return to the Profile & Personal Settings chapter.

How do I change my login password?

You can change your password in your profile settings. There are no password reset intervals, so you can change your password as little or as often as you want. However, you can keep strong passwords effective by changing them often.

Here are some good password guidelines:

• Use at least eight characters (the more the better), but most people will find anything more than about 15 characters difficult to remember.
• Use a random mixture of characters, upper and lower case, numbers, punctuation, spaces and symbols.
• Don’t use a word found in a dictionary, English or foreign.

Note: If you have forgotten your password, you can easily reset it. View How do I reset my password? to learn how.

Open Settings

Click the personal Settings link.

Edit Settings

Click the Edit Settings button.
Click Change Password Checkbox

Follow the steps to change your password.

1. Click on the Change Password checkbox to create a new password.
2. Type your old password in the Old Password field.
3. Type your new password in the New Password field.
4. Type your new password again in the Confirm Password field.

Note: Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas.
Update Settings

Click the Update Settings button to save your changes.

Click here to return to the Profile & Personal Settings chapter.

How do I add an additional email address in Canvas?

Open Settings

Click the personal Settings link.

Add Email Address

Click the Add Email Address link.
Register Communication

Type in the email address you want to add in the text field [1]. When you are finished, click Register Email [2].

Confirm Email Address

We emailed a confirmation link to jane.smith.canvas@gmail.com. Click the link in that email to finish registering. Make sure to check your spam box in case it got filtered.

Re-Send Confirmation

Ok, Thanks

Open your email account you just added. Click the link that is in the email to finish registering the additional email address.
View Email Addresses

The email address you added will show up under the Ways to Contact sidebar under Email Addresses. To delete an email address, click the Trash icon.

**Note**: If the email address is italicized and gray, that means that you have not finished registering it. You will know the email address is registered when it turns into a blue link.

Click here to return to the Profile & Personal Settings chapter.

**How do I change my default email address?**

**Open Settings**

Click the Settings link.
View Email Addresses

In the Ways to Contact sidebar, under Email Addresses, if you have added multiple emails, you can choose the one you want as your default.

You can tell what email address is your default by the star icon next to the email address.

Choose Default Email Address

When you hover by the other email address, you will see a faint star icon. If you want to change your default email address to that one, click the Faint Star icon and it will make your default email address change.

Click here to return to the Profile & Personal Settings chapter.
How do I remove an SMS communication channel?

Open Settings

Click the personal Settings link.

View Other Contacts

Click the Trash icon next to the SMS number you would liked removed [1]. A pop-up window will appear in your browser.

Confirm Deletion

Click the OK button to delete the number from your Profile.

Click here to return to the Profile & Personal Settings chapter.
How do I add an SMS communication channel in Canvas?

Open Settings

Click the personal Settings link.

Add Contact Method

Click the Add Contact Method link.
Register Communication

Add your phone information:

1. Type in the phone number you want to add in the Cell Number field.
2. Select the Carrier dropdown menu to add your carrier.
3. The SMS Email field will auto-populate depending on your provider.
4. When you are finished, click on the Register SMS button. You will receive a text message on your cell phone with an activation code.

Confirm SMS Number

We sent a four-character confirmation code to [redacted]. Enter the code below to activate this sms number.

1. Confirm
2. Re-Send Confirmation
Enter the code into the text field and click on the Confirm button [1]. Click on the Re-Send Confirmation link to get the confirmation sent to your phone again [2].

**View Other Contacts**

The SMS communication you added will show up under the Ways to Contact sidebar under Other Contacts.

Click here to return to the Profile & Personal Settings chapter.
Quizzes
What are the different types of Quizzes?

The quiz tool is used to create and administer online quizzes and surveys. The steps to create quiz content are the same for each quiz type.

Create Graded Quiz

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

Create Practice Quiz

A practice quiz can be used as a learning tool to help students see how well they understand the course material.

Create Graded Survey

A graded survey allows the instructor to give students points for completing the survey, but does not allow the survey to be graded for right or wrong answers.

Create Ungraded Survey

An ungraded survey allows you to get opinions or other information from your students, but they are not given a grade for answering.
How do I make a Quiz show one question at a time?

Quiz Settings include the option to choose one quiz question at a time for all types of quizzes and surveys.

**Open Quizzes**

Click the **Quizzes** link in your course.

**Create a New Quiz**

Click the **Create a New Quiz** button.
Create Your Quiz

With the **Settings** tab selected, enter the quiz instructions in the Rich Content Editor.
Edit Quiz Options

Click the **Show one question at a time** checkbox [1]. If you want to keep your students from returning to a previous question during the quiz, click the **Lock questions after answering** checkbox [2].
Edit Quiz Questions

With the **Questions** tab selected [1], create your quiz by finding questions from the database, creating new question groups, or creating new questions [2]. For help with creating quizzes, view the Quizzes chapter.

Once you have added quiz questions, click the **Save** button [3].

Open Quiz Preview

Click the **Preview** button to verify your quiz questions.
Preview Your Quiz

Click the Next button [1] to advance through the quiz questions and verify the quiz appears correctly. To go back to the quiz, click the Keep Editing this Quiz button [2].

Publish Your Quiz

When you are ready to publish your quiz, click the Publish button.

Note: We recommend you do not publish your quiz until it is final. If you change the quiz after a student has already opened it, the student will not see any of the changes in his or her version of the quiz.
View Your Quiz

Quiz 1

Read the questions carefully before answering.

<table>
<thead>
<tr>
<th>Quiz Type</th>
<th>Graded Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>6</td>
</tr>
<tr>
<td>Assignment Group</td>
<td>Exams</td>
</tr>
<tr>
<td>Shuffle Answers</td>
<td>No</td>
</tr>
<tr>
<td>Time Limit</td>
<td>No Time Limit</td>
</tr>
<tr>
<td>Multiple Attempts</td>
<td>No</td>
</tr>
<tr>
<td>View Responses</td>
<td>Always</td>
</tr>
<tr>
<td>Show Correct Answers</td>
<td>Yes</td>
</tr>
<tr>
<td>One Question at a Time</td>
<td>Yes</td>
</tr>
<tr>
<td>Lock Questions After Answering</td>
<td>No</td>
</tr>
</tbody>
</table>

View your new quiz.
What do one-question-at-a-time quizzes look like for students?

When you enable one question at a time in your quizzes, students will receive only one quiz question on their screen at a time instead of all questions posted at once.

View Next Questions

The students' view is exactly as you see it when you preview your quiz before publishing it. They will have to click the Next button to advance through the quiz. Once the question has been answered, the Next button will turn blue.

View Prior Questions
If you allow students to return to prior questions, they can click the Previous button.

Navigate Questions in Sidebar

Students can also click the sidebar links for quicker navigation between questions.

Lock Questions after Answering

Attention!

Once you have submitted an answer, you will not be able to change it later. You will not be able to view the previous question.
If you enable the Lock questions after response option, students will receive a warning message when they begin the quiz, telling them that they will not be able to view previous questions once they have submitted an answer.

**View Blank Responses**

![Warning message for leaving a question blank](image)

If students leave a question blank, they will receive a warning message telling them that they will not be able to return to this question.
How do I randomize the order of the questions on my quiz?

You can use Question Groups to randomize the order of the questions on your quizzes.

Create Question Banks

You should first create one or more question banks that contain the questions you want to appear on your quiz. For more information about creating question banks, refer to this lesson.
Open Quizzes

Click the Quizzes link.

Create a New Quiz

In the sidebar, click the Create a New Quiz button.
Add Quiz Name and Instructions

Add a name for your quiz [1] and any instructions you'd like your students to see prior to taking the quiz [2].

Edit Quiz Settings

Quiz Type: Graded Quiz
Assignment Group: Assignments

Options:
- Shuffle Answers
- Time Limit [Minutes]
- Allow Multiple Attempts
- Let Students See Their Quiz Responses
- Show Which Answers Were Correct
- Restrict this Quiz
- Show one question at a time

For: Everyone
Due Date
Available From
Until
Edit your quiz settings as necessary. For more information about quiz settings, refer to this lesson.

**Open the Questions Tab**

Click the Questions tab to add questions to your quiz.

**Create a New Question Group**

Click the **New Question Group** button to create a new group of questions on your quiz. This question group will pull questions from one of your Question Banks.

**Enter Question Group Details**
Give your Question Group a name [1].

Choose how many questions you would like Canvas to select from your Question Bank for this Question Group. If you want all the questions from your Question Bank to appear, enter the total number of questions in your Question Bank [2].

Choose how many points each question is worth in this Question Group [3].

Create Group

Click the Create Group button to save your new Question Group.

Find Questions

Click the Find Questions button to add questions to your Question Group.

Note: Using the Find Questions button is the only way to randomize your quiz questions. Linking the Question Group to a Question Bank using any other method will not randomize your quiz questions.
Select a Question Bank

In the Find Quiz Question window that appears, select your new Question Bank from the column on the left.
Select Questions from Your Question Bank

Select the questions you want to appear on your quiz. If you want to use all the questions, click the Select All link.

Note: When you click the Select All link, Canvas selects only the questions that currently appear in the window. If you have more than 50 questions in your question bank, click the More questions button until all the questions you want to select appear in the window.
Select a Question Group

In the Add questions to the quiz group dropdown menu, select the Question Group you just created in your new quiz.

Add Questions

Click the Add Questions button to add your questions to your quiz.
View Your Question Group

The questions you selected should appear in the Question Group you created.

Create More Question Groups
If you have more than one Question Bank for your quiz, repeat the steps for adding a Question Group to your quiz for each Question Bank.

**Save Your Quiz**

Click the **Save** button to save your new quiz.

**Publish Your Quiz**

Click the **Publish** button to make your quiz publicly available.

**Verify Your Quiz**

Use Student View to verify that quiz questions appear in a random order on your quiz.
What do Quiz results look like in Canvas?

Quiz results are easy to read in Canvas.

Open Quizzes

Click the Quizzes link.

Open Quiz

Click the title of the quiz.
View Results

Click the Gear icon [1], then select the Show Student Quiz Results link [2].

Note: Only course admins can see this information.

View Individual Results

Under the heading Students who have taken the quiz, click the name of a student.

Note: Only course admins can see this information.
A correct answer will be indicated by a green flag [1]. A wrong answer will show two flags—a red flag [2] will point to your answer, while a gray flag [3] will show the correct answer.
How do I create a new Quiz with individual Questions?

You can add your own questions to your quizzes.

Open Quizzes

Click the Quizzes link.

Create New Quiz

Click the Create a New Quiz button.
Edit Quiz Settings

In the Settings tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz settings [3]. If you need help with settings, view the lesson on Quiz options.
Add New Question

Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].
Complete Question

Enter your question and multiple answers, then select the one correct answer.

Question:

![Question input area]

Answers:

Answer Text

Answer Text

Answer Text

Answer Text

Answer Text

Add Another Answer

Read the other lessons in the chapter to learn more about adding different type of quiz questions.

Save Quiz

Click the Save button to save your work on your quiz.
Publish Quiz

Click the Preview button [1] to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the Publish button [2].

Note: You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I create a new Quiz with a Question Bank?

You can create a quiz by copying questions from Question Banks.

Open Quizzes

Click the Quizzes link.
Create New Quiz

Click the Create a New Quiz button.

Edit Quiz Settings

In the Settings tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.
Complete the rest of the quiz settings [3]. If you need help with settings, view the lesson on Quiz options.

Find Questions

Click the Questions tab [1]. Click the Find Questions button [2].
Select Questions

You will see all of the Question Banks that you have built in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account. This makes it easy for instructors in the same department or program to share resources. Click the name of the question bank you want to reference.

**Note:** When you are using Question Banks, make sure to make changes within the Question Bank *before* bringing the questions into the quiz. The quiz should be your final product.
Add Questions

Check the boxes next to the questions you wish to copy to your quiz [1]. If you want to select all the questions, click the Select All link [2]. Canvas will reference the questions you chose as each student takes the quiz. These questions will stay in sequential order and stay in order each time the quiz is taken or previewed. If you want to add the selected questions to a quiz group, select the drop-down list [3]. You can create a new group or an existing group.

When you've selected all the questions you want to use, click the Add Selected Questions button [4].

Save Quiz

Click the Save button to save your work on your quiz.
Publish Quiz

Click the Preview button to see what students will see when they take the quiz [1]. If the preview shows the quiz the way you want it, click the Publish button [2].

Note: You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I create a new Quiz with a Question Group?

You can create a quiz using a question group.

Open Quizzes

Click the Quizzes link.
Create New Quiz

Click the **Create a New Quiz** button.

Edit Quiz Settings

In the **Settings** tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.
Complete the rest of the quiz settings [3]. If you need help with settings, view the lesson on Quiz options.

Create New Question Group

Click the Questions tab [1]. Click the New Question Group button [2].

Name Question Group

Give your question group a name [1]. Decide how many questions you want Canvas to randomly select from the group [2] and the number of points assigned to each question [3]. Click Create Group [4].

Add New Questions to Group

To add new questions to the group, click the Add button. You can add individual questions or find questions using a Question Bank.
Drag Existing Questions into Question Group

If you have already created questions in your quiz, you can drag them into your group. To drag a question into a group, hover over the Question Name until the double arrow appears. Click the arrow and drag and drop the question into the question group.
Edit Question Group

To change the number of questions to be picked from the group or to change the points assigned, click on the Pencil icon.

Save Quiz

Click the Save button to save your work on your quiz.
Publish Quiz

Click the Preview button to see what students will see when they take the quiz [1]. If the preview shows the quiz the way you want it, click Publish [2].

Note: You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

How do I create a new Quiz with a Question Bank in a Question Group?

You can create a quiz using a Question Bank inside a Question Group.

Open Quizzes

Click the Quizzes link.

Create New Quiz
Click the **Create a New Quiz** button.

**Edit Quiz Settings**

In the Settings tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz settings [3]. If you need help with settings, view the lesson on Quiz options.
Create New Question Group

Click the Questions tab [1]. Click the New Question Group button [2].

Name Question Group

Give your question group a name [1]. Decide how many questions you want Canvas to randomly select from the group [2] and the number of points assigned to each question [3].

Link to a Question Bank

Click Link to a Question Bank to reference an existing pool of questions.
Select Question Bank

You will see all of the Question Banks that you have built in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account. This makes it easy for instructors in the same department or program to share resources. When you link to a Question Bank in a Question Group, Canvas will use questions from that Question Bank and will reference as many questions as you indicated when you set up the Question Group.

For instance, the English Department shows they have 3 questions in their Question Bank. If you select that bank but you only want the Question Group to display 2 questions, Canvas will randomly pull 2 of the 3 questions as each student takes the quiz.

Select the question bank you want to reference in your quiz [1]. Click the Select Bank button [2].
Save Question Group

Canvas will reference your chosen bank of questions [1] as each student takes the quiz. Each student will get a random number of question pulled from the bank. These questions will not be in sequential order and will be random each time the quiz is taken or previewed. Decide how many questions you want Canvas to randomly select and the number of points assigned to each question. Click the Create Group button [2].

Note: When you are using Question Banks, make sure to make changes within the Question Bank before bringing the questions into the quiz. The quiz should be your final product.

Edit Question Group

If you need to edit the group later, click the Pencil icon.

Save Quiz

Click the Save button to save your work on your quiz.

Publish Quiz

This quiz is unpublished
Only teachers can see the quiz until it is published.
Click the **Preview** button to see what students will see when they take the quiz [1]. If the preview shows the quiz the way you want it, click the **Publish** button [2].

**Note:** You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

**What options are available for Quizzes?**

When you create a quiz, you have a variety of options to choose from within a quiz.

**Set Quiz Name, Quiz Type, and Assignment Group**

There are 3 basic options when creating a quiz:

1. Give the quiz a name.
2. Select the **quiz type**.
3. Categorize the quiz into the proper Assignment group. You can create Assignment Groups within Assignments.
Quiz Options

Quiz settings have the following options:

1. You can shuffle (randomize) answers.
2. You can choose to set a time limit by entering the number of minutes students have to complete the entire quiz. If no time limit is set, students will have unlimited time to complete the quiz.
3. You can allow multiple attempts.
4. You can let students see their quiz responses.
5. You can show which answers were correct.
6. You can restrict the quiz so it can only be taken in specific situations.
7. You can show one question at a time and lock questions after answering.

By default, quizzes will always let students see their quiz responses and see which answers were correct (options 4 and 5). If you do not want students to have these options, you will have to uncheck the boxes.
Set Quiz Options

A few of the settings contain expanded menus when selected:

1. Allow Multiple Attempts
   - Choose whether to keep the highest or latest score of all attempts. By default Canvas will keep the highest score unless this setting is changed.
   - Allow multiple attempts and limit the number of attempts. The default dashes represent unlimited attempts.

2. Restrict this Quiz
   - Require an access code (given by a proctor) in order to start the quiz.
   - Require students to take a quiz from computer lab with a specified IP address range.

Note: If you have the Respondus LockDown Browser enabled by your institution, using that browser will also appear as an option here. The Respondus LockDown Browser does not allow other windows to be opened during the quiz and helps prevent cheating.
3. Show One Question at a Time

- Lock questions after answering, meaning students cannot return to the previous question.

Set Due and Availability Dates

You can set the Due Date [1], Available From date [2], and available Until date [3] for the quiz.

- **Due Date**: Set the date and time that the Quiz is due.
- **Available From**: Set the date and time when the Quiz will become available.
- **Until**: Set the date and time when the Quiz will no longer be available.

If you have multiple sections in your course, learn how to set up varied due dates.

Save Quiz

Click the **Save** button to save your work on your quiz.

Publish Quiz

This quiz is unpublished
Only teachers can see the quiz until it is published.

Then click the **Preview** button to see what students will see when they take the quiz [1]. If everything looks okay, click the **Publish** button [2].
Other Quiz Options

When you view a quiz, you can:

1. Edit a quiz
2. Show a rubric to a quiz (or add one if none exists) and use the rubric to evaluate student answers (to essay questions, for example)
3. Preview the quiz
4. Lock this quiz now so that students can no longer access it (once it is locked the button will change to Manually unlock a quiz)
5. Show quiz results from students who have taken the quiz
6. Message students who have taken the quiz already or who haven't yet taken the quiz
7. Delete this quiz

Related items you can do on other pages but related to the quiz:

8. Show quiz statistics
9. Moderate this quiz and grant students more time or additional attempts
10. Grade quiz in the SpeedGrader™
How do I create varied due date Quizzes?

You can assign different availability dates and due dates Quizzes for each section of your course. This feature is designed to help you when you have sections of a course that meet on different days of the week or in different formats (online vs face-to-face).

Open Quizzes

Click the **Quizzes** link.

Select Quiz

Click the title of the quiz you would like to edit.
Edit Quiz

Take This Quiz

Quiz Type: Graded Quiz
Points: 19
Assignment Group: Assignments
Shuffle Answers: No
Time Limit: No Time Limit
Multiple Attempts: No
View Responses: Always
Show Correct Answers: Yes
One Question at a Time: No
Require Respondus: No
Lockdown Browser: No
Required to View Quiz Results: No

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 22</td>
<td>Everyone</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Click the Edit button.

Edit Due Dates

Scroll down to the Due Dates section in the Quiz options. Set a due date by changing the following options:

1. **For**: Change the course section that the due date applies to.
2. **Due Date**: Set the date and time that the quiz is due.
3. **Available From**: Set the date and time when the quiz will become available.
4. **Until**: Set the date and time when the quiz will no longer be available.

**Add Due Date**

To add a Due Date for another section of your course, click the **Due Date** button.

**Note**: You can only create as many Due Dates as there are Sections in the course. For example, if you have four sections in the course, you will be able to add four Due Dates. After that, the +Due Date button will disappear.

**Edit Additional Due Date**

Set the new Due Date for the additional section by changing the For, Due Date, Available From, and Until fields.

**Note**: You don't have to add due dates for each individual section. You can set dates for a specific section and then choose Everyone Else for the remainder of your students.

**Remove Due Dates**

You can delete additional due dates by clicking the delete button next to the section you want to remove.
Due Date Warning

If you assign a due date for one section without assigning due dates to remaining sections, you will see a warning message reminding you to add due dates to all sections. For example, the sample course in this lesson has 3 sections. Section 1 was assigned a due date, but Sections 2 and 3 were not.

You can click the No Due Date button [1] if you don't want to add due dates to the other sections, or click the Go Back button [2] to go back and add due dates.

Note: This warning message will not appear if Everyone else is assigned as any of the sections.

Error Notifications

Users will receive a notification when they submit an invalid string of due dates for a Quiz, Assignment, or Graded Discussion. Such invalid entries include not unlocking the assignment before it is due, or not placing the due date inside the range of availability dates.
Save Quiz

Click the Save button to save your changes.

View Varied Due Dates

Take This Quiz

<table>
<thead>
<tr>
<th>Quiz Type</th>
<th>Graded Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
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<tr>
<td>Assignment Group</td>
<td>Homework</td>
</tr>
<tr>
<td>Shuffle Answers</td>
<td>No</td>
</tr>
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<td>Time Limit</td>
<td>No Time Limit</td>
</tr>
<tr>
<td>Multiple Attempts</td>
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</tr>
<tr>
<td>Score to Keep</td>
<td>Highest</td>
</tr>
<tr>
<td>Attempts</td>
<td>Unlimited</td>
</tr>
<tr>
<td>View Responses</td>
<td>No</td>
</tr>
<tr>
<td>One Question at a Time</td>
<td>No</td>
</tr>
<tr>
<td>Require Respondus</td>
<td>No</td>
</tr>
<tr>
<td>LockDown Browser</td>
<td>No</td>
</tr>
<tr>
<td>Required to View Quiz Results</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mar 13</td>
<td>Section 1</td>
<td>Mar 11 at 12am</td>
<td>Mar 15 at 11:59pm</td>
</tr>
</tbody>
</table>

View the varied due dates.
View Quiz Page

How do I link course content to a Quiz question?

You can add files and images to your quiz questions by linking to your course content. You can also follow these steps to link course content in the quiz instructions.

Open Quizzes

Click the Quizzes link.
Create New Quiz

Click the Create a New Quiz button. View the lessons in this chapter to learn how to create or add questions in your quiz.

Edit Existing Quiz

Click the pencil icon next to the quiz you want to edit.

Add Course Content to Quiz Question
You will use the Rich Content Editor to link to content in your quiz question. If you want to add course content to your quiz question, you can access it in the content list on the sidebar.

You can upload images and files from your desktop or link to images and files you have previously uploaded.

**Add Images to Quiz Question**

You can add course images into your quiz questions. Place your cursor where you want to embed the image. Click the Images [1] tab in the Content Selector. Search for the image [2] you want to add and click on it to embed it in the Rich Content Editor. You can also upload a new image or find images on flickr [3].

Learn more about [adding a file](#) and [adding an image](#).
View Quiz Question with Image Added

Define the correct answer as any number within a range, or a number plus or minus some error margin. Student will be given an empty text box to type their numerical answer.

The image will appear in your quiz question.

Update Question

Click the Update Question button to see the question before it is published.
Save Quiz

Click the Save button to save your work in your quiz.

Publish or Re-Publish Quiz

If you want to preview the quiz, click the Preview button [1]. If you created a new quiz, click the Publish button [2].

Note: If you edited an existing quiz, the button will say Re-Publish.
View Published Quiz Question

If a piston compresses the air in the cylinder to 1/8 its total volume and the volume is 930 cm³ at STP, what is the pressure after the gas is compressed? Express all answers in atm.

This is what students will see when they take the quiz.
How do I create a Multiple Choice question?

You can create a multiple-choice question for your students.

Create a New Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Select Multiple Choice Question Type
Multiple Choice is the default question type, so no selection in the drop-down menu is necessary.

**Edit Multiple Choice Question Details**

To build a multiple choice question, you will need to add the following details:

1. Question title
2. The number of points the question is worth (quiz totals are calculated based on combined total of questions)
3. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. Question response options
5. Text for the feedback bubbles under each answer and/or at the end of the question
Add or Delete Answers

Click the Trash Can icon [1] to the right of an answer to delete it. Click the Add Another Answer link [2] to create as many distractors as you like. Multiple Choice questions can have more than four answers.
Select Correct Answer

Hover your cursor to the left of any answer to reveal a green “ghost” arrow. Click the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the feedback bubble around that answer will turn green. In this example, the first answer is the correct answer.
Complete Multiple Choice Question Details

Type or paste in text for the feedback bubbles. Use the handle at the bottom-right of the text box to expand.

Save Question

Click the Update Question button.
Save Quiz

Click the **Save** button to save your work on your quiz.

Publish Quiz

Click the **Preview** button [1] if you want to verify the quiz before you publish it. When you are ready, click the **Publish** button [2].

Student View of Multiple Choice Question

How much time should you spend working on your online course each week in order to understand the concepts?

- 30 minutes
- 1 - 2 hours
- At least 3 hours
- However long it takes

This is what students see when they encounter a Multiple Choice question in a quiz.
Student View of Multiple Choice Correct Answer

This is what students see if they are allowed to see correct answers after submitting the quiz.

Students can see which response was correct by viewing the green flag [1]. Credit is assigned if the student answers a Multiple Choice question correctly [2]. Notice that the blue feedback bubble appears whether or not the student answers this question correctly [3].
Student View of Multiple Choice Incorrect Answer

This is what students see if they are allowed to see correct answers after submitting the quiz.

Students can see which response was incorrect by viewing the red flag [1]. No credit is assigned if the student answers a Multiple Choice question incorrectly [2]. Notice that the blue feedback bubble appears whether or not the student answers this question correctly [3].
How do I create a True/False question?

You can create a question for students that is a true or false answer.

**Create a New Question**

With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

**Select True/False Question Type**

Select the **True/False** option.
Click the drop-down menu and select the True/False question type.

**Edit True/False Question Details**

To build a True/False question, you will need to add the following details:

1. Question title
2. The number of points the question is worth (quiz totals are calculated based on combined total of questions)
3. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. Text for the feedback bubbles at the end of the question
Select Correct Answer

Hover your cursor to the left of the correct answer to reveal a green "ghost" arrow. Click on the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the feedback bubble around that answer will turn green. In this example, the "true" answer is the correct answer.
Complete True/False Question Details

Question:

Abraham Lincoln died from a gunshot wound.

Answers:

True

Comments, if the user chooses this answer:
Correct. Abraham Lincoln was shot in Ford's Theater.

False

Comments, if the user chooses this answer:
Go back and re-read how Abraham Lincoln died.

Type or paste in text for the feedback bubbles. Use the handle at the bottom-right of the text box to expand.

Save Question

Click the Update Question button.
Save Quiz

Click the **Save** button to save your work on your quiz.

Publish Quiz

Click the **Preview** button [1] if you want to verify the quiz before you publish it. When you are ready, click the **Publish** button [2].

Student View of True/False question

This is what a student sees when they encounter a True/False question in a quiz.
Student View of True/False Feedback

This is what students sees if they are allowed to see correct answers after submitting the quiz. They will see if their answer was correct or incorrect. No credit is assigned if the student answers a True/False question incorrectly.

How do I create a Fill-in-the-blank question?

You can create a single fill-in-the-blank question in your quiz.

Create a New Question
With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

**Select Fill in the Blank Question Type**

Click the drop-down menu and select the Fill in the Blank question type.
Edit Fill-In-the-Blank Question Details

To build a True/False question, you will need to add the following details:

1. Question title
2. The number of points the question is worth (quiz totals are calculated based on combined total of questions)
3. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. Text for the possible answers
5. Text for the feedback bubbles under each answer (possible answers are all green) and/or at the end of the question
Enter Possible Answers

Currently, fill-in-the-blank answers are not case sensitive. The only way a student will get the answer incorrect is if it is left blank or the answer is misspelled. You can click Add Another Answer to add as many different versions of the correct answer as possible if you desire.

**Note**: If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.

Save Question

Click the Update Question button.

Save Quiz

Click the Save button to save your work on your quiz.

Publish Quiz

Click the Preview button [1] if you want to verify the quiz before you publish it. When you are ready, click the Publish button [2].
Student View for "Fill-in-the-blank" question

Question 4  

_______ is the capital of Washington.

This is what students see when they encounter a Fill-in-the-blank question in a quiz.

Student View for "Fill-in-the-blank" Feedback Correct Answer

Students will see if their answer is correct as indicated by the green flag [1]. If you allow students to see the correct answers, they will see all of the potentially correct responses (if any) indicated by the gray flag [2] after submitting the quiz.
Student View for "Fill-in-the-blank" Feedback Incorrect Answer

Students will see if their answer is incorrect as indicated by the red flag [1]. If you allow students to see the correct answers, they will see all of the potentially correct responses indicated by the gray flag after submitting the quiz.
How do I create a Fill-in-Multiple-Blanks question?

You can create a question that has multiple blanks for students to type in their responses. You can create a sentence with multiple fill-in-the banks, as demonstrated in this lesson, or you can use the same steps to create a list.

Create a New Question

With the Questions tab selected inside a new quiz, click the New Question button.

Select Fill-In-Multiple-Blanks Question Type
Click the drop-down menu and select the Fill-In-Multiple-Blanks question type.

**Complete Question Details**

Create a title for your question [1]. In the points box [2], enter the number of points the question is worth (quiz totals are calculated based on combined total of questions).
Enter Question Details

Type your question into the Rich Content Editor question box. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.

Create Reference Words

Now replace the words you want students to enter in the question with reference words. Reference words should be surrounded by brackets. Once you place a word in brackets, the word will populate in the Show Possible Answers for drop-down menu.

For example, red has been replaced with [color1], and blue has been replaced with [color2].
Enter Answer Responses for First Reference Word

A student will not get full credit for an answer if it is left blank, misspelled, or is incorrect. For each item in the dropdown menu, instructors must try to account for all of the possible correct answers that a student might give. Currently, fill-in-multiple-blanks answers are not case sensitive. Partial credit will be assigned if only one of the fields is filled out correctly.

Select the first reference word in the drop-down list and type the different versions of the right answer in the Possible Answer fields [1]. You can add comments for each answer if you wish [2]. Click Add Another Answer to add more answer fields [3].

Note: If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.
Enter Answer Responses for Additional Reference Words

Roses are [color1], violets are [color2].

Answers:
Show Possible Answers for color2
Possible Answer: blue

Select the second item in the drop-down menu to create associated answers. Repeat this process for as many reference words as are in your question.

Update Question

Click the Update Question button.

Save Quiz

Click the Save button to save your work on your quiz.
Publish Quiz

Click the Preview button [1] if you want to verify the quiz before you publish it. When you are ready, click the Publish button [2].

Student View for Fill-in-Multiple-Blanks Question

This is what students see when they encounter a Fill-in-Multiple-Blanks question.

Student View for Fill-in-Multiple-Blanks Feedback

This is what students see when they encounter a Fill-in-Multiple-Blanks question.
If you allow students to see the correct answers, they will see correct responses marked with a green flag [1]. Their response will be marked with a red flag [2] and the correct response marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

**How do I create a Multiple Answers question?**

You can create a question that has multiple answers in it.

**Note:** This question type awards a fraction of the points available for each correct answer and subtracts an equivalent fraction for incorrect answers. For example, imagine a question worth two points with response choices, three of which are correct and two of which are incorrect. If a student selects two of the right answers and one of the incorrect options, they would earn 2/3 of the two points for their correct answers and lose 1/3 of the points for the incorrect answer.

**Create a New Question**

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].
Select Multiple Answers Question Type

Click the drop-down menu and select the Multiple Answers question type.
Edit Multiple Answers Question Details

To build a Multiple Answers question, you will need to add the following details:

1. Question title
2. The number of points the question is worth (quiz totals are calculated based on combined total of questions)
3. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. Question response text
5. Text for the feedback bubbles under each correct answer and/or at the end of the question
Add or Delete Answers

Click the Trash icon [1] to delete an answer. Click the Add Another Answer link [2] to create as many correct answers and distractors as you like.
Select Correct Answers

Multiple Answers questions can have more than one correct answer. Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answers. You will know which answers are marked as correct responses because both the arrow and the feedback bubble below the answer field will turn green. In this example, the second and third answers are marked as correct. Students are required to select all correct answers to get full credit.

Update Question

[Buttons: Cancel, Update Question]
Click the **Update Question** button.

**Save Quiz**

Click the **Save** button to save your work on your quiz.

**Publish Quiz**

Click the **Preview** button [1] if you want to verify the quiz before you publish it. When you are ready, click the **Publish** button [2].

**Student View for Multiple Answers Question**

What year was *The Star-Spangled Banner* written and when was it adopted officially as the national anthem for the United States of America?

- [ ] 1918
- [ ] 1814
- [ ] 1931
- [ ] 1810

This is what students see when they encounter a Multiple Answers question in a quiz.
Student View for Multiple Answers Feedback

If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3].

**Note:** This question type awards a fraction of the points available for each correct answer and subtracts an equivalent fraction for incorrect answers. For example, imagine a question worth two points with response choices, three of which are correct and two of which are incorrect. If a student selects two of the right answers and one of the incorrect options, they would earn 2/3 of the two points for their correct answers and lose 1/3 of the points for the incorrect answer.
How do I create a Multiple Dropdowns question?

You can create a question that has multiple options for students to select in their response. You can create a sentence with multiple answers, as demonstrated in this lesson, or you can use the same steps to create a list.

Create a New Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Select Multiple Dropdowns Question Type

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].
Click the drop-down menu and select the Multiple Dropdowns question type.

**Complete Question Details**

Create a title for your question [1]. In the points box [2], enter the number of points the question is worth (quiz totals are calculated based on combined total of questions).
Enter Question Details

Roses are red, violets are blue.

Answers:
Show Possible Answers for [Enter Answer Variables Above]

Create Reference Words

Roses are [color1], violets are [color2].

Answers:
Show Possible Answers for color1, color2
Now replace the words you want students to enter in the question with reference words. Reference words should be surrounded by brackets. Once you place a word in brackets, the word will populate in the Show Possible Answers for drop-down menu.

For example, red has been replaced with [color1], and blue has been replaced with [color2].

**Enter Answer Responses for First Reference Word**

For each item in the drop-down menu, instructors must write one correct answer and all of the other distractors. Type the correct answer and the distractors in the Possible Answer fields [1]. Click the Add Another Answer button [2] to add additional distractors.
Choose Correct Answer

Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the feedback bubble around that answer will turn green. In this example, the second answer is the correct answer.
Enter Answer Responses for Additional Reference Words

Roses are [color1], violets are [color2].

Answers:
Show Possible Answers for color2

Answer Text: yellow

Answer Text: red

Answer Text: blue

Select the second item in the drop-down menu and create the associated answers. Repeat this process for as many reference words as are in your question.

Update Question

Click the Update Question button.
Save Quiz

Click the Save button to save your work on your quiz.

Publish Quiz

Click the Preview button [1] if you want to verify the quiz before you publish it. When you are ready, click the Publish button [2].

Student View for Multiple Dropdowns Question

This is what students see when they encounter a Fill-in-Multiple-Blanks question in a sentence.
Student View for Multiple Dropdowns Feedback

If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

How do I create Likert scale questions?

A Likert scale question is a list of statements with response points that indicate agreement. Canvas' Multiple Dropdown question type can be used for Likert-style questions in Surveys.

Create Survey

After clicking the Quizzes link, either create or edit a quiz. Make sure the quiz type is set as either a Graded or Ungraded Survey.
Create a New Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Create a Multiple Dropdowns Question

Within your Quiz or Survey, create a new Multiple Dropdowns question type.
Add a Table

After adding in any preliminary instructions, click the table icon [1] in the Rich Content Editor and choose two columns [2] and as many rows as you need (one per statement) to contain the entire Likert scale of items. In this example, there are three rows. Click the Insert button [3] when you are finished.
Add Likert Items as Statements and Answer Choice Boxes

**Question:**
In the box below, every place you want to show an answer box, type a reference word (no spaces) surrounded by brackets (i.e. "Roses are [color1], violets are [color2]"

![Rate your agreement with the following statements:](image)

Each row of the table is a distinct Likert item, i.e., a statement with an answer choice box that lets users select their agreement. Use square brackets to frame the answer choice boxes, e.g. [shoulders1]. You'll fill in the actual agreement levels next.
Add Responses as Possible Answers for Each Likert Item

Each Likert item needs to have its own listing of responses as possible answers.

Select each Possible Response and add as many Answers as possible, with consistent Answer Text. You will have to input the Answer Text for each answer choice box. For example, [answer1], [answer2], [answer3], and [answer4] will all need to have each possible response added separately.

The standard five-point Likert responses include:

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

[Click here to learn more about multiple dropdown questions.](#)
Update Question

Click the Update Question button.

Save Quiz

Click the Save button to save your work on your quiz.

Publish Quiz

Click the Preview button [1] if you want to verify the quiz before you publish it. When you are ready, click the Publish button [2].

View Question
This is what the question will look like in a quiz. Make sure each Possible Answer Text has every response added.

**View Responses**

![Image of quiz question]

The selected answers will appear for students if you allow students to see their responses.
How do I create a Matching question?

You can create a matching question for your students.

Create a New Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Select Matching Question Type

Click the drop-down menu and select the Matching question type.
Edit Matching Question Details

1. Question title
2. The number of points the question is worth (quiz totals are calculated based on combined total of questions)
3. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. The first word of the matching pair
5. The second word of the matching pair
6. Text for the feedback bubbles under each answer (all feedback bubbles are red)

To build a Matching question, you will need to add the following details:
7. Text for Additional Match Possibilities (these words will be added to the matching list to distract students from the correct answers)
8. Text for the feedback bubbles at the end of the question (green for correct answer feedback, red for incorrect answer feedback, and blue for general question feedback)

If you want to add another answer, click the Add Another Answer link [9].

**Update Question**

[Cancel] [Update Question]

Click the Update Question button.

**Save Quiz**

[Cancel] [Save]

Click the Save button to save your work on your quiz.

**Publish Quiz**

This quiz is unpublished
Only teachers can see the quiz until it is published.

[Cancel] [Update Question] [Save] [Preview] [Publish]

Click the Preview button [1] if you want to verify the quiz before you publish it. When you are ready, click the Publish button [2].
Student View for Matching Question

**Question 7**

3 pts

Match the colors with their complementary color.

<table>
<thead>
<tr>
<th>Color</th>
<th>Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>[Choose]</td>
</tr>
<tr>
<td>Yellow</td>
<td>[Choose]</td>
</tr>
<tr>
<td>Orange</td>
<td>[Choose]</td>
</tr>
</tbody>
</table>

This is what students see when they encounter a Matching question in a quiz.

Student View for Matching Feedback

Match the colors with their complementary color.

- **Red**: [Choose] -> Green
- **Yellow**: [Choose] -> Blue
- **Orange**: [Choose] -> Violet

Correct Answer: Violet
If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

**How do I create a Numerical Answer question?**

You can create a quiz question that requires a numerical answer, such as questions for a math course.

**Create a New Question**

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].
Select Numerical Answer Question Type

Click the drop-down menu and select the Numerical Answer question type.
Edit Numerical Answer Question Details

To build a Numerical Answer question, you will need to add the following details:

1. Question title
2. The number of points the question is worth (quiz totals are calculated based on combined total of questions)
3. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. Exact Answer with an error margin plus a feedback bubble for the answer if applicable (all correct feedback bubbles are green)
5. Question response options
Add as many correct answers as needed for the question. Delete extraneous answer options by clicking on the Trash icon [6].

**Update Question**

[Cancel] [Update Question]

Click the Update Question button.

**Save Quiz**

[Cancel] [Save]

Click the Save button to save your work on your quiz.

**Publish Quiz**

[Cancel] [Publish]

Click the Preview button [1] if you want to verify the quiz before you publish it. When you are ready, click the Publish button [2].

**Student View for Numerical Answer Question**

This is what students see when they encounter a Numerical Answer question in a quiz.
Student View for Numerical Answer Correct Answer

If you allow students to see the correct answers, they will see correct responses in gray [1]. If the answer was correct, the student will see a green flag [2] indicating the answer was correct.

Student View for Numerical Answer Incorrect Answer

If you allow students to see the correct answers, they will see correct responses and allowable margin error [1]. If the answer was incorrect, the student will see a red flag indicating the answer was incorrect [2].
How do I create a Formula question with a single variable?

You can create a quiz question that involves a formula with a single variable. Based on the variable and formula definitions, the question could change for every student.

Create a New Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Select Formula Question Type
Click the drop-down menu and select the Formula question type.

**Edit Question Name and Point Value**

Type a name in the name field [1] and the point value in the points field [2]. Type the question prompt text and formula with variables in brackets in the Rich Content Editor [3]. You can include video, images, math equations, or flash activities. Click the Need help? link [4] for more advanced options.

**Note:** You cannot use the letter "e" as a variable. It is a reserved mathematical constant.

**Set Variable Definitions**

After you have finished typing the formula in the Rich Content Editor, parameters to define the formula will appear. Set the variable definitions for the formula. Specify the minimum and maximum numbers for variable X [1]. Select
decimal places in the drop-down menu [2], and click the Recompute button [3] to verify that Canvas will insert a number into the formula that is within the variable definition.

**Set Formula Definitions**

Type the formula definition in the formula field [1]. Make sure the formula does not contain any brackets or equal signs. Select the **Decimal Places** drop-down menu [2] to set the number of decimal places you want used for the result. Select the **Save** button to save your formula [3].

**Recompute Solution**

Once you've added a formula definition, you can go back to the Recompute button and watch the calculated variable process through the formula, creating the result. You can recompute as many times as you'd like. For instance, in this example, the number 30 acts for x and the result is -353.
Set Possible Number of Solutions

In the Offer field, specify the number of possible solutions you want Canvas to generate [1]. In the error margin of field, type an acceptable error margin for the answer entered by the student [2]. Click the Generate button to view final answer [3].

View Possible Solutions

Possible solutions will process according to the number of value combinations.

Provide Feedback

You can provide feedback for the question by clicking a feedback bubble and entering text. The bubbles are color-coded to correspond with the type of answer the student provides. Green is for correct answer feedback [1], red is for incorrect answer feedback [2], and blue is for general question feedback [3].
Update Question

Click the Update Question button.

Save Quiz

Click the Save button to save your work on your quiz.

Publish Quiz

Click the Preview button [1] if you want to verify the quiz before you publish it. When you are ready, click the Publish button [2].

Student View for Formula Question

This is what students see when they encounter a Formula question in a quiz.
Student View for Formula Question Correct Answer

If you allow students to see the correct answers, they will see the correct responses listed after their answer.

Student View for Formula Question Incorrect Answer

If you allow students to see the correct answers, they will see the correct responses listed after their answer. If the student got the answer incorrect, a red flag will indicate the answer was incorrect.
How do I create a Simple Formula question?

You can create a quiz question with a formula in it.

Create a New Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].

Select Formula Question Type

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].
Click the drop-down menu and select the Formula question type.

**Edit Question Name and Point Value**

Type a name in the name field [1] and the point value in the points field [2]. Type the question prompt text and formula with variables in brackets in the Rich Content Editor [3]. You can include video, images, math equations, or flash activities. Click the **Need help?** link [4] for more advanced options.

**Note:** You cannot use the letter "e" as a variable. It is a reserved mathematical constant.

**Set Variable Definitions**

After you have finished typing the formula in the Rich Content Editor, parameters to define the formula will appear. Set the variable definitions for the formula. Specify the minimum and maximum numbers for variable X [1]. Select
decimal places in the drop-down menu [2], and click the Recompute button [3] to verify that Canvas will insert a number into the formula that is within the variable definition.

Set Formula Definitions

Type the formula definition in the formula field [1]. Make sure the formula does not contain any brackets or equal signs. Select the Decimal Places drop-down menu [2] to set the number of decimal places you want used for the result. Select the Save button to save your formula [3].

Set Possible Number of Solutions

In the Offer field, specify the number of possible solutions you want Canvas to generate [1]. In the error margin of field, type an acceptable error margin for the answer entered by the student [2]. Click the Generate button to view final answer [3].

Provide Feedback

You can provide feedback for the question by clicking a feedback bubble and entering text. The bubbles are color-coded to correspond with the type of answer the student provides. Green is for correct answer feedback [1], red is for incorrect answer feedback [2], and blue is for general question feedback [3].
Update Question

Click the Update Question button.

Save Quiz

Click the Save button to save your work on your quiz.

Publish Quiz

Click the Preview button [1] if you want to verify the quiz before you publish it. When you are ready, click the Publish button [2].

Student View for Formula Question

The Frost Giants weigh 180x pounds when they are x years old. Find the weight of a Frost Giant at 48 years of age.

This is what students see when they encounter a Formula question in a quiz.
Student View for Formula Question feedback

If you allow students to see the correct answers, they will see the correct responses listed after their answer [1]. A green flag [2] indicates the correct answer. A red flag indicates the student's incorrect answer.

How do I create an Essay question?

You can create an essay question for your students.

Create a New Question

With the Questions tab [1] selected inside a new quiz, click the New Question button [2].
Select Essay Question Type

Click the drop-down menu and select the Essay question type.

Edit Essay Question Details

To build an Essay question, you will need to add the following details:

1. Question title
2. The number of points the question is worth (quiz totals are calculated based on combined total of questions)
3. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. Text for the general feedback bubble at the end of the question

**Update Question**

[Cancel] [Update Question]

Click the **Update Question** button.

**Save Quiz**

[Cancel] [Save]

Click the **Save** button to save your work on your quiz.

**Publish Quiz**

This quiz is unpublished.
Only teachers can see the quiz until it is published.

[Preview] [Publish]

Click the **Preview** button [1] if you want to verify the quiz before you publish it. When you are ready, click the **Publish** button [2].

**Student View for Essay Question**

Question 3

Reflect on what this course has taught you. Write a 2-3 paragraph response explaining why you did or did not learn anything during the course.
This is what a student sees when they encounter a Essay question in a quiz. Students can use the Rich Content Editor to enter text, images, and video content as their response.

**Student View for Essay Feedback**

After submitting the quiz, students will see their essay answer [1].

No credit will be assigned until the instructor has evaluated the essay and assigned points in the gradebook or the SpeedGrader™ [2].

Notice the feedback bubble reminds students that their quiz grade will be incomplete until the instructor has manually graded the essay question [3].
How do I create a Question Bank?

Question Banks are a place to house questions that can be added to quizzes across courses or accounts.

Open Quizzes

Click the Quizzes link.

Manage Question Banks

Click the Manage Question Banks button.

Add Question Bank
Click Add Question Bank button to create a new question bank.

**Create Question Bank**

Name the question bank and press Return (on a MAC keyboard) or Enter (on a PC keyboard).

**Open Question Bank**

Open the question bank by clicking the title of the question bank.

**Question Bank Options**
After opening the Question Bank, you can:

1. Add a Question
2. Edit Bank Details
3. Move Multiple Questions
4. Delete Bank
5. Verify Bookmark (by default new Question Banks are bookmarked automatically)
6. Align Outcomes

Add a Question

Click the **Add a Question** button.
Create New Questions

Add as many individual questions as you wish to your question bank. Click the Update Question button to save your changes.

Read the other lessons in the chapter to learn more about adding different types of individual questions to your Question Bank.

Now you can reference this single bank of questions in many different quizzes.
How do I bookmark a Question Bank?

If you frequently access a Question Bank, you can bookmark it for quicker reference.

Open Quizzes

1. Click the **Quizzes** link.

Manage Question Banks

1. Click the **Manage Question Banks** button.

Bookmark Question Bank

1. Click the bookmark icon next to the question bank name.
Click the **Bookmark** icon.

**View Bookmarked Bank**

The bookmark will turn blue to verify the bank is bookmarked.

**Open Question Bank**

You can also bookmark a Question Bank by clicking the title of the Question Bank.

**Bookmark Question Bank**

Click the **Bookmark this Bank** button.
View Bookmarked Bank

Verify the bank is bookmarked.

View Bookmarked Banks

On the Manage Question Bank page, you will see all the question banks for your course. In the sidebar, click the See My Bookmarked Banks button to view all the banks you have bookmarked.
How do I unbookmark a Question Bank?

You can easily removed bookmarked Question Banks.

Open Quizzes

Click the Quizzes link.

Manage Question Banks

Click the Manage Question Banks button.

Unbookmark Question Bank
Click the **Bookmark** icon.

**Verify Unbookmarked Question Bank**

The bookmark will fade, indicating the Question Bank is no longer bookmarked.

**Open Question Bank**

You can also unbookmark a Question Bank by clicking the title of the Question Bank.

**View Bookmarked Bank**

Click the **Already Bookmarked** button.
View Unbookmarked Question Bank

Verify the bank is unbookmarked.

**How do I delete a Question Bank?**

You can delete Question Banks that you no longer use.

**Open Quizzes**
Click the Quizzes link.

**Manage Question Banks**

Click the Manage Question Banks button.

**Delete Question Bank**

Click the Delete button.

**Confirm Deletion**

A pop-up window in your browser will appear. Click OK to delete the question bank or Cancel to cancel the process.

**Open Question Bank**
You can also delete a Question Bank by clicking the name of the Question Bank.

**Delete Question Bank**

![Delete Bank button](image)

Click the **Delete Bank** button.

**Confirm Deletion**

![Confirm Deletion dialog](image)

Are you sure you want to delete this bank of questions?

[Cancel] [OK]

A pop-up window in your browser will appear. Click **OK** to delete the question bank or **Cancel** to cancel the process.
How do I move multiple questions from one bank to another?

You can move multiple questions from one Question Bank to another.

Open Quizzes

Click the Quizzes link.

Manage Question Banks

Click the Manage Question Banks button.

Open Question Bank

Canvas Instructor Guide Updated 6/22/13
Open the Question Bank by clicking the title of the Question Bank.

**Move Multiple Questions**

Click the **Move Multiple Questions** button to move multiple questions to another question bank.
Move Questions

Select questions to move [1] and select the destination bank [2]. Then click the Move Questions button to move the questions to the selected bank.
View Questions

**Question Bank 1**

Remember, changes to question templates won’t automatically update quizzes that are already using those questions.

- [ ] Show Question Details

<table>
<thead>
<tr>
<th>Question</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is 1 + 1?</td>
<td>move/copy question to another bank</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>1 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the capital of Minnesota?</td>
<td>move/copy question to another bank</td>
</tr>
</tbody>
</table>

Open the Question Bank you moved question(s) to and view the moved question(s).

**Note:** Changes to questions won’t automatically update quizzes that are already using those questions unless you re-publish the quiz.
How do I move/copy a question from one bank to another?

You can easily move questions from one Question Bank to another.

Open Quizzes

Click the Quizzes link.

Manage Question Banks

Click the Manage Question Banks button.

Open Question Bank
Open the Question Bank by clicking the title of the Question Bank.

**Move/Copy Questions to Another Bank**

Click the *move/copy question to another bank* link to copy the question to another bank.

**Select Question Bank**

Click the title of the bank [1] where you would like to copy/move the questions. Click the *Keep a copy in this question bank as well* checkbox [2] if you only want to copy the question. Then click the *Move/Copy Questions* button [3] to copy the question.
View Moved/Copied Question

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

☐ Show Question Details

![Discussion - timing.](image)

In order to create an ideal "interactive" discussion on the Discussions web page, you should:

Move/copy question to another bank

View the moved/copied question in the new bank.

**Note:** Changes to questions won't automatically update quizzes that are already using those questions.
How do I import a Question Bank from one Canvas course to another?

You can easily share Question Bank questions among several Canvas courses.

Open Course Settings

Click the Settings link.
Import Content into Course

Click the Import Content into this Course button.
Copy Content From Another Canvas Course

Import Wizard

If you're moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you're going to want moved over here. This wizard should make that process pretty easy.

- Import Files (if any)
- Import Quizzes (if any)

You may skip any steps that don't apply.

You can also:

- Copy content from another Canvas course
- Import content from a content package or from another system

Click the Copy content from another Canvas Course button.

Select Course

Copy From another Course

Select the course you want to copy from. Then you can specify what exactly you want copied over.

Search for Course: [Search for Course] 1

Or Select from the List: [Select Course] 2

- Include completed courses? 3

You can search for the course you want to import the question bank from by typing in the Search for Course field [1] and click the course name when it appears. Or you can select the course from the drop-down list [2]. If you want to search for courses that have already completed, check the Included completed courses checkbox [3].
Copy From Course

Copy From another Course

Select the course you want to copy from. Then you can specify what exactly you want copied over.

Search for Course: Psychology 101
Or Select from the List: [Select Course]

If Include completed courses? is checked, only courses with completed sections will be included.

Selected Course: Psychology 101

1. Copy From this Course

The selected course will appear as a bolded title next to the select course field [1].

2. Click the Copy From this Course button [2].

Deselect the Copy Everything Option

Copy Content From Psychology 101

Select the content you'd like copied into this course.

- [ ] Copy everything from Psychology 101
- [ ] Adjust events and due dates

3. Import Course Content

By default, the Copy everything from [course name] check box will be selected. Deselect the check box.
Locate Question Banks

A list of course content will appear. Locate the heading called Question Banks.
Choose Question Banks

Choose the Question Banks you want to import by clicking on the check box located next to the bank name [1]. If you want to select all the Question Banks for a course, click the check box next to the Question Banks heading [2].

Import Course Content

Click the Import Course Content button.

Monitor Import Progress

You can monitor the progress of the import by viewing the progress bar.
Return to Course

Course Copy Succeeded

Course content successfully imported! You can review the results of the import below.
If you’re not happy with any of the dates for assignments or events, you can easily change them by dragging and dropping on the course calendar.

Click the [Course Name] Home Page link to return back to your course.

Open Quizzes

Click the Quizzes link

Manage Question Banks

Click the Manage Question Banks button.
View Imported Question Bank

Once I publish my Quiz, how do I make additional changes?

Once you publish a quiz and make it available to your students, you can make changes to the quiz. However, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

Open Quizzes

Click the Quiz link.
Open Quiz

Open the quiz by clicking the Pencil icon.

View Warning Message

If one of your students has opened or has already taken the quiz, you will see a warning notification at the top of the quiz. If you change any quiz questions in a significant way, you may want to consider re-grading students who took the old version of the quiz.
Edit Quiz Settings

You can edit multiple quiz settings, including, but not limited to:

1. Whether or not it will be graded
2. Shuffle answers
3. Change time limit
4. Allow multiple attempts
5. Let Students See Their Quiz Responses
6. Show Which Answers Were Correct
7. Restrict this Quiz
8. Show one question at a time
9. Change due date
Edit Quiz Questions

To edit quiz questions, click the Questions tab.

Notify Students

To notify the students in your course that the quiz has changed, select the Notify users this quiz has changed check box. Note that students will always receive a notification if you change the due date of the quiz regardless of whether you select this check box.

Save Quiz
Click the **Save** button to save your changes.

### Re-Publish Quiz

You can also **Preview** the Quiz again [1]. When you are ready, click the **Re-Publish** button [2].

### Once I publish my Quiz, what kinds of quiz statistics are available?

You can view quiz statistics for quizzes that have been published. Please note that statistics will not be available until at least one student has completed the quiz.

**Note:** The initial iteration of item analysis is designed to work with quizzes that deliver the same questions to all students. If you generate the item analysis csv for quizzes that pull from a group of questions that is smaller than the bank you're pulling from (for example, the bank has ten questions and each student receives only five), the csv will include results for each version of the quiz students attempted.

### Open Quizzes

Click the **Quizzes** link.
Open Quiz

Click the title of the quiz you want to open.

Open Quiz Statistics

Click the Quiz Statistics link.

Note: Quiz Statistics will not be available until at least one student has completed the quiz.
View Statistics

Canvas quiz statistics:

1. Allow faculty and administrators to see the class distribution of each question, highlights consistently unanswered questions or the high ratio of wrong answers (to determine question validity). 
2. Displays data such as mean and standard deviation, time to take the assessment, and graphical representations of all student responses so student performance is more easily interpreted.
3. Counts all attempts in the statistics and download csv files to view Student Analysis or Item Analysis for each quiz question. For more detailed information on how item analysis is calculated, please refer to the Item Analysis PDF.

Note: The initial iteration of item analysis is designed to work with quizzes that deliver the same questions to all students. If you generate the item analysis csv for quizzes that pull from a group of questions that is smaller than the bank you’re pulling from (for example, the bank has ten questions and each student receives only five), the csv will include results for each version of the quiz students attempted.
Once I publish my Quiz, how can I give my students extra time or extra attempts?

You can grant access to an individual student, several students, or the entire class to have extra attempts on a quiz. If you have set a time limit on your quiz, you can also grant access for extra time.

Open Quizzes

Click the Quizzes link.

Locate Quiz Link

Click the name of the quiz you want to moderate.
Option 1: Add Extra Attempt through Moderate This Quiz

Click the Moderate This Quiz link.

View Moderate Quiz Options

The Moderate Quiz page displays the following information:

1. Student name
2. Number of attempts the student has already taken quiz
3. Time it took for the student to complete the quiz
4. Number of remaining attempts, if any
5. Student's quiz score

To refresh the page and make sure all statistics are current, click the refresh icon [6].
Moderate Quiz

Click the Pencil icon by the name of the student whose quiz you want to moderate.

Give Student Extension

Extensions for Boone, Emily

1. Extra Attempts: (everyone gets 1 already)

2. Extra Time on Every Attempt: ___ minutes

3. Manually unlock the quiz for the next attempt

4. Save

Type the number of extra attempts you'd like to give to the student in the Extra Attempts field [1].
If the quiz has a time limit and you want to give more time, type the number of extra minutes in the **Extra Time on Every Attempt** field [2]. For example, if you set the quiz with a time limit of 3 minutes, but you want to give this student 10 extra minutes, type in the number 10. On the student's next attempt, the quiz will show the student has 13 total minutes to take the quiz.

If your quiz is locked, you will need to unlock the quiz for the student by clicking the **manually unlock the quiz for the next attempt** checkbox [3].

Click the **Save** button [4].

**Moderate Quiz For Multiple Students**

If you want to select multiple students, click the checkbox [1] next to each of their names. If you want to select all students, click the top checkbox [2]. In this example, two students are selected. Click **Change Extensions for [#] Selected Students** button [3] to give extensions to these two students.
Give Multiple Student Extensions

Complete the extensions for the students you selected. Remember, extra attempts and time added, if applicable, will apply to all selected students.

Click the Save button.

View Extensions
View the extension changes you made for the student(s). For example, Emily Boone gets 1 extra attempt on her quiz, and because the quiz is timed, she gets 10 extra minutes.

**Option 2: Add Extra Attempt through Student Quiz Results**

Another way to give a student an extra attempt after making extension changes is to select the Gear Icon [1], then select the Show Student Quiz Results link [2].

**Select Student**

Under the heading Students who have taken the quiz, click the name of the student.
Add Extra Attempt through Student Quiz Results

Find the allow this student an extra attempt button. You can automatically give a student an extra attempt for the quiz.
How do I make a Quiz available before or after the due date?

You can make your quiz available before or after the due date.

Open Quizzes

Click the Quizzes link.

Create New Quiz

If you are creating a new quiz, click the Create a New Quiz button.
Select Quiz

If you are editing the settings of an existing quiz, click the quiz title.

Edit the Quiz

View Quiz Options

View the quiz options below the Rich Content Editor. You can choose an Available From date and time [1] and an available Until date and time [2]. The Available From date keeps users from attempting the quiz until the date and time you set. The Until date ends the student’s ability to start and/or complete the quiz. The quiz will be
automatically submitted after the due date passes or the available Until date. However, a student could start the quiz after the due date and will have until the available Until date or the set time limit.

**Set Available From Date**

Click on the calendar icon [1] to select the date the quiz will become available. Select the date [2] the quiz will open, select the time [3] the quiz will open (leaving it blank defaults to 12:00 am), and click the **Done** button [4] to set the date the quiz will become available.

**Lock Quiz After the Due Date**

Click the calendar icon [1] to select the date the quiz will close, or no longer be available. Select the date [2] the quiz will close, select the time [3] the quiz will close (leaving it blank defaults to 11:59 pm), and click the **Done** button [4] to set the date the quiz will no longer be available.
Save Quiz

Click the Save button to save your changes.

Publish Quiz

This quiz is unpublished
Only teachers can see the quiz until it is published.

Continue editing your quiz until you are ready to publish or re-publish your quiz.

View Quiz

<table>
<thead>
<tr>
<th>Quiz Type</th>
<th>Graded Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>2</td>
</tr>
<tr>
<td>Assignment Group</td>
<td>Quizzes</td>
</tr>
<tr>
<td>Shuffle Answers</td>
<td>No</td>
</tr>
<tr>
<td>Time Limit</td>
<td>No Time Limit</td>
</tr>
<tr>
<td>Multiple Attempts</td>
<td>No</td>
</tr>
<tr>
<td>View Responses</td>
<td>No</td>
</tr>
<tr>
<td>One Question at a Time</td>
<td>No</td>
</tr>
<tr>
<td>Require Respondus LockDown Browser</td>
<td>No</td>
</tr>
<tr>
<td>Required to View Quiz Results</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 19</td>
<td>Everyone</td>
<td>Mar 11 at 12am</td>
<td>Mar 29 at 11:59pm</td>
</tr>
</tbody>
</table>

View the quiz and the dates you have made the quiz available to students. In this example, users can access the quiz from March 11 until March 29.
How do I delete a Quiz?

You can delete quizzes from your course.

Open Quizzes

Click the Quizzes link.

Select Quiz

If you are editing the settings of an existing quiz, click the quiz title to open the quiz [1]. If you want to delete the entire quiz, click the Trash icon [2].
Delete Quiz

You can also visit the quiz page, click the Gear icon [1], and select the Delete link [2].

Confirm Deletion

A pop-up window will appear in your browser. Click OK to delete the quiz or Cancel to edit your quiz in another manner.
How do I import Quizzes from QTI packages?

You can easily import quizzes from programs that create QTI files.

Create a QTI file

QTI files can be created from a variety of different learning management systems and software:

- Quizzes created in Respondus 4.0 (Windows software) can be exported as QTI packages. To learn how to use Respondus 4.0 refer to this user guide (DOC). A QuickStart guide for Respondus 4.0 is also available (PDF).
- Quizzes created in Blackboard (WebCT, Angel) can be exported as QTI packages
- Quizzes created in Moodle can be exported as QTI packages
Click the **Settings** link.
Import Content

Click the Import Content into this Course button.
Import Quizzes

Import Wizard

If you're moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you're going to want moved over here. This wizard should make that process pretty easy.

- Import Files (if any)
  - Import Quizzes (if any)

You may skip any steps that don't apply.

You can also:

- Copy content from another Canvas course
- Import content from a content package or from another system

Click the Import Quizzes link.
Browse to QTI Package

Click the **Choose File** button.

**Note:** Depending on your browser, you may need to look for the **Browse** button.
Open QTI Package

Locate the QTI package you'd like to import on your computer and click Open.
Import QTI package

By default, the questions from the QTI package will be stored in the "Imported Questions" question bank. If you would like to store them in a different question bank or create a New Question Bank, select the appropriate item from the drop-down menu [1]. Click the Import Quiz button [2].
Import is Confirmed

Thank you! We'll start importing your QTI data and send you an email when it's complete. The process normally finishes within 10 minutes.

- Import another QTI file
- I'm Done Importing, back to the Course.

After importing the QTI package, you'll see a thank you message. You will receive an email with updates when the import is finished. If you want to upload another QTI file, click the **Import another QTI file** button. If you're finished uploading, click the **I'm Done Importing...** button.

Open Course Settings

- Home
- Announcements
- Syllabus
- Assignments
- Quizzes
- Discussions
- People
- Modules
- Files
- Grades
- Pages
- Outcomes
- Conferences
- Collaborations

[Settings]
When your import is finished, click the Settings link.

**Import Content**

Click the Import Content into this Course button.
Import Quizzes

Click the Import Quizzes link.

View Imported Quizzes

Under the Current Quizzes heading, view the completed list of all of the quizzes in your course, including those that have just been imported. Click a quiz title to edit and publish the imported quiz.
Edit and Publish Imported Quizzes

Students will not be able to take an imported quiz until you have published it. Click the **Preview** button [1] to view the quiz. Click the **Publish** button [2] to make it available to students.
How do I export Quiz content?

When you export quiz content from Canvas, it is formatted in a QTI .zip file.

Open Course Settings

Click the Settings link.
Export Course Content

Click the Export Course Content button.
Choose Export Type

Content Exports

QTI Export from Mar 27, 2013 8:00pm: Click here to download
QTI Export from Mar 27, 2013 7:59pm: Click here to download

Export Type

- Course
- Quiz

Select Quizzes to Export

- All Quizzes
- Beginning of Semester
- Module 1 Quiz
- All the Quiz Question Types
- Blackboard Vista Export Test
- End of Semester Thoughts
- Extra Credit Quiz

Create Export

Click the radio button for Quiz Export [1]. Choose the Quizzes you want to export [2]. Click the Create Export button [3].

Note: When you create an export, Canvas will create an export archive [4] where you can download prior export files.
View Quiz Export

Content Exports

QTI Export from Mar 27, 2013 8:00pm: Click here to download
QTI Export from Mar 27, 2013 7:59pm: Click here to download
New Export: Click here to download

Your content has been exported.

Depending on how much Quiz content you need to export, it may take a while. When the export is complete, click the Click here to download link to download the file and view the Quiz content. This makes it easier to view and share the Quiz content. Remember, it will be in a QTI .zip file format.

How do I create a Survey?

You can use Surveys to receive feedback from your students or give them some extra points by responding to a Survey.

Open Quizzes

Click the Quizzes link.
Create New Quiz

Click the Create a New Quiz button.

Select Quiz Type

Click the Quiz Type drop-down menu.

Select Survey Type

Click the Survey type you wish to create, then add questions to complete your Survey.

Note: A Graded Survey will appear in the Gradebook, while an Ungraded Survey will not.
Save Quiz

Click the **Save** button to save your changes.

Publish Quiz

Click the **Publish** button.

View Survey

View your Survey. It will appear under the Surveys heading in the Quizzes feature.
How do I view Survey results?

You can see the results after one or more users have taken the survey.

**Open Quizzes**

Click the Quizzes link.

**Open Survey**

Click the Survey title to open the Survey.
Show Student Survey Results

Click the Gear icon [1] and select the Show Student Survey Results link to view individual submissions [2].

Select Student Survey Result

Under Students who have taken the survey, click the name of a student you wish to view statistics for.
Open Survey Statistics

In the Survey, you can also click the Survey Statistics link to view all the responses to the Survey.

View Results

Survey Statistics

View the Survey results. Depending on the type of question in the survey, the results may look different than seen here.

Download Survey Results

3 users have taken this survey

Average Time: less than a minute

Generate Student Analysis

Generate Item Analysis
You can also download Survey results by clicking the Generate Student Analysis or Generate Item Analysis button. Click here to learn more about quiz statistics.
Rich Content Editor
What is the Rich Content Editor?

Canvas has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within Canvas.

Although clean and streamlined, the Rich Content Editor is sophisticated enough to support embedding any video content, math formula, and other rich media.

Note: Configured External (LTI) Tools may create additional buttons in the Rich Content Editor.

Open the Rich Content Editor

Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area [1]. Content can also input HTML directly into Canvas using the Switch View link [2]. Users can also easily link to course content using the Content Selector [3].

What Canvas Features Use the Rich Content Editor?

The following Canvas features use the Rich Content Editor:

- Announcements
- Assignments
- Discussions
How do I align text using the Rich Content Editor?

You can use the Rich Content Editor to align text.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Place Cursor In Front Of Text

Place the cursor in front of the text you wish to align [1].

Align Text

Use the tools on the Rich Content Editor toolbar to align the text. You can set the position of the text on the page with the Left, Center, and Right Alignment tools [1] or indent the text using the Indent tool [2].
Save Changes

Click the Save Changes button.

View Content

Welcome to the Rich Content Editor.

Hello.

View the content you edited.
How do I use the Font Size and Paragraph drop-down menus to style my text?

You can use the Rich Text Editor to change font size and format paragraphs.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Select Text

Welcome to the Rich Content Editor

Hello.

Select the text you wish to style.
Use Font Size Dropdown Menu

Select the Font Size dropdown menu to change the text font size.
Use the Paragraph Dropdown Menu

Select the **Paragraph** dropdown menu to change the text font size.
Single Space Text

To create single spacing in the Rich Content Editor, press the shift key and then return (MAC) or enter (PC). This will create a link break instead of a paragraph break.

Save Changes

Click Save Changes.
View Content

Welcome to the Rich Content Editor

Hello,
Did you know by pressing the **shift** key and then **enter** you create single spacing in the Rich Content Editor?
It's pretty neat.

View the content you created.
How do I remove formatting from text I am pasting from another source?

You can use the Rich Content Editor to format text that you pasted from another source.

You can use the following keyboard shortcuts:

• Normal copy and paste on a PC: Ctrl-C, Ctrl-V
• Copy and paste-without-formatting on a PC: Ctrl-C, Ctrl-Shift-V
• Normal copy and paste on a Mac: Cmd-C, Cmd-V
• Copy and paste-without-formatting on a Mac: Cmd-C, Cmd-Opt-Shift-V

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Welcome to the Rich Content Editor.

Here is some information about Austria-Hungary (from wikipedia):

Austria-Hungary (German: Österreich-Ungarn; Hungarian: Osztrák-Magyar Monarchia; Czech: Rakousko-Uhersko; Polish: Austro-Węgry; Ukrainian: Австро-Угорщина; Romanian: Austro-Ungaria; Croatian: Austro-Ugarska; Slovak: Rakúsko-Uhorsko; Serbian: Аустро-Угарска; Slovene: Avstro-Ogrska; Bosnian: Austro-Ugarska; Italian: Austria-Ungheria), also known as the Dual Monarchy or K.u.k. Monarchy, was a dual-monarchic union state, that existed for 51 years (1867–1918) in Central Europe. It replaced the Austrian Empire (1806–1867) on the same territory and originated in a compromise between the ruling Habsburg dynasty and the Hungarians in order to maintain the state. As a multi-national empire in an era of national awakening, it found its political life dominated by disputes among the eleven principal national groups. Its economic and social life was marked by a rapid economic growth through the age of industrialization and social modernization through many liberal and democratic reforms.

Paste the text you copied into the Rich Content Editor. Make sure to cite the source if appropriate.

Don't forget you can use the following keyboard shortcuts:

- Normal copy and paste on a PC: Ctrl-C, Ctrl-V
- Copy and paste-without-formatting on a PC: Ctrl-C, Ctrl-Shift-V
- Normal copy and paste on a Mac: Cmd-C, Cmd-V
- Copy and paste-without-formatting on a Mac: Cmd-C, Cmd-Opt-Shift-V
Select the Pasted Text

Select the pasted text to remove the formatting.

Remove Formatting

Click the Eraser icon to remove the formatting from the pasted text.

Save Changes

Click Save Changes.
Welcome to the Rich Content Editor.

Here is some information about Austria-Hungary (from wikipedia):

Austria-Hungary (German: Österreich-Ungarn; Hungarian: Osztrák-Magyar Monarchia; Czech: Rakousko-Uhersko; Polish: Austro-Węgry; Ukrainian: Австро-Угорщина; Romanian: Austro-Ungara; Croatian: Austro-Ugarska; Slovak: Rakúsko-Uhorsko; Serbian: Австро-Угарска; Slovene: Avstro-Ogrska; Bosnian: Austro-Ugarsko; Italian: Austria-Ungheria), also known as the Dual Monarchy or K.u.K. Monarchy, was a dual-monarchic union state that existed for 51 years (1867–1918) in Central Europe. It replaced the Austrian Empire (1806–1867) on the same territory and originated in a compromise between the ruling House of Habsburg and the Hungarians in order to maintain the state. As a multi-national empire in an era of national awakening, it found its political life dominated by disputes among the eleven principal national groups. Its economic and social life was marked by a rapid economic growth through the age of industrialization and social modernization through many liberal and democratic reforms.

View the content you created.
How do I create a bulleted or numbered list using the Rich Content Editor?

You can use the Rich Content Editor to create a bulleted or numbered list.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Select Text

Select the text you wish to create a list with.

Create a List

Click the **Bulleted List** icon to make bulleted list [1]. Click the **Numbered List** icon to make a numbered list [2].

Save Changes

Click **Save Changes**.
View Bulleted List

Welcome to the Rich Content Editor.
These features use the Rich Content Editor:

- Announcements
- Assignments
- Discussions
- Quizzes
- Pages
- Syllabus

View the bulleted list you made.

View Numbered List

Welcome to the Rich Content Editor.
These features use the Rich Content Editor:

1. Announcements
2. Assignments
3. Discussions
4. Quizzes
5. Pages
6. Syllabus

View the numbered list you made.
How do I insert a table using the Rich Content Editor?

You can use the Rich Content Editor to insert and format a table. You can also easily edit your table at a later time.

**Open the Rich Content Editor**

![Rich Content Editor](image)

Open the Rich Content Editor using one of the Canvas features which support the Editor.

**Open Table Creator**

![Table Creator](image)

Click the Table icon to open the Table Creator.
Edit General Table Properties

Edit the general properties of the table by typing in the appropriate fields.

- **Columns**: The number of columns in your table.
- **Cell Padding**: The space between the cell border and its content (in pixels, e.g. 5px).
- **Alignment**: The location of your table on the page.
- **Width**: The width of your table (in pixels or percent, e.g. 500px, 50%).
- **Class**: The name of the table element. This is optional unless you are an advanced CSS user.
- **Table Caption**: The table label is displayed on top of the table.
- **Rows**: The number of rows in your table.
- **Cell Spacing**: The space between individual cells as well as cells and table borders (in pixels, e.g. 3px).
- **Border**: The thickness of your table border (in pixels, e.g. 5px).
- **Height**: The height of your table (in pixels or percent, e.g. 500px, 50%).
Edit Advanced Table Properties

Click the Advanced tab to edit the advanced table properties. Some elements in this tab are more suited for advanced users with knowledge of HTML and CSS and provides additional possibilities for table design.

Basic users may still be interested in the following options:

- **Background Image**: The location of the background image for the table. List as a URL.
- **Border Color**: The color of your table border. You can either type in the hexadecimal RGB number for the color you want (in #nnnnnn format) or you can browse from the color drop-down menu.
- **Background Color**: The color of your table background. You can either type in hexadecimal RGB number for the color you want (in #nnnnnn format), or you can browse from the color drop-down menu.

Insert Table

Click the Insert button to create the table.
View Table

Welcome to the Rich Content Editor!

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Sith or Jedi? (Select 1)</th>
<th>Lightsaber Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yoda</td>
<td>900+</td>
<td>Jedi</td>
<td>Green</td>
</tr>
<tr>
<td>Darth Vader</td>
<td>?</td>
<td>Sith</td>
<td>Red</td>
</tr>
<tr>
<td>Luke Skywalker</td>
<td>?-22ish</td>
<td>Jedi</td>
<td>Blue (later Green)</td>
</tr>
<tr>
<td>Mace Windu</td>
<td>not available</td>
<td>Jedi</td>
<td>Purple</td>
</tr>
</tbody>
</table>

View the table.

Edit Table

Welcome to the Rich Content Editor!

To edit the table content, select the table [1], then click the Table icon [2] in the Rich Content Editor.
Edit Table Content

Update your table by changing the necessary fields in the table editor [1]. For instance, you can add or remove columns or rows by changing the numbers in each field. In this example, the rows has been changed from 5 to 2, and the columns have been changed from 4 to 2.

When you are finished, click the Update button [2].
How do I edit content in the HTML view in the Rich Content Editor?

You can use the Rich Content Editor to edit content using HTML.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor. You can add an image from your course files by using the Content Selector.
Switch Views

Welcome to the Rich Content Editor.

Canvas is awesome!

Click the Switch Views link to open the HTML view.
Edit Content

Welcome to the Rich Content Editor.

Canvas is awesome!

Continue editing content in the HTML view.
Create Alternate Text Tag for Image

Once you have the image inserted into the page, you should create alternate text that describes the image. For example, this alternate text is changed to Canvas Logo.

Save Changes

Click Save Changes.
View Content

Welcome to the Rich Content Editor.

Canvas is awesome!

View the content you created using the Rich Content Editor.
How do I embed images from Canvas into the Rich Content Editor?

You can embed images from your personal files in Canvas into the Rich Content Editor. You can only embed images that have been previously uploaded to your personal or course files. However, as an instructor, you have the option to upload images to your course files using the content selector.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Choose Picture Icon

Click the Picture icon.
Select Canvas Tab

Insert / Edit Image

Image Source

URL Canvas Flickr

http://example.com/image.png

Attributes

Alt text
Describe the image to improve accessibility

Dimensions
Aspect ratio will be preserved

Cancel Update

Click the Canvas tab.
Open Course or Personal Files

You can choose to embed images located in your course files [1] or your personal files [2]. As an instructor, you can embed any image from your files into the Rich Content Editor, even images that are in folders not visible to students.

If you would like to embed an image that is not yet uploaded, you can upload images into your Course Files using the content selector.

Note: When accessing course files, students will only be able to see images that are public to the entire course.
Select Image and Verify Attributes

Click the image you wish to embed [1].

The Attributes field will populate the Alt text [2], which is the name of the image, along with the image's default dimensions [3]. Dimensions are referenced in pixels, width x height.
Change Attributes Alt Text

To change the Alt text, type the new text in the text field.

Change Attributes Image Dimensions

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then click the tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

Embed Image

Click the Update button.
Note: As a future shortcut, if you do not need to change any of your image’s attributes, locate your image and simply double click the name of your image. The image will be embedded directly to your post.

View Embedded Image

<table>
<thead>
<tr>
<th>IF YOU POST:</th>
<th>YOU SOUND LIKE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Ron Paul is the only candidate who offers us a real choice!&quot;</td>
<td>A TEENAGER</td>
</tr>
<tr>
<td>&quot;It's getting old so I'll be here 4 more hrs tops&quot;</td>
<td>A SENATOR</td>
</tr>
</tbody>
</table>

THE INTERNET HAS WOUND UP IN KIND OF A WEIRD PLACE.

View your embedded image in the Rich Content Editor.
Edit Image Properties

When you edit an existing image, the URL tab will display the location of the Canvas image; however, the Canvas tab will still display the file. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your Canvas image, click the Canvas tab and locate another image.
Visually Resize Image

You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.
How do I embed images from the web in the Rich Content Editor?

You can use the Rich Content Editor to embed images from the web, or images previously uploaded into Canvas, or images found on Flickr.

Note: If you want to embed an image not already uploaded into Canvas, you can upload your image through the Content Selector.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Choose Picture Icon

Click the Picture icon.
Embed External Image

Paste or type in the URL of the image you want to embed [1].

The Attributes field will populate the Alt text [2], which is the name of the image, along with the image's default dimensions [3]. Dimensions are referenced in pixels, width x height.
Change Attributes Alt Text

To change the Alt text, type the new text in the text field.

Change Attributes Image Dimensions

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then click the tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

Embed Image

Click the Update button.
Note: As a future shortcut, if you do not need to change any of your image’s attributes, locate your image and simply double click the name of your image. The image will be embedded directly to your post.

View Embedded Image

Welcome to the Rich Content Editor

View your embedded image in the Rich Content Editor.
Edit Embedded Image

If you need to edit your embedded image, click the image [1], then click the Picture icon [2]. The insert/embed window will appear to make changes.

You can also use the handles around the image to visually change the image size [3]. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.
How do I pull in images from Flickr Creative Commons?

You can use the Rich Content Editor to embed images from Flickr Creative Commons.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Choose Picture Icon

Click the Picture icon.
Select Flickr Tab

Click the Flickr tab.

http://example.com/image.png

Alt text: Describe the image to improve accessibility.

Dimensions: Aspect ratio will be preserved.

Cancel Update
Search for Images

In the search bar [1], type in a word or phrase to search for images. Then click the Search icon [2].

In the search bar [1], type in a word or phrase to search for images. Then click the Search icon [2].
Select Image

The images will automatically populate in the pop-up window. Select the image you want to embed [1].

The Attributes field will populate the Alt text [2], which is the name of the image, along with the image's default dimensions [3]. Dimensions are referenced in pixels, width x height.
Change Attributes Alt Text

To change the Alt text, type the new text in the text field.

Change Attributes Image Dimensions

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then click the tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

Embed Image

Click the Update button.
Note: As a future shortcut, if you do not need to change any of your image’s attributes, locate your image and simply double click the name of your image. The image will be embedded directly to your post.

View Embedded Image

Welcome to the Rich Content Editor

View your embedded image in the Rich Content Editor.
Edit Embedded Image

If you need to edit your embedded image, click the image [1], then click the Picture icon [2]. The insert/embed window will appear to make changes.

You can also use the handles around the image to visually change the image size [3]. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.
Edit Image Properties

When you edit an existing image, the URL tab will display the location of the Flickr image—the Flickr tab will be blank. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your Flickr image, click the Flickr tab and search for a new image.
Visually Resize Image

You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.
How do I create a hyperlink in the Rich Content Editor?

You can use the Rich Content Editor to create a hyperlink.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Type text

Highlight the text you want to create a hyperlink for. [1].

**Note:** If you don't highlight the text before creating the hyperlink, then the link will show up at the end of words as "Link."

**Create Hyperlink**

Click the Chain link icon [1]. A popup window will appear in your browser.
Insert Link

Paste or type the URL you want to link to in the URL field [1]. Click the Insert Link button [2].

Note: The text will flash yellow before turning into the hyperlink.

Save Changes

Click the Save Changes button.
View Content

Welcome to the Rich Content Editor.

View the content you created. The hyperlink is indicated by the default blue text color and pop out icon [1].
How do I link to a YouTube™ video?

YouTube™ videos are automatically embedded in any feature that uses the Rich Content Editor. This lesson applies to the Announcement, Assignments, Discussions, Pages, Quizzes, and Syllabus features.

There are two different ways to link a YouTube™ video, depending on what you want it to look like:

1. Insert Link into the Rich Content Editor (full link with embedded video)
2. Insert Link with the Chain Link Icon (shortened link with optional embedded video)

1. Insert Link into the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features that support the Editor. Copy/paste the URL directly in the Rich Content Editor. Then press Enter (PC) or Return (MAC).

Verify Link
Verify the link, which will display the complete YouTube™ URL under the YouTube™ logo. The link will include a small thumbnail with an embedded video.

**Save Changes**

Click the **Save Changes** button (for Pages).

**Note:** To save the YouTube™ link in other features:

- Click on Add New Announcement or Update Announcement (for Announcements).
- Click on Update Assignment (for Assignments).
- Click on Add New Topic or Update Topic (for Discussions).
- Click on Save Settings or Publish Quiz (for Quizzes).
- Click on Update Syllabus (for Syllabus).

**View Video**

You can view the YouTube™ video by clicking on the link [1], which will open in a new browser window. Or you can click on the embedded video image [2], which will expand to a larger size and play the video without leaving the page.
2. Insert Link with the Chain Link icon

Open the Rich Content Editor using one of the Canvas features that support the Editor. Click the Chain icon to link to the YouTube™ URL.

Paste Link

Type or copy/paste the YouTube™ URL in the text box [1]. By default, a small embedded image of the video will appear, showing the video you have selected. The link will also include a small thumbnail with an embedded video. Note: If you do not want to include the embedded video, click the Disable inline previews for this link checkbox [2]. When you are ready to insert the video link into the Rich Content Editor, click the Insert Link button [3].
Verify Link

Verify the link. Using the Chain icon, Link appears under the YouTube™ logo [1]. The link will still include a small thumbnail with an embedded video. You may see the link flash yellow the moment it is inserted and then turn blue, indicating it is a link.

**Note:** When you insert a YouTube™ video link and disable the inline preview, only the link will appear [2].

Save Changes

Click the **Save Changes** button (for Pages).

**Note:** To save the YouTube™ link in other features:

- Click on Add New Announcement or Update Announcement (for Announcements).
- Click on Update Assignment (for Assignments).
- Click on Add New Topic or Update Topic (for Discussions).
- Click on Save Settings or Publish Quiz (for Quizzes).
- Click on Update Syllabus (for Syllabus).
View Video

You can view the YouTube™ video by clicking on the link [1], which will open in a new browser window. Or you can click on the embedded video image [2], which will expand to a larger size and play the video without leaving the page.
How do I embed iFrame videos using the Rich Content Editor?

Embedding content in Canvas using HTML is straightforward.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Launch the HTML Editor

Click the Switch Views link to launch the HTML editor [1].
Copy Code

Embed

<iframe src="http://player.vimeo.com/video/35336470?portrait=0&amp;color=7fc8ff" width="500" height="281" frameborder="0" webkitAllowFullScreen mozallowfullscreen allowFullScreen"></iframe> <p>
This is our embed code which supports iPad, iPhone, Flash and beyond.

Preview

Get to know Canvas
from Instructure

Text link will be shown once embedded.
+ Customize embed options

You will be copying code from an external video source to paste in Canvas. Locate the control on the frame of the video player that opens and displays the HTML code for the content that is currently loaded in the video player.
Embed Code

<iframe src="http://player.vimeo.com/video/35336470?portrait=0&amp;color=7f68f7" width="500" height="281" frameborder="0" webkitAllowFullScreen mozallowfullscreen allowFullScreen></iframe>

Copy the displayed embed code for the video content and paste it into the HTML editor in Canvas.

Save Changes

Click Save Changes.
View Video

Welcome to the Rich Content Editor.

Get to know Canvas from Instructure

Get to know Canvas from Instructure on Vimeo.

View the video.
How do I upload a video using the Rich Content Editor?

You can use the Rich Content Editor to upload a video.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool

Click the Video Clip icon to open the Media Comment Tool.
Upload Media

Click the Upload Media tab [1].
Select Video File

Choose the Select Video File button [1]. A popup window will appear in your browser.
Select Video File

Select the video you want to upload [1]. Click the **Open** button [2].
Upload Video File

The status bar will show you the progress of your video upload [1]. The speed of your upload will depend on your internet connection and the size of your video. Wait for your media to upload. Once the progress bar is full this window will automatically close.
View Uploaded Video

Welcome to the Rich Content Editor.

The uploaded video will be indicated by a link inside the Rich Content Editor [1].

Save Changes

Click Save Changes.
Welcome to the Rich Content Editor.

Click on the video to view it in Canvas.
How do I upload an audio file using the Rich Content Editor?

You can use the Rich Content Editor to upload an audio file.

**Open the Rich Content Editor**

Open the Rich Content Editor using one of the Canvas features which support the Editor.

**Open Media Uploader**

Click the Video Clip icon to open the Media Comment Tool.
Upload Media

Click the Upload Media tab [1].
Select Audio File

Choose the Select Audio File button [1]. A popup window will appear in your browser.
Select Audio File

Select the audio file you want to upload [1]. Click the Open button [2].
Upload Audio File

The status bar will show you the progress of your audio upload [1]. The speed of your upload will depend on your internet connection and the size of your audio. Wait for your media to upload. Once the progress bar is full this window will automatically close.
View Audio File

The uploaded audio will be indicated by a link inside the Rich Content Editor [1].

Save Changes

Click Save Changes.
View Media

Welcome to the Rich Content Editor.

Click on the video to view it in Canvas.
How do I record a video using the Rich Content Editor?

You can use the Rich Content Editor to record a video.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool

Click the Video Clip icon to open the Media Comment Tool.
Select Video Recording Option

Click the Webcam icon to begin recording video.

Allow Adobe Flash Player Access

Click Allow to give the Adobe Flash Player to access your computer's camera and microphone.
Select Settings

You can open the Settings for the Flash Player to select specific options for your video recording.

To open the settings, Right-click (PC users) or Control-click (MAC users) anywhere on the media window.
Modify Settings

You can select among the Flash Player Setting tabs and select your privacy settings [1] and local storage limit [2] on your local computer. You can also select a specific microphone [3] or camera [4] using the drop-down menu, if your computer contains more than one option.
Start Recording

Click to start recording an video file.
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. Click anywhere to stop recording.

Review Recording

Your recording will begin to playback automatically. Click Save to save your video [1]. Click Record [2] to re-record your video message.
View Video

Welcome to the Rich Content Editor!

Your video will be automatically inserted into the Rich Content Editor.

Save Changes

Click Save Changes.

View Media

Welcome to the Rich Content Editor!

You can view the video file by clicking on the preview [1].
How do I record audio using the Rich Content Editor?

You can use the Rich Content Editor to record audio.

Open the Rich Content Editor

Open Media Comment Tool

Click the Video Clip icon to open the Media Comment Tool.
Select Audio Recording Option

Click the Microphone icon to begin recording audio.

Allow Adobe Flash Player Access

Click Allow to give the Adobe Flash Player to access your computer's camera and microphone.
Select Settings

You can open the Settings for the Flash Player to select specific options for your audio recording.

To open the settings, Right-click (PC users) or Control-click (MAC users) anywhere on the media window.
Modify Settings

You can select among the Flash Player Setting tabs and select your privacy settings [1] and local storage limit [2] on your local computer. You can also select a specific microphone [3] using the drop-down menu, if your computer contains more than one option.
Start Recording

Click to start recording an audio file.
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. Click anywhere to stop recording.

Review Recording

Your recording will begin to playback automatically. Click Save to save your audio recording [1]. Click Record [2] to re-record your audio message.
View Recording

Welcome to the Rich Content Editor!

Your audio recording will be automatically inserted into the Rich Content Editor.

Save Changes

Click Save Changes.

View Media

Welcome to the Rich Content Editor!

You can listen to the audio file by clicking on the preview [1].
What should I do if I can't record video comments with my webcam?

Follow these steps before submitting a ticket.

**Troubleshooting Step 1**

- Go to your Assignment
- Click Submit Assignment
- Choose Media tab
- Click Record Media Comment
- Choose Webcam from the left
- In the black box where the picture should appear, right click and choose **Settings**
- On the Privacy tab, click **Allow** and check the box for **Remember**
- Click Close
- Select your webcam from the drop-down menu
- Click Record

**Troubleshooting Step 2 (if necessary)**

Go to your assignment and pull up your media webcam window.

The first thing is to check the drop-down menu and choose your webcam from the options.

If your camera is chosen, please try the following:

- Right click on the black webcam window on the right
- Choose **Settings**
- Remove the check mark next to Remember (no check mark present, skip to below)
- Close out of the Flash settings box and logout of Canvas
- **Log in** and try your webcam again

**No Checkmark Present:**

- Empty your browser cache
- Empty your browser cookies
- Restart your browser
- Log in to Canvas and try webcam again

**If No Camera Appears - Black Box:**

- Click **Record Media Comment** from your assignment
- Choose **Webcam** from the left
• Click **Allow** on the Flash Player pop-up box, if the box does not appear, skip to next step.
• Right click on the black webcam window on the right
• Choose **Settings**
• Click the bottom tab that looks like an eye in a monitor.
• Put a dot next to **Allow**
• Put a check mark next to **Remember**
• Click the bottom tab that looks like a webcam (far right tab)
• From the drop-down menu choose **USB Video Class Video**
• Close out of the Flash settings box, your webcam should be working
How do I use the Math Editor?

Canvas has an integrated tool for math and science formulas based on LaTeX, the industry standard for academic publication. The LaTeX Math Editor is built into the Rich Content Editor. Canvas also includes the option to create equations and expressions with its graphical point-and-click editor.

The Math Editor can be used for basic mathematical formatting for introductory math courses or for more advanced mathematical text for higher-level math courses. Both students and instructors have access to the editor.

For more help, download this PDF for basic equation tips and download this PDF for advanced equation tips. To use the editor for chemical formulas and equations or scientific notations, download this PDF for Chemistry tips.

Open the Rich Content Editor
Open the Rich Content Editor using one of the Canvas features which support the Editor.

**Open Math Editor**

Click the \( \pi \) icon [1] to open the Math Editor. A pop-up window will appear in your browser.

**Create Basic Math Equation**

Use the Math Editor toolbar [1] to insert an equation in the equation field [2].

**Note:** You can click **Switch View to Advanced** to type or copy and paste in LaTeX [3].
Insert Basic Equation

$$x_1 = 1, \quad x_2 = 1, \quad x_n = x_{n-1} + x_{n-2} \quad (n > 2)$$

Click Insert Equation.

Click here to download tips and tricks for using the basic math editor.
Insert Advanced Equation

Click Insert Equation.

Click here to download tips and tricks for using the advanced math editor. Or click here to download tips for using the editor for Chemistry.
Save Changes

Basic View:
The sequence \((x_n)\) defined by
\[
x_1 = 1, \quad x_2 = 1, \quad x_n = x_{n-1} + x_{n-2} \quad (n > 2)
\]

Advanced View:
The determinant \(\begin{vmatrix} a & b \\ c & d \end{vmatrix}\) is defined by \(\begin{vmatrix} a & b \\ c & d \end{vmatrix} = ad - bc\)

Chemical Equation using Advanced View:
\(\text{CH}_4 + 2\text{O}_2 \rightarrow \text{CO}_2 + 2\text{H}_2\text{O}\)

In the Rich Content Editor, you can add text around your equations. Click Save Changes.
View Content

Basic View:
The sequence \( (x_n) \) defined by
\[
x_1 = 1, \quad x_2 = 1, \quad x_n = x_{n-1} + x_{n-2} \quad (n > 2)
\]

Advanced View:
The determinant \( \begin{vmatrix} a & b \\ c & d \end{vmatrix} \) is defined by \( \begin{vmatrix} a & b \\ c & d \end{vmatrix} = ad - bc \)

Chemical Equation using Advanced View:
\[
CH_4 + 2O_2 \rightarrow CO_2 + 2H_2O
\]
What is the Content Selector?

The Content Selector is displayed in the sidebar whenever the Rich Content Editor is opened.

View Content Selector

Users can easily link to any file, image or page that they have created in Canvas through the Content Selector. The Content Selector is displayed in the sidebar anytime the Rich Content Editor is open. Users can also upload new course files and images through the Content Selector.
How do I insert links to course content into the Rich Content Editor using the Content Selector?

You can insert links into the Rich Content Editor using the Content Selector.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Locate Content Selector

The Content Selector will automatically open when the Rich Content Editor is opened.
Open Links Tab

Click the **Links** tab [1] to insert links to course content and navigation.
Insert Link

Click the title of the course content you want to create a link to [1].
View Link

View the inserted link in the Rich Content Editor.

Link to Course Content

1. Assignments
2. Quizzes
3. Announcements
4. Discussions
5. Modules
6. Course Navigation
You can also link to course Assignments [1], Quizzes [2], Announcements [3], Discussions [4], Module [5], and Course Navigation links [6].

**Save Changes**

Click **Save Changes**.

**View Content**

View the content. Click the blue link [1] to view the linked course content.
How do I insert course files into the Rich Content Editor using the Content Selector?

You can use the Rich Content Editor to insert course files from the Content Selector.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Locate Content Selector

The Content Selector will automatically open when the Rich Content Editor is opened.
Open Files Tab

Click the Files tab [1].

Upload New File

Click any file to insert a download link to that file. 

1. course files

2. Upload a new file
You have the option to link to existing course files [1] or upload a new file. Click the Upload a new file link [2] to add a new file to the course.

**Choose File**

Click Choose File. A popup window will appear in your browser.
Select File

Click the title of the file you want to insert [1]. Click Open to upload the file [2].

Upload File

Click Upload.
Track Upload Progress

Track the progress of your upload using the progress bar [1]. The file will be automatically inserted wherever your cursor is in the Rich Content Editor when it is has been uploaded.

Save Changes

Click Save Changes.

View Content

Welcome to the Rich Content Editor.

View your file. You can preview it using Scribd by clicking the Preview icon [1] or download it by clicking the pop out icon [2].
How do I insert course images into the Rich Content Editor using the Content Selector?

You can use the Content Selector to insert and upload course images into the Rich Content Editor.

**Note:** If you do not need to upload images, you can embed images using the Rich Content Editor **Embed Image functionality**.

**Open the Rich Content Editor**

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Locate Content Selector

The Content Selector will automatically open when the Rich Content Editor is opened.
Open Images Tab

Click the Images tab [1].
Upload New Image

You have the option to link to existing course images [1], search the Flickr Creative Commons site [2] or upload a new image [3]. Click the **Upload a new image link** [3] to add a new image to the course.

Choose File
After clicking the **Upload a new image** link, click the **Choose File** button. A popup window will appear in your browser.

**Select File**

Click the title of the file you want to insert [1]. Click **Open** to upload the file [2].

**Upload Image**
Click the **Upload** button to upload the image to your course.

**Track Upload Process**

![Progress Bar](image)

- **File Limit**: 50MB per file
- **Folder**: Pictures

Click **Upload**.

Track the progress of your upload using the progress bar [1]. The image will be automatically inserted into the Rich Content Editor when it is has been uploaded.

**Save Changes**

Click **Save Changes**.
Welcome to the Rich Content Editor.

View your content.
How do I set the auto-open for inline preview for Files using the Rich Content Editor?

You can use the auto-open inline preview for Files in the Rich Content Editor.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Locate Content Selector

The Content Selector will automatically open when the Rich Content Editor is opened.

Open Files Tab

Click the Files tab [1].
Select File

Find and select the file you want to insert.

Open URL Link Icon

Welcome to the Rich Content Editor
Make sure the cursor is in the file link somewhere [1]. Click the URL link icon [2] to open a pop-up window.

**Enable Auto-Open for Inline Preview**

![Link to Website URL]

This will make the selected text a link, or insert a new link if nothing is selected.

Paste or type a url or wiki page in in the box below:

- [ ] Disable inline previews for this link
- [X] Auto-open the inline preview for this link

Click the Auto-open the inline preview for this link checkbox [1]. Then click on Update Link [2].

**Note**: You can have multiple files auto-open, but you have to go through the steps in this lesson every time you want to add another auto-open file preview in a feature that uses the Rich Content Editor.

**Save Changes**

![Cancel Save Changes]

Click Save Changes.
View Auto-Opened File

Welcome to the Rich Content Editor

How to Get to Hogwarts.pdf

View the auto-opened file.
How do I disable inline previews for Files using the Rich Content Editor?

You can disable inline previews for Files in the Rich Content Editor.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
Locate Content Selector

The Content Selector will automatically open when the Rich Content Editor is opened.
Open Files Tab

Click the **Files** tab [1].
Select File

Find and select the file you want to insert.

Open URL Link Icon

Welcome to the Rich Content Editor

1. How to Get to Hogwarts.pdf
Make sure the cursor is in the file link somewhere [1]. Click the URL link icon [2] to open a popup window.

Enable Auto-Open for Inline Preview

Click the Disable inline previews for this link checkbox [1]. Then click on Update Link [2].

Save Changes

Click Save Changes.

View File

Welcome to the Rich Content Editor

How to Get to Hogwarts.pdf

Once you disable the inline preview, the file can no longer can be previewed. Users will have to click the link to open the file.
How do I create a caption file for an external video?

If you are the video owner for a video hosted on a supported third-party media site, or if you already have an online link to a supported video type, you can create captions the same way you can with Canvas videos.

**Note:** You cannot add a closed-captioning file to an online video if you are not the owner.

Create Caption Files

Amara is the same service referenced in our lesson about creating captions in Canvas. The difference is that with YouTube and other third-party sites, your video is already uploaded to the Internet, so to create captions, all you need is the URL to the video.

**Note:** Your video must be publicly accessible for the URL to work and stored on a supported third-party site.

Upload Caption Files

Captions and subtitles help viewers with hearing disabilities and people who speak other languages to enjoy your videos. To learn more about this feature, see the Help Center.

Upload a transcript (.txt), or a timed-coded caption file. See formats

Most online video sites that support closed captioning will have a link to upload caption files. Each site will have its own requirement for the type of file required.

**YouTube**

YouTube accepts a variety of file types, the most common being .srt, .sbv, and .txt. If you grant them permission, sites such as Amara and CaptionTube can link directly to your YouTube account and add the caption files directly to your video.
Vimeo

Currently Vimeo does not support closed captioning, so if you want to add captions directly to the video, the text must be added to the actual video, like an overlaying graphic.

Embed Video in Canvas

When you're finished, embed your YouTube video into Canvas. The closed-captioning option will appear with all available language caption files.
How do I create captions for new or uploaded videos in Canvas?

You can easily create and upload caption files when you add video content Rich Content editor.

When uploading a video, please confirm that your video type supports caption files.

Note: Captions are not currently supported for viewing in full-screen video mode.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features that support the Editor.

Open Media Comment Tool

Click the Video Clip icon.
Record Video

To record a new video file, click the **Record Media** tab [1]. The media should be set to the **video** icon [2]. Give your video a title [3]. When you are ready, click anywhere in the video panel to start recording [4].
Upload Video

To upload an existing video, click the **Upload Media** tab [1]. Click the **Select Video File** button [2].

Confirm Video

Your video will appear in the Rich Content Editor.

Save Changes

Click the **Save Changes** button.
Enlarge Video

Click the video to enlarge the window and open the closed-caption options.
Upload Subtitles

Hover over the closed caption icon [1]. Click the Upload subtitles link [2].
Go to Subtitle Creation Tool

Copy the video URL provided in Step 1. Click the Go to subtitle creation tool button [2]. A new dialog box will open in your browser window.

Note: Since Canvas videos are routed through Kaltura to create a video URL link, your video may not be immediately available to create captions. If Steps 1 and 2 do not appear, try accessing your video in a few minutes.

Enter Video URL
Paste your video URL in the **Subtitle a Video** field [1]. Click the **Begin** button [2].

**Create Subtitles**

Click the **Create subtitles now** link.
Select Language

In the drop-down menu, select the primary spoken language of your video [1]. Then select the language you would like to create subtitles for [2]. Click the Continue button [3].
Create Subtitles

If you've never created subtitles with this program before, you can watch video tutorials [1] that will walk you through every step of the process. If you want to skip these videos next time, select the Skip these videos checkbox [2].

When you are ready to continue, click the Continue button [3].
Submit Your Work

When you have made it through all four steps and are finished with your subtitles, click the done? submit your work button.

Note: If you have never logged in before, you will be prompted to create an account. Creating an account lets you save your video with the subtitles in case you want to change them or translate them into another language later. Once you have logged in, you will be redirected back to this step; click the done? submit your work button to continue.

Verify Entire Video is Completed

Verify that subtitles have been completed for the entire video by clicking the confirmation checkbox [1]. Click the OK button [2].

Confirm Save

Your changes have been saved. It may take a moment for your subtitles to appear.
The system will confirm your subtitles have been saved. Click the OK button.

**Open Subtitles Menu**

Click the drop-down menu of the subtitles you created.

**Download Subtitles**

In the drop-down menu, click the Download Subtitles button.
Save File

Save the file to your computer. Subtitles download as an .srt file.

Select Subtitle Language

Return to the video pop-up window in Canvas. In Step 3, click the Language drop-down menu; select the language that matches the language of your subtitle file.
Browse for Subtitle File

To locate your .srt caption file, click the Browse button.

Open Subtitle File
Locate your subtitle file on your computer. Select the file, then click the Open button.

**Upload Subtitle File**

![Subtitle upload interface]

To submit your subtitle file, click the Upload button.

**Refresh Browser Window**

![Subtitle confirmation message]

Canvas will confirm your subtitle file has been successfully uploaded. Refresh your browser window to view your subtitles.
Access Subtitles

To view the captions in your video, hover over the closed caption icon [1]. By default, videos are closed captioned and will always be set to None. Click the subtitle language you wish to view [2]. Click the Play button [3].
View Subtitles

View the subtitles in your video.

Note: Captions are not currently supported for viewing in full-screen video mode.
**How do I view captions in a video?**

Some videos within Canvas may contain closed-captioned files. You can view the captions in the closed-captioning menu.

**Note:** Captions may not be supported for some videos in full-screen viewing mode.

**Open Video**

Click the video you wish to view. The video will enlarge on your screen.
Select Subtitles

Hover over the closed caption icon [1]. If subtitles are available, click the language(s) you wish to view. Click the Play button [3].
View Subtitles

View the subtitles in your video.

Note: Captions may not be supported for some videos in full-screen viewing mode.
How do I embed a dynamic Google document into the Rich Content Editor?

You can create a document, slide presentation, or spreadsheet using Google Drive and then embed that document anywhere you can use the Rich Content Editor in Canvas. Any time you edit the Google document, it will be automatically updated in Canvas. For more information on how you can use this feature, visit this topic in the Community Forums.

Note: You might notice that some formatting, such as margins or line spacing, is lost when you embed a Google document into your course.

Create a Google Document

Create any type of common file using Google Drive to embed it in your course content.
Publish to the Web

Open the File menu and select **Publish to the web**... If the File menu does not appear, try clicking the two down arrows on the righthand side of your toolbar.
Start Publishing

In the Publish to the web window that appears, click the **Start publishing** button. Make sure that the "Automatically republish when changes are made" checkbox is selected.
Copy the Embed Code

Copy the text that appears in the Embed Code box. You can easily copy this text by highlighting it and typing Ctrl+C on your Windows keyboard or Command+C on your Mac keyboard.
Log In to Canvas

Log in to Canvas and access your course.

Access the HTML View in the Rich Content Editor

You can make your Google document appear anywhere that uses the Rich Content Editor. Access the Rich Content Editor where you want to show your Google document and click the **Switch Views** link. This switches the Rich Content Editor to the HTML view.
Paste Embed Code

In the HTML view, paste the embed code you copied earlier by clicking in the text box where you want the Google document to appear and typing Ctrl+V (Command+V on a Mac). Your embed code should appear.

Save Changes

Click the Save Changes button to save your changes.
View Your Embedded Google File

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliqua erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis aute irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend options.

View your newly embedded Google document. Note that you might need to refresh the page for the document to appear correctly; this issue does not occur for students viewing the document.
Adjust Height and Width

If you feel comfortable, you can adjust the height and width of the frame showing your Google Docs file by returning to the HTML view. Adjust the numbers that appear in quotation marks after the words "width" and "height" in your embedded code, as highlighted in the above image. You can also use percentages to change the width and height.
Rubrics
What is a Rubric?

Rubrics are a way to set up custom or Outcome-based assessment criteria for scoring.

View Rubric

Writing Assignment

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>Full Marks 5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks 3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
<tr>
<td>Correct Grammar</td>
<td>Full Marks 6 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks 3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
<tr>
<td>Length</td>
<td>Full Marks 5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks 3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
<tr>
<td>Writing Prompt</td>
<td>Exceeds Expectations 5 pts</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations 3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations 0 pts</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 15

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.
When would I use a Rubric?

Use a Rubric to:

- Communicate assessment expectations to users.
- Align pre-defined learning Outcomes to your course assessments.
- Assess online submissions in the SpeedGrader™.
How do I create a Rubric?

A course-level Rubric will only be housed in your course. However, if you want to give others access to your Rubric, you may want to create an account-level Rubric.

Open Outcomes

Click the Outcomes link.

Click Manage Rubrics

Click the Manage Rubrics button.
Add Rubric

Click the Add Rubric button.

Edit Rubric Title

Edit the rubric title by typing in the title field [1].

Edit Criterion Description

Click the Pencil icon next to the Criterion name to edit the Criterion description [1].
## Edit Criterion Longer Description

Click the View Longer Description link to edit the criterion's longer description [1]. A pop up window will appear in your browser where you can edit the longer description.

## Add Rubric Ratings

To add a rubric rating, mouse over a cell wall and click on the double-ended arrow [1] to split a single cell into two. Split cells on the row as often as necessary to created the desired number of ratings.
Edit Rubric Rating

Hover over the rubric rating you wish to edit. Click the **Pencil** icon [1] to edit the rubric rating. Click the **Trash** icon to delete the rubric rating [2].

Edit Criterion Point Value

Edit the point value of a criterion by typing in the points field [1].

Delete Criterion

Click the **X** icon to delete the criterion.
Add Criterion

Click the Add Criterion link to add a new criterion to the rubric.

Find Outcome Criterion

Click the Find Outcome Criterion link to align course or account-level outcomes with the rubric.

Create Rubric

Click the Create Rubric button.
View New Course Rubric

View the new rubric.

**How do I add a Rubric to an Assignment?**

You can [create](#), [edit](#), or [find](#) a Rubric to add to an Assignment.

**Open Assignments**
Click the Assignments link.

**Edit or Create New Assignment**

<table>
<thead>
<tr>
<th>Reading Assignments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Assignment #1</td>
</tr>
<tr>
<td>Reading Assignment #2</td>
</tr>
<tr>
<td>Reading Assignment #3</td>
</tr>
<tr>
<td>Reading Assignment #4</td>
</tr>
<tr>
<td>Reading Assignment #5</td>
</tr>
<tr>
<td><strong>Reading Assignment #6</strong></td>
</tr>
</tbody>
</table>

Click the Assignment title [1].
Add Rubric

Reading Assignment #6

Read chapters 7-8 and answer the questions at the end of each chapter for full credit.

Points 10
Submitting a text entry box or a file upload

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 29</td>
<td>Everyone</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Click the Add Rubric button.
Edit Rubric Details

Now you can edit rubric details or find an existing rubric.

Select Assignment Grading Check Box

If you intend to use this rubric for grading, be sure to select the Use this rubric for assignment grading check box.
View Rubric

Reading Assignment #6

Read chapters 7-8 and answer the questions at the end of each chapter for full credit.

Points 10

Submitting a text entry box or a file upload

<table>
<thead>
<tr>
<th>Due</th>
<th>For</th>
<th>Available from</th>
<th>Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 29</td>
<td>Everyone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>Full Marks 2 pts</td>
<td>2 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
<tr>
<td>Show Understanding</td>
<td>Full Marks 3 pts</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks 2 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
<tr>
<td>Reading Outcome</td>
<td>Exceeds Expectations 5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations 3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations 0 pts</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 10

View your updated rubric.
How do I add a Rubric to a Discussion?

You can create, edit, or find a Rubric to add to a Discussion. There are different ways to access Discussions, this is one way.

Open Discussions

Click the Discussions link.

Note: Click here if you need to start a Discussion.

Open Discussion

Open the discussion by clicking the discussion title.
Add Rubric

Click the gear icon, then click Add Rubric link to create the rubric.

Create Rubric

Assignment Rubric Details

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Reply</td>
<td>Full Marks</td>
<td>2.5 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks</td>
<td>0 pts</td>
</tr>
<tr>
<td>Respond to Reply</td>
<td>Full Marks</td>
<td>2.5 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks</td>
<td>0 pts</td>
</tr>
</tbody>
</table>

- Use this rubric for assignment grading
- Hide score total for assessment results
Now you can edit rubric details. If you want the discussion to be graded, select the **Use this rubric for assignment grading** check box [1]. When you're finished editing the rubric, click the **Update Rubric** button [2].

**View Rubric**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Reply</td>
<td>Full Marks 2.5 pts</td>
<td>2.5 pts</td>
</tr>
<tr>
<td>Respond to Reply</td>
<td>Full Marks 2.5 pts</td>
<td>2.5 pts</td>
</tr>
</tbody>
</table>

Total Points: 5

View the rubric.
How do I add a Rubric to a Quiz?

Generally speaking, Rubrics are added to Quizzes when you have an Outcome inside of the Rubric that you would like to use for alignment purposes. Please read How do I add an Outcome to my Rubric for alignment purposes? for more information on the benefits of aligning Outcomes to Quizzes, Assignments, and Discussions.

Open Quizzes

Click the Quizzes link.
Create a New Quiz

[Image of Create a New Quiz button]

Create a new quiz by clicking the Create a New Quiz button.

Save Quiz

[Image of Save button]

Click Save.

Publish Quiz

[Image of Publish button]

Click the Publish button.

Open Quiz

[Image of Module 1 Quiz with a question]

Click the quiz title to open the quiz [1].
Show Assignment Rubric

Click the gear icon and select Show Rubric. A pop-up window will appear in your browser.

Add Rubric

Click the Add Rubric button.
Create Rubric

Now you can edit rubric details or find an existing rubric.

Save Rubric

Click the Create Rubric button to save the rubric.
View Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow instructions</td>
<td></td>
<td>5 pts</td>
</tr>
<tr>
<td>Submitted on time</td>
<td></td>
<td>5 pts</td>
</tr>
</tbody>
</table>

View the rubric for the quiz.
How do I edit Rubric details?

This lesson will walk you through editing Rubric details.

Open Outcomes

Click the Outcomes link.

Manage Rubrics

Click the Manage Rubrics button.
Edit Rubric

Course Rubrics

Assignment #1
3 criteria
10 points possible

Assignment #2
3 criteria
15 points possible

Assignment #3
3 criteria
15 points possible

Click the Pencil icon to edit the rubric.

Edit Rubric Title

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow instructions view longer description</td>
<td>Full Marks 5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td>Outcome 1 view longer description threshold: 3 pts</td>
<td>Partial Marks 3 pts</td>
<td>0 pts</td>
</tr>
<tr>
<td>Length view longer description</td>
<td>Exceeds Expectations 5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations 3 pts</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations 0 pts</td>
<td>0 pts</td>
</tr>
</tbody>
</table>

Total Points: 10

Add Criterion Find Outcome Criterion Update Rubric
Edit the rubric title by typing in the title field [1].

**Edit Criterion Description**

![Rubric editor interface]

Click the **Pencil** icon next to the Criterion name to edit the Criterion description [1].
Edit Criterion Longer Description

Click the View Longer Description link to edit the criterion's longer description [1].
Add Rubric Ratings

To add a rubric rating, mouse over a cell wall and click the double-ended arrow [1] to split a single cell into two. Split cells on the row as often as necessary to create the desired number of ratings.
**Edit Rubric Rating**

![Rubric Rating Table]

Hover over the rubric rating you wish to edit. Click the Pencil icon [1] to edit the rubric rating.
Edit Criterion Point Value

Edit the point value of a criterion by typing in the points field [1].
Delete Criterion

Click the X icon to delete the criterion.
Add Criterion

Click the **Add Criterion** link [1] to add a new criterion to the rubric.
Find Outcome Criterion

Click the Find Outcome Criterion link [1] to align course or account-level outcomes with the rubric.

Update Rubric

Click the Update Rubric button.
How do I use free-form comments instead of ratings in a Rubric?

When modifying a rubric, you can enable free-form comments for each criterion in the rubric.

Open Assignments

Open Assignment

Click on the assignment title to open the assignment you want to evaluate using a free-form comment based rubric.
Edit Rubric

Click the Pencil icon [1] to edit the Rubric.

Add Free-Form Comments to Rubric

Click the I'll write free-form comments when assessing students check box [1].
Update Rubric

Click the Update Rubric button.

Open SpeedGrader™

Click the SpeedGrader™ button.

View Rubric

Click the View Rubric button.
View Rubric with Free-Form Comments

View the rubric with free form comments enabled. If you saved the comment for reuse, you can find the comment in the dropdown menu.
Student View

Here is the student view of a free-form comment rubric.

How do I find existing Rubrics?

Open Assignments

Click the Assignments link.
Open Assignment

Select the assignment title to open the assignment.

Add Rubric

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

Click the Add Rubric button.
Find a Rubric

Click the Find a Rubric link [1].

Select Rubric
Select the location of the rubric [1]. Select the rubric you want to use [2]. Click the **Use This Rubric** button [3].

**View Rubric**

![Reading Assignment Table]

View the rubric.
How do I manage course-level rubrics?

Rubrics can be created and stored at both the course-level and at account-levels within an organization. Instructors can access these rubrics and attach them to Assignments, Quizzes and Discussions anywhere in Canvas.

Open Outcomes

Click the Outcomes link.

Manage Rubrics

Click the Manage Rubrics button.
Edit Rubric

Course Rubrics

**Assignment #1**
3 criteria
10 points possible

**Assignment #2**
3 criteria
15 points possible

**Assignment #3**
3 criteria
15 points possible

**Introduce Yourself Discussion**
2 criteria
5 points possible

**Quiz Rubric**
2 criteria
10 points possible

**Reading Assignment**
3 criteria
10 points possible

You will be able to view all the rubrics for the course. You can edit the rubric by clicking on the Pencil icon [1]. You can also delete the rubric by clicking on the X icon [2].

View Rubrics That Can't Be Modified

**Reading Assignment**
3 criteria
10 points possible

Rubrics that have been used more than once cannot be modified on this screen but they can be deleted.
How do I align an Outcome with a Rubric?

You will need to create the outcome and rubric separately before you can align the outcome with the rubric.

**Open Outcomes**

Click the Outcomes link.

**Manage Rubrics**

Click the Manage Rubrics button.
View Rubrics

Course Rubrics

Assignment #1
3 criteria
10 points possible

Assignment #2
3 criteria
15 points possible

View the rubrics for your course.

Edit Rubric

Assignment #2
3 criteria
15 points possible

Click the Pencil icon to edit the rubric [1].
Find Outcome Criterion

Assignment #2

Click the **Find Outcome Criterion** link to align an Outcome with the rubric. A pop up window will appear in your browser.
Choose Outcome

Choose the outcome you wish to align [1]. Click the Import button [2].

Update Rubric

Assignment #2

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to follow instructions</td>
<td>Full Marks 5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks 3 pts</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td>0 pts</td>
</tr>
<tr>
<td>Style</td>
<td>Full Marks 5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks 3 pts</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td>0 pts</td>
</tr>
<tr>
<td>Outcome 1</td>
<td>Exceeds Expectations 5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations 3 pts</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations 0 pts</td>
<td>0 pts</td>
</tr>
<tr>
<td>Outcome 2</td>
<td>Exceeds Expectations 5 pts</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations 3 pts</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations 0 pts</td>
<td>0 pts</td>
</tr>
</tbody>
</table>

Total Points: 20

Click Update Rubric [2]
View the aligned outcome [1]. Click the Update Rubric button [2].

How do I grade student work with Rubrics?

See here to create a rubric and attach it to an assignment. This lesson describes how to use a Rubric to grade student work on an assignment.

Open Assignments

Click the Assignments link.

Open Assignment

Click the assignment title.
Edit Rubric

Click the **Pencil** icon [1].

Verify Rubric Is Used For Grading

Verify the **Use this rubric for assignment grading** check box is selected [1]. Click the **Update Rubric** button [2].
Open SpeedGrader™

Click the SpeedGrader™ button.

View Rubric

Click the View Rubric button.
Grade Work Using Rubrics

Grade student work using the rubric. You can also add comments by clicking on the speech bubble icon. Click the Save button when you are finished grading the student. You can also grade student work with free-form comments in a rubric.
Settings
What course settings do I have control over?

The Settings navigation link is where you can easily update and see the different users, sections and also modify the navigation of your course.

Open Settings

The settings portion of your course is only available to teachers. Students won’t be seeing this link so this is where we put in the different reports just for the teachers themselves.
View Settings

Depending on your permissions, you can edit differing levels of the course settings.

1. In the **Course Details** tab, you can view the details of your course, its’ name, what your quota is, and what license that you’ve attached to this content inside of your course.
2. In the **Sections** tab, you can manage the different sections of students and see all the people associated with your course according to role.
3. The **Users** tab redirects to the People page.
4. In the **Navigation** tab, you can modify the Content Navigation links listed in your course. You can drag and drop to change the order of of the links. You can also hide specific links from students. Any configured **External (LTI) Tools** will also appear here as links.
5. The **External Tools** tab allows you to link external tools enabled by your institution to your course.
What course settings do I have control over? (Typical SIS integration)

As an administrator, you have multiple settings you can control and change in your Canvas account.

Open Settings

Click the Settings link.
View Course Settings

You can view and edit the course settings by clicking the **Edit Course Details** button.

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Sections</th>
<th>Users</th>
<th>Navigation</th>
<th>External Tools</th>
</tr>
</thead>
</table>

**Course Details**

- **Name**: Documentation Sandbox
- **Course Code**: DS-101
- **SIS ID**: training.instructure.com
- **Department**: DOCUMENTATION
- **Term**: Default Term
- **Starts**: Jan 1 at 12am
- **Ends**: May 4 at 11:59pm
- **Language**: Not set (user-configurable, defaults to English)
- **File Storage**: 500 megabytes
- **Grading Scheme**: Standard Letter Grades
- **License**: Private (Copyrighted)
- **Visibility**: Private
Edit Start and End Dates

You can edit the start and end dates of the course by selecting the Calendar icon [1]. Select the date you wish the course to start or end by clicking on the day [2].

Limit Course Availability

Users can only participate in the course between these dates

This will override any term availability settings.
Click the **Users can only participate in the course between these dates** checkbox [1] to limit course availability. This will override the default institution availability dates.

**Set Language**

Select which language your course will be displayed in by clicking on the language dropdown menu [1] and clicking on the language you prefer.

**Enable Course Grading Scheme**

Select the **Enable course grading scheme** checkbox [1] to enable a course grading scheme.

**Set License**
Click the license drop downmenu [1] and select which license you want to apply to your course by clicking on the license title.

**Set Visibility**

- **Visibility:**
  - [ ] Make the syllabus for this course publicly visible [1]
  - [x] Make this course publicly visible (student data will remain private) [2]
  - [ ] Include this course in the public course index [3]

Click the **Make the syllabus for this course publicly visible** checkbox [1] to make the syllabus public. Click the **Make this course publicly visible** checkbox [2] to create a public course. Click the **Include this course in the public course index** checkbox [3] to list the course in the public course index.

**Set Student Options**

- less options
  - [ ] Let students self-enroll by sharing with them a secret URL or code
  - [x] Let students attach files to discussions
  - [x] Let students create discussion topics
  - [x] Let students edit or delete their own discussion posts
  - [x] Let students organize their own groups
  - [ ] Hide totals in student grades summary
  - [ ] Hide grade distribution graphs from students
  - [ ] Disable comments on announcements

You can change student options by clicking the **More Options** link and selecting the appropriate checkbox.

**Update Course Details**

[Cancel] [Update Course Details]
Click the **Update Course Details** button to update the course settings.

**How do I change self-enrollment settings for my course?**

Self-enrollment allows a student to sign up for a course without being invited to the course by an instructor or added to the course via SIS import. An account administrator determines if self-enrollment is enabled or disabled for the account. If self-enrollment is enabled, an instructor must also enable self-enrollment at the course level to create a self-enrollment course. This guide demonstrates how to change self-enrollment options at the course level. Self-enrollment can be enabled for a course whether or not the course is publicly visible. *The steps in this guide are relevant only if self-enrollment is enabled at the account level.*

**Open Settings**

Click the **Settings** link.
Edit Course Details

Click the Edit Course Details button.
Open More Options

Language: Not set (user-configurable, defaults to English)

Join the Canvas Translation Community.
This will override any user/system language preferences. This is only recommended for foreign language courses.

File Storage: 500 megabytes

Grading Scheme:
- Enable course grading scheme
- view grading scheme

License: Private (Copyrighted)

Visibility:
- Make the syllabus for this course publicly visible
- Make this course publicly visible (student data will remain private)

Click the More Options link.

Set Self-Enrollment Options

- Let students self-enroll by sharing with them a secret URL or code
- Let students attach files to discussions
- Let students create discussion topics
- Let students edit or delete their own discussion posts
- Let students organize their own groups
- Hide totals in student grades summary
- Hide grade distribution graphs from students
- Disable comments on announcements
- Only Teachers can edit course wiki pages by default
Select the **Let students self-enroll by sharing with them a secret URL or code** checkbox. Choosing this option allows students to self-enroll through a URL link. The URL option is available whether or not the course is publicly visible.

**Note:** By default, self-enrollment is not enabled for courses. An instructor must select this checkbox to enable self-enrollment.

**Update Course Details**

![Cancel Update Course Details](image)

Click the **Update Course Details** button to save your setting changes.
How do I change my course name and course code?

You can change your course name and course in your course Settings in Canvas.

Open Settings

Click the Settings link.
Edit Course Details

Course Details

Name: Documentation Sandbox
Course Code: DS-101
SIS ID: 
Root Account: training.instructure.com
Department: DOCUMENTATION
Term: Default Term
Starts: Jan 1 at 12am
Ends: May 4 at 11:55pm
These dates will not affect course availability
Language: Not set (user-configurable, defaults to English)
This will override any user/system language preferences. This is only recommended for foreign language courses
File Storage: 500 megabytes
Grading Scheme: Standard Letter Grades
License: Private (Copyrighted)
Visibility: Private

Click the Edit Course Details button.
Edit Course Name and Code

Name: Documentation Sandbox 1
Course Code: DS-101 2
SIS ID: 

Edit the course name and code by typing in the name [1] and course code [2] fields.

Update Course Details

Click the Update Course Details button.

View Changes

Course Details

Name: Documentation Sandbox
Course Code: DS-101
SIS ID: 

Your changes will be reflected in the course details.
How do I change the start and end dates for my course?

When a term is created, the student, teacher, and TA access dates will inherit the Term Runs from [date or term start] to [date or term end] dates unless an explicit date is entered in the fields. However, if you open a course and change the access dates in the Course Details, you can override the term date settings.

Open Settings

Click the Settings link.
Edit Course Details

Click the Edit Course Details button.
Set Course Start Date

Click the Calendar icon [1] and select the date on the calendar [2] to set a new start date for the course.

Click the Calendar icon [1] and select the date on the calendar [2] to set a new start date for the course.
Set End Date

Click the Calendar icon [1] and select the date on the calendar [2] to set a new end date for the course.

Limit User Participation

Select the Users can only participate in the course between these dates checkbox to limit when students will be able to access the course. These dates will override the dates set for the term.
Update Course Details

Click the Update Course Details button.

View Course Details

Course Details

Name: Documentation Sandbox
Course Code: DS-101
SIS ID: 
Root Account: training.instructure.com
Department: DOCUMENTATION

Term: Default Term
Starts: Jan 1 at 12am
Ends: May 4 at 11:55pm
These dates will not affect course availability

Language: Not set (user-configurable, defaults to English)
This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 500 megabytes
Grading Scheme: Standard Letter Grades
License: Private (Copyrighted)
Visibility: Private

View the course details and verify the course start and end dates have been changed.
How do I enable a grading scheme for my course?

You can enable a grading scheme for your course by editing your course Settings.

Open Settings

Click the **Settings** link.
Edit Course Details

Click the **Edit Course Details** button.
Enable Grading Scheme

Click the **Enable course grading scheme** checkbox [1].

View Grading Scheme

Click the **view grading scheme** link. A popup window will appear in your browser.
Find Existing Grading Scheme

Your institution may already have a default grading scheme. You can find an existing grading scheme by clicking the Magnifying Glass icon[1].

Select Grading Scheme
Click the title of the grading scheme [1] to view the grading standard. Click the **Use This Grading Standard** button [2] to use the grading standard for your course.

### Verify Grading Scheme

<table>
<thead>
<tr>
<th>Standard Letter Grades</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>to 94%</td>
</tr>
<tr>
<td>B</td>
<td>&lt; 94%</td>
</tr>
<tr>
<td></td>
<td>to 84%</td>
</tr>
<tr>
<td>C</td>
<td>&lt; 84%</td>
</tr>
<tr>
<td></td>
<td>to 74%</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 74%</td>
</tr>
<tr>
<td></td>
<td>to 61%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 61%</td>
</tr>
<tr>
<td></td>
<td>to 0%</td>
</tr>
</tbody>
</table>

Click the **Done** button to save the grading scheme for the course.

### Update Course Details

Click the **Update Course Details** button to save your grading scheme.
How do I create a grading scheme for my course?

*Note:* This will only create your grading scheme, you still have to [enable your grading scheme](#) for it to take effect in your course.

**Open Settings**

Click the **Settings** link.
Edit Course Details

Click the Edit Course Details button.
Enable Grading Scheme

Click the Enable course grading scheme checkbox [1].

View Grading Scheme

Click the set grading scheme link. A popup window will appear in your browser.
Manage Grading Schemes

Your institution may already have a default grading scheme. You can create your own grading scheme by clicking the Manage Grading Schemes link [1].

Add Grading Scheme

Click the Add Grading Scheme button to create your own grading scheme.
Edit Grading Scheme

1. Name your new grading scheme by typing in the Scheme Name field.
2. You can name the individual ranges of the scheme. You can change the letter grades to words such as Excellent, Satisfactory, Needs Improvement, and/or Poor.
3. Edit the grade ranges by typing in the appropriate field.
4. You can remove individual ranges by clicking the X icon.
5. You can add ranges by clicking the Insert Here link that appears when you hover over a range name checkbox.
6. Click the Save button to create your grading scheme.

View New Grading Scheme
Your new grading scheme will appear underneath any previously used grading schemes. You can always edit the grading scheme by clicking the Pencil icon or delete the grading scheme by clicking the Trash icon.

**How do I remove a grading scheme from my course?**

You can remove a grading scheme from your course by editing your course Settings.

**Open Settings**

Click the **Settings** link.
Edit Course Details

Click the Edit Course Details button.
View Grading Scheme

Click the view grading scheme link. A popup window will appear in your browser.

Remove Grading Scheme

Click the X icon [1] to remove the course grading scheme. A popup window will appear in your browser.
Confirm Removal of Grading Scheme

Click the **OK** button to confirm the removal of the course grading scheme.

Update Course Details

Click the **Update Course Details** button to save your changes to the grading scheme.
How do I delete a grading scheme?

You can delete a grading scheme in your course Settings.

Open Settings

Click the Settings link.
Edit Course Details

Click the **Edit Course Details** button.
View Grading Scheme

Click the View Grading Scheme, if you have a grading scheme enabled, or Set Grading Scheme, if you do not have a grading scheme enabled link. A popup window will appear in your browser.

Manage Grading Schemes

Your institution may already have a default grading scheme. You can delete your own grading schemes by clicking the Manage Grading Schemes link [1].
Delete Grading Scheme

Click the Trash icon [1] to delete the grading scheme

Confirm Deletion

Click the OK button.
How do I set a license for my course and make it publicly visible?

You can set a license for your course and make it publicly visible in your course Settings.

**Open Settings**

Click the Settings link.
## Edit Course Details

### Course Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Documentation Sandbox</td>
</tr>
<tr>
<td>Course Code</td>
<td>DS-101</td>
</tr>
<tr>
<td>SIS ID</td>
<td></td>
</tr>
<tr>
<td>Root Account</td>
<td>training.instructure.com</td>
</tr>
<tr>
<td>Department</td>
<td>DOCUMENTATION</td>
</tr>
<tr>
<td>Term</td>
<td>Default Term</td>
</tr>
<tr>
<td>Starts</td>
<td>Jan 1 at 12am</td>
</tr>
<tr>
<td>Ends</td>
<td>May 4 at 11:55pm</td>
</tr>
<tr>
<td>Language</td>
<td>Not set (user-configurable, defaults to English) This will override any user/system language preferences. This is only recommended for foreign language courses.</td>
</tr>
<tr>
<td>File Storage</td>
<td>500 megabytes</td>
</tr>
<tr>
<td>Grading Scheme</td>
<td>Standard Letter Grades</td>
</tr>
<tr>
<td>License</td>
<td>Private (Copyrighted)</td>
</tr>
<tr>
<td>Visibility</td>
<td>Private</td>
</tr>
</tbody>
</table>

Click the **Edit Course Details** button.

## Open Licensing Options

Click the license drop down menu [1] to view licensing options. Click the **Question Mark** icon [2] to learn more about the different options.
View Content Licensing Help

Canvas can track the default license for content inside of your course. By default all content is considered copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. Creative Commons provides a number of different licenses, which can be confusing. However, the licenses are all based on four conditions, so we can help you choose a license. Select which of the conditions you want to apply and we'll show you the correct license for those conditions.

After clicking the Question Mark icon, you can choose what type of license you want for your course.

Select License Option

Click the license name to set your license option.
Set Visibility Options

Click the **Make the syllabus for this course publicly visible** checkbox [3] to make the syllabus public. Click the **Make this course publicly visible** checkbox [2] to make the contents of your course visible to the public. The student data for the course will remain private. Select the **Include this course in the public course index** checkbox to make the course available in the public index [3].

Update Course Details

Click the **Update Course Details** button to save the change to your course.
What is a Creative Commons license?

A Creative Commons license allows you to share, on your own terms, the course content you create. You determine how and to what extent other users can reuse your original course content. Likewise, you can reuse other users’ content if it has a Creative Commons license. There are many other resources on the web that use Creative Commons licenses, such as Flickr, YouTube, and Wikimedia Commons. The licenses you use for your course are specified in your course settings.

Canvas includes a help tool so you can determine which type of Creative Commons licenses are best for you. You can select one or multiple licenses to determine how flexibly you share your course content. The benefit of using Creative Commons licenses is that other instructors can use and build and improve upon your own content. This sort of creative collaboration can add value to your curriculum.

Attribution

All Creative Commons licenses require Attribution. In other words, when others distribute or reuse your work, they must always credit you for your original creation. If you select Attribution as your only Creative Commons license, others can copy, distribute, and use your course content or altered forms of your course content.
ShareAlike

If you add a ShareAlike license to your course content, others are allowed to copy, distribute, and use your course content only if they redistribute your content using the same Creative Commons license.

Tip: The Attribution-ShareAlike license is used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects. With this license, others can copy, distribute, and use your course content or altered forms of your course content (even for commercial purposes) as long as they credit you and use the same Creative Commons license.
Non-Commercial

A Non-Commercial license adds the caveat that others can use your course content, but not for commercial purposes.

No Derivatives
A No Derivatives license indicates that others can use your course content, but they may not change it in any way.

**Choose Your Licenses**

You can combine the various licenses described above to share your course content in the way that works best for you. The list below shows the available license combinations, from least restrictive to most restrictive:

- Attribution
- Attribution-ShareAlike
- Attribution-NonDerivs
- Attribution-NonCommercial
- Attribution-NonCommercial-ShareAlike
- Attribution-NonCommercial-NoDerivs

You can view more information about Creative Commons licenses and how they work at [creativecommons.org/licenses](http://creativecommons.org/licenses).

**Don't forget:** You must make your course publicly available for others to be able to see and use your content. To make your course publicly available, select the **Make this course publicly visible** check box on your Course Settings page.
What additional course privileges can I grant my students?

You can grant your students additional course privileges by editing your course Settings.

Open Settings

- Home
- Announcements
- Assignments
- Discussions
- Grades
- Syllabus
- Quizzes
- Modules
- Outcomes
- Conferences
- Collaborations
- People
- Pages
- Files
- Settings

Click the Settings link.
Edit Course Details

Course Details

Name: Documentation Sandbox
Course Code: DS-101
SIS ID:
Root Account: training.instructure.com
Department: DOCUMENTATION
Term: Default Term
Starts: Jan 1 at 12am
Ends: May 4 at 11:59pm

Language: Not set (user-configurable, defaults to English)
These dates will not affect course availability
This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 500 megabytes
Grading Scheme: Standard Letter Grades
License: Private (Copyrighted)
Visibility: Private

Click the Edit Course Details button to edit student course privileges.
Click the More Options link.

**Grant Additional Privileges**

1. Allow students to self-enroll by sharing with them a secret URL or code
2. Allow students to attach files to discussions
3. Allow students to create discussion topics
4. Allow students to edit or delete their own discussion posts
5. Allow students to organize their own groups
6. Hide totals in student grades summary
7. Hide grade distribution graphs from students
8. Disable comments on announcements

Only Teachers can edit course wiki pages by default.

You can grant additional course privileges for students by selecting the appropriate checkbox.
5. Allow students to organize their own Groups by clicking the **Let students organize their own groups** checkbox.
6. You can hide the totals on the grades page by clicking the **Hide totals in student grades summary** checkbox.
7. You can hide the grade distribution graphs on the grades page by clicking the **Hide grade distribution graphs from students** checkbox.
8. You can disable comments on announcement by clicking the **Disable comments on announcement** checkbox.
9. You can also allow students to edit course wiki pages by default by selecting the **Edit course wiki pages** drop down menu.

**Update Course Details**

Click the **Update Course Details** button to save changes.

**How are courses and sections related?**

Courses and sections work together in Canvas. Sections help subdivide students within a course and offer section-specific options such as varied due dates for assignments, discussions, and quizzes.

**Courses and Sections**

Courses are the virtual classroom where all the content resides, the place where students can learn and interact with the instructor and each other.
Sections are a group of students that have been organized for administrative purposes. When users are enrolled in a course, they are actually enrolled in one of the sections of that course. It is possible to place more than one section in course, but it is not possible to put sections within sections. All sections of a course share the same content.

If a course is taught by one instructor, sections can remain under one course. However, if each section is taught by a different instructor, those sections will need to be housed under separate courses.

Section Options

Course Sections

- History 101 - Section F (0 Users)
- History 101 - Section E (0 Users)
- History 101 - Section D (0 Users)
- History 101 - Section C (0 Users)
- History 101 - Section A (8 Users)
- History 101 - Section B (0 Users)

Add a New Section:

Each section can have its own varied due dates for assignments, quizzes, and discussions. Examples of this feature include a course with sections that meet on different days of the week or in different formats (online vs. face-to-face).
How do I add a section to my course?

You can add a section to your course by editing your course Settings in Canvas.

Open Settings

Click the Settings link.

Open Sections
Click the Sections tab.

**Add Section to Course**

Add a New Section:

1. [Section 3]
2. [Add Section]

Add a new section to your course by typing the name of the section in the add section field [1] and clicking the **Add Section** button [2]. You can add as many sections as are necessary.

**View Sections**

**Course Sections**

1. Section 1 (6 Users)
2. Section 2
3. Section 3

View your newly added sections. The sections will be listed in chronological order with the older sections appearing at the top and the newer sections at the bottom.
How do I add students to a section?

Once you have created sections in your course, you can add students to different sections.

Note: If you add a student to a course that is not active, the student will be able to see the course listed in his or her Future Enrollment courses. However, the student cannot access the course until it has been published.

Open People

Click the People link in the Course Navigation Menu.
Locate User

To view user details, locate the name of the user [1]. In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filtering by role using the Role drop-down menu [3].

Manage User

Hover over the user's name and click the Gear icon [1]. Select the Edit Sections [2] link.
Find Section

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

Type the section name to find the section you want to add the user to.
Add Section Enrollments

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

Click the Update button to save your changes. The user will need to accept the invitation for the section before accessing it.

Note: Users can be in more than one section. You do not need to remove the original section.
How do I edit a section’s details?

You can easily edit details for each section in your course.

**Note:** You can only edit a section after you have opened the course where the section currently resides.

**Open Course Settings**

- Home
- Announcements
- Assignments
- Discussions
- Grades
- Syllabus
- Conferences
- Collaborations
- People
- Pages
- Files
- Outcomes
- Quizzes
- Modules
- **Settings**

Click the **Settings** link in the course navigation.

**Open Sections Tab**

- Course Details
- Sections
- Users
- Navigation
- External Tools
Click the Sections tab.

**Open Section**

**Course Sections**

- Section 1 (8 Users)
- Section 2
- Section 3

Click the title of the section you wish to edit.

**Edit Section Details**

Click the Edit Section button.
Edit Section Details

Edit the section details:

1. Edit the name of the section.
2. Edit the SIS ID.
3. Click the Calendar icon to select the section start dates.
4. Click the Calendar icon to select the section end dates.
5. Select the Users can only participate in the course between these dates checkbox to limit user participation in the course.
6. Click the Update Section button to update your changes.

View Section Details

Section 1

6 Active Enrollments
SIS ID:

View the changes made to the section.
How do I change the name of a section?

You can change the name of a section by editing your course Settings in Canvas.

**Open Settings**

Click the **Settings** link.

**Open Sections Tab**
Click the **Sections** tab to open the course sections.

### Edit Section

- **Section 1** (12 Users)
- **Section 3** (0 Users)
- **Section 2** (2 Users)

Click the **Pencil** icon [1] to edit the course section.

### Change Section Name

- **First Section** (12 Users)

You can change the section name by typing in the text box [1] and select **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard) to save your changes.

### View Sections

- **First Section** (12 Users)
- **Third Section** (0 Users)
- **Second Section** (2 Users)

You can view the updated course sections in the same window.
How do I delete a section?

You can delete a section by editing your course Settings in Canvas. You cannot delete a section with users enrolled.

Open Settings

Click the Settings link.

Open Sections Tab
Click the **Sections** tab to open course sections.

**Delete Section**

Click the **X** icon [1] to delete a section.

**Note:** You cannot delete a section that have users enrolled.

**Confirm Deletion**

Click the **OK** button to delete the section.

**View Sections**

Click the **Sections** tab to open course sections.
View the existing course sections.

**How do I view section enrollments?**

You can view section enrollments within your course Settings in Canvas.

**Open Settings**

```
Home
Announcements
Assignments
Discussions
Grades
Syllabus
Quizzes
Modules
Outcomes
Conferences
Collaborations
People
Pages
Files
Settings
```

Click the **Settings** link.
Open Sections

Click the Sections tab.

Open Course Section

Course Sections

Section 1  
| 13 Users |

Section 2  
| 3 Users |

Click the section title [1] to view section enrollments.
View Section Enrollments

Section 2

2 Pending Enrollments
1 Active Enrollment

Runs from Nov 18, 2012 at 12am to Nov 30, 2012 at 12am
Students can only access the course between these dates

Current Enrollments

Observer, Canvas
Canvas Observer
enrolled as a observer
canvasobserver@gmail.com

Smith, Jane
Jane Smith
enrolled as a student
jane.smith.canvas@gmail.com

View enrollments in a section. Students are listed in alphabetical order by last name.

Return to Course Settings

Click the Back to Course Settings button to return to course settings.
How do I conclude an enrollment in my course?

If you use terms, you shouldn't have to conclude any enrollments because it is automatic. However, if for some reason you want to manually conclude an enrollment, follow these steps.

Open People

Click the People link in the Course Navigation Menu.
Locate User

To view user details, locate the name of the user [1]. In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filtering by role using the Role drop-down menu [3].

Manage User

Hover over the user's name and click the Gear icon [1]. Select the Users Details [2] link.
View User Profile

Jane Smith
Student

Ways to contact Jane Smith

Bio
My name is Jane and I am a student.

You Know This Person as a...

Links
• More About Me

Membership(s)

Documentation Sandbox
Enrolled as a Student
created Aug 10, 2012 at 10:01 am

Conclude this Enrollment
Delete this Enrollment

Scroll down until you find the Membership(s) section.
Locate Membership(s)

In the applicable section, find and click the **Conclude this Enrollment** link.

Confirm Conclusion

Click **OK** to confirm that you want to conclude the user's enrollment.
Restore Enrollment

If you accidentally concluded a user's enrollment or want to restore a user's enrollment, click the **Restore this Enrollment** link.

![Membership(s)](image)

**Documentation Sandbox**
- Enrolled as a Student
- created Aug 10, 2012 at 10:01am
- **Restore this Enrollment**
- **Delete this Enrollment**

**Needs More Time**
- Enrolled as a Student
- created Nov 10, 2012 at 3:31pm
- completed Nov 30, 2012 at 12am
- **Delete this Enrollment**

**Privileges:**
- this user can view students in any course section
- limit this user to only see fellow section users
How do I delete an enrollment in my course?

You can delete an enrollment in your course within your course Settings in Canvas.

**Note:** If students are added via SIS Import, instructors will not be able to remove students from the course, regardless of their permissions.

**Open People**

Click the **People** link.
Locate User

To view user details, locate the name of the user [1]. In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filtering by role using the Role drop-down menu [3].

Manage User

Hover over the user’s name and click the Gear icon [1]. Select the Users Details [2] link.

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Confirm Deletion

Click **OK** to confirm that you want to delete the user from the course.
How do I reset course content?

You can reset course content with your course Settings in Canvas.

Open Settings

Click the Settings link.
Reset Course Content

Click the Reset Course Content button [1]. A popup window will appear in your browser.

Confirm Course Reset

Click the Reset Course Content button to confirm you want to reset the content of the course. When you do this, all of your current content will be deleted and cannot be recovered.
View Course

Recent Activity

No Recent Messages
You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

After the course content has been reset, there is nothing left in the course.
What is Student View?

Student View allows instructors to see the course as a student views it.

View Course as the Test Student

You will see the course as a student. You can tell you are in Student View by noticing that your name changed to Test Student [1] and the persistent bar across the bottom of the screen indicating you are in Student View [2].

View Test Student

The Student View feature creates one “Test Student” user that allows the instructor to view course content as a student would. Each course has a unique Test Student that every instructor in the course has access to.
Please note: There is a separate Test Student account for each course in Canvas. Whenever you move to a new course you will need to activate the Test Student for that course. As the Test Student, you can submit Assignments, post to Discussions, and see the course as a student.

You can also Reset the Test Student to clear the Test Student's history and re-check content in the course. For example, an instructor created an assignment, submitted it as the Test Student, but realized he or she forgot to add a certain submission type. The instructor can click on the Reset Student button and submit the assignment again as the Test Student.

Conversations, Profile, Settings, and Collaborations are not supported in Student View.

When would I use Student View?

Use Student View to:

- View the course
- Post to a Discussion
- Turn in an Assignment
- View Grades
- View People
• View Pages
• View the Syllabus
• View Quizzes

Remember, Conversations, Collaborations, and viewing the Profile do not work for the Test Student. You will see only what you, as the instructor, allow your students to see. Also, the Test Student has been removed from results averages.

Click here to learn how to access Student View.

How do I access Student View?

You can view your course from the view of a student. You can grant yourself this access in your course Settings.

Open Settings
Click the Settings link.

**Access Student View**

Click the Student View button to access Student View.
View Course

You can now view the course as a student user would see it. For example, students cannot see the Settings navigation link like instructors can.

**Note:** You will know if you are in Student View because of the persistent bar on the bottom of the screen indicating you are logged into Student View.

Leave Student View

Click the **Leave Student View** button [1] to exit the student view.

**Note:** You can also reset the Test Student by clicking **Reset Student** [2]. This will clear all history for the student allowing you to start with a clean slate.
How do I enable self-enrollment with a secret URL?

You can enable self-enrollment with a secret URL in your course Settings.

Open Settings

Click the Settings link.
# Edit Course Details

**Course Details**

Name: Documentation Sandbox  
Course Code: DS-101  
SIS ID:  
Root Account: training.instructure.com  
Department: DOCUMENTATION  
Term: Default Term  
Starts: Jan 1 at 12am  
Ends: May 4 at 11:55pm  
These dates will not affect course availability  
Language: Not set (user-configurable, defaults to English)  
This will override any user/system language preferences. This is only recommended for foreign language courses  
File Storage: 500 megabytes  
Grading Scheme: Standard Letter Grades  
License: Private (Copyrighted)  
Visibility: Private  

[Edit Course Details](#)

Click the **Edit Course Details** button.
Open More Options

Click the **More Options** link.

Enable Self-Enrollment

Click the **Let students self-enroll by sharing with them a secret URL or code** checkbox [1].

**Note**: If you check the self-enrollment checkbox, another option will display, allowing you to **Add a "Join this Course" link to the course home page** [2].
Update Course Details

Click the Update Course Details button.

View Secret URL Self-Enrollment Option

Name: Documentation Sandbox
Course Code: DS-101
SIS ID:
Department: DOCUMENTATION
Term: Default Term
Starts: Jan 1 at 12am
Ends: May 4 at 11:55pm
Users can only participate in the course between these dates
Language: Not set (user-configurable, defaults to English)
This will override any user/system language preferences. This is only recommended for foreign language courses
File Storage: 600 megabytes
Grading Scheme: Standard Letter Grades
License: Private (Copyrighted)
Visibility: Private

This course has enabled open enrollment. Students can self-enroll in the course once you share with them this URL:

https://training.beta.instructure.com/enroll/4LYH84
Alternatively, they can sign up at https://training.beta.instructure.com/register and use the following join code: 4LYH84

Copy and share the secret course URL with the users.
How do I enable self-enrollment with a join code?

You can use a join code to enable self-enrollment in your course Settings.

Open Settings

Click the Settings link.
Edit Course Details

Click the Edit Course Details button.

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Open More Options

Click the More Options link.

Enable Self-Enrollment

Click the Let students self-enroll by sharing with them a secret URL or code checkbox.

Note: If you select the self-enrollment option, another option will display, allowing you to Add a "Join this Course" link to the course home page [2].
Update Course Details

Click the Update Course Details button.

View Join Code Self-Enrollment Option

Name: Documentation Sandbox
Course Code: DS-101
SIS ID: 
Department: DOCUMENTATION
Term: Default Term
Starts: Jan 1 at 12am
Ends: May 4 at 11:55pm
Users can only participate in the course between these dates
Language: Not set (user-configurable, defaults to English)
   This will override any user/system language preferences. This is only recommended for foreign language courses
File Storage: 500 megabytes
Grading Scheme: Standard Letter Grades
License: Private (Copyrighted)
Visibility: Private

This course has enabled open enrollment. Students can self-enroll in the course once you share with them the URL: https://training.beta.instructure.com/enroll/4LYH84. Alternatively, they can sign up at https://training.beta.instructure.com/register and use the following join code: 4LYH84

Copy and share the provided join code. Students can enroll at canvas.instructure.com using the join code.
How do I change the language preference for my course?

You can change the language settings for your course to override user and account settings. This feature should probably only be used for foreign language courses.

Open Settings

Click Settings.
Edit Course Details

Click the Edit Course Details button.
Select Language

Click the Language dropdown menu. Select the new default language.

Update Course Details

Language: Español

Join the Canvas Translation Community
This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 500 megabytes

Grading Scheme: Enable course grading scheme

License: Private (Copyrighted)

Visibility:
- Make the syllabus for this course publicly visible
- Make this course publicly visible (student data will remain private)

more options

Update Course Details
Click the **Update Course Details** button.

**View Course in New Default Language**

![Course Details Screenshot]

View your Course in the updated language preference.
How do I hide totals in my students' grade summaries?

Instructors can hide totals in students' grade summaries. By default, totals are visible to students.

Open Settings

[Image of a menu with multiple options, including Settings]

Click the Settings link.
Edit Course Details

Course Details

Name: Documentation Sandbox
Course Code: DS-101
SIS ID:
Root Account: training.instructure.com
Department: DOCUMENTATION
Term: Default Term
Starts: Jan 1 at 12am
Ends: May 4 at 11:55pm
These dates will not affect course availability
Language: Not set (user-configurable, defaults to English)
This will override any user/system language preferences. It is only recommended for foreign language courses
File Storage: 500 megabytes
Grading Scheme: Standard Letter Grades
License: Private (Copyrighted)
Visibility: Private

Click the Edit Course Details button.
Open More Options

Grading
- Enable course grading scheme

Scheme:
- view grading scheme

License:
- Private (Copyrighted)

Visibility:
- Make the syllabus for this course publicly visible
- Make this course publicly visible (student data will remain private)

Click the more options link.

Check Hide Totals in Student Grades Summary

Click the less options link.

- Let students self-enroll by sharing with them a secret URL or code
- Let students attach files to discussions
- Let students create discussion topics
- Let students edit or delete their own discussion posts
- Let students organize their own groups
- Hide totals in student grades summary
- Hide grade distribution graphs from students
- Disable comments on announcements
- Only Teachers can edit course wiki pages by default

Check the box next to the option Hide totals in student grades summary.

Update Course Details

[Update Course Details]
Click the **Update Course Details** button.

**Student View**

![Grades For Test Student](image)

This is what students will see when the totals are hidden from their view.
How do I hide the box and whisker plot (grade distribution) graphs from students?

Instructors can hide the box and whisker plot (grade distribution) graphs to keep students from viewing the summary statistics of the class and figuring out each others' grades. By default, the whisker graph is on.

Open Settings

Click the Settings link.
Edit Course Details

Click the Edit Course Details button.
Open More Options

Click the more options link.

Check Hide Grade Distribution Graphs from Students

Check the Hide grade distribution graphs from students checkbox.
Update Course Details

Click the Update Course Details button.

Student View

This is what students will see when the grade distribution graphs are hidden from their view. Usually, they would see scoring details and a box and whisker plot graph once they clicked to view the details [1].
How do I manually configure an External Tool for a course?

You can manually configure an External Tool in your course.

Open Settings

Click the **Settings** link.

Open External Tools

Click the **External Tools** tab.
Add External Tool

Click the **Add New Tool** button.

**Add Tool Details**

- **Name**
- **Consumer Key**
- **Shared Secret**

In the name field, type the name of the tool [1]. Type the consumer key [2] and the shared secret [3] in the appropriate fields.

**Set Configuration Type**

- **Configuration Type**

Select the **Configuration Type** dropdown menu and set the configuration type to **Manual Entry**.
Match Tool Details

Enter the URL to match the tool to Canvas [1]. Type the appropriate URL or domain in the domain field [2].

Set Privacy

Select the privacy drop down menu to set the privacy settings:

1. **Anonymous**: No identifying information about the user will be sent to the vendor.
2. **Name Only**: The user’s name is the only identifying information sent to the vendor.
3. **Email Only**: The user's email is the only identifying information sent to the vendor.
4. **Public**: Various identifying information (name, email, Canvas ID, SIS ID of the course, SIS ID of user, etc.) is sent to the vendor.

Add Custom Fields and Descriptions

Enter custom fields and descriptions:

- **Custom Fields**: (1)
  - One per line. Format: name=value

- **Description**: (2)
Type a custom field in **Custom Fields** [1]. Type a description of the tool in the **Description** field [2].

**Save Tool Settings**

Click the **Submit** button to link the external tools.

**View External Tool**

View the newly configured external tool.
How do I disable comments in Announcements for the entire course?

Instructors can disable comments on Announcements and have that setting applied to every Announcement throughout the entire course. Individual Announcements can be closed for comments.

Open Settings

Click the Settings link.
Edit Course Details

Click the Edit Course Details button.

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Open More Options

Click the **more options** link.

Disable Comments on Announcements

Check the **Disable comments on announcements** checkbox.
Update Course Details

Click the **Update Course Details** button.

**Student View**

This is what students will see when Announcement comments are disabled. Each Announcement will display a lock icon to show that the Announcement is locked for comments.
Sidebar
What will I find in the Sidebar?

Depending on what course navigation link you are viewing, the sidebar will look different. This lesson shows the sidebar for a course home page with a page the teacher designed.

View the Sidebar

The Sidebar is located on the right hand side of your Canvas course.

Note: Depending on how the course is set up, some other sidebar possibilities are recent changes, common pages, and/or recent feedback. Students can also see what is coming up for the course in the sidebar.
View Course Tools

In the course tools section of the sidebar, you can open the course checklist by clicking on the Course Setup Checklist button. [1] You can also create a new announcements by clicking on the New Announcement button [2]. You can view analytics for your course by clicking on the the View Course Analytics button [3].

Note: You have to have permission to view analytics.

View To Do List

The To Do section of the sidebar lists all the assignments that need to be graded. It will show the assignment title [1] and how many need to be graded [2].
View Coming Up

The Coming Up section will give you a list of activities coming up in the course schedule.

View Recent Feedback

The Recent Feedback section of the sidebar lists recent feedback from the course.

View All Pages

The All Pages section of the sidebar lists all of the wiki pages for the course.
View Page Tools

In the page tools section of the sidebar, you can edit the wiki page by clicking on the Edit this Page button. [1] You can also create a new page by clicking on the Create a New Page button [2].

Common Pages

The Common Pages section of the sidebar lists all of the wiki pages students and instructors use or visit frequently.

View Recent Changes

The Recent Changes section of the sidebar lists all of the wiki pages that have experienced any recent changes.
SpeedGrader™
What can I do with SpeedGrader™?

The SpeedGrader™ allows you to view different types of assignment submissions in one place, make text and audio comments to students, and grade using different methods including a simple point scale or a complex rubric.

View Assignment Submissions

Canvas accepts a variety of document formats and even URLs as assignment submissions. SpeedGrader™ will automatically convert .doc, .docx, .xls, .xlsx, .ppt, .pptx, and .pdf using Crocodoc; while the rest of the file formats will be converted using either Scribd or Google Preview.

Within one frame, you can view [1], grade [2], start discussions [3], and provide students with written, video, and audio commentary [4]. Your private feedback to the student, through text, audio, or video, will be sent via the communication channels that they prefer.

When you have finished with the first student, you can see the submission from the next student by clicking the arrow button [5].
View Submission Details

When you open SpeedGrader™ for a particular assignment, you will see each individual submission, the date and time that it was submitted [1], and a red notification if the assignment was submitted after the due date [2].
Use Rubrics for Grading

SpeedGrader™ also supports the use of Rubrics, which can help you communicate your expectations for any given assignment, increasing the chances that students will turn in better work.

Click here to return to the SpeedGrader™ chapter.
How do I get to SpeedGrader™ from the Gradebook?

You can access SpeedGrader™ from the Gradebook in just a few clicks.

**Open Gradebook**

![Open Gradebook](image)

Click the **Grades** link.

**Open Assignment Drop-down Menu**

![Open Assignment Drop-down Menu](image)

Hover over the name of the assignment you want to grade and click on the gray arrow that appears.
Open SpeedGrader™

Click the SpeedGrader link.

View SpeedGrader™

Click here to return to the SpeedGrader™ chapter.
How do I get to SpeedGrader™ from an Assignment, Quiz, or Graded Discussion?

Canvas allows you to access SpeedGrader™ from an assignment, quiz, or graded discussion in just a few clicks.

Open Assignments

Click the Assignments link.
View Assignments

Click the Assignment title to open the assignment.

Open SpeedGrader™

Click the SpeedGrader™ link. This option will be available in every graded assignment, including quizzes or graded discussions.
Use the SpeedGrader™ to view submitted assignments, comment on student submissions, and grade assignments.

Click here to return to the SpeedGrader™ chapter.
How do I evaluate an assignment in SpeedGrader™?

SpeedGrader™ makes it easy to evaluate student assignments quickly.

Open Assignments

Click the Assignments link.
View Assignment

Click the assignment title you want to view.

Open SpeedGrader™

Click the SpeedGrader™ link.
Evaluate the Assignment

You can evaluate an assignment by entering a grade in the grade field [1]. You can also click the View Rubric button [2] and use the rubric to evaluate the assignment, if there is a rubric attached to the assignment. If you would like to submit a comment on the evaluated assignment, type in the Add a Comment field [3]. You can also attach a file or a media comment by clicking one of the Attach icons [4]. When you are ready to submit your comment, click the Submit Comment button [5].

Click here to learn how to use Crocodoc in the SpeedGrader™.

Note: If a student has submitted more than one assignment, you can select which submission you want to view by clicking the submission dropdown menu.

Click here to return to the SpeedGrader™ chapter.
How do I open a Rubric in SpeedGrader™?

Before you can open a rubric in SpeedGrader, you will need to create a rubric and add a rubric to an assignment.

Open Assignments

Click the Assignments link.
View Assignment

Click the assignment title you want to view.

Open SpeedGrader™

Click the SpeedGrader™ link.

View Rubric

Click the View Rubric button.
Evaluate the Assignment

Use the rubric to evaluate the assignment. Select the grade for each criteria by clicking the appropriate category. Click the **Save** button to save the grade.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct Grammar</td>
<td>Full Marks 5 pts</td>
<td>5 / 5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks 3 pts</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
<tr>
<td>Length</td>
<td>Full Marks 5 pts</td>
<td>3 / 5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks 3 pts</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
<tr>
<td>Creative</td>
<td>Full Marks 5 pts</td>
<td>5 / 5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks 3 pts</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 13 out of 15
View Grade

![Grade 13 out of 15](image)

View the grade.

[Click here to return to the SpeedGrader™ chapter.]

How do I leave feedback for my students in SpeedGrader™?

You can leave feedback for your students using text, an attached file, video, or audio.

**Note:** SpeedGrader™ comments also appear in Conversations. To learn more, view the lesson about [SpeedGrader comments in Conversations](#).

Open SpeedGrader™

![SpeedGrader™](image)

Open SpeedGrader™ from any assignment, graded discussion, or quiz.
Add Text Comment

To add a comment to the assignment, enter text in the add a comment field [1]. To expand the size of the comment field, click and drag the corner of the text box [2].
Add Text Comment with Speech Recognition

If you are using the Chrome browser, you can add a comment by using Speech Recognition. To learn more about this feature, view the lesson about [Chrome Speech Recognition](#).
Add File or Media Comment

To attach a file to the comment, click the Paper icon [1]. To record a video or audio comment, click the Webcam icon [2].

Add File or Media Comment

Click the Submit Comment button.
View Comment

Comments will be organized chronologically with the older comments appearing near the top [1] and the newer comments appearing at the bottom [2].

**Note:** Depending on the size of your browser window, comments within the SpeedGrader™ Discussion box may appear to be limited. You can use the scrollbar [3] within the Discussion box to view additional or longer comments.

If your students submitted a writing assignment and you want to leave comments in the document, learn how to use Crocodoc in SpeedGrader™.

[Click here to return to the SpeedGrader™ chapter.]

**How do I view past versions of an Assignment in SpeedGrader™?**

You can view past versions of a student's assignment submission in SpeedGrader™.

**Open SpeedGrader™**

Open SpeedGrader™ from any assignment, graded discussion, or quiz.
View Submissions

Select the Submission to view drop-down menu to view multiple submission from a single student.

Select Submission

Click the submission you wish to view. It will automatically appear in the SpeedGrader™.

Click here to return to the SpeedGrader™ chapter.
How do I download Assignments in SpeedGrader™?

If a student has submitted a file upload for an assignment, you can download it to your local computer for grading.

Open Assignments

Click the Assignments link.
View Assignment

Click the assignment title you want to view.

Open SpeedGrader™

If you want to download all the submissions together, click the Download Submissions link [1]. Canvas will download the submissions into a .zip file. If you want to download select student submissions, click the SpeedGrader™ link [2] to open the SpeedGrader™.

Download Assignment

Select the student whose submission you want to download. Click the Disk icon to download the assignment to your computer.

Click here to return to the SpeedGrader™ chapter.
How do I sort Assignments in SpeedGrader™?

For easier grading, you can sort assignments by student name [alphabetically], the date they submitted the assignment, or by submission status. If your course has sections, you can sort Assignments by section.

Open SpeedGrader™ Settings

Click the Settings link to open SpeedGrader™ Options.

Set SpeedGrader™ Options

Select the dropdown menu to open the sorting options for the student list.
Select Option

Click the option you want to sort the student list by.

Save Settings

Click the **Save Settings** button to set the Speedgrader Options.
Sort Assignments by Section

In the student dropdown menu, locate Showing: All Sections. Here you can choose the correct section to grade assignments.

Click here to return to the SpeedGrader™ chapter.

How do I get back to the Course Home Page from SpeedGrader™?

You can get back to the Course Home Page from SpeedGrader™ in the navigation menu.

Open Course Home Page

Click the Course Home link next to the list of students.
View Course Home Page

View the Course Home Page.

Click here to return to the SpeedGrader™ chapter.
How do I find a student submission in SpeedGrader™?

SpeedGrader™ gives you an overview of student submissions for an assignment.

Open Assignments

Click the Assignments link.
Open Assignment

<table>
<thead>
<tr>
<th>Assignments:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself</td>
<td>out of 5</td>
</tr>
<tr>
<td>Assignment #1</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>out of 10</td>
</tr>
<tr>
<td><strong>Assignment #3</strong></td>
<td>out of 15</td>
</tr>
<tr>
<td>Assignment #4 Dec 7 at 12am</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>out of 10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>out of 10</td>
</tr>
</tbody>
</table>

Click the title of the assignment.

Open SpeedGrader™

Click the SpeedGrader™ link.

Open Student Dropdown Menu

Click the dropdown menu to open the list of students.
Find Submitted Assignments

The checkbox next to the student's name indicates the status of their assignment. A green checkmark [1] indicates the assignment has been graded. A yellow checkmark [2] indicates the assignment was graded and then resubmitted. An empty checkbox [3] indicates the assignment has been submitted but not yet graded. Click the student's name to grade the assignment. A grayed checkbox [4] indicates the assignment has not been submitted yet.

Click here to return to the SpeedGrader™ chapter.

How do I track my progress and the average grade in SpeedGrader™?

For each assignment, SpeedGrader™ gives you an overview of how many student submissions have received grades and what the average grade is.

Open SpeedGrader™

Open SpeedGrader™ from any assignment, graded discussion, or quiz.

View Progress
Track your progress by locating the number of student submissions you’ve graded [1] and the average grade received [2].

Click here to return to the SpeedGrader™ chapter.
How do I mute or unmute an Assignment in SpeedGrader™?

By default, Canvas allows students to see assignment grades as soon as you have graded the assignment. In some cases, however, you may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, you can choose to mark an assignment as "muted".

A muted assignment displays a "mute" icon on the student grades page so students know the assignment is muted.

A muted assignment will not send out grade change notifications or any of your comments until the assignment is unmuted.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

Note: Students can still submit muted assignments.
Open Assignments

Click the **Assignments** link.
Open Assignment

Click the title of the assignment.

Open SpeedGrader™

Click the SpeedGrader™ link.

Mute Assignment

Click the Mute Assignment link.
Confirm Mute Assignment

A notification window will verify you want to mute the assignment. While this
assignment is muted, students will not receive new notifications about
or be able to see:

- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that this assignment is muted.

Once you have muted this assignment, you can begin sending
notifications again by clicking the "Unmute Assignment" link.

A notification window will verify you want to mute the assignment. Click the Mute Assignment button.

Note: Students will be unable to view their grades until the assignment is unmuted.
Student View: Muted Assignment

The Mute icon will appear next to the title of the muted assignment. If a student tries to click on the mute button, a popup dialog informs the student that the Instructor is working on the grades for that assignment.

Note: The Mute icon will appear with the assignment in every instance throughout Canvas. In this example, for instance, the icon is displayed next to the assignment in Grades, but the icon will also appear next to the assignment in Assignments.

Unmute Assignment

To unmute the assignment and release grades to the students, open the assignment in SpeedGrader™ and click the Unmute Assignment link.

Click here if you want to mute an assignment through the Gradebook.

Click here to return to the SpeedGrader™ chapter.
How do I hide student names in SpeedGrader™?

If you want to grade assignments without knowing who submitted them, you can hide student names in SpeedGrader™.

Open SpeedGrader™ Settings

Click the Settings link next to the Wrench icon to open SpeedGrader™ Options.

Hide Student Names in the SpeedGrader™

Click the checkbox next to Hide student names in the SpeedGrader to hide the student names.
Save Settings

Click the **Save Settings** button.

View Student Submission Dropdown Menu

View the student dropdown menu and verify that all student names are hidden. You can also hide student names in the Gradebook.

Click here to return to the SpeedGrader™ chapter.
How do I use Crocodoc in the SpeedGrader™?

Crocodoc is a tool that allows teacher and peer review annotations on submissions of online assignments in Canvas. When you submit an assignment, the file is uploaded as a submission and to your personal file repository. If Crocodoc cannot convert a submission, Scribd or Google Preview will convert it, depending on the preview tool you use. Crocodoc supports .doc/.docx, .ppt/.pptx, .xls/.xlsx (in beta), and .pdf file formats.

**Note:** Files over 100MB and password protected files will not be converted by Crocodoc.

**View Submission**

Now when you open the SpeedGrader™, you will see the Crocodoc preview in the submission window [1]. You can still download the original submission through the SpeedGrader™ [2], grade the submission [3], and add a comment (text, file, or media) [4]. When you are finished, click **Submit Comment** [5].

**View Crocodoc Tools**
1. The **Magnifying Glass** icon allows you to zoom in and out on the submission.
2. The **Comment** icon allows you to add comments on the submission.
3. The **Download** icon allows you to download the submission file and/or the annotated submission file.
4. The **Page arrow** icon helps you advance through the submission to find the page you want to annotate.

**Select Comment Type**

From the Comment tool menu, you can leave comments as a **Point Comment** [1], **Area Comment** [2], or **Text Comment** [3].

**Add Point Comment**

Once you have selected the Point Comment, click in the desired area of the submission to make a comment.

**Note:** Click **Delete** to remove the comment. Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.
Select Area & Add Comment

Once you have selected the Area Comment, click and drag the rectangle around an area in the submission to give feedback.

Note: Click Delete to remove the comment. Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.

Add Highlight & Text Comment

Once you have selected the Text Comment, click, drag, and release your cursor to highlight words in the submission. The highlighted area will then show a text box where you can give feedback.

Note: Click Delete to remove the comment. Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.
Choose Draw Tool

The Draw tool lets you make free-hand annotations. You can choose from four different colors. Click Complete when you are finished marking the submission. Click Cancel if you need to start over. Click the annotation and press delete (MAC) or backspace (PC) to delete the annotation. Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.

Add Highlight
The **Highlight** tool lets you select text to highlight. Click, drag, and release your cursor to highlight text. You can choose from four different colors [2]. Click the highlight marking and press delete (MAC) or backspace (PC) to delete the highlight annotation. Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.

**Add Text Directly on Submission**

The **Text** tool [1] lets you add text directly on the submission [2]. You can choose different colors and font sizes [3]. Click the text box and press delete (MAC) or backspace (PC) to delete the text box. Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.

**Strikeout Text**

The **Strikeout** tool lets you click, drag, and release your cursor to strikeout text. Click the strikeout annotation and press delete (MAC) or backspace (PC) to delete the strikeout. Also, when you see the four-direction arrow appear after clicking on the annotation, you can right-click to remove it.
Download File

To download the file, click the **download** icon [1]. You can either download the original file [2], which is the original submission without your comments, or the annotated PDF file [3], which will show all your comments and/or annotations.

**Note:** When you download a Crocodoc file, it will be saved as doc.[file format]. For example, if a submission was myassignment.doc, the downloaded file will be doc.doc. In order to easily find the Crocodoc file in the future, it would be beneficial to rename the downloaded file on your computer.
Student View: Submission Details

Students see annotations by viewing the Submission Details. Students need to click the preview icon [1] to view the annotations. Students can reply [2] to comments and leave other feedback [3].
How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader™?

If you use the Google Chrome web browser to access Canvas, you can use Chrome's speech recognition feature to leave text comments on student assignments in the SpeedGrader™. Chrome's speech recognition feature turns your spoken comments into text comments.

Open Speech Recognition

Click the Microphone with Pencil icon.

Record Your Comments

Click the microphone image to begin recording your comments. The microphone will stop recording automatically when you stop speaking.
View Your Comment

Your text comment appears in the Add a Comment box.
Syllabus
What is the Syllabus?

The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order.

Locate Syllabus Link

Click the **Syllabus** link in the course navigation.
View Syllabus

To edit the Syllabus, click on "Edit Syllabus Description" [1]. There are three main parts: a calendar and grading scheme [2], a syllabus description [3], and a syllabus table automatically managed by Canvas [4].

View Syllabus Description

Course Syllabus

Greetings fellow learners! You have enrolled in Documentation Sandbox for the Spring 2013 quarter.

Instructor Contact Information

- Name: Canvas Instructor
- Phone Number: 123-456-7890
- Email: canvasinstructor@awesomeschool.com
- Office: Panda Desk

Description of course: This course is a kaleidoscope of information regarding Canvas. It's pretty awesome and you should enjoy doing everything in this course because you are guided throughout the entire course.

If you need help, feel free to email, call or text, stop by the office, or send me a message in Canvas. I am here to help you be successful, please do not hesitate to ask questions.
The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor. You can also link to your Syllabus by uploading it into Files. Canvas will automatically create a Scribd preview of your document so your students don't have to download it before reading it.

**View Calendar and Grading Scheme**

![Calendar](image)

Assignments are weighted by group:

<table>
<thead>
<tr>
<th>Group</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>25%</td>
</tr>
<tr>
<td>Reading Assignments</td>
<td>25%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50%</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>105%</strong></td>
</tr>
</tbody>
</table>

The Calendar and Grading Scheme section will display information about course events and grading. The grading scheme information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Syllabus tool.
View Syllabus Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Details</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 8</td>
<td>Fri</td>
<td>Assignment #3</td>
<td>due by 12am</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Fri</td>
<td>Reading Assignment #1</td>
<td>due by 12am</td>
</tr>
<tr>
<td>Feb 22</td>
<td>Fri</td>
<td>Take This Quiz</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment #5</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td>Mar 1</td>
<td>Fri</td>
<td>Assignment #6</td>
<td>due by 12am</td>
</tr>
<tr>
<td>Mar 8</td>
<td>Fri</td>
<td>Assignment #7</td>
<td>due by 12am</td>
</tr>
<tr>
<td>Mar 15</td>
<td>Fri</td>
<td>What do you know about Psychology?</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td>Mar 22</td>
<td>Fri</td>
<td>Getting to Know You</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td>Mar 29</td>
<td>Fri</td>
<td>Reading Assignment #6</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td>Apr 5</td>
<td>Fri</td>
<td>Assignment #4</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td>Apr 25</td>
<td>Thu</td>
<td>Softchalk Assignment</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td>May 8</td>
<td>Wed</td>
<td>Assignment #2</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td>May 9</td>
<td>Thu</td>
<td>Assignment #1</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Extra Credit 1</td>
<td>due by 11:59pm</td>
</tr>
</tbody>
</table>

Any course assignment or event will be listed in the bottom half of the Syllabus page with the undated items appearing at the bottom [1]. Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus tool.
View Public Syllabus Course Setting

You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. In your course settings, you can select the **Make the syllabus for this course publicly visible** check box to make your syllabus public.
When would I use the Syllabus?

In this lesson, you will learn the many ways you can use the Syllabus.

View Syllabus

Use the Syllabus to:

- Post an introduction to your course and pesky policies.
- Introduce yourself to your students.
- See the Assignments and the due dates.
- Display all of the upcoming Assignments and events in your course.
- Display information about your course publicly using the public syllabus course setting.
How do I edit the Syllabus description?

Editing the Syllabus allows you to link files, images, other course content in your Syllabus Description by uploading them using the Content Selector.

Open Syllabus

Click the Syllabus link within the course you would like to edit.

Edit Syllabus Description
Click the **Edit Syllabus Description** button.

**Edit Syllabus Description Using the Rich Content Editor**

You can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information in the Syllabus Description. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor. You can also use the Rich Content Editor to embed videos and input HTML.
Add PDF or Word Document to your Syllabus Description

Within the Content Selector, click Files [1]. There you can upload a new file or select files you have uploaded previously. Click and highlight the text in the Rich Content Editor you want users to click on to download the syllabus [2]. Click the file in the Content Selector [3] and the text will turn blue noting the link is downloadable. Canvas will automatically create a Scribd preview of your document so that users don't have to download it before reading it.

Update Syllabus

Once you have completed your Syllabus Description, click Update Syllabus.
View Syllabus

Course Syllabus

Course Objective

This course will aim to heighten students' ability to see relationships and distinctions in European political, social, economic, and intellectual history. The study of history goes far beyond the mastery of content. The study of history is about developing critical skills that will serve students in college and as lifelong learners.

Objectively, this course will help students improve on the following skills:

- Time management, organization, and study skills
- Critical reading of primary and secondary sources
- Constructing and evaluating historical interpretations
- Essay writing and oral communication
- Cause-and-effect relationships

View the syllabus description.
How do I navigate the Syllabus table and calendar?

Open Syllabus

Click the Syllabus link.

Navigate the Syllabus Table

The Syllabus is automatically generated for the course and contains a list of assignments and due dates in a table. Click the assignment title to view the details of the assignment [1].
Navigate Syllabus Calendar

The Syllabus calendar highlights the due dates of all the assignments. Dates which have an assignment due while be shaded in a darker grey color [1]. Hovering over that date will highlight the corresponding assignment in the Syllabus table.
Web Services
How do I connect to web services outside of Canvas?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Integrate Web Services With Canvas

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in “Other Services” to see what we mean.

Let follow course/group members see which services I’ve linked to my profile

By registering other web services with Canvas, you create different ways to be contacted. By default we do not disclose this information to other users within the system unless you give us your consent.

Integrate Web Services with Canvas

Other Services

Click any service below to register:

- Google Docs
- Skype
- Facebook
- LinkedIn
- Twitter
- Delicious
- Diigo
Integrated web services include:

- Google Docs
- Etherpad (Typewith.me)
- Facebook
- Twitter
- Scribd
- Skype
- LinkedIn
- Delicious

Integrated education-centric web services include:

- Diigo
- Turnitin
- Respondus
- Wimba

**How do I connect to Delicious?**

Here you will learn how to connect to the Delicious web service in Canvas.

**Open Settings**

Click the **Settings** link.
Register Delicious

Click the Delicious button underneath the Other Services heading.
Authorize Delicious Access

Enter your user name [1] and password [2] in the appropriate fields. Click the Save Login button to connect your Delicious account to Canvas.

Delicious will now appear under the Registered Services heading.

How do I connect to Diigo?

Here you will learn how to connect to the Diigo web service in Canvas.

Open Settings

Click the Settings link.
Register Diigo

Click the **Diigo** button underneath the Other Services heading.
Login to Diigo

Enter your username [1] and password [2] in the appropriate fields. Click the Save Login button to connect your Diigo account to Canvas [3].

Diigo will now appear under the Registered Services heading.

How do I connect to Facebook?

Here you will learn how to connect to the Facebook web service in Canvas.

Open Settings

Click the Settings link.
Register Facebook

Other Services

Click any service below to register:

- Google Docs
- Skype
- Facebook
- Linkedin
- Twitter
- Delicious
- Dlgo

Click the Facebook button underneath the Other Services heading.

Authorize Facebook

If you have a Facebook account, you can install the Canvas app and receive course notifications on your profile. You can specify which types of notifications you want and how often you’d like them sent.

Click the Register Your Facebook Account button. You will be re-directed to Facebook to verify the authorization.
Login to Facebook

Enter your username [1] and password [2] in the appropriate fields. Click the Log In button to connect your Facebook account to Canvas [3].

Allow Canvas to connect to Facebook

[Diagram of Facebook login process]

[Diagram of Canvas login process]
Set the privacy for posts the Instructure Canvas app may make for you by clicking on the privacy drop-down menu [1]. Click the Go to App button [2].

**Note:** Depending on your institution, the logo may look different than the Instructure Canvas logo. For example, in Utah, the UEN Canvas logo shows up.

**Allow Instructure Canvas to Access Permission**

![Permission Request](image)

Click the Allow button to give Instructure Canvas permission to access your data any time.

**View Success**

![Success Message](image)

If everything was successful, you should be redirected back to Canvas. You will see the message: Facebook account successfully added!

**Verify Facebook Authorization**

![Registered Services](image)

Your Facebook profile will appear underneath the Registered Services heading.

Click the **View the Facebook app** link in Canvas to configure your settings within Facebook [1].
View Instructure Canvas App in Facebook

The Instructure Canvas App will show up on the Facebook homepage under the Apps menu [1].
Add Instructure Canvas App to Favorites

Hover over the Instructure Canvas app. Click the Pencil icon [1] and click the Add to Favorites link [2].
View Favorited App

The app will appear underneath the Favorites menu [1]. Click on the Instructure Canvas app to open it in Facebook.

View Instructure Canvas App

You will need to configure your notification preferences to receive notifications through the Instructure Canvas Facebook app. Click on the configure your notification preferences link to change your notification preferences.

Facebook will now appear under the Registered Services heading in your Canvas settings.
How do I configure Canvas Notifications in Facebook?

Open Settings

Click the Settings link.

Open Instructure Canvas Facebook App

Registered Services

Click the View the Facebook app link under the Registered Services heading.

Configure Notifications

Click the Notification Settings button.

You're all set! After you configure your notification preferences you should start to see notifications show up here letting you know about things happening in your Canvas account. You can see the number of new Canvas notifications from your Facebook home page if you bookmark this application.
Change Notification Settings For Instructure Canvas App in Facebook

Notifications from Canvas can automatically be sent over to your Facebook account. Below you’ll see the types of notifications you can have sent. You can change your notification preferences at any time, either here or in Canvas.

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>Send to Facebook?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added To Conversation Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Alert Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>All Submissions Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Announcement Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Appointment Availability Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Appointment Cancellations Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Appointment Signups Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Calendar Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Conversation Message Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Course Content Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Discussion Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>DiscussionEntry Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Due Date Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Files Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Grading Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Grading Policies Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Invitation Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Late Grading Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Membership Update Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Reminder Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Student Appointment Signups Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Submission Comment Alerts</td>
<td>✓</td>
</tr>
<tr>
<td>Other Alerts</td>
<td>✓</td>
</tr>
</tbody>
</table>

Click the Change Settings button.
Set Notification Preferences

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>Right Away</th>
<th>Send to Facebook?</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added To Conversation Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Alert Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>All Submissions Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Announcement Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Appointment Availability Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Appointment Cancellations Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Appointment Signups Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Calendar Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Conversation Message Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Course Content Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Discussion Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Discussion Entry Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Due Date Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Files Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Grading Alerts</td>
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<td>Daily</td>
<td>Never</td>
</tr>
<tr>
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<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Invitation Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Late Grading Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Membership Update Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Reminder Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Student Appointment Signups Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Submission Comment Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
<tr>
<td>Other Alerts</td>
<td>Right Away</td>
<td>Daily</td>
<td>Never</td>
</tr>
</tbody>
</table>

Set your notification preferences for each notification type by clicking the radio button underneath the notification time frame column [1].
### Update Notification Preferences

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>Right Away</th>
<th>Daily</th>
<th>Weekly</th>
<th>Never</th>
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</thead>
<tbody>
<tr>
<td>Added To Conversation Alerts</td>
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<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Alert Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>All Submissions Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Announcement Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Appointment Availability Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Appointment Cancellations Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Appointment Signups Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Calendar Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Conversation Message Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Course Content Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Discussion Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>DiscussionEntry Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Due Date Alerts</td>
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<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Files Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Grading Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Grading Policies Alerts</td>
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<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Invitation Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Late Grading Alerts</td>
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<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Membership Update Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Reminder Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Student Appointment Signups Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Submission Comment Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
<tr>
<td>Other Alerts</td>
<td>☐ Right Away</td>
<td>☐ Daily</td>
<td>☐ Weekly</td>
<td>☐ Never</td>
</tr>
</tbody>
</table>

Click the **Update Preferences** button.
View Notification Preferences

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>Send to Facebook?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added To Conversation Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Alert Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>All Submissions Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Announcement Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Appointment Availability Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Appointment Cancellations Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Appointment Signups Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Calendar Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Conversation Message Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Course Content Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Discussion Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Discussion Entry Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Due Date Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Files Alerts</td>
<td>✅</td>
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<td>✅</td>
</tr>
<tr>
<td>Submission Comment Alerts</td>
<td>✅</td>
</tr>
<tr>
<td>Other Alerts</td>
<td>✅</td>
</tr>
</tbody>
</table>

View the newly configured notification preferences. Click the Back to Messages button to return to the main page [1].
View Alerts

View notifications from Canvas inside of Facebook.

How do I connect to Google Docs?

Here you will learn how to connect to the Google Docs web service in Canvas.

Open Settings

Click the Settings link.
Register Google Docs

Other Services

Click any service below to register:

Google Docs
Skype
Facebook
LinkedIn
Twitter
Delicious
Diigo

Click the Google Docs button underneath the Other Services heading.

Authorize Google Docs Access

Google Docs Access
Once you authorize us to see your Google Docs you’ll be able to submit your assignments directly from Google Docs, and create and share documents with members of your classes.

Authorize Google Docs Access

Click the Authorize Google Docs Access button. You will be re-directed to Google to verify the authorization.
Login to Gmail

Enter your username [1] and password [2] in the appropriate fields. Click the Sign In button to connect your Google account to Canvas [3].
Grant Google Accounts Access

Google accounts
The site instructure.com is requesting access to your Google Account for the product(s) listed below.

Google Docs

Google is not affiliated with instructure.com, and we recommend that you grant access only if you trust the site.

If you grant access, you can revoke access at any time under 'My Account'. instructure.com will not have access to your password or any other personal information from your Google Account. Learn more

Grant access Deny access

If you are not andy.griffith.canvas@gmail.com, you can sign in as a different user.

Click the Grant access button to connect your Google account to Canvas.

Google Docs will now appear under the Registered Services heading in your Canvas settings.

How do I connect to Twitter?

Here you will learn how to connect to the Twitter web service in Canvas.

Open Settings

Click the Settings link.
Register Twitter

Other Services

Click any service below to register:

- Google Docs
- Skype
- Facebook
- LinkedIn
- Twitter
- Delicious
- Diigo

Click the Twitter button underneath the Other Services heading.
Authorize Twitter Access

Twitter Access
Twitter is a service for posting and subscribing to short messages. If you have a Twitter account, you can register it here. Then if you allow fellow course/group members to see your registered services, they can easily connect with your Twitter account.

You can also sign up to have notifications sent to your Twitter account. These notifications will be sent as direct messages to yourself from yourself, and won’t appear in your public stream.

Click the Authorize Twitter Access button. You will be re-directed to Twitter to verify the authorization.
Login to Twitter

Authorize Instructure Canvas to use your account?

This application will be able to:
- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.
- Access your direct messages.

[1] Username or email
[2] Password

[ ] Remember me · Forgot password?

[3] Authorize app  No, thanks

This application will not be able to:
- See your Twitter password.

Enter your username [1] and password [2] in the appropriate fields. Click the Authorize app button to connect your Twitter account to Canvas [3].

Twitter will now appear under the Registered Services heading in your Canvas settings.
How do I connect to Skype?

Here you will learn how to connect to the Skype web service in Canvas.

Open Settings

Click the Settings link.

Register Skype

Click the Skype button underneath the Other Services heading.
Login to Skype

Enter your Skype name in the Skype name field [1]. Click the Save Skype Name button to connect your Skype account to Canvas [2].

Skype will now appear under the Registered Services heading in your Canvas settings.

How do I connect to LinkedIn?

Here you will learn how to connect to the LinkedIn web service in Canvas.

Open Settings

Click the Settings link.
Register LinkedIn

Click the LinkedIn button underneath the Other Services heading.

Authorize LinkedIn Access

LinkedIn Access
LinkedIn is a great resource for business networking, and can be helpful long after you've finished your education. If you have a LinkedIn account, you can register it here. Then if you allow fellow course/group members to see your registered services, they can easily invite you to link with them without having to search LinkedIn for your profile.

Register Your LinkedIn Account
Click the Register Your LinkedIn Account button. You will be re-directed to LinkedIn to verify the authorization.

Login to LinkedIn

Enter your email [1] and password [2] in the appropriate fields. Click the Ok, I'll Allow It button to connect your LinkedIn account to Canvas [3].

LinkedIn will now appear under the Registered Services heading in your Canvas settings.