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Introduction
Where do I find more help for students?

There are other places to find help for students. You can visit the guides, Canvas Student Orientation, or the Quickstart Guide.

Canvas Student Quickstart Guide

Click here to download the Canvas Student Quickstart Guide.

Canvas Student Orientation (CNVS 100)

The Student Guide contains a series of lessons for students. To access a Canvas student orientation course, click here.

Note: You will need to scroll down to locate the Canvas Student Orientation (CNVS 100) course.

Guía de Inicio Rápido del Estudiante de Canvas

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

How do I log in to Canvas?

There are a few different ways to log in to Canvas. This lesson will show you how to log in to Canvas will also show how to log in on an Internet browser. (You can also log in using the Canvas Android, iPad, or iPhone apps).

Note: You must have an account to log in to Canvas. Depending on your institution, you may only need to use your current login credentials. If not, you can create an account when you are invited to a course.
You can also create a free account (not through your institution) by visiting the lesson about [signing up for a free account as a student](#).

**Access Canvas via Institution**

Some institutions host Canvas within their website, so you may only need to sign into your institution's internal system to access Canvas.

**Access Canvas via Your Institution URL**

Other institutions have you log in via a link to their Canvas URL. Log in by typing your institution's Canvas URL or [learn.canvas.net](#) for Canvas Network courses in a browser address bar.
Log in to Canvas

The Canvas log in screen requires your email address [1] and password [2]. Click the Log in button [3].

Accept a Course Invitation

If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL [1] and your email address to use for your login [2]. Click the course page link [3] (or copy and paste the url into your web browser) to accept the course invitation.

Note: You will need to know your institution's Canvas URL if you want to access Canvas mobile apps.

The screenshot is acknowledged by its respective university for use in this lesson.
How do I sign up for Canvas as a Student?

The free Canvas account is for students who are not already using Canvas through their institution, or if you want to enroll in a Canvas Network course. Your instructor will provide a join code to link you directly to a course.

If your institution is already using Canvas, you will be invited to join Canvas courses by your instructor and can sign up as part of the login process. For details visit the How do I log in to Canvas lesson.

Note: If you have not received your join code, please contact your instructor or institution.

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! banner.
Sign Up As a Student

Click the I'm a Student button.
Option 1: Sign Up Using Join Code

To complete the registration process fill out the following fields:

1. Enter the course join code in the join code field. This code will be provided to you by your instructor.
2. Enter your name in the full name field.
3. Enter your username in the username field.
4. Set your password by typing in the password field.
5. Confirm your password by typing your password in the confirm password field.
6. Agree to the terms of use by clicking the You agree to the terms of use and the privacy policy checkbox.
7. Click the Start Learning button. You will be redirected to the canvas.instructure.com login page.
View Course

You are now enrolled in the course.
How do I reset my password?

Some days and weeks may have passed since you first accepted your invitation to join a course and you may have forgotten your password. This lesson will walk you through how to reset your Canvas password. If you are enrolled through an institution, resetting your password may follow different steps.

**Note:** If you want to change your password and you have the permission to do so in Canvas, please visit [How do I change my login password?](#) to learn more.

**Canvas Log In Screen**

At the Canvas login screen (canvas.instructure.com), click the **Don't know your password?** link.
Request Password

You will be taken to another page and prompted to enter your email. Enter the email address associated with your Canvas user name and click Request Password.
Check Email

Return to your email account and sign in.

Open "Forgot Password" Email

Open the email with the subject line "Forgot Password: Canvas" and if the email is not in your Inbox, check your Spam folder.

Click Reset Password Link

To set a new password, please click the following link:
https://training.instructure.com/pseudonym/657217/change_password?1ONZmTabePS38geC6eM4J
Click the link sent to you in the email.

**Password Change**

Type in a new password and then confirm that password by typing it again. Click the **Update Password** button.
Login to Canvas

With your email and new password, login to Canvas.

View Canvas Dashboard

As soon as you login again, you will see the Dashboard.
How are Students added to a course?

This lesson will describe what an Instructor must do to manually add a Student to a course. It will also summarize what the Student needs to do to accept the invitation. This article applies to courses and enrollments that are created manually. At most institutions, course shells and student enrollments will be created automatically.

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 F

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 being used, the user's name will populate in the name field. Otherwise the name field will remain blank.
Confirm Enrollment

The following users have been enrolled:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td><a href="mailto:emily.boone.canvas@gmail.com">emily.boone.canvas@gmail.com</a></td>
<td>History 101 - Section F</td>
</tr>
</tbody>
</table>

Canvas will verify the user's 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>
<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>History 101 - Section F</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>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>
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.

### Student Receives Email Invitation

The Student will receive an invitation to participate in a course. Students will need to click the link to accept the invitation.

### Student Accepts Invitation

When the Student logs in, they will see an invitation window reminding them that they've been invited to a course. They need to click the **Accept** button.
Invitation is Accepted

![Invitation accepted! Welcome to US History 101!]

The Student will know that they have been accepted into a course when the invitation reminder disappears and a message appears at the top of the screen welcoming the student to the course.

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 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.
Why can't I access my Course?

Courses must be published by your institution before you can access them.

Note: Some institutions may disable the option to view your Future Enrollments.

Access Courses

My Courses

- Documentation Sandbox, First Section
- Psychology 101, PSY-101-004
- U.S. Presidents 101, History 101 - Section A
- Writing for Nonreaders in the Postprint Era, ENG 371WR - Section 1

Past Enrollments

- Psychology 101, PSY-101-003
- Documentation Sandbox, Second Section

Future Enrollments

- Doc Writing for Nonreaders in the Postprint Era

Courses that you can access are highlighted in blue [1]. When you click the course name, Canvas will take you into the course. Courses that are not yet accessible are in gray [2]. You can access them when the course has been published as an active course.
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

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](image)

**Which course is this question about?**

Message will be sent to all the Teachers / TAs in the course.

1. Writing for Nonreaders in the Postprint Era

**Message**

I missed class on Monday, can I do some extra credit work, please?

Thank you!

2. 

---

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

Before submitting a ticket, try searching the Canvas Guides for help.

To report a problem with Canvas, click the Report a Problem link.

Add a subject to your message by typing in the subject field.

Type a message in the description field being as detailed as possible. This will help Canvas Support better troubleshoot the problem.

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!
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](#).
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 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 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.
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 courses 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

![Courses & Groups](image)

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.

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 navigate a Canvas course?

In this lesson students will learn about Dashboard Navigation and Course Navigation as well as the different parts that make up these pages in Canvas.

Dashboard Navigation

When you first log in to Canvas, you will see the Global Dashboard.

1. Click the logo to return to this Dashboard
2. The Global Stream
3. Top Priority
4. Upcoming events and assignments
5. Feedback from instructors and peers
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. Instructors can customize what links are shown in a course, so if don't see certain links, your instructor has hidden them from your view.

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 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.
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

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.

**How do I drop a Canvas Network course?**

If you decide you want to drop a [Canvas Network](#) course, follow these steps.

**Note:** You can only drop a Canvas Network course while it is in progress (between the course start date and end date). Also, if you did not enroll in the course from the [Canvas.net](#) page, meaning you were manually added to the course by the instructor, you will have to ask the instructor to remove you from the course.

**Log in to Canvas Network**

Go to [learn.canvas.net](#) and use your Canvas Network credentials to log in.
After logging in, you will see your dashboard.

**Locate Courses Drop-down Menu**

Find and click the **Courses** drop-down menu.

**Click Course**

Click the title of the course.
Drop this Course

In the sidebar, click the Drop this Course button.
Confirm Dropping the Course

Click the Drop the Course button to un-enroll from the course. You will no longer be able to see the course roster, communicate with people in the course, and see course events or notifications.
Announcements
How do I use the Announcements Index Page?

The Announcements Index Page allows you to view and filter announcements in your course.

Open Announcements

Click the Announcements link.

Filter Announcements

There are a few ways to filter Announcements:

1. Search for an announcement by typing a announcement title, a user name, or a keyword in the Search title, body, or author field.
2. Click on the Unread button to hide all read announcements.
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 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 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

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></td>
</tr>
<tr>
<td>Grading Policies</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Include scores when alerting about grade changes</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

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 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

Notification Preferences

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Email Address</th>
<th>Cell Number</th>
<th>Twitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading Policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td></td>
<td></td>
<td></td>
<td>Daily</td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td></td>
<td></td>
<td>Week</td>
</tr>
</tbody>
</table>

Verify the notification preference was correctly set.

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
Click the **Announcements** link.

**Locate Announcements Feed Link**

![RSS Feed Icon](image)

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

**Copy URL**

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 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].
How do I make an Announcement?

Students can only make announcements within a group.

Choose Group

Find the course you want to make an Announcement in by hovering over the Courses & Groups link. Click on the Group you want to post an announcement.

View Home Page

When you are viewing the Home page, you will see two ways to create an Announcement. The first way to is simply click on the New Announcement Link [1] next to the Plus icon and you will be able to make a new Announcement. The next way is to click on the Announcements link [2].
Open Announcements Link

Click the Announcements link.

View Announcement Page

After clicking on the Announcement link, you will be directed to the Announcement page where all the Announcements for the group are located.

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

**Make Announcement**

Creating an Announcement is similar to creating a Discussion. Here you can add a title [1], write a message [2], or add information from the Content Selector [3].

**Save New Announcement**

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

Once you add the announcement, it will show up on the announcements page.

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](image)

Edit the Announcement using the [Rich Content Editor](#) and [Content Selector](#).

## Save Announcement

![Save](image)

Click the **Save** button.
View Announcement

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

View 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**

- Home
- Announcements
- Assignments
- Discussions
- Grades
- Syllabus
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**

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 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

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 edit an Announcement?

Students can only edit announcements within a group.

**Choose Group**

Click on the Group you want to post an announcement.

**Open Announcements**

Click the Announcement link.
View Announcement Page

After clicking on the Announcement link, you will be directed to the Announcement page where all the Announcements for the group are located.

Locate Announcement

Find the Announcement you want to edit. Click the Announcement title.
Edit Announcement

To edit the Announcement, click the Edit button.

Update Announcement

Edit the Announcement. You can edit the title [1], write a different message [2], add content [3], and when you are finished editing, click the Save button.
How do I delete an Announcement?

Students can only delete announcements within a group. There are a couple of ways to delete an announcement.

Choose Group

Click on the Group you want to access.

Open Announcements

Click the Announcements link.
After clicking on the Announcement link, you will be directed to the Announcement page where all the Announcements for the group are located.

**Option 1: Use Announcement Checkbox**

Find the Announcement you want to delete. Click the *Announcement checkbox* [1] and then click the *Trash* button [2].

**Note:** You can select multiple announcements to delete them.
Option 2: Locate Announcement

Click the Announcement title link.

Use Gear Icon

Click the gear icon and click the Delete link.

Delete Announcement

A popup window will appear to ask if you are sure you want to delete the announcement. Click the OK button to delete the announcement.
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 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

Hover over the Announcement cell underneath the email column. Set the notification preference by clicking on the appropriate icon.
View Set 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>☐ Weekly</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>✔ ASAP</td>
<td>✔ ASAP</td>
</tr>
<tr>
<td>Course Content</td>
<td>✔ ASAP</td>
<td>✔ ASAP</td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td>✖ Daily</td>
<td>✖ Daily</td>
</tr>
</tbody>
</table>

Verify the notification preference was correctly set.
Assignments
What are Assignments?

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

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?

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>What do you know about ...</td>
<td>Mar 15 at 11:59pm</td>
<td>out of 5</td>
</tr>
<tr>
<td>All the Quiz Types</td>
<td></td>
<td>out of 2</td>
</tr>
<tr>
<td>Extra Credit 1</td>
<td></td>
<td>out of 0</td>
</tr>
<tr>
<td>Extra Credit 2</td>
<td></td>
<td>out of 0</td>
</tr>
<tr>
<td>Getting to Know You</td>
<td></td>
<td>out of 5</td>
</tr>
<tr>
<td>Module 1 Quiz</td>
<td></td>
<td>out of 2</td>
</tr>
</tbody>
</table>
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.

How can I view my Assignments for only one course?

As a student, you can view Assignments for only one course if you choose.

Open Assignments Link

In the Global Navigation menu, click the Assignments link.
View Upcoming Assignments

Viewing the Assignments page will let you see all the Assignments for your courses.

View Show Only Assignments From Only One Course

In the Sidebar, click the course you want to view the assignments for.
**View Assignments for Single Course**

### Upcoming Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #4</td>
<td>Tomorrow 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>
<tr>
<td>Introduce Yourself</td>
<td></td>
<td>out of 5</td>
</tr>
</tbody>
</table>

Once you click the course title, you can view the assignments for that single course.

**What are the different Assignment types?**

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

**Open Assignments**

[Image of Canvas interface with navigation menu]

- Home
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
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 group Assignments by type in a course?

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

**Open Assignments**

Click the Assignments link.
View Upcoming Assignments

### Upcoming Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #4</td>
<td>Tomorrow at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 22 at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #7</td>
<td>Mar 8 at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Introduce Yourself</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Module 1 Quiz</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Module 2 Quiz</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Viewing the Assignments page will let you see all the Assignments for your course.

**Group Assignments by Type**

Click the **Group Assignments by Type** button to view the Assignments in the groupings the instructor has put them in.
View Groupings of Assignments

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

How do I download Assignment instructions?

The only way to download Assignment instructions is if the instructor has included a link for the downloadable directions. Otherwise, you can print the screen or copy and paste the directions into a word processing program and print them that way.
Click the Assignments link.

View Assignment

Course Assignments

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Date</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #4</td>
<td>Tomorrow at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 22 at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #7</td>
<td>Mar 8 at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Introduce Yourself</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

View all the assignments you have to complete on the Assignment Page.

View Assignment Instructions

Assignment #4

due Tomorrow by 12am
out of 10

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.

Here you can view the directions for the assignment. If you want to print them, simply print them. Or you can save them and keep them on your computer.
View Print Preview

This is what the assignment instructions will look like when you print them.

How do I view the Rubric for an Assignment?

Rubrics are a way for instructors to let students know how an assignment will be graded.

Open Assignments

Click the Assignments link.
View Assignment Page

View all the assignments you have to complete on the Assignment Page. Click the assignment title to view it.

View Assignment

Assignment #3

due Feb 8 by 12am
out of 15

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

<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 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>Length</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>Creative</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>Total Points:</td>
<td></td>
<td>15 pts</td>
</tr>
</tbody>
</table>

View the assignment with the rubric attached.

How do I submit an online assignment?

You can submit Assignments in Canvas using several submission types. Instructors can choose what kind of submissions they want you to use. This lesson is an overview of the main online submission types. You also have the option to resubmit assignments for as long as your instructor allows.
**Note:** Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.

**Open Assignments**

Click the **Assignments** link.

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

**View Course Assignments**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Grade out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Assignment #6</td>
<td>Tomorrow at 11:59pm</td>
<td>out of 10</td>
</tr>
<tr>
<td>All the Quiz Question ...</td>
<td></td>
<td>out of 22</td>
</tr>
<tr>
<td>Extra Credit 1</td>
<td></td>
<td>out of 0</td>
</tr>
</tbody>
</table>

After clicking on the Assignments link, you will see all the Assignments you have for that course.
View Assignment

When you click an Assignment title, you will see a screen with assignment instructions. You may also see a rubric to help guide your work.

Click Submit Assignment to submit your work.

Submit Assignment

Your instructor will decide what kinds of submissions are appropriate for each Assignment. In this case, the instructor is allowing the student to use all submission types: upload a file, submit a text entry, enter a website URL, or submit media.

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

Choose the file you want to upload for your submission. Click Submit Assignment. To learn more about uploading files as assignment submissions, click here.
Submit a Text Entry

Type or copy and paste text into the Rich Content Editor. Click **Submit Assignment**.
Submit Website URL

Type or copy and paste the URL into the Website URL field. Click Submit Assignment.

Submit Media Recording

Record or upload media. Follow the instructions given to you. Click Submit Assignment when you are done. Click here to learn more about adding media to an assignment submission.
View Submission

After you have submitted your work, you will see information in the Sidebar about your submission [1].

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

Once the instructor has graded your submission, you will be notified via the channels that you specify in your Notification Preferences.

You can also see details about your assignment and links to additional feedback in the Gradebook.
How do I upload a file to my Assignment submission?

Make sure you know where your file is saved before you submit your assignment.

Open Assignments

Click the Assignments link.

Select Assignment

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #4</td>
<td>Tomorrow at 12am</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td><em>Reading Assignment #1</em></td>
<td>Tomorrow at 12am</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 22 at 12am</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 at 12am</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Assignment #7</td>
<td>Mar 8 at 12am</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Click the assignment title to open the assignment.
Submit Assignment

Click the Submit Assignment link to open the submission window.

Upload File

Click the Choose File button [1] to select a file to upload. A pop-up window will appear in your browser.
Select File

Click the file title [1] and select the Choose button to upload the file.

**Note**: You may see an Open button instead of Choose.
Add Another File

Click the Add Another File button to upload additional files to your assignment. You can also find a file you’ve already uploaded to use as a submission.

Submit Assignment

Click the Submit Assignment button to submit your assignment.
Upload a Google Doc

You can also upload a Google Doc to your assignment. Select the file you wish to upload by clicking on the title [1].

**Note:** Before you can submit assignments from Google Docs, you need to authorize Canvas to access your Google Docs account.

Submit Assignment

Click the **Submit Assignment** button to submit your assignment.
View Submission

After you have submitted your assignment, you should be able to view a confirmation that you submitted your assignment.

How do I add multiple files to my Assignment submission?

You can upload multiple files to your submission.

Open Assignments

Click the Assignments link.
Select Assignment

Upcoming Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
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</thead>
<tbody>
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<td>Tomorrow at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Reading Assignment #1</td>
<td>Tomorrow at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 22 at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 at 12am</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #7</td>
<td>Mar 8 at 12am</td>
<td>10</td>
</tr>
</tbody>
</table>

Select the assignment you want to upload the files to by clicking on the assignment title.

Submit Assignment

Add an file to the assignment by clicking the Submit Assignment link.
Browse for File

Click the Choose File button to select the file you would like to upload.

Note: You may see Browse depending on the browser you are using.
Select File

Click the file you would like to upload [1] and click the Choose button [2] to upload the file.

Note: You may see an Open button instead of Choose.
Add Another File

Click the Add Another File link to upload additional files to your assignment. You will just need to repeat the above steps to add another file. You can also find a file you've already uploaded to use as a submission.

View Multiple Files

Multiple files will appear if you add another file.
Submit Assignment

Click the Submit Assignment button to submit your assignment.

View Submitted Assignment

You can view your submitted assignment by clicking the Submission Details [1].
How do I add images to my Assignment?

Open Assignments

Select Assignment

Select the assignment you want to upload the images to by clicking the assignment title.
Submit Assignment

Add an image to the assignment by clicking the Submit Assignment button. You can upload an image file or you can use the text entry box to embed an image.

Embed an Image

Click the Embed Image button to insert a picture.
Embed an External Image

In order to embed an image from the Internet, paste or type the URL in the text box [1], name the picture [2], and click Embed Image [3].

Submit Assignment

Click the Submit Assignment button to submit your image.
Embed using Flickr

You can also embed images through Flickr. Click on **Search Flickr Creative Commons** to begin searching for the images.

Select Image

Type in a description of the image you are searching for [1], click **Search** [2], and click the image you wish to embed [3].
Submit Assignment

Click the **Submit Assignment** button to post your image.

View Submitted Assignment

You can view your submitted assignment by click the **Submission Details** [1] or the **View the Original Entry** [2] links. You can also submit an image through **uploading a file**.
How do I add media to my Assignment?

You can add media to an assignment submission.

Open Assignments

Select Assignment

Select the assignment you want to upload media to by clicking the assignment title.
Submit Assignment

Add media to the assignment by clicking the **Submit Assignment** button. Depending on how the instructor has allowed as submissions, there are a couple of ways to add media to your Assignment.

Record/Upload Media via Text Entry

Click the **Film Strip** to record or upload media.
Record Media

You have the option to record video [1] or audio [2] to upload to the assignment.
Upload Media

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

A pop-up window will appear in your browser. Select the file you would like to upload and click Open to begin uploading the file.
Monitor File Upload

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

Upload Media Tab

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

1. Record / Upload Media
2. Submit Assignment
If the instructor has allowed the assignment to be submitted as a media comment, you will can click the Media [1] tab to upload or record media. Click the Record / Upload Media [2] button to follow the same steps as above to upload media.

Submit Assignment

Click the Submit Assignment button to submit your assignment.

View Submitted Assignment

You can view your submitted assignment by click the Submission Details [1].
How do I know when I have turned my Assignment in?

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

Open Assignments

Click the Assignments link.

Select Assignment

Click the assignment title to open the assignment.
After you have submitted your assignment, you should view a confirmation that you submitted your assignment.

**How will I know when my Instructor has graded my Assignment?**

You can view your assignment details, grades page, or set up notifications to know when your instructor grades an assignment.

**Open Assignments**

Click the Assignments link.
View 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 10</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>Feb 8 at 12am</td>
<td>out of 15</td>
</tr>
</tbody>
</table>

Click on the assignment title to get grading details. You will also see a Course Navigation indicator when you visit your course which will notify you that you have a new grade or submission comment.

View Assignment Submission

You will see a grade for your assignment if your instructor has graded it.

See Grades so Far

Click the See my grades so far to view your grades.
View Grades Page

Grades For Jane Smith

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td>Jan 25 by 12am</td>
<td>9.5</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>Assignment #4</td>
<td>Feb 15 by 12am</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Reading Assignment #1</td>
<td>Feb 15 by 12am</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

On your grades page, you can see all the assignments that have been graded.
How do I view instructor comments?

You can see comments from your instructor by accessing the assignment and viewing the submission details.

If your instructor used Crocodoc, you can see the annotations by clicking on the preview icon in the assignment submission details. Click here to learn how to use Crocodoc.

Note: Comments from your assignments also appear in Conversations. To learn more, view the lesson about SpeedGrader comments in Conversations.

Open Grades

Click the Grades link.
Open Assignment

Grades For Jane Smith

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td>Jan 25 by 12am</td>
<td>9.5</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>Assignment #4</td>
<td>by 12am</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Reading Assignment #1</td>
<td>Feb 15 by 12am</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Locate the speech bubble [1] to verify the assignment contains a comment. Click the assignment title [2] to open the assignment.

View Submission Details

Submission

✓ Turned In!
Mar 1 at 3:45pm

Grade: 9 (10 pts possible)
View the Original Entry

Comments:
Great job on this assignment!
Mar 1 at 4pm

Re-submit Assignment
Click the **Submission Details** link to open the submitted assignment [1]. You can also see comments in the submission box [2].

**View Comments**

Comments made on the assignment will appear to the right of the submitted assignment.
View Submission Details

You can see your instructor's annotations by viewing the Submission Details. Click the preview icon [1] to view the annotations. You can reply [2] to comments and leave other feedback [3].

Click here to learn how to add annotations using Crocodoc.
How do I view Rubric results for my Assignment?

By visiting your Grades page, you can view comments, rubrics, and scores on your assignments.

Open Grades

Click the Grades link.
Open Assignment

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td>Jan 25 by 12am</td>
<td>9.5</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>Assignment #4</td>
<td>Feb 15 by 12am</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Reading Assignment #1</td>
<td>Feb 15 by 12am</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #5</td>
<td>Feb 23 by 12am</td>
<td>✓</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #6</td>
<td>Mar 1 by 12am</td>
<td>9 (B)</td>
<td>10</td>
</tr>
<tr>
<td>Assignment #7</td>
<td>Mar 8 by 12am</td>
<td>0%</td>
<td>10</td>
</tr>
</tbody>
</table>

Click the Rubric icon to open the graded assignment and rubric results [1].
View Rubric Results

![Rubric Results Image]

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Instructions</td>
<td>Full Marks</td>
<td>2 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td>2 / 2 pts</td>
<td></td>
</tr>
<tr>
<td>Show Understanding</td>
<td>Full Marks</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks</td>
<td>2 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td>3 / 3 pts</td>
<td></td>
</tr>
<tr>
<td>Reading Outcome</td>
<td>Exceeds Expectations</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td>5 / 5 pts</td>
<td></td>
</tr>
</tbody>
</table>

View the rubric results for your assignment.
How do I communicate with my Instructor about Assignments?

There are various ways to communicate with your instructor about assignments.

**Communicate through Outside Email**

One of the ways you can communicate with your instructor about your assignment is through an outside email as dictated by the instructor in the syllabus.

**Communicate through Conversations**

Another way you can communicate with your instructor about your assignment is through the Canvas conversations located by clicking the **Inbox** link [1]. Again, the instructor will specify what communication option is the best in the syllabus.
Communicate through Assignment Comments

After you have submitted the assignment, you can communicate with your instructor through the comment section on the submitted assignment.
How do I submit an Assignment in behalf of my Group?

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

Open Assignments

Click the Assignments link.

Open Assignment

Click on the Assignment title to open the Assignment.
View Group Assignment

The Group Assignment will outline what the group needs to do in order to complete the assignment. The instructor will put you in groups to work on the assignment. When you are ready to turn in the assignment, click the Submit Assignment button.

Submit Assignment

Add the assignment file and click on the Submit Assignment button.
View Submission

Once you submit the assignment, you can see that you turned it in. You can re-submit the assignment until the due date and time.
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 submit a peer review to an Assignment?

Sometimes instructors will assign students to peer review another student's work.

Open Assignments

Click the Assignments link.

View Past Assignments

When you view your Past Assignments, you will have to remember what Assignment needed to be peer reviewed. Your instructor should tell you when need to complete a peer reviewed assignment. Click on the title of the assignment to open it.
Open Assigned Peer Review

Click the name of the assigned peer whose work you will be reviewing [1]. The caution sign icon indicates the peer review has not been completed. A checkmark icon indicates that you have completed the peer review.

View Peer Review
A peer review requires at least one comment. If you want to add annotations to the assignment submission, click on the preview icon [1].

Complete the Peer Review

In order to complete the Peer Review, you will need to leave at least one comment. Type a comment in the comment field [1], leave a media comment [2], or attach a file [3]. Click the Save button to complete the peer review [4].

Note: When completing a peer review, students cannot see the teacher's comments or their peer's comments on the submission.

Click here to learn how to use Crocodoc to annotate the submission.
How do I know if I have a peer review to complete?

Your instructor can assign you as a peer reviewer for an assignment. Follow these steps to check if you have been assigned as a peer reviewer.

Open Assignments

Click the Assignments link.

View Past Assignments

Your instructor should tell you which assignments require peer review. Click the title of an assignment from your past assignments to see if you have been assigned as a peer reviewer.
Check for Assigned Peer Review

The Submission box on the right side of your screen will show whose assignments you should peer review. Click the student's name to complete your peer review.

Where can I find my peers' feedback for peer reviewed assignments?

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

View Recent Feedback in the Sidebar

Recent comments from peer reviewed assignments can appear in the sidebar when you first log in to Canvas.
View Peer Review on the Assignment Page

You can also see your peers' feedback on the assignment page. When you navigate to the page for that assignment, all comments from your peers appear in the Submission box.
View Peer Review on the Submission Details Page

Click the Submission Details link on the assignment page to see more information about the assignment. You can view peer review on the Submission Details page as well.

How do I use the Submission Details page for an Assignment?

The Submission Details page provides all the details you need to follow up on your submitted assignment.

View Assignments

Click the Assignments link.
Find the Assignment

Past Assignments

Assignment #1
Assignment #2
 Assignment #3
Reading Assignment #1
Take This Quiz
Assignment #5

Find the assignment that you want to view more details about and click the assignment name. It should appear under Past Assignments.
View Submission Details

In the sidebar, find the Submission box and click the Submission Details link. This link will appear only if you have already submitted the assignment.
View Information About Your Submission

You can view and follow up on many assignment details from the Submission Details page.

1. View the assignment name and when it was submitted.
2. Re-submit the assignment.
3. View the assignment submission.
4. View your grade, if the assignment has been graded.
5. View comments from your instructor and your peer reviewer(s), if appropriate.
6. Add a text or media comment that your instructor will see.
View Rubric Details

![Rubric Table]

If your assignment was graded using a rubric, you can view the rubric and see what scores you received for each criterion. To view the rubric, click the Show Rubric link under your grade details.

Annotate an Assignment

![Annotation Icon]

You can annotate or leave comments on a file you upload using the Submission Details page. To access Crocodoc for your file, click the Paper with Magnifying Glass icon next to the file submission name.
How do I submit a Turnitin Assignment?

Submitting a Turnitin assignment is similar to submitting a regular assignment.

Turnitin accepts the following file formats:

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- Hangul (HWP)

Click Assignments

Click the Assignments link or find the assignment in your To Do List in the sidebar.
View Assignment

Upcoming Assignments

What is Cheating? Thursday at 11:59pm out of 10

Assignment 1
Assignment 2
Assignment 3

View all the assignments you have to complete on the Assignment Page.

View Assignment

What is Cheating?

Due No Date Points 10 Submitting a text entry box or a file upload (Turnitin enabled)

What is the best way to combat cheating in classes? Please write 2-3 paragraphs explaining how you would stop cheating.

Turnitin has been enable for this assignment reminds you that your instructor is checking your work using Turnitin.

Click Submit Assignment

Submit Assignment

When you are ready to turn in the assignment, click Submit Assignment.
Submit Assignment

Submitting the Turnitin Assignment is just like submitting a regular assignment, although you will have a note [1] reminding you that your submission will be checked by turnitin for originality. You will also have to click the checkbox [2] to agree with the pledge before submitting the assignment. When you are ready to submit, click the Submit Assignment button [3].

View Submission

After you submit your Assignment, it looks like a regular submission. To view your graded assignment, click Submission Details.
View Submission Details

This student got a 100% report from Turnitin and received a 0 on the assignment. That means that the whole assignment was copied directly from a source. To learn more about how to view your result, go to this lesson.

How do I view Turnitin results for an Assignment?

The process for turning in a Turnitin-enabled assignment is the same as turning in any other assignment in Instructure Canvas. You can view Turnitin results after your assignment has been graded by the instructor.

Open Assignment

Click the assignment title [1] to open the assignment. You can access the assignment through the Assignments link or through Recent Feedback on the Sidebar.

View Assignment
View the assignment. The speech bubble [1] will indicate what percent of your assignment matches internet sources. Click on the speech bubble to open a detailed originality report in a new window.

**View Originality Report**

Turnitin provides an originality report. In this example, the student had a 100% match to a Wikipedia entry.
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

<table>
<thead>
<tr>
<th>all-day</th>
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<tbody>
<tr>
<td>12am</td>
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<td>1am</td>
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<td>8am</td>
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<tr>
<td>9am</td>
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</tbody>
</table>

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 deselecting 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 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

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 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 access my group Calendar?

You have to join or be added to a group to see your groups.

Navigate to Your Group

Hover over Courses & Groups [1] to open a dropdown menu. Click the group you want to open [2].

Click View Calendar Link

After clicking on the group, you will see the group dashboard. Locate and click on the View Calendar [1] link to access your group calendar.
View Group Calendar

Only your group calendar will be active in the sidebar [1]. Feel free to add any events or reminders to your group calendar.

Where can I find the Calendar iCal feed?

Once you click the Calendar Feed link, copy the link and paste it into any calendar app that takes iCal feeds.

Locate Calendar Link

Click the Calendar link.
View Calendar

After clicking on 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.

View Calendar Feed Link

Once you click the Calendar Feed link, 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. To view the Canvas Calendar in your iCal on your MAC, just click here to view the feed.
Open iCal

To subscribe to the Canvas Calendar, just click OK and it will automatically put the events on your iCal.
View iCal

Now all your events are in your iCal!

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

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<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

How do I subscribe to the Calendar Feed using Google Apps for Education?

Google Apps for Education provides an Institution Email Account to those institutions participating in the program. To learn more, visit the website. This lesson goes through the steps on how to subscribe to the Calendar Feed in Canvas using Gmail via Google Apps for Education.

Locate Calendar Link

Click the Calendar link.
After clicking on the Calendar link, you will see the Calendar with events and assignments from every class you are enrolled in.
Locate Calendar Feed

Click the Calendar Feed link to subscribe to a feed.

Copy Calendar Feed Link

`https://training.instructure.com/feeds/calendars/user_ZRV3f`

Once you click the Calendar Feed link, 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.
Login to Institution Email Account

Login to your Institution Email Account to subscribe to the Calendar Feed.

Locate Calendar

Click the Calendar link to view your Institution Email Account Calendar.
View Calendar

Once you click the Calendar link, you will view your Institution Email Account Calendar.

Add Other Calendars

Locate the Other Calendars drop-down menu to find the Add by URL option.
Add Calendar by URL

Add by URL

1. URL: https://training.instructure.com/feeds/calendars/user_ZF
   If you know the address to a calendar (in iCal format), you can type in the address here.
   □ Make the calendar publicly accessible?

2. Add Calendar  Cancel

Take the copied URL from Canvas and paste it into the box [1]. Click the Add Calendar button [2].

View Subscribed Calendar Feed

The Canvas Calendar will now show up in your Institution Email Account Calendar, and you can even click the event and it will give you all the details of that event.
Chat
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.
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?

Start a New Collaboration

Collaborate Using: Google Docs

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

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

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 join a Google Docs collaboration?

You can join a Collaboration using Google Docs in Canvas. You can view the collaboration in Canvas or you can view the document in your Google account.

**Note:** Each collaborator will need a Google account and will need to [authorize Canvas](https://canvas.instructure.com) to access his or her Google account to use Google Docs to collaborate.

### Open Collaborations

When a Google Doc is created through Collaborations, it is automatically shared with all collaborators. Click **Collaborations** in your course navigation.

### Locate Collaboration

[Exam Notes]

Started by Canvas Instructor, Jan 25 at 3:54pm
Locate the Google Docs collaboration in your course. Click the title of the collaboration. Once you click the title, the collaboration will open in a new tab. You must be signed in to your Google account to view the document.

**View Email Notification**

![Email Notification]

You can also receive an email Collaboration Invitation. This notification is set up through your Canvas settings.

**View Document**

![Google Drive]

Canvas Student Guide

Canvas Student Guide Updated 6/22/13
You can access the collaborated document by clicking on the Drive button [1] in your Gmail account. Your Docs homepage will open in a new window. Click the title of the document [2] to open the collaboration effort in a new window.

**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**

**Current Collaborations**

*EtherPad*  **Class Notes**

Take notes of the important ideas.

Started by Canvas Instructor, Jan 25 at 9:58am
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 is 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

- Home
- Announcements
- Assignments
- Discussions
- Syllabus
- Quizzes
- Grades
- Files
- Pages
- People
- **Collaborations**
- Outcomes
Click the Collaborations link.

**Start a New Collaboration**

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

**Use Google Docs**

**Start a New Collaboration**

Collaborate Using: **Google Docs**

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

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

Click the **Collaborate Using** drop down menu [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

- Document name [1]
- Description [2]
- Collaborate With [3]

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.
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 13 at 11:42am
Click the Trash icon [1] to delete the Google Doc Collaboration.

**Delete Collaboration**

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 edit a course Page?

The default setting in Canvas is to restrict editing of Pages to Instructors only. However, Instructors can allow students to edit pages.

Open Pages

Click the Pages link.
Choose Page

Click the title of the Page you wish to edit.

Edit this Page

Click the Edit this Page button.
Edit Page

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

You can notify users that content has changed by selecting the Notify users that this content has changed checkbox [1]. Select the Save Changes button [2] to save your edits.
Welcome to the Rich Content Editor

View the changes you have made.
View Page History

If you want to view page history, 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

Welcome to the Rich Content Editor

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 go back to the most current version of the page, click the **Go to the Latest Version** link [2]. If you want to go back to the complete page history list, click the **Back to Revision history** link [3].

**Note:** If you are editing a page located in a student group, you will also see a **Roll-back to this Version** button, which gives you the option to replace your current page with the content from a prior version. When you roll back a page, all prior versions of the page will still remain in the Revision history.
Conferences
What are Conferences in my course?

Conferences makes it easy to conduct synchronous (real-time) discussions within your course. Conferences allows you to broadcast real-time audio, video, share presentation slides, and share any other online resources. Currently, Canvas integrates with BigBlueButton.

Your instructor may invite you to course-wide conferences or set up personal conferences. You can also set up your own conferences in Student Groups.

**Note:** BigBlueButton can accommodate approximately 50 users in a conference at one time.

Access Conferences

To access conferences, click the **Conferences** link. This Course Navigation link is also located in the links within Student Groups.
How do I use the Conference Index Page?

You can use them for a variety of purposes, such as practicing group presentations.


**Note:** You can only view conferences to which you have been invited.

### New Conferences

New conferences will be listed in the index, but they cannot be accessed until the host has started the conference. When the conference is available, you can join by clicking the **Join** button.

### 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].

**How do I join a web conference?**

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

**View Conferences**

Click the **Conferences** link.
Join Conference

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

**Note:** You cannot join a conference until the conference host has started the conference.

**How do I use the Conference Interface in my Student Group?**

The Conferences Interface contains multiple tools to help you have a successful conference.

**Note:** This lesson displays the options available to the moderator/presenter of a conference. Participants will see fewer options.

**Open Conferences**
Click the **Conferences** link.

**Start Conference**

![Conferences interface]

Click the **Start** button next to your desired conference.

**Use Conference Interface**

![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 Conference in my Student Group?

You can create a conference in your Student Group. 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 student group.
7. Click Create Conference.
View Conference

How do I start a Conference in my Student Group?

Starting a conference is as 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 edit a Conference in my Student Group?

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 delete a Conference in my Student Group?

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.
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.

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 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
  
  - See attached files
  
  Mar 7, 2013

- **Canvas Instructor** Documentation Sandbox and U.S. Presidents 101
  
  - See attached files
  
  Mar 7, 2013

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Select the conversation.

**View the Conversation Label**

![Conversation Label Example](image)

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**

![Conversation Example](image)

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 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 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
Select the conversation.

Select the Message

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
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 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

Canvas Instructor, Bruce Jones, and 1 other Documentation Sandbox, Group 2, and 3 others
I'll be there.

Canvas Instructor New message...
I'll be there.

Student New message...
Who is going to the meeting next week?

Canvas Instructor was added to the conversation by Student

Student New message...
Thanks for your help.
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

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 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 do I send a private message to my instructor?

You can send private messages to your instructor within Conversations in Canvas.

Open the Inbox

Click the Inbox link.

Compose Message

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

When you start typing your instructor’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.

Use Course Roster

To select your instructor 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 your instructor 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

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 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

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

Click the Inbox link.

Compose Message

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
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

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

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

Click the Inbox link.

Compose 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 send a message to my class?

Open Address Book

1. Click on the Address Book icon in the To: field.
2. Click on the course name to select the entire course.
3. Check the box next to Everyone to send the message to your whole class (including the teachers and teaching assistants).
Use Arrows to See Dropdown Menus

You can also use the arrows to get a new dropdown menu to select the people you want to send your message to. You can select Everyone, Teachers, Teaching Assistants, and Students. After clicking on the arrow, you get more options to choose from. Simply check the box next to the name to put it in the To: field.

Verify Recipient List
The name of the course will appear in the To: field, along with the number of students who will receive your message. In this example, the message will be sent to 12 people. You will not be able to view the individual names you are sending the message to, unless you select the names one by one.

If you accidentally select the wrong class, press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove the course name from the To: field. You can also click on the white x next to the course name.

Type your message to the class [1]. If you wish, attach files [2]. Or leave a media comment [3]. Then click Send [4].

Attach a file

Type a message to your class. If you wish, click Attach [1] and Browse... to add a file to your message [2]. Click Send [3]. This is just like attaching a file to a regular email.

If you accidentally select the wrong file, press the red x button to remove it or simply click in the browse box to select a different file.
Record/upload a media comment

You can also click Record below the text field, to record or upload an audio file. This makes it quick and easy for you to communicate with a class at one time. When you have recorded or uploaded your audio file, click Send. Instructors and fellow classmates can reply to your message with audio recordings as well.

If you accidentally messed up or just want to remove the comment, press the red x button. Then you can start over if you desire.
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.

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

 [New Message]
 To: Project Group 2 [9 people]
 Message: Let's discuss our project after class tomorrow.

 [This is a group conversation. Participants will see everyone's replies]
 [Media Comment]
 [Attach]

 1 2 3

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].
Discussions
How do I use the Discussion Index Page?

The Discussion Index page allows students to view all the discussions within a course.

Open Discussions

Click the Discussions link.

Filter Discussions

1. There are a few ways to filter Discussions:
2. Search for a discussion by typing a discussion title, a user name, or a keyword in the **Search title, body, or author** field.
3. View only unread discussions by clicking the **Unread** button.
4. View graded discussions by clicking the **Assignments** button.
5. Start a new discussion by clicking the **Discussion** button.
6. Change the discussions settings by clicking the **Gear** button. *(Note: Some instructors may choose to disable this option.)*

How do I start a new Discussion?

You can create new discussions in your course.
Note: If the Start a discussion option does not appear, your instructor has restricted this setting in your course. However, this setting does not affect discussions in course groups. Learn how to start a discussion with your group.

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. *(Note: If the attachment option does not appear, your instructor has restricted this setting. Depending on your browser you may also see "Browse" instead of "Choose File".)*
4. Create a threaded replies by clicking the Allow threaded replies checkbox.
5. Post the discussion at a later date by clicking the Delay posting checkbox.
6. 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.
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**

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 edit or delete my Discussion posts?

You can edit and delete your own Discussion posts.

**Note:** If the edit or delete option does not appear, your instructor has restricted this setting in your course. However, this setting does not affect discussions in course groups.

### Access Discussions

Click the **Discussions** link.

### Open Discussion

Click a discussion title.
Open Gear Icon

Each of your posts have a gear icon with edit and delete options. Click the gear icon on the post you want to modify.

Edit Post

To edit a post, click the Edit link.

Save Edit

Make your edits in the Rich Content Editor [1]. When you are finished, click the Done button [2].
Verify Edit

Canvas will indicate 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 Post

To delete a post, open the gear icon and click the Delete link.

Confirm Delete

Are you sure you want to delete this entry?
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.

Why can't I see other responses to the Discussion?

Sometimes you will need to post a reply in order to see other replies in a Discussion.

Open Discussions
Click the **Discussions** link.

**Open Discussion**

[Image]

Click the title of the discussion.

**View Discussion**

[Image]

If you cannot see the other responses, make sure you have posted to the Discussion. You will see "Replies are only visible to those who have posted at least one reply." Post a reply to the Discussion to view the other posts.
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 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 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

```markdown
Edit Discussions Settings

My Settings

- Manually mark posts as read
```
Click the **Manually Mark Posts as Read** checkbox.

**Save Settings**

Click the **Save Settings** button.

**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

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 subscribe to a course podcast?

If your instructor has created a course podcast, you can subscribe to receive the feed in a podcast capturing program. This lesson explains how to add a podcast to iTunes 11.0.

Open Discussions

Click the Discussion link.

Open Discussion

Click the title of the discussion.
Open RSS feed

Right click (on a PC) or Control + Click (on a Mac) the Topic Podcast Feed button to copy the URL link that will enable you to create a podcast link in iTunes or other podcast capturing technology.

Copy URL Link

Click the Copy Link Address link.

Note: Depending on your browser, the option may read Copy Link Location.
Open iTunes

Open iTunes or podcast capturing program.

Subscribe to Podcast

Open the File options and click the Subscribe to Podcast link.
Paste URL

![Subscribe to Podcast](image)

Paste the URL into the text box and click the **OK** button to subscribe to the podcast.

Select Podcasts

![Podcasts](image)

Click the **Podcast** link in the iTunes library.

Listen to Podcast

![Podcast](image)

Listen to the podcast when episodes are available.
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**

Click the title of the discussion you want to participate in.
Write a Reply

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**

1. Navigate to the **Downloads** folder.
2. Select the desired 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**

![Image]

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.
ePortfolios
What is an ePortfolio?

You can get started by using the getting started wizard, click the links below, or visit the ePortfolio chapter.

- How do I create a new ePortfolio?
- How do I create a new ePortfolio section?
- How do I create a new page in my ePortfolio section?

Showcase Your Work

An ePortfolio is a place for you to showcase your good work from a course or academic program. ePortfolios can be used for course projects, but they can also be used by student organizations to create a simple web presence.

ePortfolios in Canvas are basic websites divided into Sections (left-hand navigation) [1] and Pages (right-hand navigation) [2] nested inside of each Section.

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].
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].

**Where are my ePortfolios?**

Your ePortfolio is located in your personal Settings.

**Open Settings**

Click the Settings link.

**Open ePortfolios**

[Diagram of ePortfolio navigation]
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

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.

1. The Getting Started Wizard link will help users customize your ePortfolio.
2. The Go to the Actual ePortfolio link will show users what others see when they view your ePortfolio.
3. 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 an ePortfolio.

From the ePortfolio dashboard, users can control visibility and other settings:

1. The Getting Started Wizard link will help users customize your ePortfolio.
2. The Go to the Actual ePortfolio link will show users what others see when they view your ePortfolio.
3. 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 an ePortfolio.
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.

**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.

Click the **Getting Started Wizard** link to get started [1].

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.

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 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.

**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

Click Organize Sections.
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].
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 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 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 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

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 to open your ePortfolio. The ePortfolio will open to the default page.

Edit Default Page

- Edit This Page
- Back to Portfolio Dashboard

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
View your changes to the default page.

**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**

![Save Page Image]

Click the **Done Editing** button to add a new page to your ePortfolio section.

**Open Page**

![Open Page Image]

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 **My New Projects** link to preview the page.
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.

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].
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

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.

[Image: 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

[Image: How Do I...? | Assignments | Organize/Manage Pages | Edit This Page | Back to Portfolio Dashboard]

Click the Edit This Page button to add or change content on the page.
Add Content

1. Rich Text Content
2. HTML/Embedded Content
3. Course Submission
4. Image/File Upload

You can add content to your ePortfolio in several different ways. You can add Rich Text Content, HTML/Embedded Content, Course Submissions, or Image/File Uploads.

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

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.
View Page

Assignments

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

1
Click the Go to the Actual ePortfolio button [1] to open your ePortfolio. The ePortfolio will open to the default page.

**Select Page**

![Page Select Interface]

Click the title of the page you wish to edit.

**Edit Page**

![Edit Page Interface]

Click the Edit This Page button to add or change content on the page.

**Add Image or File**

![Image/File Upload Interface]

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 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:**

Below the content of the page, there is a place for comments. You can add a comment by typing in the text box [1] and clicking the **Add Comment** button [2].
View Comment

Contact Me

Please leave a comment if you would like to contact me.

Page Comments

You can view the comment at the bottom of the page [1]. Delete a comment by clicking the Trash icon [2].

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

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 you want to create a new section for.

Select Page

- Home
- Welcome
- About Me
- Personal Statement
- Contact Me

Click the page you want to allow comments on.

Edit Page

Click the Edit This Page button.

Make Comments Public

- Allow Comments on this Page
- 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 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

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.
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
Nov 20 at 11:15am

Assignment #3
Nov 20 at 10:04am

Introduce Yourself
Nov 20 at 10:04am

To download your ePortfolio, click the Download the contents of this ePortfolio as a zip file link.
View Download Process

Collecting ePortfolio resources. this may take a while if you have a lot of files in your ePortfolio.

You can monitor the download through the progress bar. It will download as a .zip file to your browser's set download location.

How can I share a private ePortfolio?

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

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.

**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.
Files
How does file storage work?

Within the Files feature, 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.

Open Settings

To access your personal files, click the Settings link and then the Files navigation link.

View Files

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)

You can:
1. Add files
2. Add folders
3. Download or upload a .zip file
4. Move files
5. Preview files
6. Lock, edit, or delete files
7. View your storage

**Move Files**

To move files, hover over the icon of the file [1]. Click and drag into new folder [2].
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.

**Note:** If you delete a file that you submitted as an assignment in your personal storage area, it will not delete the assignment submission in the course.

Open Personal Settings

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 a course. Depending on your instructor, you may or may not have access to course files.

**Open Files**

Click the **Files** link.
View Course Files

All unlocked course files can be viewed by 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 All Files

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).
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).
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 personal Files?**

You can add files to your personal file repository in Canvas.

**Open Personal Settings**

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.

Add Files
Click the Add Files link to upload files.

**Select File(s)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>assignment1.doc</td>
<td>Sep 24, 2012 5:17 PM</td>
</tr>
<tr>
<td>g_washington.docx</td>
<td>Jan 2, 2013 2:25 PM</td>
</tr>
</tbody>
</table>

Click the title of the file(s) you wish to upload [1] and click the Open button to upload the file(s).

**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.
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 want to preview [1].

Note: Some instructors will lock files or folders so students can't access them. Also, some file types may not render a preview.
Preview File

The selected file will appear in the preview pane to the right.
You can also preview a file by clicking the preview link. Your file will appear in the preview pane.

**How do I import .zip files?**

You can import .zip files to your personal or group file storage area.

**Open Personal Settings**

Click the personal Settings link.
Open Files

Click the Files link to open your personal files.

Import Files

If you have .zip files you want to upload, Canvas will automatically upload and unzip these files for you. Click the Upload [1] icon.
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: my files

Cancel  Upload File

Click the Choose File button to select the .zip file.

Select File

Assignment Submissions

assignment1

assignment1.doc

assignment2

assignmentdoc.doc

assignments.zip

Cancel  Open
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 folder.zip

Upload to: my files

Cancel Upload File

You can designate which folders the files should be uploaded to by clicking the Upload to: drop-down 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 folder.zip

Upload to: my files

Cancel Upload File

Click the Upload File button.
View Progression

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.

View Files

Your files will be uploaded to your personal or groups file storage area.

How do I move and organize my files?

You can move and organize your personal and group 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 Personal Settings

Click the personal Settings link.

Open Files

Click the Files link to open your personal files.
Move File

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.

How do I delete a file?

You can delete a file within your personal or group file storage area.

Open Personal Settings

Click the personal Settings link.
Open Files

Click the **Files** link to open your personal files.
Delete File

Click the Trash icon to delete the file. A pop-up window will appear in your browser.

Confirm Deletion

Are you sure you want to delete this file?

[Cancel] [OK]
Click **OK** to delete the file.

**How do I download a single file?**

You can download a single file from your personal, group, and course file storage area.

**Open Personal Settings**

Click the personal **Settings** link.

**Open Files**

Click the **Files** link to open your personal files.
Download File

Click the file name to download the file to your computer.

View File

Your file will download to your desktop. Open the appropriate folder to view the file.

**Note:** The file may be saved to the Downloads folder on your computer.
How do I download a folder in .zip format?

You can download a folder in a .zip format in your personal, group, or course files. This lesson will show you how to download a folder from a course.

**Click Files**

Click the **Files** link.
View Files and Folders

Locate the .zip icon [1] to download the entire course files you have access to. Or click the title of a folder and the download will begin automatically [2].

View Download Progress

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.

Gathering Files (5%)...
The contents will be gathered and compressed into a zip file.

**View Downloaded Folder Contents**

Click the **Click here to download** link to view the contents of the folder.
Grades
Where are my grades?

You can find your grades in two ways. In the Global Navigation, click the Grades link. Or, within a course, in the Course Navigation, click Grades.

Option 1: Open Grades in Global Navigation

View Courses

Courses I'm Taking

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing for Nonreaders in the Postprint Era</td>
<td>66.5%</td>
</tr>
<tr>
<td>Imperial Academy</td>
<td>102.4%</td>
</tr>
<tr>
<td>History of Middle Earth</td>
<td>84.3%</td>
</tr>
<tr>
<td>Documentation Sandbox</td>
<td>--</td>
</tr>
</tbody>
</table>

To view your grades, click the course link.
View Grades

Grades For Canvas Student

For the course, Documentation Sandbox

<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 26 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></td>
<td></td>
</tr>
</tbody>
</table>

Grades are sorted chronologically by due date.

Option Two: Open Course

Courses  Assignments
My Courses

![Document: Documentation Sandbox](Image)

Enrolled as: Student

View all courses (1)

Click the course title.
Open Grades

Click the Grades link.

View Grades

Grades For Canvas Student

View your grades for that course.

Open Scoring Details
You can view the scoring details for an assignment by clicking on the Check Mark icon. If there are comments on the assignment, a Speech Bubble icon will appear next to the check mark. There could also be a Rubric icon indicating the assignment has a rubric attached to it.

**View Scoring Details**

![Assignment #1 Scoring Details](image)

Comments will be organized chronologically [1]. A box and whisker plot will show your score along with the mean, high and low scores from the class [2]. In the box and whisker plot, the thin horizontal "whisker" extends from the lowest score for any student in the course to the highest score. The thicker, white box extends from the 25th percentile to the 75th percentile, with the median marked inside the white box by a gray line. Your score appears as a blue box on this plot.

You will only see scoring details if more than 5 other students have submitted that assignment in the course. If you do not see the scoring details, then less than 5 students have submitted the assignment.

**View Scoring Rubric**

![Assignment #1 Scoring Rubric](image)

View your results on the scoring rubric by clicking on the Rubric icon [1].
View Rubric Results

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow instructions</td>
<td>Full Marks</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks</td>
<td>0 pts</td>
</tr>
<tr>
<td>Instructor Comments</td>
<td>Full Marks</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td>5 / 5 pts</td>
<td></td>
</tr>
<tr>
<td>Outcome 1</td>
<td>Exceeds Expectations</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations</td>
<td>0 pts</td>
</tr>
<tr>
<td>Instructor Comments</td>
<td>Full Marks</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td>5 / 5 pts</td>
<td></td>
</tr>
</tbody>
</table>

View your score based on the rubric.
View Grading Summary

The grade summary allows you to see how assignment groups are weighted and use what-if, or hypothetical, scores.
How do I check my What-If Grades?

As a student, you can view your grades based on What-If scores so that you know how grades will be affected by certain scores.

Open Grades

Click here if you need more information on how to find your grades.

View Grades
View your current grades. Your current total grade is displayed in the sidebar and at the bottom of the page.

**Test a Different Score**

Click the score cell for an assignment and type in a number to test a different score.

**View What-If Grades**

View your new What-If grade. The new calculated current total will appear at the bottom of the page.

**Revert to Actual Score**

Click the Revert icon to revert to your current grade.
Why is an assignment grayed out in my grades?

View Dropped Grades in Your Course

If you review your grades and notice that one or more assignments appear gray, those assignments do not count toward your final grade for that course. This behavior occurs when your instructor has opted to drop the lowest grade(s) from an assignment group.

What is a muted assignment?

Sometimes a Mute icon will appear next to an assignment when you review your grades.

View Your Grades

You can access your grades by clicking the Grades link in the global navigation or the Grades link in the course navigation.

View Muted Assignments

You can access your grades by clicking the Grades link in the global navigation or the Grades link in the course navigation.
A muted assignment appears with a Mute icon in the Score column. This icon indicates that your instructor is currently working on grading this assignment. While your assignment is muted, you will not receive notifications about grades or submission comments. Your grade will become available after your instructor finishes grading and unmutes everyone’s assignment.

**How do I change how often I receive grade notifications?**

You might want to receive notifications about grading changes more or less often. Follow these steps to change your notification preferences.

**Edit Your Settings**

Click the **Settings** link in the Help corner in the upper right of any page in Canvas.

**Access Notification Preferences**

Click the **Notifications** link.
Edit Grading Notification Preferences

In the Grading row, you can elect to receive notifications about updated grades immediately, daily, weekly, or never. You can receive these notifications using one or more of your communication methods, such as by email or Facebook message. To make these changes, hover your mouse over the column you want to edit and select your preference [1]. You can also choose whether you want your notification to include your updated numerical scores [2].
Edit Other Grading Notifications

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.

You can also specify whether you want to receive notifications about updates to the grading policy [1] and comments on your submitted assignments [2]. Select the Mark new submission comments as read check box if you want these submission comments to be automatically marked as read in your Conversations inbox. This action can reduce the number of unread messages you must sort through in your inbox.
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

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.
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://edu.instructure.com), [Canvas for iOS](https://edu.instructure.com), and [Canvas for Android](https://edu.instructure.com).
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].
View Canvas

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

Tap the Accept & download button.

View 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

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].
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 Communication

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].
Open Assignment

Turn in Classroom technology to... CNVS AK-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

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 ...

Assignment

No Date

Module 1 Quiz

Module 2 Quiz

Assignment #3

Assignment

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

[Image: Canvas interface showing an assignment]

Tell me how awesome I am.

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

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

Assignment #3

Compose Message

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 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>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>76.5%</td>
</tr>
<tr>
<td><strong>Newspaper Articles</strong></td>
<td></td>
</tr>
<tr>
<td>Paper #1</td>
<td>-</td>
</tr>
<tr>
<td>Newspaper Article 1</td>
<td>13/20</td>
</tr>
<tr>
<td>Reading Quiz #5</td>
<td>-</td>
</tr>
<tr>
<td>Welcome back</td>
<td>-</td>
</tr>
<tr>
<td>NEW ASSIGNMENT</td>
<td>-</td>
</tr>
<tr>
<td><strong>Discussions</strong></td>
<td></td>
</tr>
<tr>
<td>YouTube Discussion</td>
<td>0/0</td>
</tr>
<tr>
<td>Twitter Discussion</td>
<td>0/0</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 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

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

Canvas Instructor

Compose Message

Canvas Instructor  Jan 15, 2013 2:1...
Good luck!

Assignment #3
Canvas Instructor

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 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 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.
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

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 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)

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 late...

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

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.

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 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 Witch...

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

Contributors/Chris Berry, Della Lynn Dimmick

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 bold).

Your friend Bill is in trouble.
Job 1 (her father's case, a nearly indistinguishable with basket carts) is the envy of my friends.
The chief surgeon, an expert in organ-transplant procedures, took her nephew on a hospital tour.

An appositive phrase usually follows the word it explains or identifies, but it may also precede it.

A wild mower, Woots! Kadady is known for his colorful abstract paintings.
The Constitution, Nebraska's rich history.
A beautiful object, Skip was my favorite dog.

Punctuation of appositives

In some cases, the more being explained is in the main clause after the appositive; the information is essential to the meaning of the sentence. When this is the case, do not place commas around the appositive; just leave it alone. (If the sentence would be clearer and complete without the appositive, then commas are necessary, place one before and one after the appositive.)

Here are some examples:
The popular US 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 US president who knows for his eloquent and inspirational speeches." We wouldn't know who the president is without the appositive.

John Kennedy, the popular US 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 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.

Office Hours
I will be having office hours tomorrow from...

Test Announcement
Test announcement!

Welcome to Class!
Welcome! Be sure to Introduce Yourself!
View Announcement

View the announcement on your phone.

To return to the Announcements list, tap the Canvas App icon [1].
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.

- **Office Hours**
  - I will be having office hours tomorrow from...

- **Test Announcement**
  - Test announcement!

- **Welcome to Class!**
  - Welcome! Be sure to [Introduce Yourself](#)!
Open Reply

Tap the Reply field and enter your message [1]. Tap the arrow to post [2].
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 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

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 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 Customized Courses

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 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].
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 submit Assignments on Canvas for iOS app on my iPad?

There are four different types of assignments that can be submitted in Canvas. Once you submit your assignment you can verify it was submitted correctly.

Open Assignment

If your assignment is associated with a due date, tap the name of the assignment in the To Do menu [1]. Otherwise you can tap the name of your course to open the assignment in the Syllabus tab [2].
View Assignment

What is the influence of social media on technology? How has social media personally changed your life?

Tap the name of the assignment.
Some assignments may have a rubric assigned. Rubrics help you to know how your instructor will grade your assignment. If a Rubric is available, tap the Rubric button if you want to view the submission guidelines before submitting your assignment.
Submit Assignment

Assignment #2 - Personal Essay

due on 1/17/13 at 12:00 AM
out of 10

Submit Rubric Comments

What is the influence of social media on technology? How has social media personally changed your life?

When you are ready to submit your assignment, tap the Submit button.
Select Submission Type

Assignment #2 - Personal Essay
due on 1/17/13 at 12:00 AM
out of 10

Choose a submission type

- File upload
- Media recording
- Text entry
- Online URL

Tap the submission type you would like to use for the assignment.

Note: Your instructor will decide which submission type options are available for an assignment, so not all types will be available.
1- Submit a File Upload

Assignment #2 - Personal Essay

due on 1/17/13 at 12:00 AM
out of 10

Choose a submission type

File upload

Media recording

Text entry

Online URL

Tap the File Upload button.
Select File

If you do not have any files uploaded, you can follow the directions in the Canvas for iOS app to search for and upload files.
Open File

Locate and open the file on your phone. Tap on the file and select the Open in Canvas icon. You can also open files from Dropbox or Google Drive.

View File Confirmation

The Canvas for iOS app will upload the file and confirm it is ready to submit.
Upload Photos

You can also upload a photo or video file from your iPad. Tap on the Add icon [1]. Tap the Take Photo or Video button [2] to take a new photo or video, or tap the Choose from Library button [3] to locate a file pre-recorded on your iPad.
Submit File(s)

When you are finished uploading files, tap the file you wish to upload [1]. The Canvas for iOS app will highlight the file with a yellow box, and the Submit button [2] will indicate the number of files to be submitted. You can select as many files as you need to fulfill your assignment. When you are finished selecting your file(s), tap the Submit button.
2 - Submit a Media Recording

Assignment #2 - Personal Essay
due on 1/17/13 at 12:00 AM
out of 10

Submit Rubric Comments

Choose a submission type

File upload
Media recording
Text entry
Online URL

Tap the Media Recording button.

Record Video

Submit Rubric

Record video...
Record audio...

Tap the Record video... button to record video.
Record Video File

The Canvas for iOS app will access your device’s camera. Tap the Record button to record video. Tap the Record button again to stop recording video.
Upload Video File

You can preview your video by tapping the **Play** button [1]. Tap the **Retake** button to re-record your video [2]. Tap the **Use** button to save and upload your video to the assignment submission [3].
Record Audio

Tap the Record audio... button to submit an audio recording.

Record Audio File

Tap the Record button to record audio.
Stop Recording Video File

Once you are recording, the Record button will become a red square. Tap the **Record** button [1] to stop the recording. Tap the **Play** button [2] to review the recording. You can tap the **Record** button again to re-record your audio. Tap the **Submit** button [3] to save and upload the recording to the assignment submission.
3 - Submit a Text Entry

Assignment #2 - Personal Essay
due on 1/17/13 at 12:00 AM
out of 10

Choose a submission type

- File upload
- Media recording
- Text entry
- Online URL

Tap the Text Entry button.

Create Text Entry
Type your text entry into the submission field [1]. Tap the Post button [2] to submit your text entry.

4 - Submit an Online URL

Assignment #2 - Personal Essay
due on 1/17/13 at 12:00 AM
out of 10

Choose a submission type

File upload
Media recording
Text entry
Online URL

Tap the Online URL button.
Submit a URL

![URL Submission Screenshot]

C's Coursework

Thursday, January 10, 2013

Assignment 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Type a URL in the URL field [1]. If you do not know the exact URL, you can type in the main URL and use the preview window as you would in any browser to search for content within the website. A preview of the URL will appear below the link. Tap the Submit button to submit the web page to the assignment [2].

How do I submit an assignment from Dropbox to Canvas for iOS on my iPad?

Canvas makes it easy to submit assignments on your iPad by linking them from Dropbox.

**Note:** The assignment must be uploaded to Dropbox prior to submitting the assignment on the Canvas for iOS app.

Open Dropbox

![Dropbox Icon]
Tap the Dropbox icon.

Select Assignment

- Abraham_Lincoln_Facts.pdf 174KB, modified 3 weeks ago
- APIEndpoints.pdf 134KB, modified 3 weeks ago
- Assignment2.doc 26.0KB, modified just now
- I love the color blue.docx 49.3KB, modified just now
- Pronouns.pdf 99.4KB, modified 3 weeks ago
- Subject-Verb.pdf 97.5KB, modified 3 weeks ago

Tap the assignment title you want to load.
Open External Menu

Tap the External Menu icon.

Open Assignment

Tap the Open in... button.
Open in Canvas

Tap the Open in Canvas button.

Note: Any
Confirm Assignment

Verify the assignment has been uploaded to the Canvas for iOS app. Click the OK button to close the pop-up window.
Open Course

Tap the name of the course you want to access.
Open Assignment

In this 2-page paper, I would like you to think about what makes a storyline compelling. Why do you think that this poem was recited so often during Victorian times? Based on your research, which retelling of this poem do you think is most interesting and why? End your paper with a description of what makes a story worth retelling and suggestions for artists or writers in the "remake" business.

In the Syllabus tab, tap the title of the assignment you want to submit.
Submit Assignment

Paper 1: Tellings and retellings
due on 10/12/11 at 1:00 AM
out of 15

In this 2-page paper, I would like you to think about what makes a storyline compelling. Why do you think that this poem was recited so often during Victorian times? Based on your research, which retelling of this poem do you think is most interesting and why? End your paper with a description of what makes a story worth retelling and suggestions for artists or writers in the "remake" business.

Tap the Submit button.
Select File Upload

Click the **File upload** button.
View File

Swipe to view the file you previously uploaded from Dropbox.
Select File

Tap the file. Click the Submit button to attach the file to the assignment.
How do I submit an assignment from Google Drive to Canvas for iOS on my iPad?

Canvas makes it easy to submit assignments on your iPad by linking them from Google Docs.

**Note:** The assignment must be uploaded to Google Drive prior to submitting the assignment on the Canvas for iOS app.

### Open Google Drive

Tap the **Google Drive** icon.

### Select Assignment

Tap the assignment title you want to load.
Open Drop-Down Menu


Tap the External Menu icon.
Display Actions


Tap the Open in... button.

Open in Canvas


Tap the Open in Canvas button.
Confirm Assignment

Verify the assignment has been uploaded to the Canvas for iOS app. Click the OK button to close the pop-up window.
Open Course

Tap the name of the course you want to access.
Open Assignment

In this 2-page paper, I would like you to think about what makes a storyline compelling. Why do you think that this poem was recited so often during Victorian times? Based on your research, which retelling of this poem do you think is most interesting and why? End your paper with a description of what makes a story worth retelling and suggestions for artists or writers in the "remake" business.

In the Syllabus tab, tap the title of the assignment you want to submit.
Submit Assignment

Paper 1: Tellings and retellings
due on 10/12/11 at 1:00 AM
out of 15

In this 2-page paper, I would like you to think about what makes a storyline compelling. Why do you think that this poem was recited so often during Victorian times? Based on your research, which retelling of this poem do you think is most interesting and why? End your paper with a description of what makes a story worth retelling and suggestions for artists or writers in the "remake" business.

Tap the Submit button.
Select File Upload

Click the File upload button.
View File

Swipe to view the file you previously uploaded from Google Drive.
Select File

Tap the file. Click the Submit button to attach the file to the assignment.
How do I make a comment about my Assignment on Canvas for iOS app on my iPad?

You can leave comments for your instructor before or after you submit an assignment. You can also reply to any comments or questions that your instructor sends to you about your assignment as well.

Open Assignment

In the Syllabus tab, tap the title of the assignment where you want to leave a comment.

In this 2-page paper, I would like you to think about what makes a storyline compelling. Why do you think that this poem was recited so often during Victorian times? Based on your research, which retelling of this poem do you think is most interesting and why? End your paper with a description of what makes a story worth retelling and suggestions for artists or writers in the “remake” business.
Open Comments

Paper 1: Tellings and retellings
due on 10/12/11 at 1:00 AM
out of 15

In this 2-page paper, I would like you to think about what makes a storyline compelling. Why do you think that this poem was recited so often during Victorian times? Based on your research, which retelling of this poem do you think is most interesting and why? End your paper with a description of what makes a story worth retelling and suggestions for artists or writers in the "remake" business.

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**


**View Comment Submission**

View your comment in the Assignment's Comments.
View Comments in Inbox

Comments will also appear in your Inbox as a new conversation with your instructor.
How do I verify my Assignments were submitted on Canvas for iOS app on my iPad?

You can view your assignment type submission on the Canvas for iOS app to verify it was submitted correctly.

View Assignment

What is the influence of social media on technology? How has social media personally changed your life?

Tap the name of the assignment.
View Submission

Assignment #2 - Personal Essay
due on 1/17/13 at 11:59 PM
out of 10

What is the influence of social media on technology? How has social media personally changed your life?

If the assignment was submitted, the menu will display a Submission button. Tap the Submission button to view your files.

Note: If the assignment was not submitted, the menu will display a Submit button, and you will need to submit your assignment again.

View Submitted Files

Verify your submission type under the Current submission heading.
How do I resubmit an Assignment on Canvas for iOS app on my iPad?

If your instructor allows you to resubmit assignments, you can resubmit an assignment using the Canvas for iOS app.

Open Assignment

Tap the name of your course to open the assignment.
View Assignment

In the Syllabus tab, tap the name of the assignment you want to resubmit.
View Submission

Assignment #2 - Personal Essay
due on 1/17/13 at 11:59 PM
out of 10

What is the influence of social media on technology? How has social media personally changed your life?

Tap the Submission button.

Re-submit Assignment

Tap the Re-submit Assignment button.
Select Submission Type

Assignment #2 - Personal Essay
due on 1/17/13 at 11:59 PM
out of 10

Choose a submission type
- File upload
- Media recording
- Text entry
- Online URL

Tap the submission type you would like to use and re-submit your assignment.

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

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.

Open Conversations
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**
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**

![Choose from Library Window]

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**

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 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.
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 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.

Tap the course you want to open.

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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**

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 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].
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].
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 Back button [1]. To leave Grades, tap the Done button [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 and other app icons]

Tap the App Store icon.

Search for App

![Search bar with "canvas for ios" result]

**All results for canvas for ios**

[Highlighted result: "canvas for ios"]
Type Canvas for iOS in the search field. Tap the app name when it appears.

Install App

![Canvas for iOS installation screen]

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 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.

Canvas for iOS
Stay in Touch with your education.

Know what’s going on right now.
Know what’s going to ruin your weekend.

Message your classmates.
Participate in discussions.

Prepare for class.
Cram for an exam.
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

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**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Entries</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started with Canvas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History (9-12) AK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Imperial Academy</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>K12 HISTORY (9-12)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LearnCanvas LIVE HE (AK)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Site Instructor Training...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Science 8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

To view your course grades, tap the Grades icon.
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.
View the announcement on your iPhone.

To return to the Announcements list, tap the Announcements 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

```
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.
```

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.

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.
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.

![Courses Menu](image)
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 submit Assignments on Canvas for iOS app on my iPhone?

There are four different types of assignments that can be submitted in Canvas. Once you submit your assignment you can verify it was submitted correctly.

Open Assignment

What is your favorite color? Tell me what it is in at least 100 words.

Open your assignment. Tap the External Menu icon.
Some assignments may have a rubric assigned. Rubrics help you to know how your instructor will grade your assignment. Tap the Rubric button if you want to view the submission guidelines before submitting your assignment.
Submit Assignment

Submit 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.

Submit
Comments
Cancel

When you are ready to submit your assignment, tap the Submit button.
Select Submission Type

Tap the submission type you would like to use for the assignment.

Note: the instructor will dictate which submission type options are available for an assignment, so not all types will be available.
1- Submit a File Upload

[Image: A screenshot showing the options for submission types in Canvas: File upload, Media recording, Text entry, Online URL, and Cancel.

Tap the File Upload button.}
Select File

If you do not have any files uploaded, you can follow the directions in the Canvas for iOS app to search for and upload files.
Open File

Locate and open the file on your phone. From the file, tap the Action icon [1] and select Open in Canvas icon [2]. You can also open files from Dropbox or Google Drive.
View File Confirmation

The Canvas for iOS app will upload the file and confirm it is ready to submit.
Upload Photos

You can also upload a photo or video file from your phone. Tap on the Add icon [1]. Tap the Take Photo or Video button [2] to take a new photo or video, or tap the Choose from Library button [3] to locate a file pre-recorded on your iPhone.
Submit File(s)

When you are finished uploading files, tap the file you wish to upload [1]. The Canvas for iOS app will highlight the file with a yellow box, and the Submit button [2] will indicate the number of files to be submitted. You can select as many files as you need to fulfill your assignment. When you are finished selecting your file(s), tap the Submit button [2].
2 - Submit a Media Recording

Tap the Media Recording button.
Record Video

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.

Record video...
Record audio...
Cancel

Tap the Record video... button to record video.
Record Video File

The Canvas for iOS app will access your device’s camera. Tap the **Record** button to record video. Tap the **Record** button again to stop recording video.
Upload Video File

You can preview your video by tapping the Play button [1]. Tap the Retake button to re-record your video [2]. Tap the Use button to save and upload your video to the assignment submission [3].
Record Audio

What is your favorite color? Tell me what it is in at least 100 words.

Tap the Record audio... button to submit an audio recording.
Record Audio File

Tap the **Record** button to record audio.

Stop Recording Video File

Once you are recording, the Record button will become a red square. Tap the **Record** button [1] to stop the recording. Tap the **Play** button [2] to review the recording. You can tap the **Record** button again to re-record your audio. Tap the **Use** button [3] to save and upload the recording to the assignment submission.
3 - Submit a Text Entry

Tap the Text Entry button.
Create Text Entry

Type your text entry into the submission field [1]. Tap the Submit button [2] to submit your text entry for the assignment.
4 - Submit an Online URL

Tap the Online URL button.
Submit a URL

Type a URL in the URL field [1]. If you do not know the exact URL, you can type in the main URL and use the preview window as you would in any browser to search for content within the website. A preview of the URL will appear below the link. Tap the Submit button to submit the web page to the assignment [2].
How do I submit an assignment from Dropbox to Canvas for iOS on my iPhone?

Canvas makes it easy to submit assignments on your iPhone by linking them from Dropbox.

**Note:** The assignment must be uploaded to Dropbox prior to submitting the assignment on the Canvas for iOS app.

**Open Dropbox**

Tap the Dropbox icon.
Select Assignment

<table>
<thead>
<tr>
<th>File Name</th>
<th>Size</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abraham_Lincoln_Facts.pdf</td>
<td>174KB</td>
<td>1 month ago</td>
</tr>
<tr>
<td>APIEndpoints.pdf</td>
<td>134KB</td>
<td>1 month ago</td>
</tr>
<tr>
<td>Assignment2.doc</td>
<td>26.0KB</td>
<td>1 week ago</td>
</tr>
<tr>
<td>I love the color blue.docx</td>
<td>49.3KB</td>
<td>1 month ago</td>
</tr>
<tr>
<td>Pronouns.pdf</td>
<td>99.4KB</td>
<td>1 month ago</td>
</tr>
<tr>
<td>Subject-Verb.pdf</td>
<td>97.5KB</td>
<td>1 month ago</td>
</tr>
</tbody>
</table>

Tap the assignment title you want to load.
Open Drop-Down Menu


Tap the Action icon.
Display Actions

Tap the Open in... button.

Open in Canvas

Tap the Open in Canvas button.
Confirm File Submission

Confirm that your file submission was received.
Open Course

Open the Courses menu [1]. Tap the name of the course you want to access [2].
Open Assignment

Tap the title of the assignment you want to submit.
Open External Menu

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.

Tap the Action icon.
Submit 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.

Submit

Comments

Cancel

Tap the **Submit** button.
Select File Upload

Click the File upload button.
View File

Swipe to view the file you previously uploaded from Google Drive.
Select File

Tap the file [1]. Click the Submit button [2] to attach the file to the assignment.
How do I submit an assignment from Google Drive to Canvas for iOS on my iPhone?

Canvas makes it easy to submit assignments on your iPhone by linking them from Google Docs.

**Note:** The assignment must be uploaded to Google Drive prior to submitting the assignment on the Canvas for iOS app.

**Open Google Drive**

Tap the Google Drive icon.
Select Assignment

Tap the assignment title you want to load.
Open Drop-Down Menu


In nec sapien lectus, sit amet dictum nulla. Phasellus dapibus, purus sit amet cursus semper, nisi ipsum scelerisque magna, vitae varius leo elit nec magna. Quisque commodo dapibus consectetur. Pellentesque

Tap the Action icon.

Display Actions

Open In...
Tap the **Open in...** button.

**Open in Canvas**

Tap the **Open in Canvas** button.
Confirm File Submission

Confirm that your file submission was received.
Open Course

Open the Courses menu [1]. Tap the name of the course you want to access [2].
Open Assignment

Tap the title of the assignment you want to submit.
Open External Menu

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.

Tap the Action icon.
Submit Assignment

Tap the Submit button.
Select File Upload

Click the File upload button.
View File

![Select file(s) Interface]

Swipe to view the file you previously uploaded from Google Drive.
Select File

Tap the file. Click the **Submit** button to attach the file to the assignment.
How do I verify my Assignments were submitted on Canvas for iOS app on my iPhone?

You can view your assignment type submission on the Canvas for iOS app to verify it was submitted correctly.

Open Assignment

What is your favorite color? Tell me what it is in at least 100 words.

Open your assignment. Tap the External Menu button.
Open External Menu

If the assignment was submitted, the menu will display a Submission button. Tap the Submission button to view your files.

**Note**: If the assignment was not submitted, the menu will display a Submit button, and you will need to submit your assignment again.
View Submitted Files

Verify your submission type under the Current submission heading.
How do I make a comment about my Assignment on Canvas for iOS app on my iPhone?

You can leave comments for your instructor before or after you submit an assignment. You can also reply to any comments or questions that your instructor sends to you about your assignment as well.

Open Assignment

What is your favorite color? Tell me what it is in at least 100 words.

Open your assignment. Tap the External Menu button.
Open External Menu

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.

Submission
Comments
Cancel

Tap the Comments button.
Choose Comment Submission

Tap the text box [1] to leave a text comment. Tap the Video button [2] to leave a video or audio comment.
Option 1- Leave a Text Comment

Type your message in the text box [1]. Tap the Post Comment button [2] to submit it to your instructor.
Option 2 - 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.
Option 3 - 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 Comments

Cindy Brady
Dec 12, 16:14
Is this more of a creative writing assignment?

Your comment will appear in the comments thread for the assignment.
View Comments in Inbox

Angie Katsanevas
This is a media comment.

Canvas Instructor
Is this more of a creative writing assignment?

Jan Brady
What do you think of our assignment?

Jan Brady, 1 more
This is a media message.

Jan Brady, 1 more
Here are some ideas for our assignment. What do you think?

Comments can also be found in your Inbox as a new Conversation.
How do I resubmit an Assignment on Canvas for iOS app on my iPhone?

If your instructor allows you to resubmit assignments, you can resubmit an assignment using the Canvas for iOS app.

**Open Assignment**

What is your favorite color? Tell me what it is in at least 100 words.

Open your assignment. Tap the **External Menu** button.
Open External Menu

Tap the Submission button.

What is your favorite color? Tell me what it is in at least 100 words.
View Submitted Files

Tap the Re-submit Assignment button.
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

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.
View Messages

View the message you received.

Assignment #3
Cindy Brady

Grade: 9 / 10

Cindy Brady  Dec 12, 2012, 16:14
Is this more of a creative writing assignment?

Canvas Instructor  Today, 10:33
Yes. Feel free to have fun with this assignment!
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 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 instructor and fellow students at any time.

Remember that instructor 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. Visit the lesson about viewing instructor comments.

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].
View Reply

View your message reply in the conversation thread.
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.
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.
View Group Message

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.
View Focused Discussion

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 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.

**Open Course**

[Image of a device screen with course options]

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.

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.

Favorite Story

Introduce Yourself!

Reply to Discussion

Favorite Story

What is the best story you've read lately? What makes the author a good writer?

Reply
Tap the Reply button.

Open Attachment Icon

What is the best story you’ve read lately? What makes the author a good writer?

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

Tap the Record button to record audio.

Use or Rerecord 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 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**

The Canvas for IOS app gives you an overview of grades in all your courses. To 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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Yourself!</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Assignment #2 - Persona</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Module 1 Quiz</td>
<td>1 / 1</td>
<td>A</td>
</tr>
<tr>
<td>Module 2 Quiz</td>
<td>0.5 / 1</td>
<td>B</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>9 / 10</td>
<td>A</td>
</tr>
<tr>
<td>Homework 7</td>
<td>-</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 Grades button.
Modules
What are Modules?

Modules are a way for instructors to organize course content.

To learn more about Modules, click the following links or visit the Modules chapter.

- How do I use Modules?
- How do I expand or collapse Module contents?
- Why can't I access a Module?
- What do the icons represent in Modules?

Note: Currently, Modules are not supported in our Mobile Apps, but can be accessed through some mobile browsers.

View Modules

Course Modules

<table>
<thead>
<tr>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
</tr>
<tr>
<td>Overview</td>
</tr>
<tr>
<td>Welcome</td>
</tr>
<tr>
<td>Overview of Course</td>
</tr>
<tr>
<td>Quiz</td>
</tr>
<tr>
<td>Information Survey</td>
</tr>
<tr>
<td>Discussion</td>
</tr>
<tr>
<td>Introductions</td>
</tr>
<tr>
<td>Assignment</td>
</tr>
<tr>
<td>Expectations</td>
</tr>
<tr>
<td>Unit 1: Pre-Colonial to 1769</td>
</tr>
<tr>
<td>Overview</td>
</tr>
<tr>
<td>Unit 1 Objectives</td>
</tr>
<tr>
<td>Content</td>
</tr>
<tr>
<td>Pre-Colonial Era</td>
</tr>
<tr>
<td>Colonial Period</td>
</tr>
<tr>
<td>Formation of the United States</td>
</tr>
</tbody>
</table>
Depending on the instructor, modules can be used to organize course content by weeks, units, or a different organization structure. Modules are built to help you navigate the course content in an organized way.

Each module can contain files, discussions, assignments, quizzes, and other learning materials the instructor decides to add. You can also expand and collapse each module.

**How do I use Modules?**

Some instructors will use modules to organize the course.

**Access Modules**

You can access modules by clicking the **Modules** link.

**Note:** If you can't see the Modules link, your instructor may have hidden it from the Course Navigation.
View Modules

When you access Modules, you will see the full course sequence.

1. Modules can be filled with different types of content including pages, discussions, assignments, quizzes, links, and other requirements.
2. Module content be collapsed and expanded by clicking the expand/collapse button.
3. Some module content will have requirements you will need to complete before moving to the next part of the module or the new module.
4. Some modules will have prerequisites before you can view the content.
Use Previous and Next Buttons

When you are in the modules, you can navigate them using the Previous and Next buttons at the end of the page. If you want to go back to the module page, you can click see full course sequence.

How do I expand or collapse Module contents?

At the user level, you can expand or collapse module content from your personal view. You can use collapsing modules to keep track of where you are in the course. For example, when you finish the module, you can collapse it to you know where you are in the course or what module you need to work through.

Open Modules
Click Modules. If you do not see Modules in the Course Navigation, the course link may be hidden or modules may be the home page.

**Collapse Module Contents**

Click the **Expand/Collapse** button. This will only hide the module contents from your personal view.

**View Module**

The module will stay collapsed until you decide to expand it. You can show module contents by clicking the **Expand/Collapse** button.
Why can't I access a Module?

Depending on the course, there may be prerequisites or requirements for course members to move through. If you don't have access to a module, then you may need to complete a prerequisite or requirement before moving on. Also, instructors may lock modules until a given date.

View Modules

There will be a notice that a module is in progress [1]. If there are prerequisites or requirements, you will need to finish those before moving to the locked module [2]. Once the module is completed, the next module will unlock.
**Note:** Some courses will not have prerequisites or requirements. This means you can go to any module to view the content.

What do the icons represent in Modules?

There are multiple icons in Modules.

**View Module Icons**

<table>
<thead>
<tr>
<th>Course Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
</tr>
<tr>
<td><strong>Overview</strong></td>
</tr>
<tr>
<td>1. Page icon means there is a page of content to read or engage in.</td>
</tr>
<tr>
<td>2. File icon means there is a file to download or view.</td>
</tr>
<tr>
<td>3. Link or External Tool icon means there is a link or external tool to view.</td>
</tr>
</tbody>
</table>
4. Quiz icon means there is a quiz to submit.
5. Discussion icon means there is a discussion to participate in.
6. Assignment icon means there is an assignment to submit.
7. Checkmark icon means you have completed the requirement. This will only appear if there is a requirement in the module.
People and Groups
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

Click the People link.

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].
4. View user groups in the course.
5. View registered services for course users.
Instructor View

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.

View People
To learn more about a specific user in the course, click the user's name.

**Search People**

[Image of search field]

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**

[Image of role drop-down menu]

Use the Roles drop-down menu to view the number of users for each role type.

**View User Groups**

[Image of view user groups button]

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](#).

[Image of group management interface]
View Registered Services

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**

![Instructor Resources Buttons]

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.
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**

**President Projects**

You can drag students to assign them to groups. The number of students assigned to each group is displayed. If you want to randomly assign students, you can click the "randomly assign students" link. You can also expand or collapse all groups using the "Expand All" and "Collapse All" buttons.
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.

Which Groups am I enrolled in?

You can see the groups you are enrolled in using the Global Navigation Menu.

View Courses & Groups


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].
How do I join a Student Group?

Your instructors may want to create groups within a course but still allow you to form your own group. Joining students groups are easy in Canvas.

Open People

Click the People link.

View User Groups

Click the View User Groups button.
View Available Groups

Available Groups

- **Project Group 2**
  - No members, Project Groups
  - [Join This Group](#)

- **Project Group 1**
  - No members, Project Groups
  - [Join This Group](#)

View the groups available for you to sign up for.

Join Group

Available Groups

- **Project Group 2**
  - No members, Project Groups
  - [Join This Group](#)

- **Project Group 1**
  - No members, Project Groups
  - [Join This Group](#)

Click the [Join This Group](#) link to sign up for a group.

Verify Group Sign Up

- **Welcome to the group Project Group 2!**

A message will appear at the top of your browser verifying you signed up for the group.
View Course 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.

1 Discussion Group
   1 member

2 Group 2
   2 members, Discussion Groups

3 Project Group 1
   3 members, Project Groups

4 Science Experiment 1
   2 members, Science Experiment

5 Unit 2 Group 1
   2 members, Unit 2 Groups

You can see the groups you are signed up for under Course Groups. Your groups will be listed in chronological order with the newer groups at the top [1] and the older groups at the bottom [2]. If you want to leave a student group, click the leave this group link [3].
How do I create a Student Group?

Students can create their own Student Groups.

**Click People**

Click the **People** link.

**Open User Groups**

Click the **View User Groups** button.

**Start a New Group**

Click the **Start a New Group** button.
Add Group Details

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 electric copy of any assignments unless your teacher builds the groups for you.

1. Group Name:
2. Joining: Course members are free to j
3. Invite: Canvas Instructor, Bruce Jones, Jane Smith, Test Student, Student, Max Johnson
4. Create Group

Name the group by typing in the group name field [1]. Determine who can join the group by clicking the joining dropdown menu [2]. Invite users to join the group by clicking the checkbox next to the user name [3]. Click the Create Group button to create a new group [4].
View New Group

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.

George Washington
2 members, President Projects

Middle Age to Burial
1 member, Unit 1 Groups

Project Group 2
3 members, Project Groups

Study Group
3 members

Unit 2 Group 2
2 members, Unit 2 Groups

President Study Group
4 members

leave this group
leave this group
leave this group

The new group you created will now appear in your course groups.
How do I store and share Files within my Group?

Note: All Files added to the Group will be accessible to all group members.

Open Group

Hover over the Courses & Groups link. Click the title of the Group to open it.

Click on Files
Click the **Files** link.

**Open Files**

Once you click the **Files** navigation link, you will see where all the files are located for the group.

**Add Files**

Click the **Add Files** link to upload new files to the group.
Choose File to Upload

Find the file you want to upload to the group. Click the **Open** button once to upload the file.
View Files

Once you upload the file you selected, it will show up in the Files section of the group navigation. This way all the group members will be able to access the file.
How do I start a Discussion with my Group?

You can have Discussions within your Group.

Open Group

Hover over the Courses & Groups link. Click the title of the Group to open it.

Open Discussions
Click the Discussion link.

**Start a New Topic**

There are no discussion topics to show

![Start One Now](Start One Now)

Click the Start One Now button.
Create Discussion Content

Type a name for the discussion in the topic title field [1]. Type the discussion content into the Rich Content Editor [2].

Create New Discussion

Type a name for the discussion in the topic title field [1]. Type the discussion content into the Rich Content Editor [2].
Use the discussion options to format how the discussion will be run [1]. Click the Save button to create the discussion [3].

**How do I send a message to a group?**

You can send a message to a group of users in Canvas.

**Open Address Book**

Click the Address Book icon in the "To:" field [1]. Click the group name to select the group members [2]. Next, you have the option to choose who you want to send it to. Check the box next to Select All to send the message to your whole group [3]. Press Return (on a MAC keyboard) or Enter (on a PC keyboard) to exit the menu and begin composing your message.
Type Group Name

The easiest way to address a message to a group is to start typing the group name in the "To:" field. Canvas will bring up all the matching names. Click the group name you want to send the message to. Check the box next to Select All to send the message to your whole group. Press Return (on a Mac keyboard) or Enter (on a PC keyboard) to select the group from the list.

If you accidentally select the wrong group, press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove their name from the "To:" field. You can also click the white x next to the group's name.

Verify Recipient List

The name of the group will appear in the "To:" field, along with the number of individuals who will receive your message. In this example, the message will be sent to 4 people in the group.

If you accidentally select the wrong group, press Delete (on a MAC keyboard) or Backspace (on a PC keyboard) to remove their name from the "To:" field. You can also click on the white x next to the group's name.

Type your message to the class [1]. If you wish, attach files [2]. Or leave a media comment [3]. Then click Send [4].
Attach a file

Type a message to your class [1]. Click **Attach** and **Browse...** to add a file to your message [2]. Click **Send** [3]. This is just like to attaching a file to a regular email.

If you accidentally select the wrong file, press the black x button to remove it, or simply click in the browse box to select a different file.
Record/upload a media comment

You can also click **Record** below the text field, to record or upload an audio file. This makes it quick and easy for you to communicate with a class at one time. When you have recorded or uploaded your audio file, click **Send**. Instructors and fellow classmates can reply to your message with audio recordings as well. If you want to remove the comment, press the x icon.
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.
Profile and Settings
How do I access my Profile and personal Settings?

Canvas lets you easily control your profile and personal settings.

If you want to view a video about personal settings, you can watch Settings - Personal Settings and Profile Picture (Video).

Navigating to your Profile

Located in the Help Corner, the Settings link can be found in any page inside Canvas.

Click the Settings link to:

- View and edit your personal settings
- View or add a profile photo
- Access links to your Notifications, Files, and ePortfolios
- Edit your profile information

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**

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

![Save Profile button](image)

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?

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?

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**

![Profile Picture](image)

Click the placeholder profile picture icon to add your own picture.

**Note:** 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**

Click the image [1] that you want to use as your Profile picture, or upload a new image [2].
Upload New Image

Select Profile Pic

Select the image you'd like to use as your profile pic, or upload a new image:

1. Upload a new image
2. Choose File

To upload a new Profile picture, click the Upload a new Image link [1], click the Choose File button [2].

Note: Depending on your browser, you may see a Browse... button instead of Choose File.

Find Profile Picture

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNVSstudent_thumb.jpg</td>
<td>Today 9:18 AM</td>
</tr>
</tbody>
</table>

Canvas Student Guide Updated 6/22/13
Find the image you want to upload on your computer and click the **Choose** button.

**Note:** Depending on your browser, you may see an **Open** button in place of Choose.

### Add File

**Select Profile Pic**

Select the image you’d like to use as your profile pic, or upload a new image:

[Image]

**Add File**

[Image]

Click the **Add File** button to upload your profile picture.

### Select Profile Picture

**Select Profile Pic**

Select the image you’d like to use as your profile pic, or upload a new image:

[Image]

Click the **Select Image** button to add a Profile picture.
View Profile Picture

Emily Boone's Settings

Full Name: Emily Boone
   This name will be used for grading.
Display Name: Emily Boone
   People will see this name in discussions, messages and comments.
Sortable Name: Boone, Emily
   This name appears in sorted lists.
Language: System Default (English)
Time Zone: Mountain Time (US & Canada)

The Profile picture you selected will show up instead of the placeholder profile picture.

How do I change my Full Name, Display Name and Time Zone?

Learn where to find your profile settings and how to make changes to your Full Name, Display Name, and your Time Zone.

Open Settings

Click the Settings link in the Help Corner.

Edit Settings

Click the Edit Settings button.
Change Settings

Edit your settings:

1. Edit your full name by typing in the full name field.
2. Edit your display name by typing in the display name field.
3. Edit your sortable name by typing in the sortable name field.
4. Edit your birth date by selecting the birth date dropdown menu.
5. Edit the language by selecting the language dropdown menu.
6. Edit the time zone by selecting the time zone dropdown menu.
7. Change your password by checking the checkbox.

Note: Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas. You may not see all these options available to you.
Update Settings

When you have finished editing your settings, make sure to click **Update Settings** to save your changes.

**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 **Settings** link in the Help Corner to view your personal Settings.

**Edit Profile**

Click the **Edit Settings** button to make changes.
Click Change Password Checkbox

Follow the steps to change your password.

1. Click 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.

Forgot Password

If you have forgotten your password, you can easily reset it. View How do I reset my password? to learn how.

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 add my cell phone number to Canvas to receive texts?

In this lesson you will learn how to set up text notifications to your cell phone from your Canvas account.

Open Settings

Click the Settings link.
Add Contact Method

Click the **Add Contact Method** link.

Register Cell Phone

Register your SMS device:

1. Type in the 10-digit phone number you want to add in the Cell Number text field.
2. Select the Carrier drop-down menu to set your carrier.
3. The SMS email will auto-populate depending on your provider.
4. Click the **Register SMS** button.
Confirm SMS Number

You will receive a text message on your cell phone with an activation code. Enter the code into the text field [1] and click the Confirm button [2]. Click the Re-Send Confirmation link to receive the confirmation code again [3].

View Other Contacts

The SMS communication you added will show up under the Ways to Contact sidebar under Other Contacts [1]. To delete the SMS communication, click the Trash icon [2].

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

#### Registered Services

- **Facebook**: view your profile
- **Twitter**: view your profile
- **Google Docs**: agent.99.canvas@gmail.com

#### Other Services

Click any service below to register:

- Skype
- LinkedIn
- Delicious
- Diigo

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

Your weekly notifications will be sent Friday between 11pm and 1am.

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

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 the newly 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

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

How do I configure Canvas Notifications in Facebook?

Login to Facebook
Login to Facebook to configure your Canvas Notifications.

**Open Instructure Canvas App**

Click on the Instructure Canvas App in Facebook.

**Configure Notification Preferences**

Click on the Notification Settings [1] button to configure you settings. You can also bookmark the app by clicking on the Bookmark on Facebook [2] button.
View Canvas Notification Settings 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.

To configure the notification settings, click on the Change Settings button.
## Change Canvas Notification Settings 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>Right Away</th>
<th>Daily</th>
<th>Weekly</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added To Conversation Alerts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alert Alerts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Submissions Alerts</td>
<td></td>
<td></td>
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<tr>
<td>Announcement Alerts</td>
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<tr>
<td>Appointment Availability Alerts</td>
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<td>Appointment Cancellations Alerts</td>
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<tr>
<td>Appointment Signups Alerts</td>
<td></td>
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<tr>
<td>Calendar Alerts</td>
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<tr>
<td>Conversation Message Alerts</td>
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<tr>
<td>Course Content Alerts</td>
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<tr>
<td>Discussion Alerts</td>
<td></td>
<td></td>
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<tr>
<td>Discussion/Entry Alerts</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Due Date Alerts</td>
<td></td>
<td></td>
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<tr>
<td>Files Alerts</td>
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<tr>
<td>Grading Alerts</td>
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<tr>
<td>Grading Pending Alerts</td>
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<tr>
<td>Invitation Alerts</td>
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<tr>
<td>Late Grading Alerts</td>
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<tr>
<td>Membership Update Alerts</td>
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<tr>
<td>Reminder Alerts</td>
<td></td>
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<tr>
<td>Student Appointment Signups Alerts</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Submission Comment Alerts</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Alerts</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Change the notification preferences and when you are finished, click on the **Update Preferences** button. To go back to the recent notifications, click on the **Back to Messages** button.
View Canvas Notifications in Facebook

When you are logged in to Facebook, the Instructure Canvas App will be on the left side on the home page of Facebook.

How do I change the language preference in my user account?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

Note: Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.

Open Settings

In the Help Corner, click the Settings link.
Edit Settings

Click the Edit Settings button.

Select Language

Choose your preferred language in the Language dropdown menu.
Update Settings

**Language:**  
usive

This will override any browser or account settings.

**Time Zone:**  
Mountain Time (US & Canada)

**Password:**  
☐ Change Password

Delete My Account

[Cancel] [Update Settings]

Click the **Update Settings** button.

View Preferred Language

![Canvas Instructor Profile](image)

**Profile Canvas Instructor**

Full name: Canvas Instructor  
Displayed name: Canvas Instructor  
Sorted name: Instructor, Canvas  
Language: Russian  
Time zone: Mountain Time (US & Canada)

**Web Services**

Canvas can simplify your work by linking your account with other services you use. Click on any service in the "Other Services" section to view services that are linked to your profile and the courses you participate in.

Registered services  
Other services
View Canvas in your preferred language.

Click here to return to the Profile & Personal Settings chapter.
Quizzes
What do Quiz results look like in Canvas for students?

Quiz results are easy to read in Canvas. As a student, you can only see your quiz results if you are allowed to see them.

Open Quizzes

Click the **Quizzes** link.

Open Quiz

Click the title of the quiz.
A correct answer that you marked will be indicated by a green flag [1]. A wrong answer will be indicated by a red flag pointing to your answer [2]. The correct answer will be indicated by a gray flag [3].
What do one-question-at-a-time quizzes look like in Canvas?

Your instructor may choose to build quizzes that show one question at a time. This means you will receive only one quiz question on your screen at a time instead of all questions posted at once.

Next Questions

Each question will appear on the screen by itself. Once you have answered the question, the Next button will turn blue. Click the Next button to advance through the quiz.

Previous Questions
If your instructor allows you to return to prior questions, you can click the Previous button to check your answers or return to questions you left blank.

**Navigate Questions in Sidebar**

You can also use the sidebar links for quicker navigation between questions. The question mark icon shows the questions you still need to answer while the checkmark icon shows you the questions you have answered. For instance, if you are viewing Question 3 and want to go back to Question 1, click the Question 1 link.
Lock Questions after Answering

Attention!

Once you have submitted an answer, you will not be able to change it later. You will not be able to view the previous question.

If your instructor does not allow you to go back to questions after you answer them, a pop-up window will display a warning message when you begin your quiz.

Blank Responses

You can't come back to this question once you hit next. Are you sure you want to leave it blank?

If you leave a question blank and try to advance to the next question, a pop-up window will display a warning message to explain that you won't be able to return to this question.
Where can I find my Quizzes?

There are multiple ways to find Quizzes in Canvas. You can find them by locating the Quizzes, Syllabus, Assignments, and/or Modules course navigation links in Canvas.

Note: Depending on how your instructor chooses to display course content, some of these Course Navigation links may not be available.

Open Quizzes

Click the Quizzes link.

View Quiz

Quiz titles are listed by due dates. Click the title of the quiz to open it.
Open Assignments

You can view Quizzes by clicking the Assignments link.

View Quiz

Quiz titles are listed by due dates. Click the title of the quiz to open it.
Open Syllabus

You can view Quizzes by clicking the Syllabus link.

View Quiz

<table>
<thead>
<tr>
<th>Nov 16</th>
<th>Fri</th>
<th>Week Eleven: Why am I doing this?</th>
<th>due by 11:59pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 17</td>
<td>Sat</td>
<td>Extra Credit Assignment - No Submission</td>
<td>due by 12am</td>
</tr>
<tr>
<td>Nov 23</td>
<td>Fri</td>
<td>Final Exam</td>
<td>due by 11:59pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week Twelve: And Then There Were...</td>
<td>due by 11:59pm</td>
</tr>
</tbody>
</table>

Quiz titles are listed by due dates. Click the title of the quiz to open it.
Open Modules

You can view Quizzes by clicking the Modules link.

View Quiz

Modules are organized by professors. Quizzes are indicated by the Q icon. Click the title of the quiz to open it.
How do I take a Quiz?

Depending on how your instructor set up the course, you may access quizzes differently than following these steps.

Open Quizzes

Taking a quiz in Canvas is simple and straightforward. Click the Quizzes link.
View Quizzes

Here you'll see a list of quizzes for the course. For each of these quizzes you'll see a due date (if there is one) as well as the point value and some other details about it.

Find the quiz you'd like to take and click the title of the quiz.

Take Quiz

Here you'll see more details related to the quiz. Click the Take the Quiz button. This will start the clock to the quiz (if it's timed) and you will be actively taking the test.

Note: The time limit is the amount of time you have to complete the entire quiz.
View Questions and Time

At any point during the quiz, you'll see a high level look at what's happening with your quiz. Questions you've answered will be greyed out with a checkmark icon next to it [1], unanswered questions will be represented in bold with a question mark icon next to it [2]. You'll also see a timer showing you progress on the test [3].

There are several different question types in Canvas that your professors may choose to employ, from True/False to Essay format. Each question will show in the top right corner the point value of the question. Each question will be divided from others by a box surrounding the question and answers.

View Quiz
Take the quiz and follow the instructions.

**Note**: You can flag the questions you want to go back to by clicking on the flag by the question. The flag will change color to yellow to remind you to finish the question.

**Quiz Logout Warning**

If at any time you get logged out of Canvas while taking a quiz, you will see a warning pop-up banner. Click the Login button to log back into Canvas and resume your quiz.
Viewing Quiz Results

Depending on how your professor has set up the quiz, you can usually see the results immediately upon completion. For objective results questions, such as an essay question, scores will be posted later as your professor grades them. They will show up as a 0 on your score until graded.

View Submission Details

<table>
<thead>
<tr>
<th>Submission Details:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>12 minutes</td>
</tr>
<tr>
<td>Current Score:</td>
<td>9 out of 9</td>
</tr>
<tr>
<td>Kept Score:</td>
<td>9 out of 9</td>
</tr>
</tbody>
</table>
An overview of your results can be seen on the right hand side of the page. Some questions may not be graded yet.

**What type of questions are on a Quiz?**

Instructors can choose from a variety of question types to add to a quiz.

**Answer an Essay Question**

![Image of essay question input]

What are the lyrics to "My Favorite Things?"

To answer an essay question, click on the text box [1] and begin typing content. Content can be formatted through the Rich Content Editor [2].

**Fill in the Blank**

![Image of fill in the blank question input]

_________ is the capital of Washington.

To answer a fill in the blank question, click in the text box [1] and begin typing the answer.
Fill in Multiple Blanks

Roses are red, violets are blue.

To answer a fill in multiple blanks question, click the first text box [1] and begin typing your first answer. Click the second text box [2] and type your second answer. Continue this process until you have answered the question.

Formula Question

Simplify

\[5 + (2 - (63 \times 12))\]

To answer a formula question, click the text box [1] and begin typing your answer.
Matching Question

Match the colors with their complements:

<table>
<thead>
<tr>
<th>Color</th>
<th>Complement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td></td>
</tr>
<tr>
<td>Yellow</td>
<td></td>
</tr>
<tr>
<td>Orange</td>
<td></td>
</tr>
</tbody>
</table>

To answer a matching question, click the drop down menu [1] and select your answer [2]. Continue until you have matched all the options.

Multiple Answers

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

To answer a multiple answer question, click the check boxes [1] next to all the applicable answers [2].
Multiple Choice

Question 9

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

To answer a multiple choice question, click the radio button next to the answer [1].

Multiple Drop Downs

To answer a multiple drop down question, click the drop-down menu [1] and select your answer. Continue until you have answered all parts of the question.
Numerical Question

The Frost Giants weigh 180x pounds when they are x years old. Find the weight of a Frost Giant at 4 years of age.

To answer a numerical question, click the text box [1] and type your answer.

True/False

George Washington is the only president to have a state named after him.

To answer a true/false question, click the radio button next to the answer [1].
How do I save my Quiz?

Quizzes are automatically saved as you are taking them.

Open Quizzes

Click the Quizzes link.

Locate Quiz

Find the quiz that you want to take. Click the quiz title.
View Quiz Questions

Quizzes are automatically saved as you are working on them. There will be a timestamp that says Quiz saved at [time].
View Flagged Questions

When you flag questions, you can see them in the question bank. The questions that are flagged have the yellow flag icon and become bold. In this example, question 3 and 5 are flagged. It is nice to see what questions you have answered and then you can go back to answer those questions you weren't sure about. Remember, Canvas will autosave your answers if the browser unexpectedly crashes.
Quiz Logout Warning

If at any time you get logged out of Canvas while taking a quiz, you will see a warning pop-up window. Click the Login button to log back into Canvas and resume your quiz.

How do I submit a Quiz?

Submitting a quiz is straightforward.

Open Quizzes
Click the Quizzes link.

Select Quiz

Take This Quiz! (34 pts)
Please follow the instructions.

Click the quiz title to open quiz.

Take the Quiz

Click the Take the Quiz button to open and take the quiz.

Quiz Logout Warning

If at any time you get logged out of Canvas while taking a quiz, you will see a warning pop-up window. Click the Login button to log back into Canvas and resume your quiz.
Submit the Quiz

Answer the questions. Click the Submit Quiz button to submit the quiz.

View Results

Some quizzes will allow you to view the correct answers after you have submitted a quiz. Others are not visible to students. The instructor makes the decision whether students are allowed to view quiz results.
View Submission Details

View the details of your submitted quiz.

Note: If there are essay questions, they will not be graded until the instructor manually grades them.

How do I know if I can retake a Quiz?

You will see Take the Quiz Again if you are allowed more attempts.

View Quizzes

Click the Quizzes link.
Locate Quiz

Click the quiz title to open quiz.

View Quiz

If you can retake the quiz, you will see Take the Quiz Again button. Click the button to retake the quiz. You may have to ask the instructor to unlock the quiz for you if you cannot access it.
Can the Instructor give me extra time or extra Quiz attempts?

Check with your instructor to ask if he or she will give you extra time or extra attempts.

Open Quizzes

Click the Quizzes link.

Check Quiz

Check the quiz by clicking the quiz link to see if you can attempt it again or if you have extra time.
View Extra Attempts

Take This Quiz

Take the Quiz Again

If you have an extra attempt, you will see Take the Quiz Again button. If not, contact your instructor to ask if he or she will give you extra time or extra attempts.

How do I submit a Survey?

Submitting a survey is straightforward.

Open Quizzes

Click the Quizzes link.
Open Survey

Click the Survey title to open the Survey.

Take the Survey

Click the Take the Survey button.
Submit Survey

End of Semester Thoughts

Started: Mar 29 at 7:27pm

Question 1

How do you feel about this course?

☐ I learned more than I thought.
☐ I enjoyed taking this course.
☐ I didn't learn much.
☐ I never did the assignments.

Answer the questions available.

Submit Survey

Submit Quiz

Click Submit Quiz.
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 upload a video using the Rich Content Editor?

You can use the Rich Content Editor to upload a video.

Open the Rich Content Editor
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.

This link will be replaced with a preview icon for the embedded media.

The uploaded video 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 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

Subtitle a Video

for example: http://www.youtube.com/watch?v=h4ce747

Enter the URL of an Ogg, WebM, flv, mp4, YouTube, Vimeo or DailyMotion video. You can also use our widgetizer script to subtitle all the videos on your site. Just looking? Try our demo.

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-captionning 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.
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**

Step 3: Once you have a subtitle track in either the SRT or WebVTT format, you can upload it here.

![Subtitle upload interface](image)

To submit your subtitle file, click the Upload button.

**Refresh Browser Window**

![Subtitle confirmation message](image)

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 can I embed images from Canvas into the Rich Content Editor?

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

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 from Course files [1] or your personal files [2]. Images in course files will only appear if your instructor has made them public to all users in the course.

**Note:** You need to upload your personal files into Canvas before they can be embedded. You can learn how to upload personal files in the lesson about adding files.
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**

View your embedded image in the Rich Content Editor.
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 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.