CANVAS STUDENT QUICKSTART GUIDE
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Get Started with Canvas
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

You've been invited to participate in a class at training.instructure.com. The class is called Basic Written Communications, and you've been invited to participate as a student.
Name: jessica.doe.canvas@gmail.com
Email: jessica.doe.canvas@gmail.com
Username: none

You'll need to register with Canvas before you can participate in the class. To get started, visit the course page here:
https://training.instructure.com/courses/8946399?invitation=4VX/3cZQ7MfZ2CJasSlBdqQ0H5KSHYukiG8wntypGkxXQ
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.*

**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**

![Canvas Dashboard Image]

The Dashboard consists of three main elements:

1. Global Navigation across the top of the page,
2. the Sidebar with various types of feeds, and
3. the Global Stream, which comprises the main body of the page.
The Dashboard is designed to answer the questions, “What is going on in all of my courses?” and “What do I need to do next?”

Global Navigation

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 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

My Courses

- Documentation Sandbox (Enrolled as a student)
- Psychology 101, PSY-101-004 (Enrolled as a student)
- U.S. Presidents 101, History 101 - Section A (Enrolled as a student)
- Writing for Nonreaders in the Postprint Era, ENG 371WR - Section 1 (Enrolled as a student)

Past Enrollments

- Psychology 101, PSY-101-003 (Enrolled as a student)
- Documentation Sandbox, Needs More Time (Enrolled as a student)

Future Enrollments

- Doc Writing for Nonreaders in the Postprint Era (Enrolled as a student)

Each course displays your enrollment status: student, teacher, TA, observer, or designer.

Courses are organized into three categories:

- My Courses are courses that are active and currently in progress.
- Past Enrollments are courses that have concluded and are archived as a read-only course. Past enrollees can view course material and grades but cannot submit any assignments.
- Future Enrollments are courses that you have enrolled in that have not yet started. Students cannot access these courses until they are published as active courses.

Note: Some institutions may disable the option for students to view Future Enrollments.
How do I 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
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

Emily Boone  Inbox  Settings  Logout  Help
The Help Corner helps students contact the instructor or Canvas Support. It also provides places for user feedback and user ideas.

**Breadcrumbs**

[Home]  [BWC 101]  [Pages]  [Front Page]

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.

**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.
Customize Canvas
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 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 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>canvas/instructor@gmail.com</td>
<td>canvas/instructor/personal@gmail.com</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>
<tr>
<td>Grading</td>
<td>Include scores when alerting about grade changes.</td>
<td></td>
</tr>
<tr>
<td>Invitation</td>
<td>ASAP</td>
<td>ASAP</td>
</tr>
<tr>
<td>All Submissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Grading</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Submission Comment</td>
<td></td>
<td>ASAP</td>
</tr>
</tbody>
</table>

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

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 connect to web services outside of Canvas?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Integrate Web Services With Canvas

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in “Other Services” to see what we mean.

- Let follow course/group members see which services I’ve linked to my profile

By registering other web services with Canvas, you create different ways to be contacted. By default we do not disclose this information to other users within the system unless you give us your consent.

Integrate Web Services with Canvas

Other Services

Click any service below to register:

- Google Docs
- Skype
- Facebook
- LinkedIn
- Twitter
- Delicious
- Diigo
Integrated web services include:

- Google Docs
- Etherpad (Typewith.me)
- Facebook
- Twitter
- Scribd
- Skype
- LinkedIn
- Delicious

Integrated education-centric web services include:

- Diigo
- Turnitin
- Respondus
- Wimba

How do I customize my Courses dropdown menu?

Canvas displays up to 12 courses in the Courses dropdown menu. Once users have more than 12 courses, they may customize the dropdown menu to choose which courses will display.

Select Courses from the Global Navigation

Click Customize on the Courses dropdown menu
Choose Courses

1. Click the checkboxes next to a course to add or remove the course from the Courses dropdown menu [1].

2. Courses you add will immediately appear in the menu to the left. Courses you remove will immediately disappear from the menu [2].

Note: You can see all your present, past, and future courses by clicking on the View all courses link [3]. You will only see future courses if the start date is in the future, the course is published, and you have been enrolled in the course.
Close the Customization Menu

Once you have finished customizing the dropdown Courses menu, close the customization menu by clicking the X icon at the top right. You can also click the Reset button to make all the courses you are enrolled in re-appear.

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:  русский

Time Zone:  Mountain Time (US & Canada)

Password:  □ Change Password

Delete My Account

Click the Update Settings button.

View Preferred Language
View Canvas in your preferred language.

Click here to return to the Profile & Personal Settings chapter.
Participate in a Course
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>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reading Assignment #6</strong></td>
<td>Tomorrow at 11:59pm</td>
<td>out of 10</td>
</tr>
<tr>
<td><strong>All the Quiz Question ...</strong></td>
<td></td>
<td>out of 22</td>
</tr>
<tr>
<td><strong>Extra Credit 1</strong></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

Copy and paste or type your submission right here.

Assignment submission text.

Comments...

Submit Assignment

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.

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

Click the Grades link in the Global Navigation.
View Courses

Courses I'm Taking

- Writing for Nonreaders in the Postprint Era 66.5%
- Imperial Academy 102.4%
- History of Middle Earth 84.3%
- Documentation Sandbox

To view your grades, click the course link.

View Grades

Grades For Canvas Student

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td>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>5</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Grades are sorted chronologically by due date.

Option Two: Open Course

Courses  Assignments
My Courses  Customize
Documentation Sandbox
Enrolled as: Student

View all courses (1)
Click the course title.

**Open Grades**

Click the Grades link.

**View Grades**

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**

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**

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 5 pts</td>
<td>5 / 5 pts</td>
</tr>
<tr>
<td></td>
<td>Partial Marks 3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
<tr>
<td>Instructor Comments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcome 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exceeds Expectations 5 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meets Expectations 3 pts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does Not Meet Expectations 0 pts</td>
<td></td>
</tr>
<tr>
<td>Instructor Comments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length</td>
<td>Full Marks 5 pts</td>
<td>5 / 5 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks 0 pts</td>
<td></td>
</tr>
<tr>
<td>Instructor Comments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 10

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 view the Calendar?

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

Locate Calendar Link

Click the Calendar link in the Global Navigation menu.
View Calendar

After clicking the Calendar link, you will see the Calendar for everything you are enrolled in since the Calendar spans across all courses.

**How do I access 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 do I reply to a Discussion?

Replying to a discussion topic is simple and straightforward.

Open Course

Click the course title link.
Open Discussions

Click the Discussions link.

Locate the Discussion Title

Click the title of the Discussion.
Write a Reply

Welcome! Please introduce yourself to the class.

In your reply, please include the following: your name, where you are from, what you are studying, and how much you know about the course. Come up with two truthful statements and one falsehood about yourself in your reply.

Additionally, please reply to at least one other participant, trying to distinguish the truths from the lie.

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 [2] also, if your course allows you to, you can attach files. Once you finish, click the Post Response button [3].

View Your Reply

After posting your response, your reply will highlight blue. Your reply will be posted at the bottom of the Discussion replies.
View Reply

This is what your reply will look like after refreshing the page or navigating away and then returning to the discussion. To reply, click the Reply link [1].

Note: This is how to reply to a threaded discussion. To reply to a focused discussion topic, click and begin typing in the Reply field.
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 get help and submit feedback?

Here you will learn how to search Canvas Documentation, request a new feature, and submit feedback to Canvas Support.

Open Help

Click the Help link [1] from anywhere in Canvas to contact your instructor or Canvas Support. A popup window will appear in your browser.

View Different Types of Feedback

<table>
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<th></th>
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<tbody>
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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**

To ask your instructor or TA questions about course material or send them a message, click the **Ask your instructor a question** link. Select the relevant course in the dropdown [1] and type your message in the description field [2]. When you’re done, click the **Send Message** button.

**Note**: If you are an instructor, you will not see the Ask your instructor a question help link.
Search Canvas Guides

To find an answer to your question, click the Search Canvas Guides link. This link will take you to Canvas Guides where you can search Canvas documentation for information about features inside of Canvas.
Report a Problem

1. Before submitting a ticket, try searching the Canvas Guides for help.
2. To report a problem with Canvas, click the Report a Problem link.
3. Add a subject to your message by typing in the subject field.
4. Type a message in the description field being as detailed as possible. This will help Canvas Support better troubleshoot the problem.
5. Choose from the drop-down menu of how the problem is affecting you. Your choices include: Just a casual question, comment, idea, suggestion; I need some help but it's not urgent; Something's broken but I can work around it for now; I can't get things done until I hear back from you; EXTREMELY CRITICAL EMERGENCY!
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**.