

CANVAS STUDENT GETTING STARTED GUIDE



This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike License

Table of Contents

Get Started with Canvas	3
Where can I find a list of Canvas terminology?	4
How do I sign up for a Canvas account as a student?	12
How do I log in to Canvas?	18
How do I use the Dashboard?	23
How do I view my Canvas courses?	35
How do I use the Course Home Page as a student?	39
Why can't I access my Course as a student?	46
Will Canvas work on my mobile device?	47
Customize Canvas	48
What are Profile and User Settings?	49
How do I set my Canvas notification preferences?	49
How do I connect to web services outside of Canvas?	53
How do I customize my Courses list?	56
How do I change the language preference in my user account?	61
Participate in a Course	64
How do I submit an online assignment?	65
How do I view my grades in a current course?	72
How do I use the Calendar?	82
What is Conversations?	91
How do I reply to a discussion as a student?	92
More Help	100
Which browsers does Canvas support?	101
How do I get help with Canvas?	105

Get Started with Canvas

Where can I find a list of Canvas terminology?

New Canvas users may encounter new terminology throughout Canvas. This lesson is a glossary that identifies the most common terms used in Canvas.

Account

An Account represents an administrative organization unit within Canvas. Every instance of Canvas has the potential to contain a hierarchy of accounts but begins with just one account (referred to as the top-level account). An account can also contain a subaccount. Canvas admins can manage all accounts and subaccounts for their institutions.

Account also refers to a user account, which houses a user's profile, notifications, files, settings, and ePortfolios.

Activity Stream

An Activity Stream displays all recent activity in Canvas. There are two types of Activity Streams in Canvas: Global and Course. The Global Activity Stream is part of the Dashboard and shows recent activity for all courses. The Course Activity Stream is part of a Course Home Page and shows recent activity for a specific course.

Announcements

Announcements is a communication tool that allows instructors to post announcements for all users in a course. Announcements can be created in courses and groups. Canvas admins can also make announcements for an entire Canvas account. Instructors can allow students to reply to announcements.

Announcements is a link in Course Navigation.

Assignments

An assignment is any activity assessment that is created by the instructor. Assignments can include Assignments, Discussions, and Quizzes. Some assignments are submitted for no grade. Other assignments may be submitted offline but tracked in the Canvas Gradebook or be submitted online.

Assignments is a link in Course Navigation. The Assignments page lists all assignment types in a course.

Beta

Beta means a version of a product that is used for testing. Each Canvas account has a beta environment to use for exploring new features before they are released in the production environment. Canvas does not require customers to test products but feedback is always welcome.

Breadcrumbs

Breadcrumbs are the trail at the top of a page window that helps users see what page they are viewing in the course hierarchy.

Calendar

The Calendar is a communication tool that shows users all events and assignments in their courses and groups.

The Calendar is a link in Global Navigation.

Canvas Community

The Canvas Community is an external resource provided by Canvas for all Canvas customers. The Canvas Community includes the Canvas Guides, which provides all Canvas documentation and videos, Canvas Feature Ideas, community groups, and more.

Chat

The Chat tool provides synchronous video, audio, and text communication between students enrolled in a course.

When added to a course, Chat is a link in Course Navigation.

Collaborations

Collaborations is a tool that allows students and instructors to create and edit documents that can be edited by the entire course or any subset of the course roster.

Collaborations is a link in Course Navigation.

Conferences

Conferences allow instructors to create virtual classrooms and interact with their students in real time using audio, video, desktop sharing, and presentation tools. Students can also create conferences in groups.

Conferences is a link in Course Navigation.

Conversations

Conversations is a messaging tool used in Canvas to communicate with a course, a group, an individual student, or a group of students. Messages created in Conversations can be sent to one user or multiple users.

Conversations is a link in Course Navigation.

Courses

Courses are units of instruction in one subject that typically last one term. Courses can be created by Canvas admins or instructors.

Course Home Page

The Course Home Page is the first page that students see in a course. The Course Home Page can be customized to display content based on an instructor's preference.

The Home Page is a link in Course Navigation.

Course Import Tool

The Course Import Tool allows content to be imported from existing Canvas courses and content packages from other LMS and textbook publishers. The Course Import Tool is located in Course Settings.

Course Navigation

Course Navigation is a menu on the left side of a Canvas course. Course Navigation consists of navigation links directed to all the feature areas within a course. Instructors can customize Course Navigation for each course.

Course Setup Checklist

The Course Setup Checklist is a tool for instructors who are new to Canvas and need help setting up a Canvas course. The Course Setup Checklist is located on the Course Home Page.

Course Statistics

Course Statistics are an instructor tool that summarizes overall student participation in the course.

Course Status

Course Status refers to the state of a Canvas course. All new Canvas courses begin in an unpublished state, where admins can manage course enrollments and instructors can prepare content and assignments for students. A published state means the course is available to students. A concluded state means the course has ended and users can access content in a read-only format.

CSV File

A comma separated value (CSV) file is a file type designed for importing and exporting content. Instructors can create a CSV file from Excel or Google Docs.

Dashboard

The Dashboard is a panel of content that acts as the Canvas default landing page and provides an overview of all Canvas activity for a user. The Dashboard shows all courses and groups, recent activity, to-do items, upcoming assignments, and recent feedback.

Discussions

Discussions is a forum designed to facilitate informal communication between students in a course. Discussions can also be created as assignments for grading purposes. Students can also respond to informal and graded discussions in the context of a group. All Discussions content is public, and all course students can view and reply to a discussion.

Discussions is a link in Course Navigation.

ePortfolios

ePortfolios allow students to showcase their best work to colleagues and prospective employers. They also make it possible for students to create light-weight websites or presentations.

ePortfolios is a link in User Navigation.

Files

Canvas provides a file repository for each user, group, and course. Files can be public or private.

Files is a link in User Navigation or Course Navigation.

Global Navigation

Global Navigation is the menu that appears on every Canvas page. Global Navigation consists of navigation links that direct users to frequently-used features in Canvas.

In the New Canvas User Interface (UI), Global Navigation is located on the left of every Canvas page.

Gradebook

The Gradebook stores information about student progress in Canvas. Canvas includes two types of gradebooks: a standard gradebook that provides a collection of numerical or letter-grade assessments, and a Learning Mastery Gradebook that compiles assessments based on learning standards and outcomes.

The Gradebook is a link in Course Navigation for instructors.

Grades

Grades are a measurement of student performance. Students can calculate hypothetical grades on this page. Instructors can quickly edit grades for any course or section.

Grades is a link in Course Navigation for students.

Groups

Groups is a tool that helps instructors separate students into smaller course units. Groups can be created for students or by students to enable efficient collaboration.

Groups is a link in the Global Navigation Menu.

Help

The Help feature is part of Global Navigation and helps users get help in Canvas at any time.

Masquerade

Masquerade refers to viewing Canvas as another user. Unless granted specific permission, only admins can masquerade as Canvas users.

Math Editor

The Math Editor is a Latex-compatible toolbar that makes it easy for instructors to write math expressions and equations. Instructors and students can use the Math Editor when creating and taking quizzes.

Modules

Modules is a tool that can unify all course content into structural components. Module content can be grouped by week, topic, or day. Modules can be set up to require students to complete materials in a sequential fashion.

Modules is a link in Course Navigation.

Notifications

Notifications allow users to determine where and when they will be notified about activity in Canvas. Each Canvas user can adjust the Notification Preferences in their Profile to contact them via email or SMS on a schedule that fits their individual needs. Some users will want to be notified of course events on a more regular basis than others. Notifications are set for an entire user's account, not on an individual course basis.

Outcomes

Outcomes are statements that describe skills, understandings, and attitudes that learners will develop during a course or program. Instructors can specify learning outcomes for their courses and track student progress based on measured standards rather than letter grades.

Outcomes is a link in Course Navigation.

Pages

Pages comprises all pages created in a course. A page allows instructors to create content for a Canvas course. Students can also create and edit pages in Groups.

Pages is a link in Course Navigation.

People

People displays all users enrolled in a course. Instructors can click a student's name to view a summary of their activity in a course.

People is a link in Course Navigation.

Production

Production is the Canvas environment that contains all live data and where users interact with their Canvas courses. New and updated Canvas features are released into the production environment every three weeks.

Profile

A profile is a description that provides information about a person. Admins can choose to enable the Profile feature, which allows users to create biographies and link to social networks as part of their user account.

Quizzes

Quizzes displays all quiz assessment types in a course.

Quizzes is a link in Course Navigation.

Rich Content Editor

The Rich Content Editor is a word processor that supports instructors to create and format content within specific Canvas areas.

RSS Feed

Really Simple Syndicate (RSS) is a computer document format that allows electronic content distribution. Audio RSS feeds are also referred to as podcasts. RSS Feeds can be imported into a Canvas course via Announcements.

Rubrics

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.

Sections

Sections are divisions of students within a course. All course sections view the same course content.

Settings

Settings allow admins and instructors to customize the Account or Course Navigation, add users, import content, and link to external tools.

Settings is a link in Account and Course Navigation.

SIS Imports

SIS Imports allows admins to upload and integrate data from various Student Information Systems (SIS), complex databases, and even simple spreadsheets. Imports can be done manually via the SIS Imports link in Account Navigation or [automatically via the API](#).

SpeedGrader

SpeedGrader is a grading tool that helps instructors evaluate student work. Instructors can use rubrics for fast assessment and leave text, video, and audio comments for their students. SpeedGrader is also available as a Canvas mobile app on iOS and Android devices.

Student View

Student View is a tool used by instructors to see how their course appears to students. Activating Student View generates a Test Student that appears in a canvas course and can be used to submit assignments, reply to discussions, and upload files as a test method in the course.

Service Cloud

Service Cloud is the Canvas Support system. A support case is a formal request from a Canvas admin to receive help or direction from Canvas Support. Support Cases can be accessed by institutions using Service Cloud.

Syllabus

The Syllabus is a piece of content that outlines activities in a course.

The Syllabus is a link in Course Navigation.

Term

A term is a period of time assigned to academic instruction. In Canvas, course dates generally align with term dates, though course dates can extend beyond or be shorter than default term dates.

Test

Test is the environment used for testing real data in Canvas without affecting the production environment. The test environment is overwritten with data from the production environment every three weeks.

Web Services

Web Services are a collection of third-party services that users can use for notifications. Web Services currently support integrations with GoogleDocs, Skype, LinkedIn, Twitter, Delicious, Diigo, and Yo.

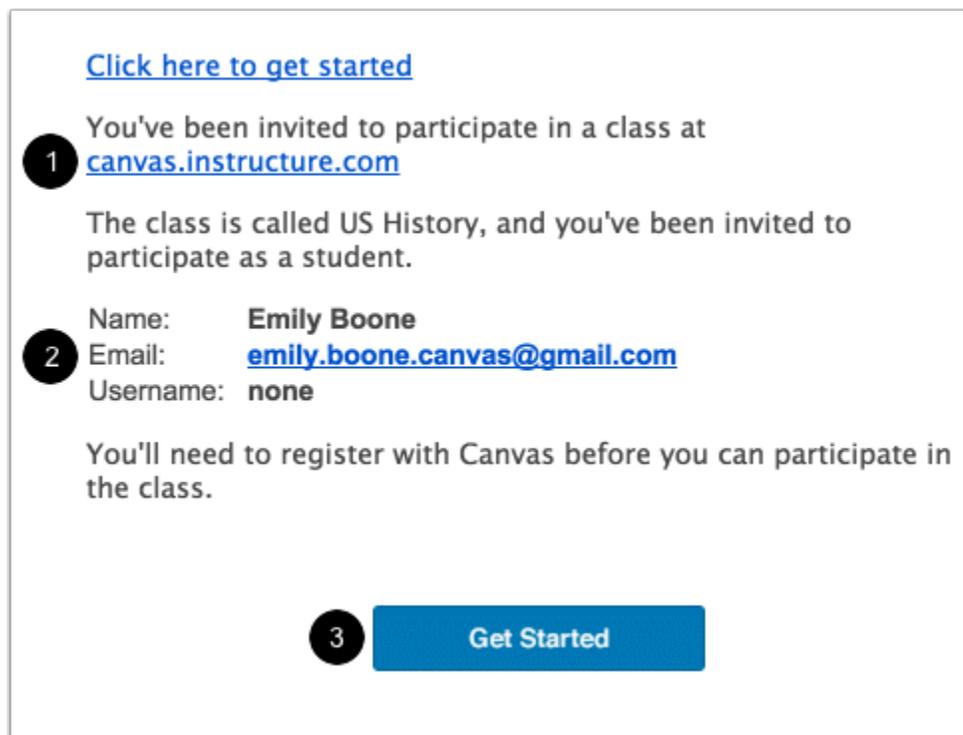
How do I sign up for a Canvas account as a student?

If you do not already have a Canvas account, you need to create an account before you can [log in to Canvas](#).

If you are using Canvas through your institution, you will most likely already have an account and need to accept a course invitation. Your institution will email your login information. If you do not yet have an account, you can create an account when you accept the course invitation.

If you are not using Canvas through your institution, you can create your own account. Your instructor will provide you with a join code to link you directly to the course. This code will be sent to you separately from the Canvas email that invites you to join the course. ***If you need to create an account in Canvas but have not received your join code via email, please contact your instructor or institution for help with logging in.***

Accept a Course Invitation



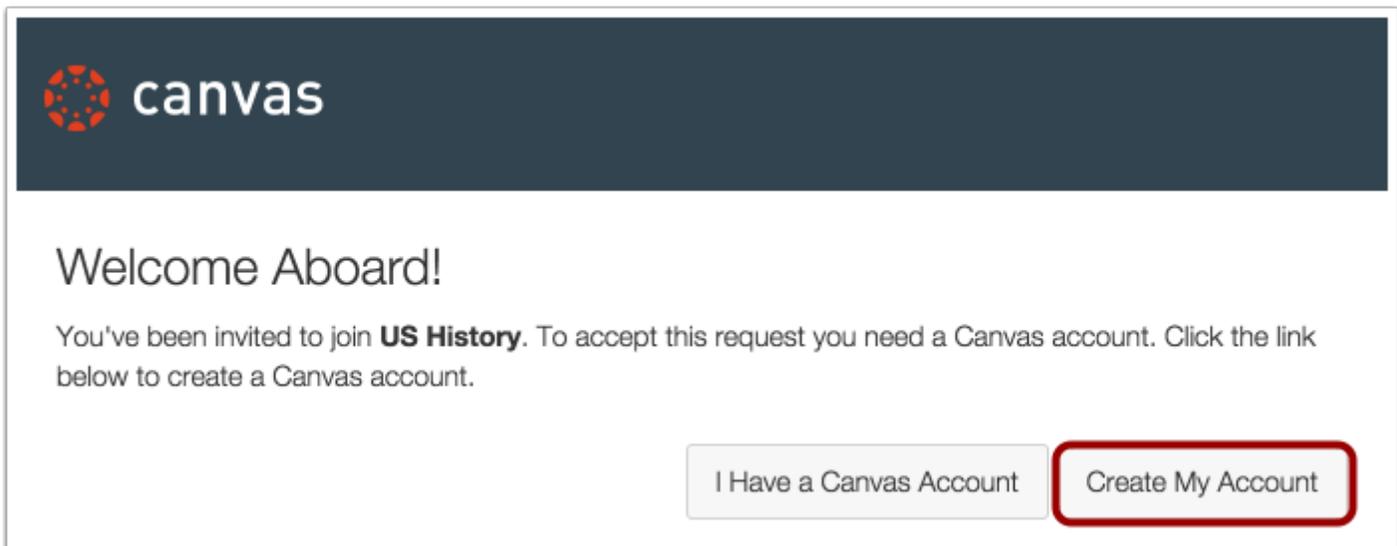
The screenshot shows an email interface with the following content:

- A blue link: [Click here to get started](#)
- Step 1: "You've been invited to participate in a class at [canvas.instructure.com](#)"
- Text: "The class is called US History, and you've been invited to participate as a student."
- Step 2: "Name: **Emily Boone**
Email: emily.boone.canvas@gmail.com
Username: none"
- Text: "You'll need to register with Canvas before you can participate in the class."
- Step 3: A blue button labeled "Get Started"

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]. To accept the course invitation, click the **Get Started** button [3].

Accept Course

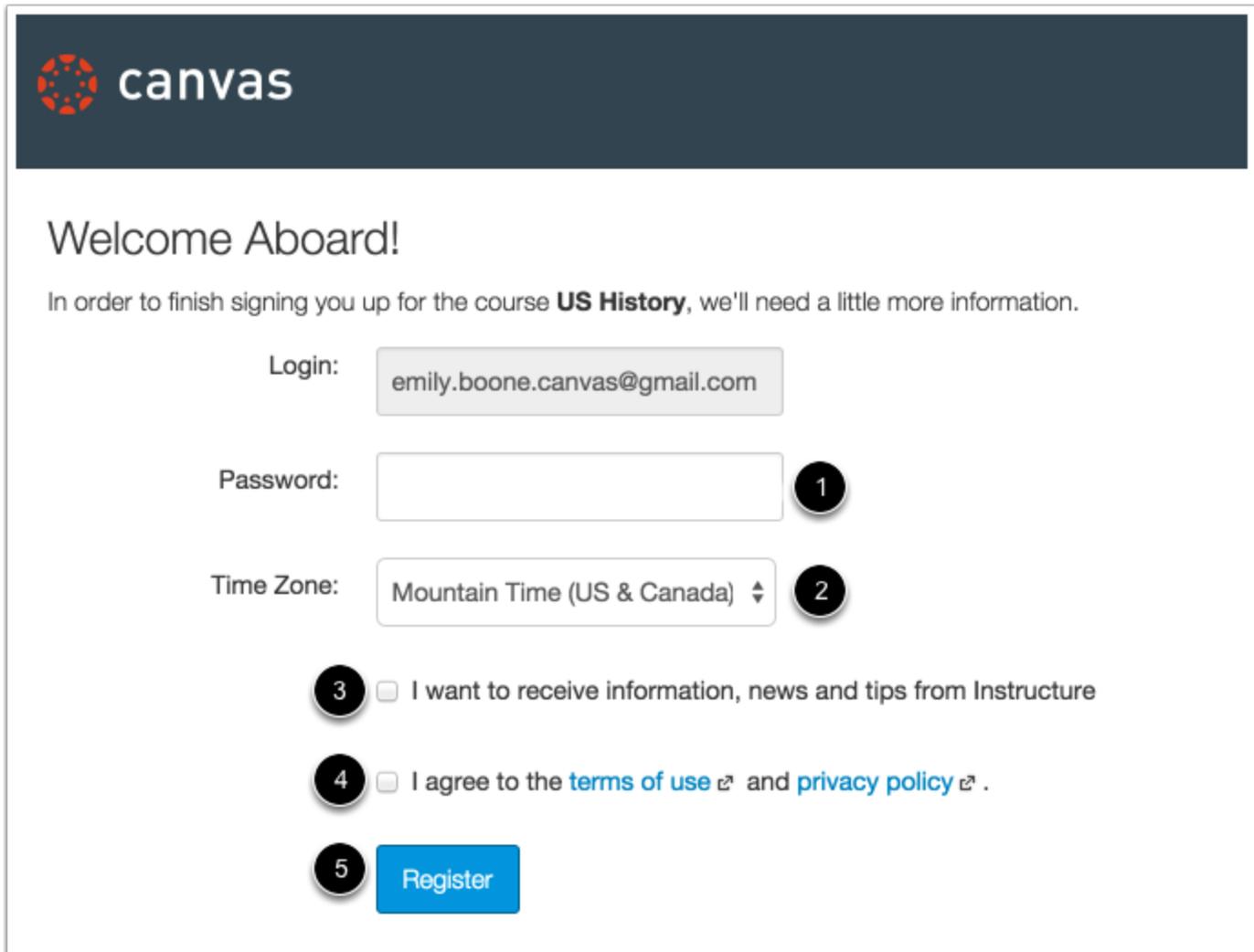
Canvas will take you to your course and ask you to accept the enrollment. Click the **Accept** button.

Create Canvas Account

Click the **Create My Account** button.

Note: If you already have a Canvas account, click the **I Have a Canvas Account** button. You'll be directed to the [Canvas login page](#).

Complete Registration



canvas

Welcome Aboard!

In order to finish signing you up for the course **US History**, we'll need a little more information.

Login:

Password: 1

Time Zone: 2

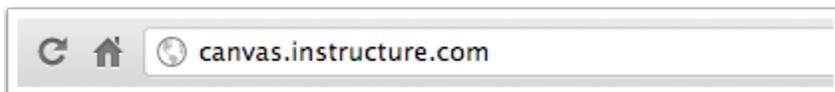
3 I want to receive information, news and tips from Instructure

4 I agree to the [terms of use](#) and [privacy policy](#).

5

Create a password [1], enter your time zone [2], and click the information, news, and tips checkbox [3] if you would like to receive email updates from Instructure. Then click the terms of use checkbox [4], and click the **Register** button [5].

Create Your Own Account

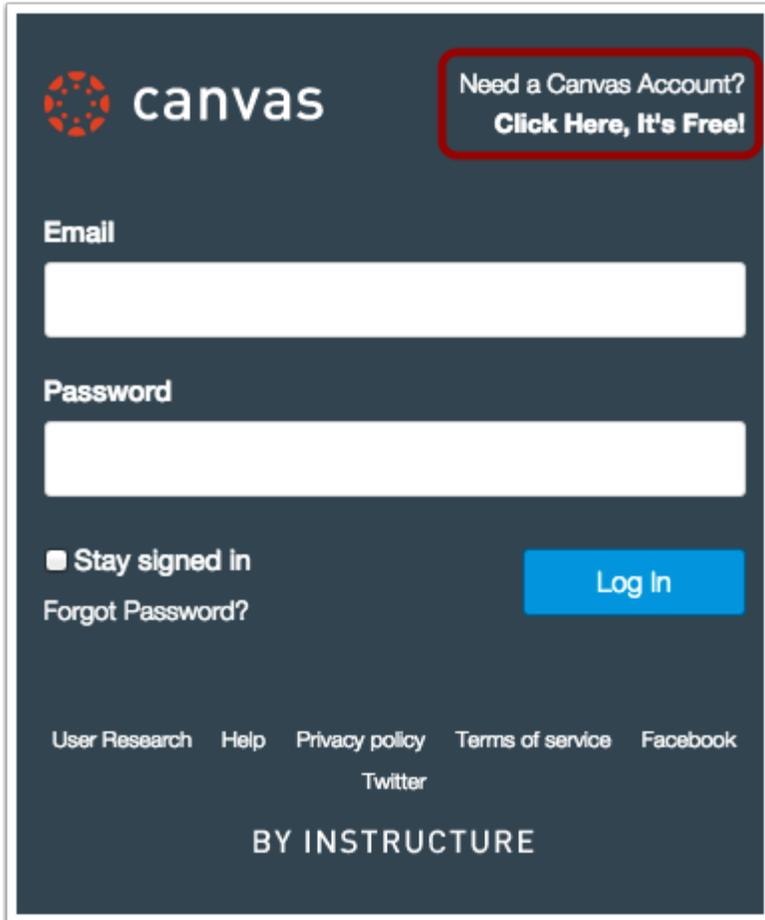


If you don't yet have an account, you can set one up for yourself without an email link.

Note: You must have a join code from your instructor or institution to create your account.

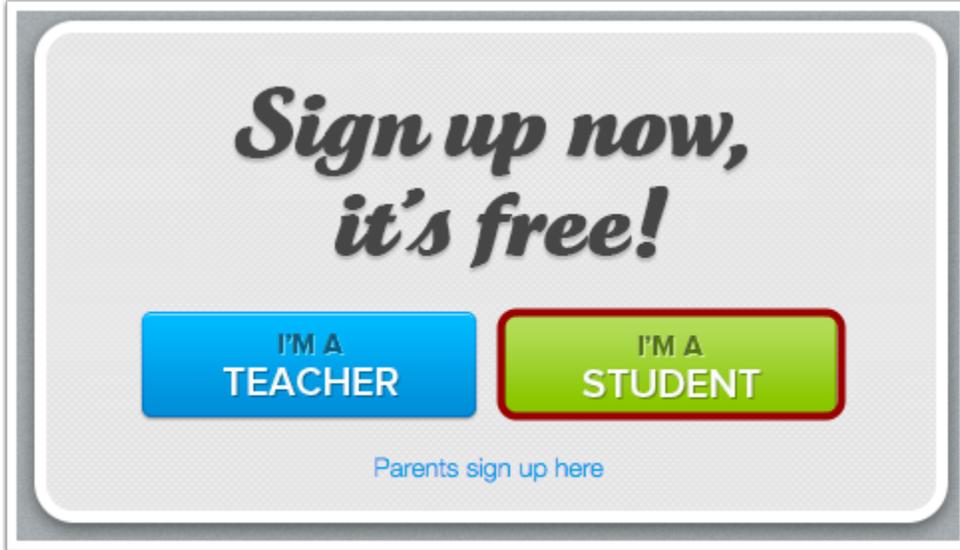
To create your account, open a browser and type canvas.instructure.com into your browser.

Create Canvas Account

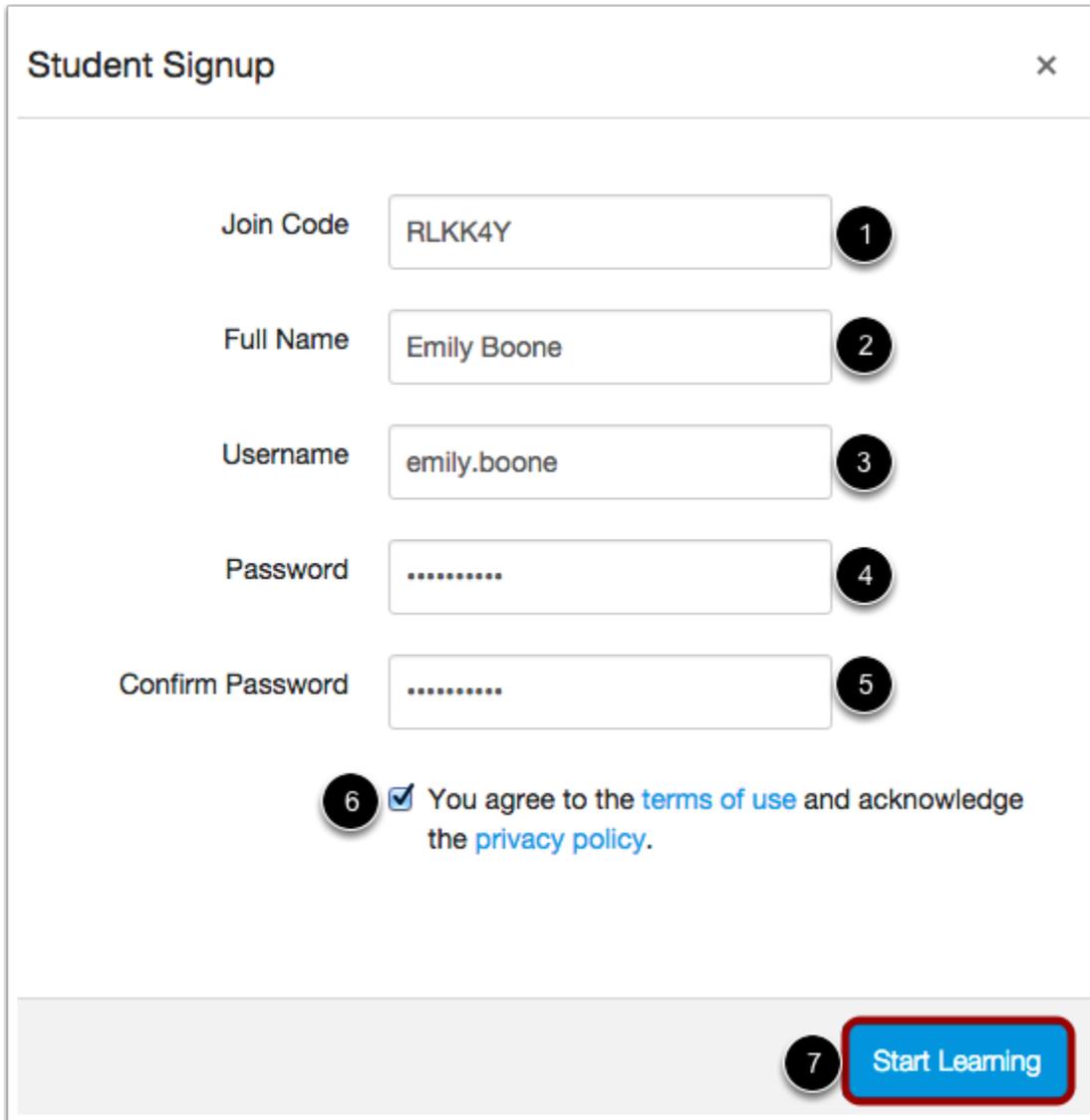


Click the **Need a Canvas Account? Click Here, It's Free!** banner.

Sign Up As a Student



Click the **I'm a Student** button.

Complete Registration

The screenshot shows a 'Student Signup' form with the following fields and callouts:

- 1. Join Code: RLKK4Y
- 2. Full Name: Emily Boone
- 3. Username: emily.boone
- 4. Password: [Redacted]
- 5. Confirm Password: [Redacted]
- 6. You agree to the [terms of use](#) and acknowledge the [privacy policy](#).
- 7. Start Learning button

Complete the following fields:

1. Enter the course join code in the join code field. This code will be emailed to you by your instructor or institution—the email is separate from your email invitation to join the course.
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 terms of use checkbox.
7. Click the **Start Learning** button.

How do I log in to Canvas?

This lesson will show you how to log in to Canvas from an internet browser. If you are using Canvas with an institution, you will log in either from your institution's webpage or by using their direct Canvas URL. [Canvas Network](#) and [Free-for-Teacher](#) accounts also log in with a Canvas URL. You can also log in to Canvas on the Canvas Mobile apps; learn more about [Canvas URLs for mobile apps](#).

You must have an account to log in to Canvas:

- If you are associated with an institution using Canvas and do not know your username and password, please contact your site administrator.
- If you do not yet have an account, learn how to create a Canvas account as a [student](#) or [instructor](#)

Note: If you are having trouble signing into Canvas, please see the troubleshooting section in this lesson.

Login Troubleshooting

If you are having trouble logging in to your account, here are some tips:

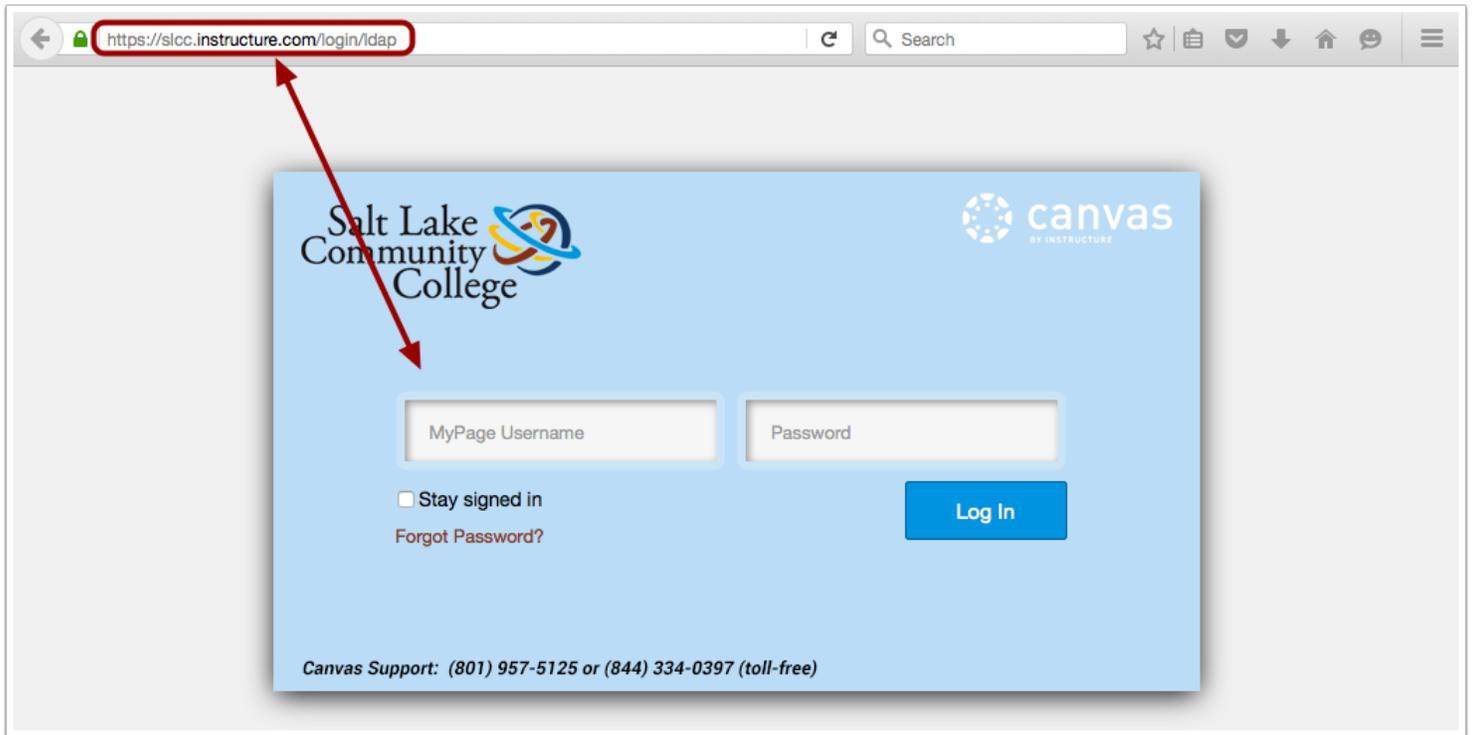
- Verify you are using the correct Canvas URL for your account.
- If you use more than one Canvas URL (such as one for your institution and one for Canvas Network), make sure you are using the correct login and password for each Canvas URL.
- If your login and password were given to you from your institution and you are having trouble logging in, please contact your institution. (Your institution may have changed your login credentials.)
- If you do not have a login and password, you may need to create an account.
- If you have forgotten your password, you may be able to [reset your password](#).

Access Canvas via Institution

The screenshot shows the Salt Lake Community College website. At the top left is the college logo. To the right are navigation links: MY SLCC, Maps, News & Events, and A-Z Index with a search bar. Below these are menu items: ACADEMICS, FUTURE STUDENTS, CURRENT STUDENTS, and COMMUNITY. A large banner image shows a group of diverse students. On the right side of the banner are three buttons: CONTACT SLCC, APPLY NOW, and APLIQUE AHORA. Below the banner, the breadcrumb trail reads 'SLCC / CURRENT STUDENT / TECHNOLOGY'. The main heading is 'CURRENT STUDENT'. On the left is a yellow sidebar with a list of links: Register for Classes, Enrollment Resources, Financial, Employment, Career Planning, Help, Forms, and Transfer from SLCC. Below this is a 'Student Resources' section with a link to 'Student Express'. The main content area is titled 'TECH TOOLS' and contains the text: 'Everyone needs technology to succeed in college. SLCC offers email and software, mobile apps, as well as Canvas for classes and assignments, and other tech support. Check out our tech tools:'. A list of links follows: Technology Support, Bruin Mail, Office 365, Google Apps, EllucianGO (SLCC mobile app), All Access, and Canvas. The 'Canvas' link is circled in red. A small 'E' icon is in the bottom right corner of the page.

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 Canvas URL



Some institutions have you log in to Canvas using the direct link to their Canvas URL. In a browser window, enter your Canvas URL. Your Canvas login page will appear in the window.

Note: The URL for [Canvas Network](https://learn.canvas.net) is learn.canvas.net. The URL for [Free-For-Teachers \(FFT\)](https://canvas.instructure.com) is canvas.instructure.com.

View Course Invitation

You've been invited to participate in the course, Canvas Course.
Course role: Student

Name: **Emily Boone**
Email: emily.boone.canvas@gmail.com

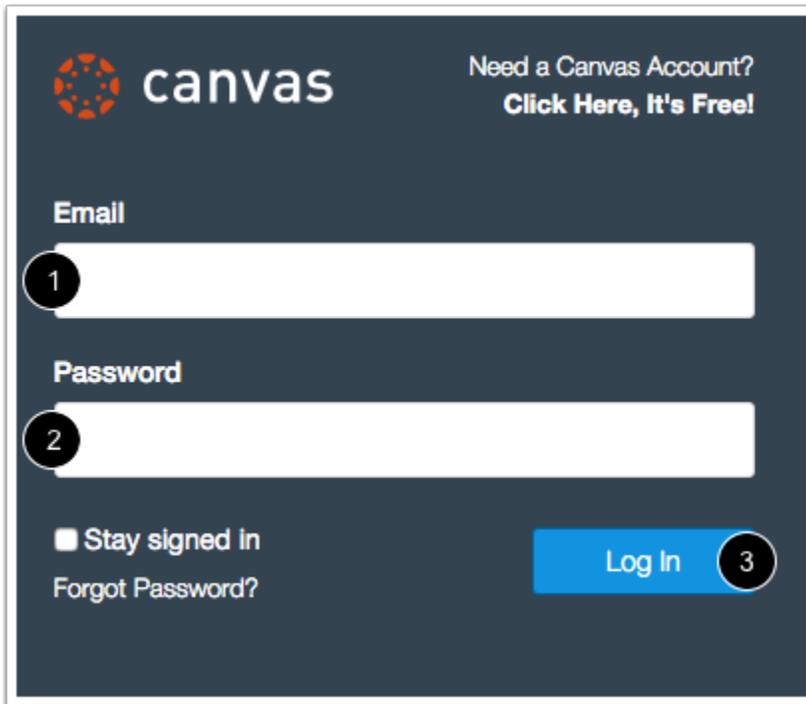
[Get Started](#)

 canvas

[Click here to view the course page](#) | [Update your notification settings](#)

If you do not know your institution's Canvas URL, you can find a link to the page in your course invitation email by clicking the **Get Started** button.

Log in to Canvas



The Canvas login screen requires your login [1] and password [2]. Depending on your institution, login information may vary.

Click the **Log In** button [3].

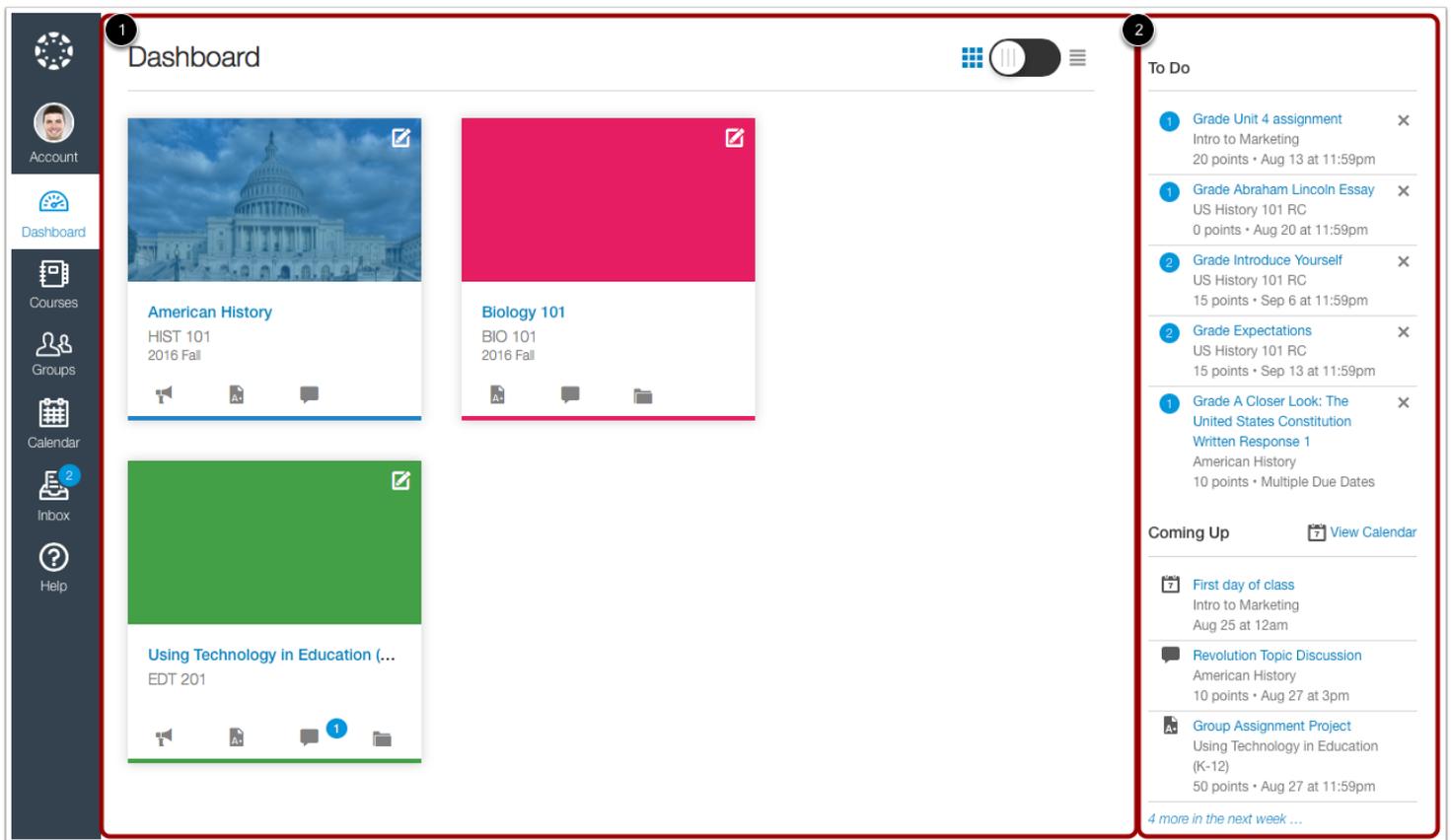
Each screenshot is acknowledged by its respective university for use in this lesson.

How do I use 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.

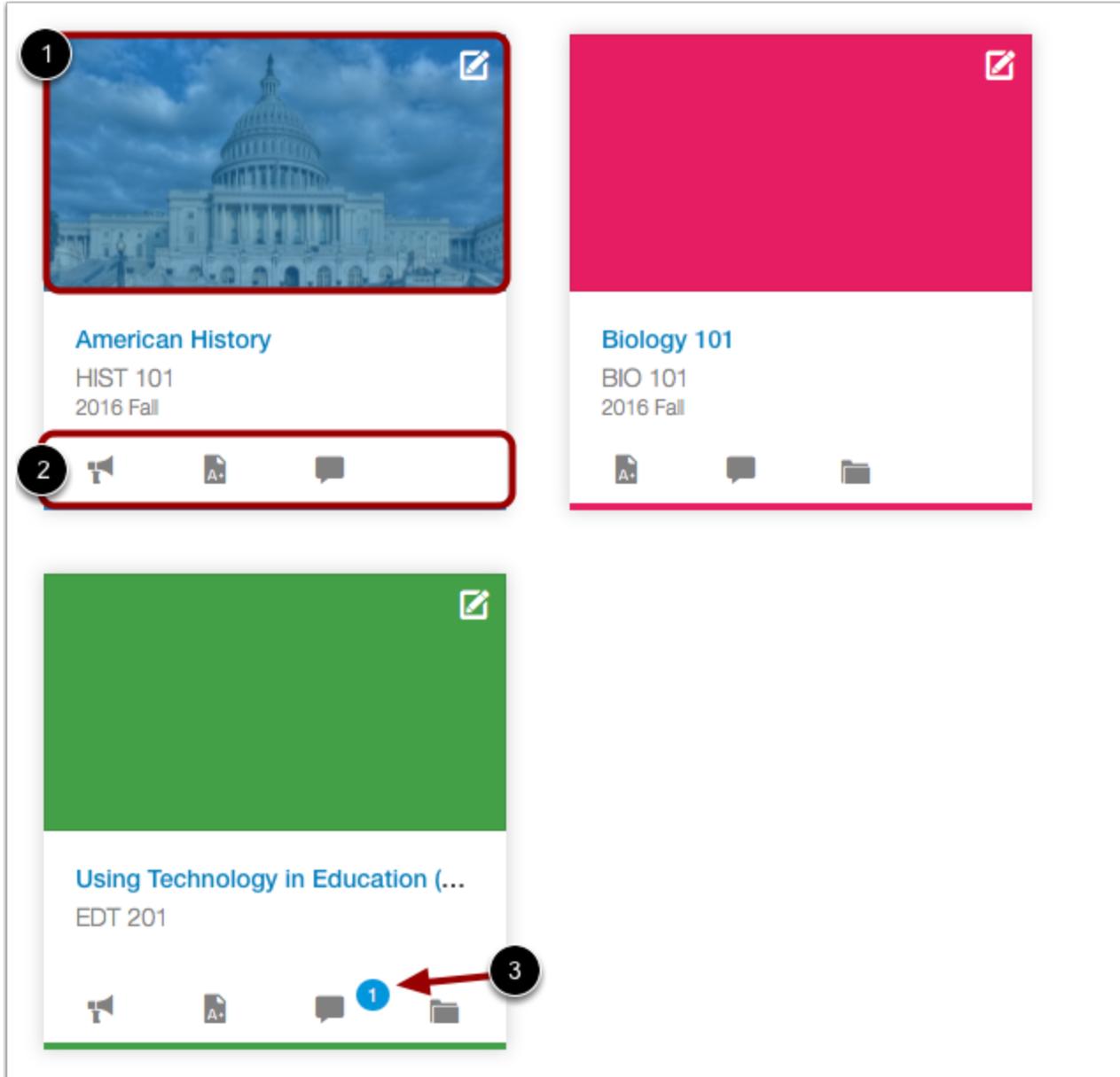
You can return to your User Dashboard at any time by clicking the Dashboard link in [Global Navigation](#).

View Dashboard



The Dashboard [1] defaults to the course view, which displays courses that have been [starred as a favorite](#). Courses are ordered alphabetically by original course name and your role in the course; nicknames do not change the display order. Courses with an instructor- or TA-based role are listed first.

The Dashboard also includes a sidebar [2], which helps show upcoming events in your courses.

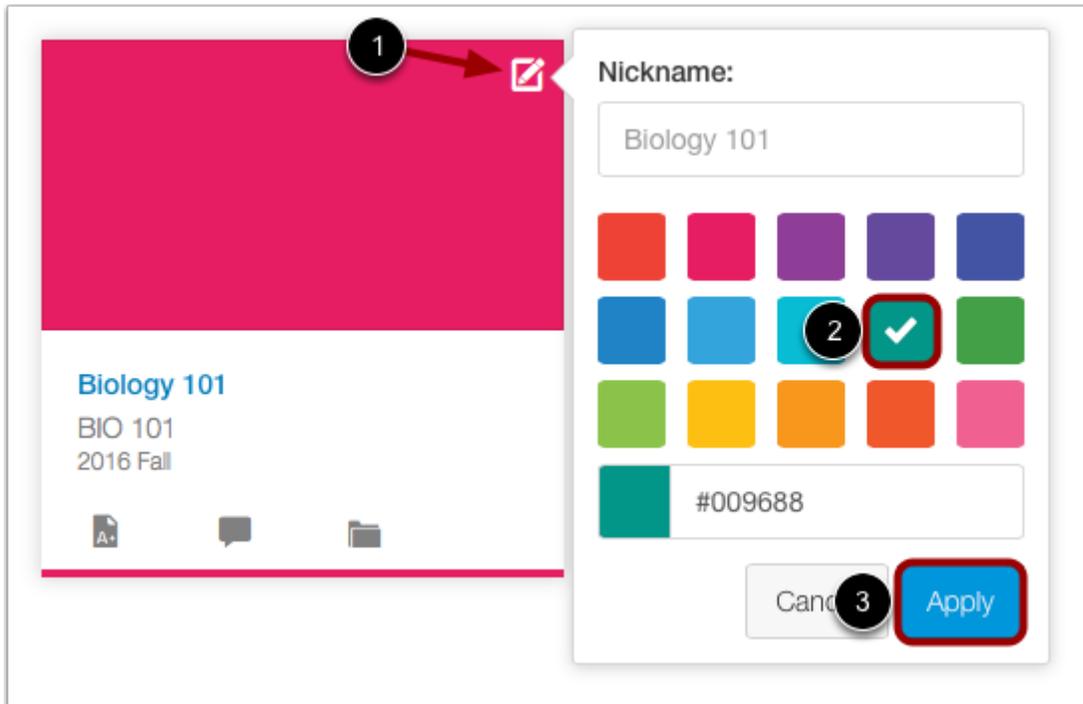
View Course Cards

The Dashboard course view includes a course card for each of your favorite courses. Some courses may include an image for the course behind the course color [1].

Each card can include up to four tabs [2], which represent the four main Canvas features for student course activity: Announcements, Assignments, Discussions, and Files. These tabs mimic visibility and order in Course Navigation, so for instance, if an instructor hides the Announcements link, the Announcements tab will not display on the course card.

If the tabs are visible, Discussions and Announcements indicate the number of new activity items published in the course [3].

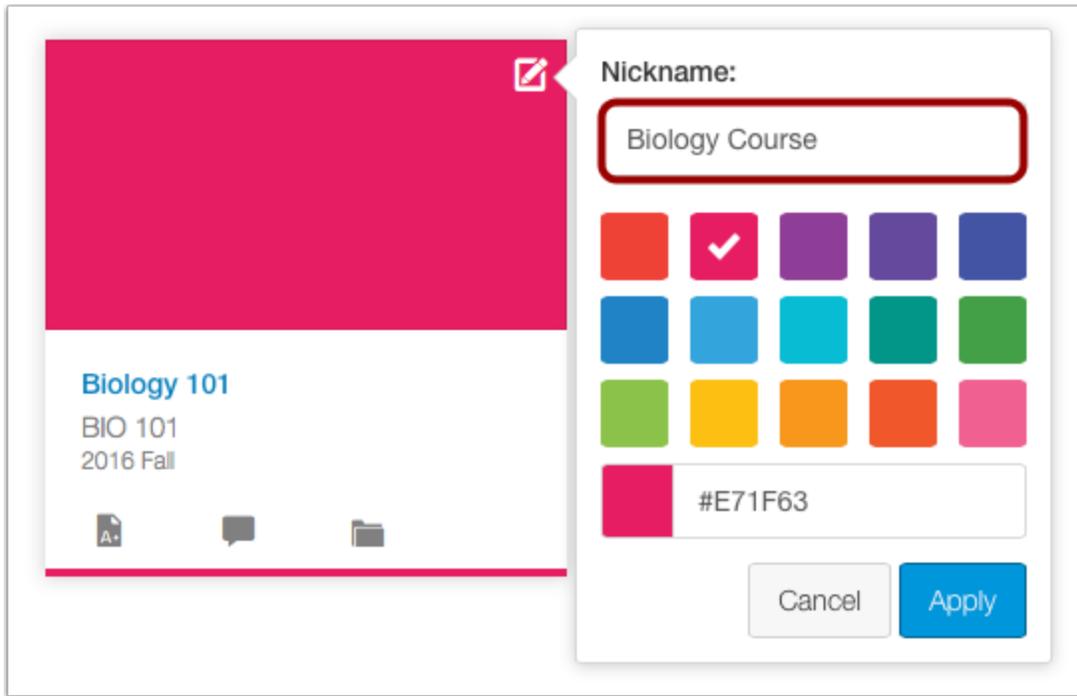
Change Course Color



You can also change the color of your course, which is synced with the color shown for the course in the Calendar. To change the color, click the card Settings icon [1], then select a new color. The check mark indicates the selected color [2]. Click the **Apply** button [3].

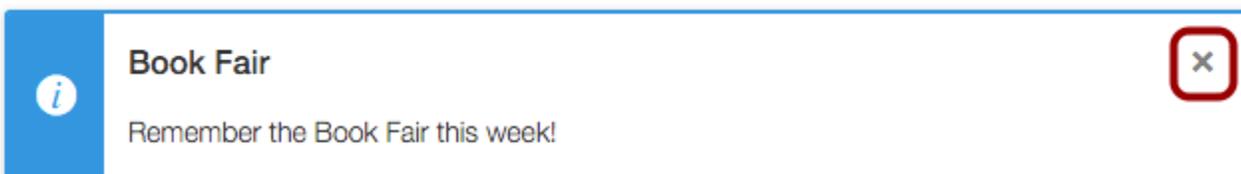
If you change the color for a course in the Calendar, the Dashboard will also update with the new calendar color.

Add Course Nickname



If one of your courses includes a long or confusing name, you can create a nickname for your course. Learn more about [course nicknames](#).

View Global Announcement

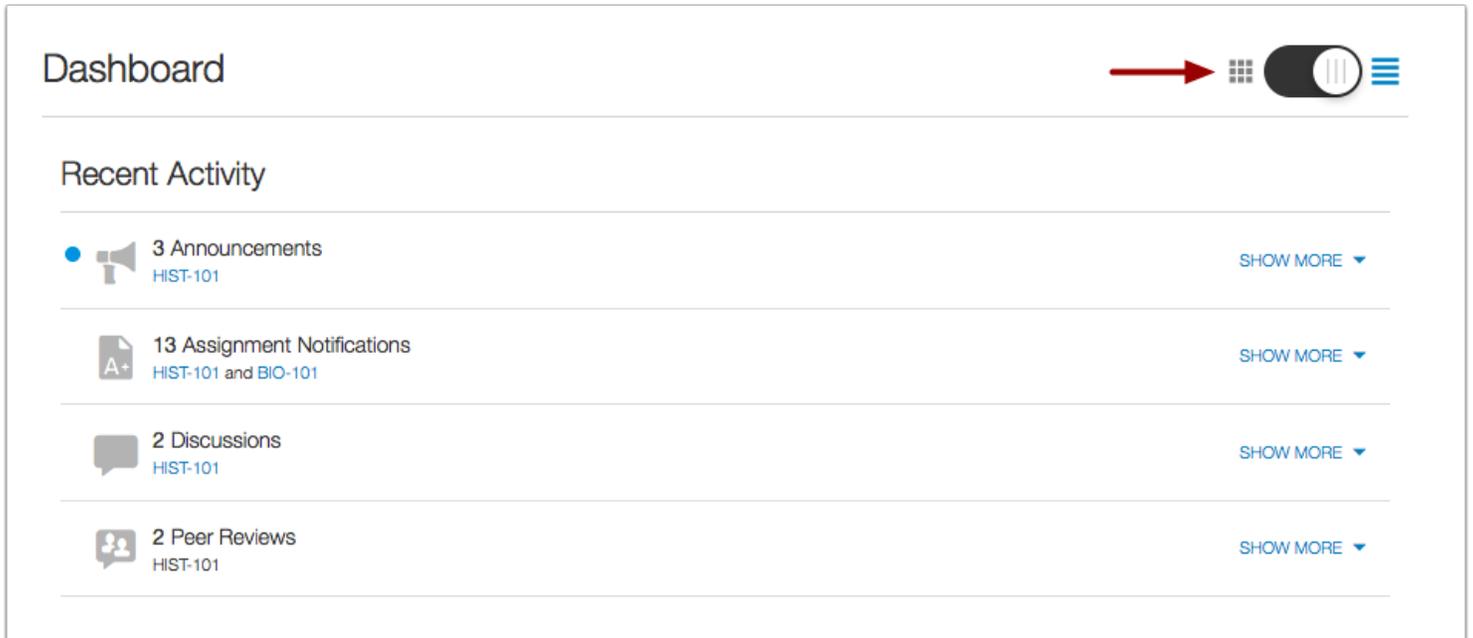


Dashboard



The Dashboard may also include global announcements, which are announcements created by your institution. To remove the announcement from your dashboard, click the **Remove** icon.

View Recent Activity

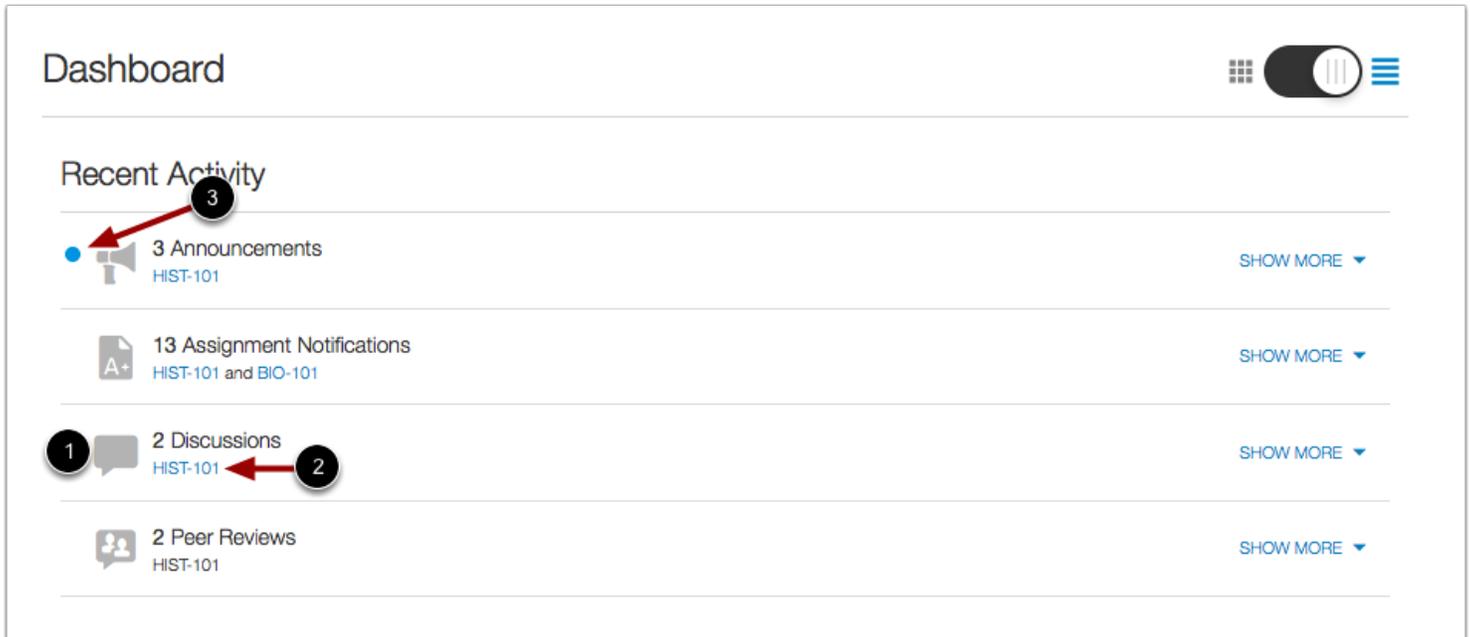


The screenshot shows the Canvas Dashboard interface. At the top left, the word "Dashboard" is displayed. To the right of the title, there is a red arrow pointing to a grid icon, which is currently selected. Next to it is a toggle switch that is currently turned off, and to its right is a hamburger menu icon. Below the title bar, the "Recent Activity" section is visible. It contains four items, each with an icon, a count, a course name, and a "SHOW MORE" link with a dropdown arrow:

- 3 Announcements (megaphone icon) from HIST-101
- 13 Assignment Notifications (document icon) from HIST-101 and BIO-101
- 2 Discussions (speech bubble icon) from HIST-101
- 2 Peer Reviews (two people icon) from HIST-101

To help manage Canvas activity, the Dashboard also supports the Recent Activity Stream, which can be toggled at the top of the Dashboard based on user preference. The recent activity stream shows activity for all your Canvas courses. To view Recent Activity, click the Dashboard icon. The icon will switch from the left side to the right, indicating the current Dashboard view.

View Recent Activity Indicators



Recent Activity contains a stream of recent notifications from all of your courses, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your courses and easily ask questions and post to discussion forums. Unlike course cards, the activity stream does not the mimic visibility of Course Navigation links.

Activities are indicated by activity type and display an icon [1] for the activity. Each activity also includes the name of its associated course [2].

New activity in your account is indicated by a blue dot [3]. Discussions and Announcements indicate new activity items published in a course, and Conversations indicate a new message received from a user in a course.

Recent Activity items remain for four weeks.

Note: To receive notifications for Discussions, users must actively post in the discussions at least once every two weeks. If a user stops participating in a discussion after two weeks, Canvas will no longer display discussion notifications.

Expand and Collapse Notifications

The screenshot shows the 'Recent Activity' section with the following categories and links:

- 3 Announcements (HIST-101) with a **SHOW MORE** link.
- 13 Assignment Notifications (HIST-101 and BIO-101) with a **SHOW MORE** link (circled in red and labeled 1).
- 2 Discussions (HIST-101) with a **SHOW LESS** link (circled in red and labeled 2).
- Expanded discussion items:
 - HIST-101 Revolutionary War (Feb 19 at 8:09pm) with a close icon (X).
 - HIST-101 Unit 2 Discussion (Feb 15 at 10:29pm) with a close icon (X).
- 2 Peer Reviews (HIST-101) with a **SHOW MORE** link.

You can view the details of each activity by hovering in the notification area and clicking the **Show More** link [1]. To collapse recent activity, click the **Show Less** link [2].

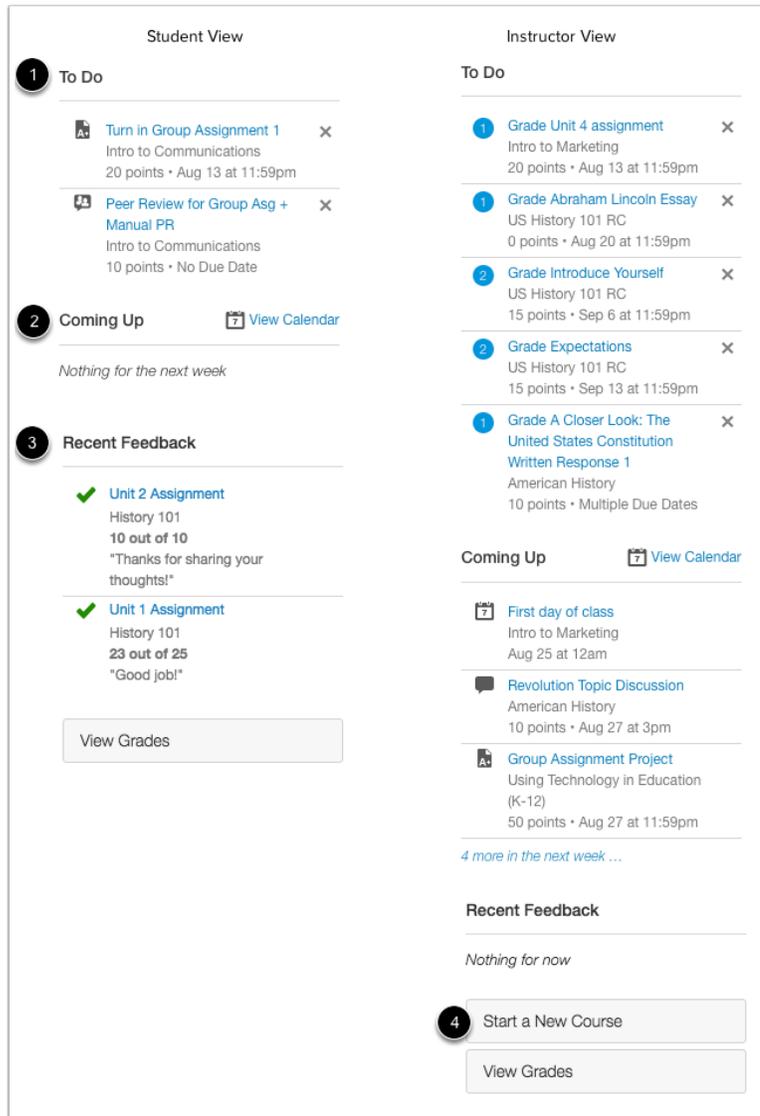
Manage Recent Activity

This screenshot is identical to the one above, but includes red arrows and callouts:

- A red arrow labeled 1 points to the **SHOW MORE** link for the 13 Assignment Notifications.
- A red arrow labeled 2 points to the **SHOW LESS** link for the 2 Discussions.

You can directly access your recent activities by clicking the course link [1]. To remove a notification, click the **remove** icon [2].

View Sidebar



The screenshot displays two views of the Canvas sidebar: Student View and Instructor View.

Student View:

- To Do:**
 - Turn in Group Assignment 1 (Intro to Communications, 20 points, due Aug 13 at 11:59pm)
 - Peer Review for Group Asg + Manual PR (Intro to Communications, 10 points, No Due Date)
- Coming Up:** Nothing for the next week.
- Recent Feedback:**
 - Unit 2 Assignment (History 101, 10 out of 10, "Thanks for sharing your thoughts!")
 - Unit 1 Assignment (History 101, 23 out of 25, "Good job!")

Instructor View:

- To Do:**
 - Grade Unit 4 assignment (Intro to Marketing, 20 points, due Aug 13 at 11:59pm)
 - Grade Abraham Lincoln Essay (US History 101 RC, 0 points, due Aug 20 at 11:59pm)
 - Grade Introduce Yourself (US History 101 RC, 15 points, due Sep 6 at 11:59pm)
 - Grade Expectations (US History 101 RC, 15 points, due Sep 13 at 11:59pm)
 - Grade A Closer Look: The United States Constitution Written Response 1 (American History, 10 points, Multiple Due Dates)
- Coming Up:**
 - First day of class (Intro to Marketing, Aug 25 at 12am)
 - Revolution Topic Discussion (American History, 10 points, due Aug 27 at 3pm)
 - Group Assignment Project (Using Technology in Education (K-12), 50 points, due Aug 27 at 11:59pm)
- Recent Feedback:** Nothing for now.

Buttons for "View Grades" are present in both views. A "Start a New Course" button is located at the bottom of the Instructor View.

The Sidebar helps you see what you need to do next across all your courses and can contain up to three helpful sections.

The **To Do** section [1] shows assignments or events that require your attention. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. If you are enrolled in a course as a student, the list shows assignments you need to turn in. If you are enrolled in a course as an instructor, the list shows assignments you need to grade. Items remain in this section for two weeks.

The **Coming Up** section [2] shows assignments and events coming due in the next seven days. If an assignment in the Coming Up list has already been graded, the assignment includes the assignment score.

If you are enrolled in a course as a student, the **Recent Feedback** section [3] shows assignments with feedback from your instructor. This section still appears for instructors but does not display content. Recent Feedback shows assignments updated with feedback from your instructor during the last four weeks.

If your Canvas admin has granted you permission to create courses, you may see the **Start a New Course** button [4], which would allow you to create a new Canvas Course.

Manage Sidebar Items

Student View

1 To Do

-  [Turn in Group Assignment 1](#) ✕
Intro to Communications
20 points • Aug 13 at 11:59pm
-  [Peer Review for Group Asg + Manual PR](#) ✕
Intro to Communications
10 points • No Due Date

Coming Up  [View Calendar](#)

Nothing for the next week

Recent Feedback

-  [Unit 2 Assignment](#)
History 101
10 out of 10
"Thanks for sharing your thoughts!"
-  [Unit 1 Assignment](#)
History 101
23 out of 25
"Good job!"

View Grades

Instructor View

To Do

- 2** **1** [Grade Unit 4 assignment](#) ✕
Intro to Marketing
20 points • Aug 13 at 11:59pm
- 1** [Grade Abraham Lincoln Essay](#) ✕
US History 101 RC
0 points • Aug 20 at 11:59pm
- 2** [Grade Introduce Yourself](#) **4** ✕
US History 101 RC
15 points • Sep 6 at 11:59pm
- 2** [Grade Expectations](#) ✕
US History 101 RC
15 points • Sep 13 at 11:59pm
- 1** [Grade A Closer Look: The United States Constitution Written Response 1](#) ✕
American History
10 points • Multiple Due Dates

Coming Up  [View Calendar](#)

-  [First day of class](#)
Intro to Marketing
Aug 25 at 12am
-  [Revolution Topic Discussion](#)
American History
10 points • Aug 27 at 3pm
-  [Group Assignment Project](#)
Using Technology in Education (K-12)
50 points • Aug 27 at 11:59pm

3 [4 more in the next week ...](#)

For students, each section item displays an icon [1] to differentiate between assignments and peer review assignments. For instructors, the item indicates how many items need to be graded [2].

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items [3].

If there are more than 25 items in the To Do section, you must remove items before you can view any new items. To remove a To Do item, click the **remove** icon [4].

Note: For instructors, removing an item is only temporary; the item will reappear when a new submission is received for that assignment.

View Grades



The sidebar also allows you to view grades. To view grades for your courses, click the **View Grades** button. This button is available to all user roles. Learn more about [Dashboard Grades](#).

Return to User Dashboard



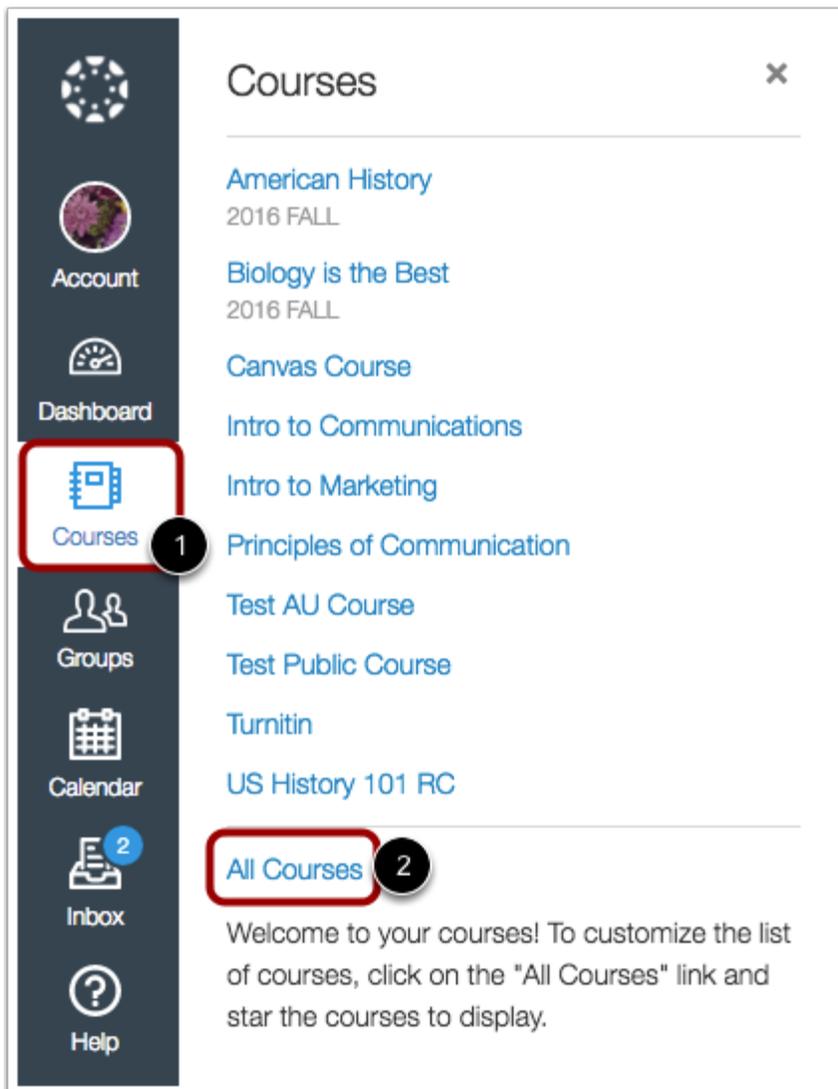
You can return to your User Dashboard at any time by clicking the Dashboard link in [Global Navigation](#).

How do I view my Canvas courses?

After logging into Canvas, you can view your current, past, and future enrollment courses in Canvas.

Note: Some institutions may restrict the option to view or access future enrollment courses before the start date and/or access concluded courses after the course has ended.

Open Courses



Courses [x]

- American History
2016 FALL
- Biology is the Best
2016 FALL
- Canvas Course
- Intro to Communications
- Intro to Marketing
- Principles of Communication
- Test AU Course
- Test Public Course
- Turnitin
- US History 101 RC

All Courses [2]

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

View Courses

All Courses 1

[+ Course](#)

Course	Nickname	Term	Enrolled as	Published
☆ English 101			Student	No
☆  Biology 101		2016 Spring	Student	Yes
☆  Intro to Communications	Communications Class		Teacher	Yes
☆  History 101		2016 Spring	Observer	Yes
☆  US History 101 RC			Student	Yes

Past Enrollments 2

Course	Nickname	Term	Enrolled as	Published
☆  Hist 101 Summer 2015		Summer 2015	Teacher	Yes
☆  History 101 Fall 2015		2015 Fall	Teacher	Yes

Future Enrollments 3

Course	Nickname	Term	Enrolled as	Published
☆ Basic Written Communications		2016 Fall	Student	No
☆ Biology 103		2016 Spring	Student	Yes

My Groups 4

Group	Course	Term
Group 5	US History 101 RC	

Courses are organized into All Courses [1], Past Enrollments [2], Future Enrollments [3], and Groups [4].

View All Courses

All Courses

Course	3 Nickname	4 Term	5 Enrolled as	Published
☆ English 101 2			Student	No
☆ ■ Biology 101 1		2016 Spring	Student	Yes
☆ ■ Intro to Communications	Communications Class		Teacher	Yes
☆ ■ History 101		2016 Spring	Observer	Yes
☆ ■ US History 101 RC			Student	Yes

All Courses are courses that are part of the current semester or term. However, depending on access settings for a course, My Courses can also display courses that have not yet started or are unpublished.

Courses that are available to you are listed in blue text [1]. These courses have been published and include a link to the course. To open a course, click the name of the course. Courses that are within the current term dates but are not yet available are listed in black text [2]. These courses have not been published.

You can also view any nicknames you have created for courses [3].

If a course includes a term date [4], the term date displays next to the course name.

Each course includes your enrollment status [5]. Statuses can be student, teacher, TA, observer, designer, or a custom role as created by your institution.

View Past Enrollments

Past Enrollments

Course	Nickname	Term	Enrolled as	Published
☆ ■ Hist 101 Summer 2015		Summer 2015	Teacher	Yes
☆ ■ History 101 Fall 2015		2015 Fall	Teacher	Yes

Courses under the **Past Enrollments** heading are courses that have concluded but are still available as a read-only archived course. Prior users can view course material and grades but cannot submit any assignments.

Note: Some institutions may not allow past enrollments to display in the Courses page.

View Future Enrollments

Future Enrollments				
Course	Nickname	Term	Enrolled as	Published
☆ Basic Written Communications 1		2016 Fall	Student	No
☆ Biology 103 2		2016 Spring	Student	Yes

Future Enrollments are courses that will be made available as part of an upcoming term or specific course start date.

Future courses may be published or unpublished. However, some institutions may restrict students from viewing published courses before the start date. If you are student and a future published course does not include a link [1], the course cannot be viewed until the start date.

If a future course does include a link [2], you can view course content but cannot fully participate in the course until the start date. Full participation includes submitting assignments and replying to discussions.

Note: Some institutions may not allow future enrollments to display in the Courses page.

View Groups

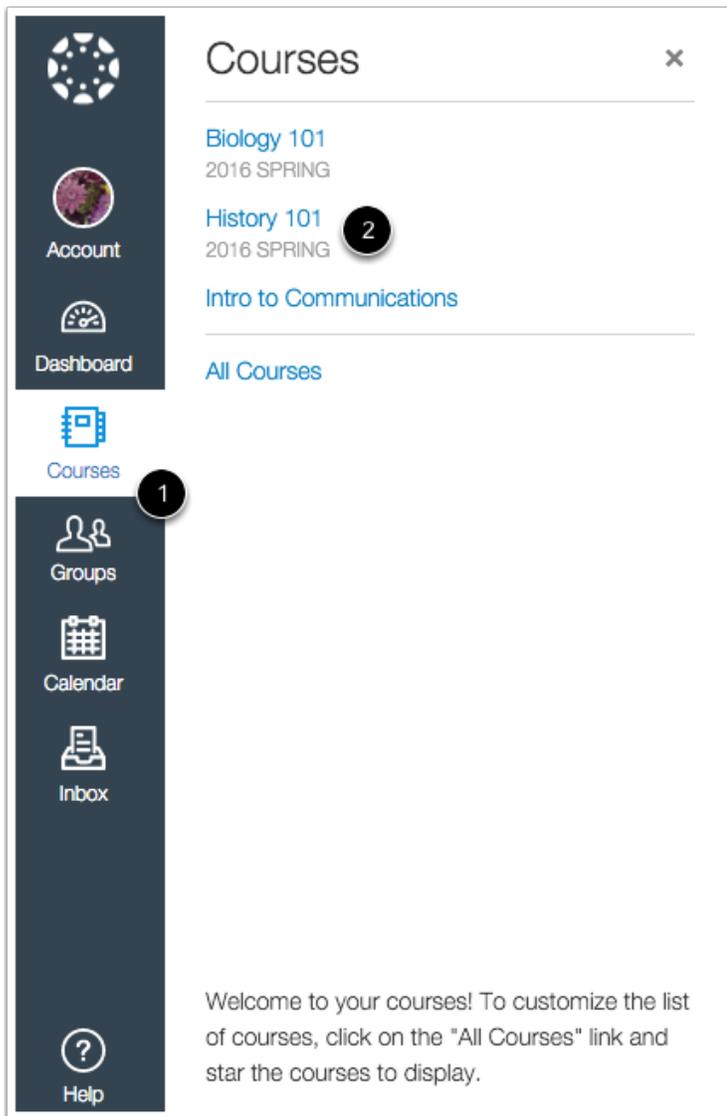
My Groups		
Group	Course	Term
Group 5	US History 101 RC	

If you are enrolled in groups, the Groups section displays any groups within your current courses. You can view all your groups in your [groups list](#).

How do I use the Course Home Page as a student?

If you are enrolled in a course as a student, the Course Home Page helps you navigate your course and manage your coursework.

Open Course



The screenshot shows the Canvas interface for a student's course page. On the left is a dark sidebar with navigation icons: Account, Dashboard, Courses (marked with a '1'), Groups, Calendar, Inbox, and Help. The main content area is titled 'Courses' and lists three courses: 'Biology 101 2016 SPRING', 'History 101 2016 SPRING' (marked with a '2'), and 'Intro to Communications'. Below the list is a link for 'All Courses'. At the bottom of the main area, a welcome message reads: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.'

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

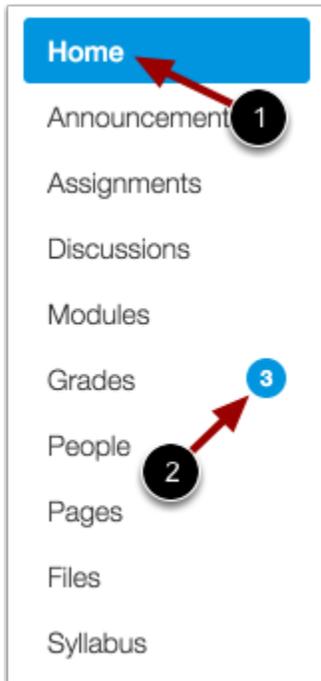
View Course Home Page

The screenshot shows the Canvas course home page for HIST-101. It is divided into three main sections:

- Section 1 (Sidebar):** A dark sidebar on the left with navigation icons and labels: Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help.
- Section 2 (Main Content Area):** The central area with the course title "History 101", a "Welcome to US History!" heading, a photo of the US Capitol building, and introductory text: "This course will help you understand the beginnings of the history of the United States. You will want to start in the [Introduction Module](#)."
- Section 3 (Right Sidebar):** A sidebar on the right containing:
 - To Do:** "Take End of Semester Survey" (3 points, Aug 17 at 10:59pm) and "Peer Review for Peer Assignment" (10 points, Aug 22 at 11:59pm).
 - Course Groups:** "Project Group A" and "Assignment Groups 1".
 - Coming Up:** "Peer Assignment" (History 101, 10 points, Aug 22 at 11:59pm).
 - Recent Feedback:** "Colonial Period" (0 out of 25), "Assignment 1", and "Unit 1 Quiz".

The Course Home Page involves Course Navigation [1], the content area [2], and the sidebar [3].

View Course Navigation



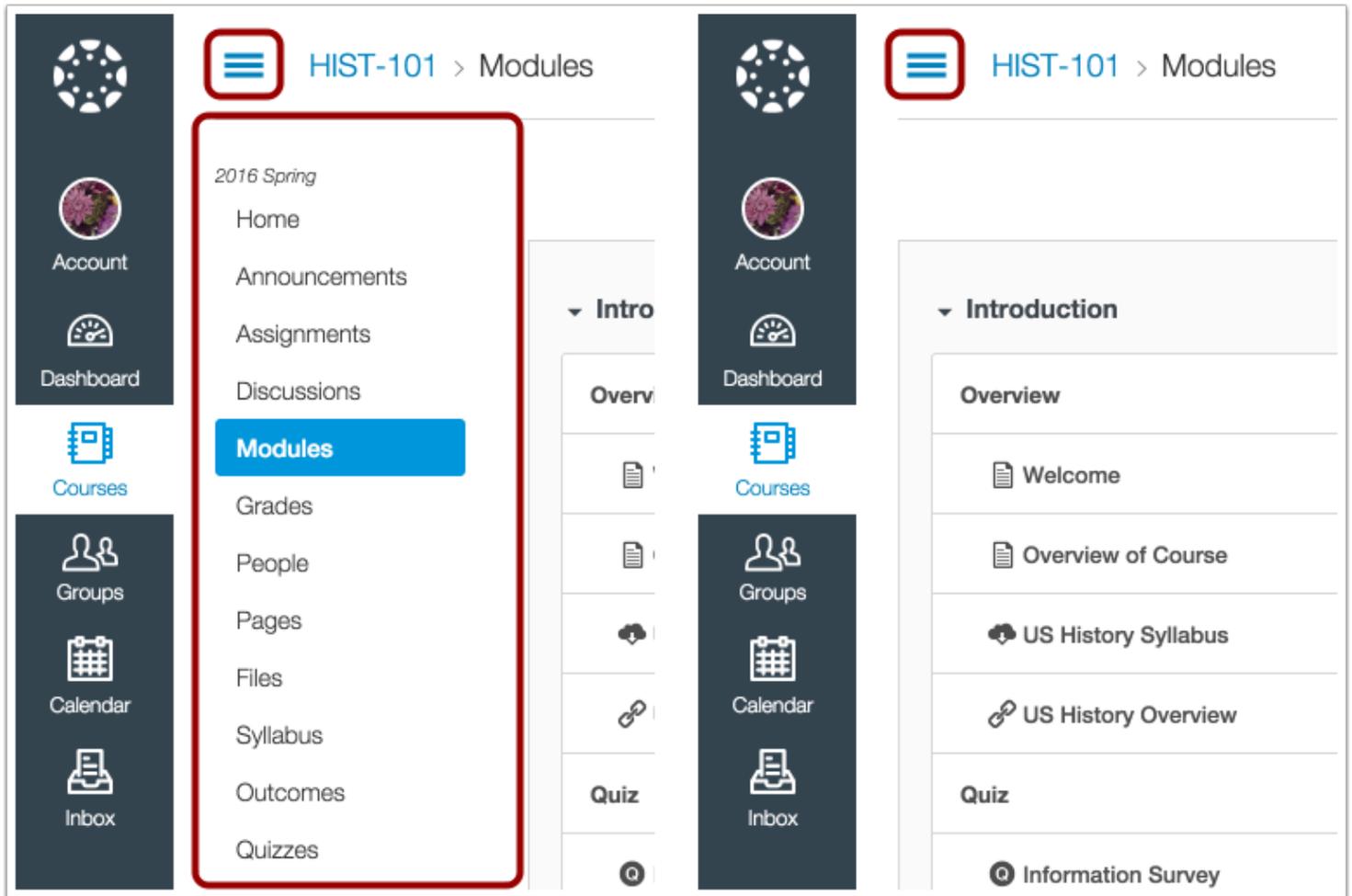
The Course Home Page is viewed from the Course Navigation **Home** link [1].

Course Navigation includes links that help you and your students get to specific locations in the course. Instructors can customize what links are shown in a course, so if you don't see links that may display in other courses, your instructor has hidden those links from your view.

The active link of the page you are viewing is highlighted in blue. This highlight helps you quickly identify the feature area you are currently viewing in Canvas.

You may also see course indicators [2] that show updates to your course grades when your [instructor grades your assignments](#).

Collapse Course Navigation Menu



To expand or collapse the Course Navigation Menu, click the **Menu** icon.

View Content Area

History 101

Welcome to US History!



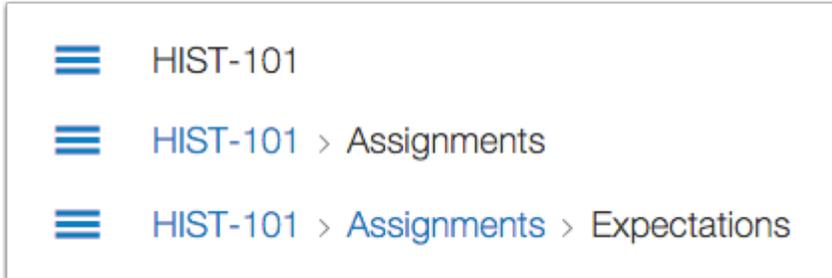
This course will help you understand the beginnings of the history of the United States.

You will want to start in the [Introduction Module](#).

Home Page content (and all Canvas content) is displayed in the content area.

The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content. The content can also show the [Course Activity Stream](#), which is a list of all recent activity in the course.

View Breadcrumbs

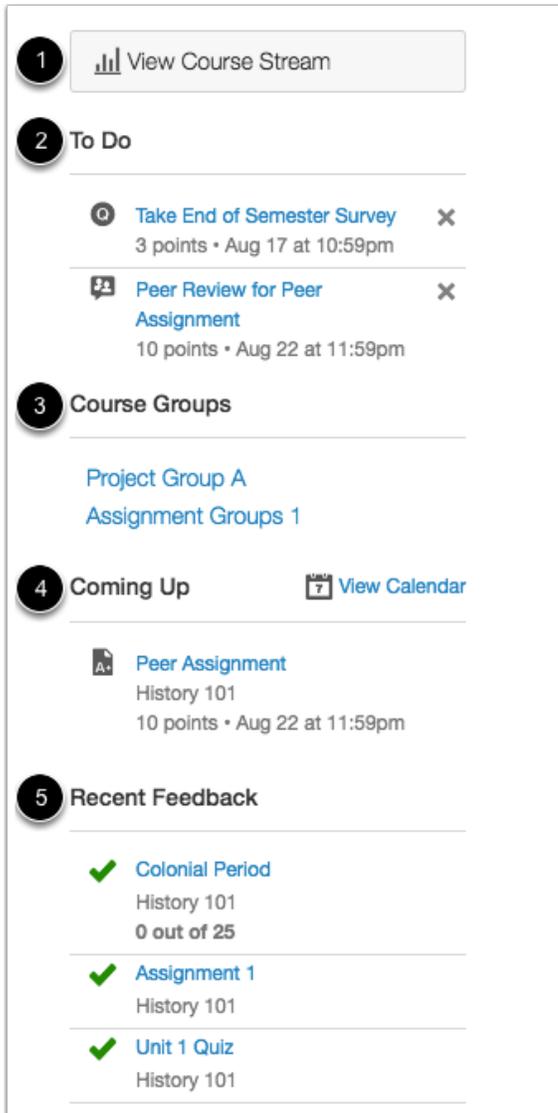


Breadcrumbs appear above the course content area.

As you view course content, the breadcrumbs leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

The breadcrumbs **Home** icon will take you to the Canvas Dashboard.

View Sidebar



The screenshot shows the Canvas sidebar with five numbered sections:

- 1 View Course Stream**: A button with a bar chart icon.
- 2 To Do**: A list of assignments:
 - Take End of Semester Survey**: 3 points • Aug 17 at 10:59pm
 - Peer Review for Peer Assignment**: 10 points • Aug 22 at 11:59pm
- 3 Course Groups**: A list of groups:
 - Project Group A
 - Assignment Groups 1
- 4 Coming Up**: A list of upcoming assignments:
 - Peer Assignment**: History 101, 10 points • Aug 22 at 11:59pm
- 5 Recent Feedback**: A list of completed items:
 - Colonial Period**: History 101, 0 out of 25
 - Assignment 1**: History 101
 - Unit 1 Quiz**: History 101

The Sidebar helps you see what you need to do next in your course.

If your Course Home Page displays a page other than the Course Activity Stream, you can [view the course activity stream](#) by clicking the sidebar **View Course Stream** link [1]. When the Home Page is set as the Course Activity Stream, this button will not appear.

The **To Do** section [2] shows assignments you need to turn in. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. Items remain in this section for two weeks.

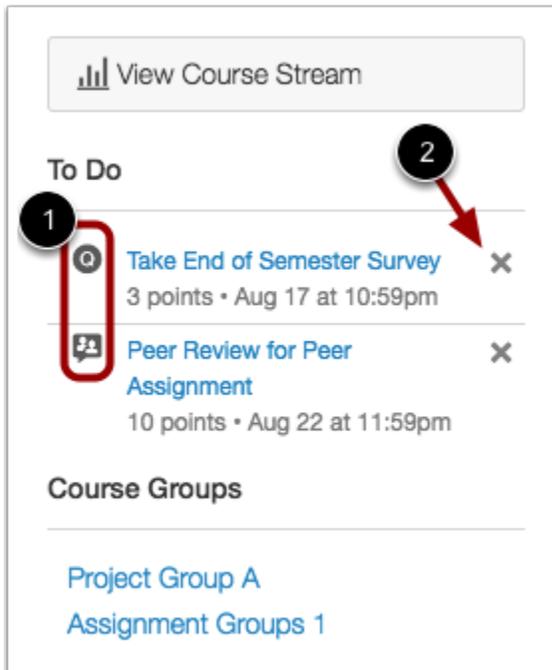
The **Course Group** section [3] shows groups you belong to in your course.

The **Coming Up** section [4] shows assignments and events coming due in the next seven days. If an assignment in the Coming Up list has already been graded, the assignment includes the assignment score.

The **Recent Feedback** section [5] shows assignments updated with feedback from your instructor during the last four weeks.

The sidebar can also include a variety of other sections, depending on the layout your instructor sets for the Course Home Page. Learn how to view which sections are part of each [Home Page layout](#).

Manage Sidebar Items



Each section item displays an icon [1] to differentiate between assignments and peer review assignments. Items with green icons indicate the item has been completed as indicated by your user role.

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items.

If there are more than 25 items in the To Do section, you must remove items before you can view any new items. To remove a To Do item, click the **remove** icon [2].

Why can't I access my Course as a student?

Sometimes there are a few reasons why you cannot [access your courses](#).

- If you are self-enrolling in a course using a join code or URL, you may not have completed the registration process. Check your email for information from your instructor as to how to [enroll in your course](#).
- If your institution enrolled you in your course, your enrollment may not have been set up properly. Please contact your instructor(s) for assistance.

- Each course is associated with a specific access date. Depending on the date associated with the course, you may not yet be able to view your course.
- Courses must be published by your institution before you can access them. If a course is not *accessible* to you in your course list, it may not be published.
- Confirm your [browser](#) is up to date. Outdated browsers cannot support Canvas courses.

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. With the growing use of mobile devices, instructors should build their courses with best practices for mobile in mind.

Mobile Browsers

You can access Canvas from any browser on your Android/iOS device. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser.

On mobile devices, Canvas is designed to be used within Canvas mobile applications. Canvas pages within a mobile browser are only supported when an action in the app links directly to the browser, such as when a student takes certain types of quizzes. Support is not extended to pages that cannot currently be used in the app, such as Conferences or Collaborations.

Mobile Applications

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has four native mobile applications free for download on both phones and tablets. Please note that mobile applications are only supported in English at this time.

- **Canvas by Instructure** (iOS 8.0+, Android 4.2+). This app provides access to Canvas for both instructors and students while on the go. Depending on your device, not all Canvas features may be available on the app at this time. View [Canvas mobile features](#) by version and device.
- **Canvas Parent** (iOS 8.0+, Android 4.2+). This app is designed for parents to engage in their students' education and view assignments, events, and grades. Access to Canvas Parent is managed by the student's institution.
- **MagicMarker** (iOS 8.0+ iPad only). This app is specifically designed for instructors to assist them with standards-based learning. Syncs with the Learning Mastery Gradebook.
- **Polls for Canvas** (iOS 7.0+, Android 4.0+). This app is the easy way for instructors to collect student opinion in their classrooms without any extra devices.
- **SpeedGrader App** (iOS 8.0+ iPad only; Android 4.0+). This app is specifically designed for instructors and allows them to grade student submissions on the go. Syncs with SpeedGrader and the Gradebook. View [SpeedGrader mobile features](#) by version and device.

You can learn more about mobile applications in the Canvas Mobile Guides.

Customize Canvas

What are Profile and User Settings?

Profile and User Settings let you control your personal information in Canvas. You can control this information in the Help Corner.

If you want to view a video about personal settings, you can watch the [User Settings and Profile Picture video](#).

Note: Your institution may restrict one or more settings options.

When would I use my profile and user settings?

You can use your profile and user settings to:

- View and edit your [user settings](#), such as display name, [language preference](#), and [time zone](#)
- Change your [default email address](#) or [add an additional email address](#) for notifications
- Add a [text \(SMS\) contact method](#) for notifications
- View or add a [profile picture](#)
- Set [Notifications](#) for your favorite communication channels
- Upload [personal Files](#)
- Create and manage [ePortfolios](#) of your course work
- Manage new [user features](#)
- Download your [assignment submissions](#) from current and previous courses

If your institution has enabled profiles, you can also edit your [profile](#) information.

Note: Your institution may restrict one or more of these options.

How do I set my Canvas notification preferences?

Canvas includes a set of default notification preferences you can receive for your courses. Notifications are sent to [Canvas contact methods](#) as specified in your account. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users. To learn more about each notification, default settings, and notification triggers, view the [Canvas Notifications PDF](#).

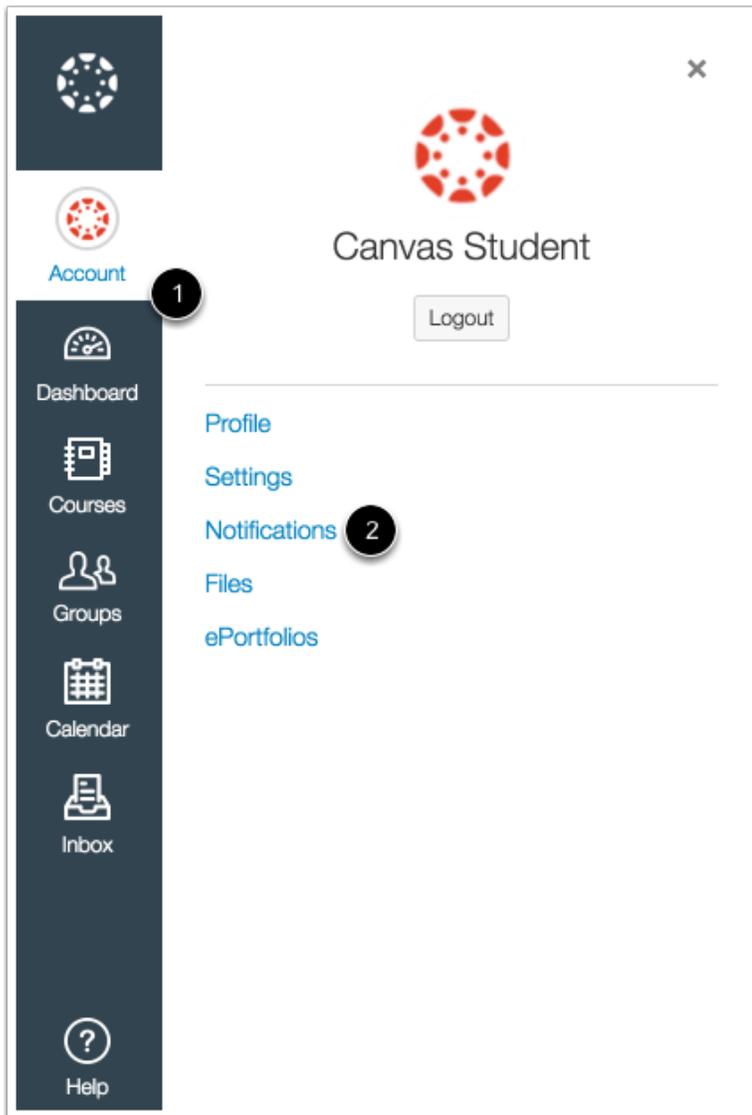
Notifications are sent as one of four delivery types: send right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all of your courses; you cannot change settings for individual courses.

You can reply directly to email notifications outside of Canvas and have the reply appear in Conversations. However, please be aware that attachments added as part of an external reply are not included with the message shown in the Canvas Inbox.

Note: The Canvas by Instructure app supports setting notification preferences. However, setting preferences inside the app will override preferences in the browser version of Canvas, and daily and weekly preferences are not supported. Learn about setting preferences in the Canvas app for [Android devices](#) and [iOS devices](#).

Open Notifications



In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

Set Notification Preferences

Notification Preferences		Email Address
Course Activities		cnvsstudent@gmail.com
Due Date	1 	  
Grading Policies	2 	 
Course Content		  
Files	 3 	
Announcement		  
Announcement Created By You	 4 	

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the **check mark** icon [1]. *These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*

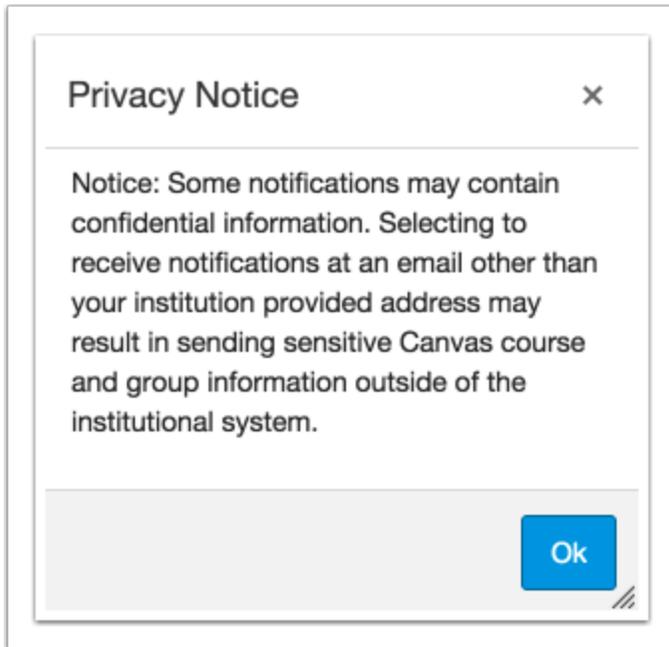
To receive a daily notification, click the **clock** icon [2].

To receive a weekly notification, click the **calendar** icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the **remove** icon [4].

Note: Each set notification preference will automatically apply to all of your courses. They cannot be set individually.

View Privacy Notice



If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the **OK** button. Once the warning has been displayed, it will not display again.

Set Push Notifications

Notification Preferences		Email Address	Push Notification
Course Activities		cvsstudent@gmail.com	For All Devices
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

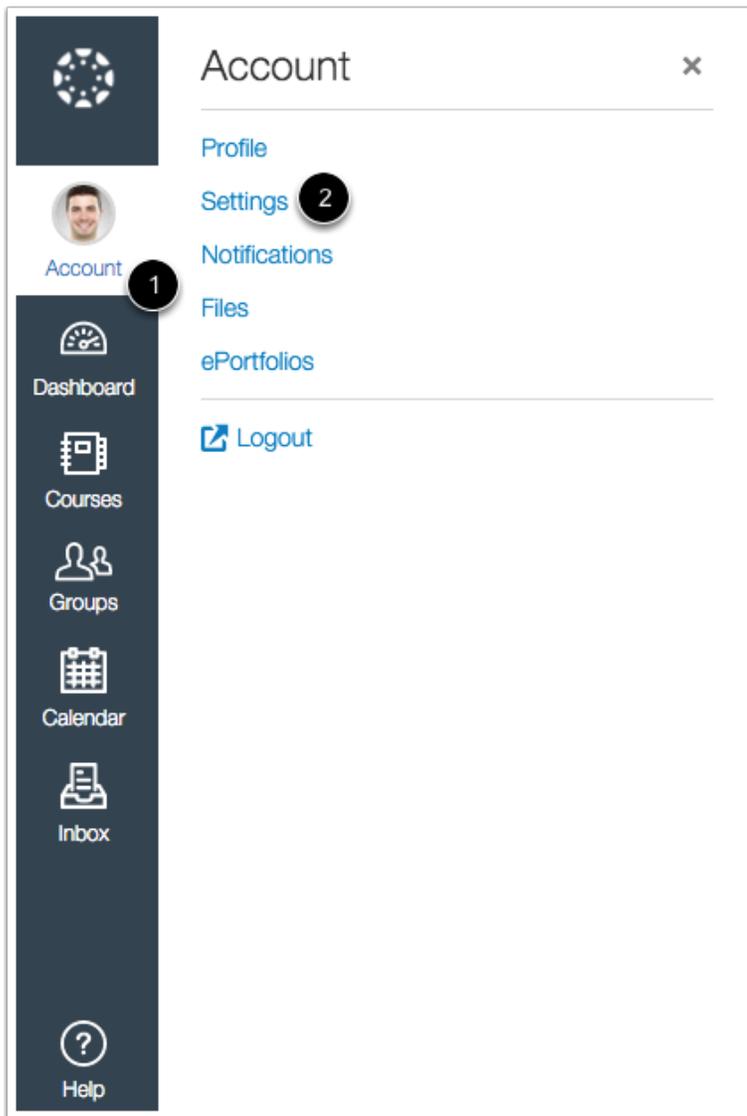
If you have enabled push notifications in the Canvas by Instructure app, the Notifications page displays a Push Notification column. Please be aware that push notifications can only be sent to your mobile device right away or not at all—daily and weekly notification options are not supported.

Additionally, setting preferences inside the app will override preferences set in the notifications page.

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.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Link Services to Profile

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 fellow course/group members see which services I've linked to my profile

When you register other web services with Canvas, you can integrate your account with services you already use. Each of these services also generates a contact method for other people in your course or group. If you want to show any of your registered web services on your profile page, click the **Let fellow course/group members...** checkbox. You can select specific services to display by [editing your profile](#).

Note: If you do not have a profile page, your institution has not enabled this feature.

Connect to Web Services

Other Services

Click any service below to register:



You can integrate Canvas with the following web services:

- [Google Drive](#)

- [Twitter](#)
- [Skype](#)
- [LinkedIn](#)
- [Delicious](#)
- [Yo](#)

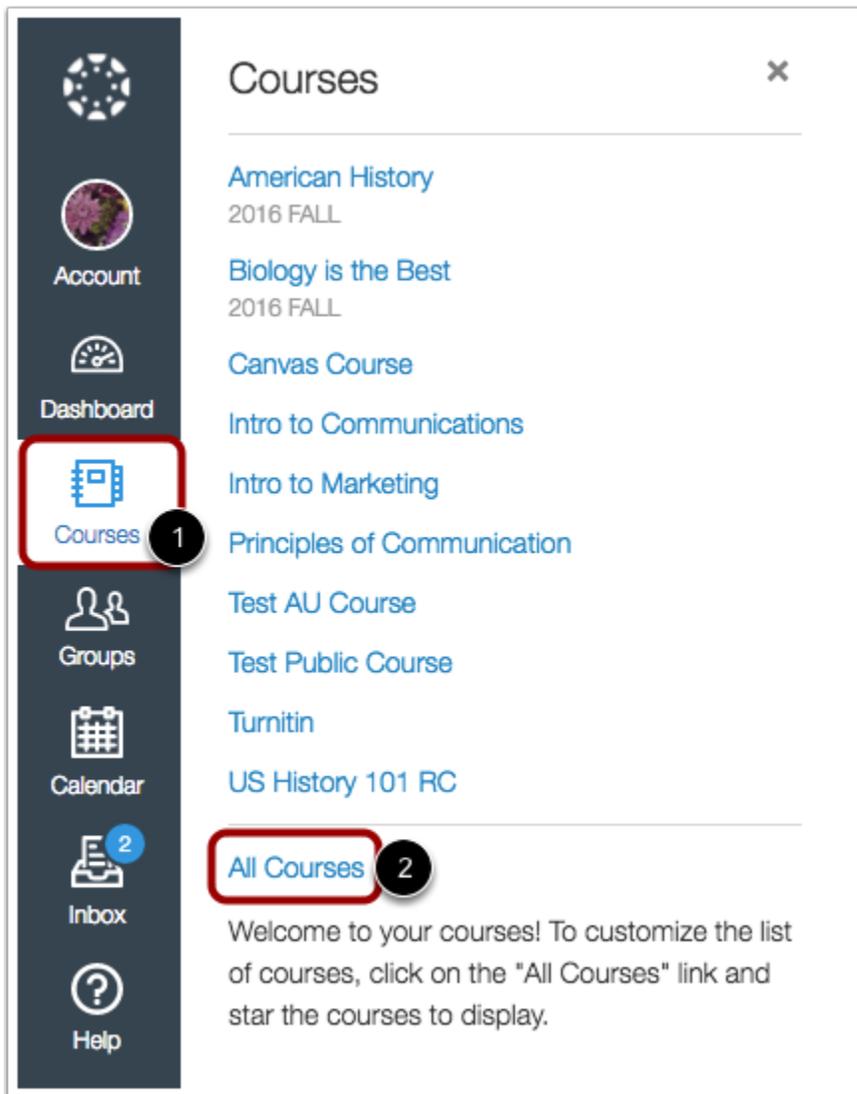
How do I customize my Courses list?

When you are enrolled in more than one Canvas course, you can customize the active courses you want to show in your Course list. Courses you want to show in the Courses drop-down menu are called favorite courses. You can favorite any published course that appears in the My Courses section on the course list page. Course favorites also display in the [Dashboard](#).

When no courses are favorited, the courses list automatically displays up to 12 courses alphabetically in the drop-down menu. However, once you have selected at least one course as a favorite, only your favorite courses will appear in the Courses list.

Note: Courses are always listed alphabetically; you cannot reorder your courses manually.

Open Courses



Courses ×

- American History
2016 FALL
- Biology is the Best
2016 FALL
- Canvas Course
- Intro to Communications
- Intro to Marketing
- Principles of Communication
- Test AU Course
- Test Public Course
- Turnitin
- US History 101 RC

All Courses 2

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

Manage Courses

All Courses

Course	Nickname	Term	Enrolled as	Published
★  Biology 101		2016 Spring	Student	Yes
★  History 101		2016 Spring	Student	Yes
★  Intro to Communications			Student	Yes
☆  Intro to Marketing			Student	Yes

To favorite a course, click the star next to a course [1]. Courses with yellow stars show the course is a favorite [2].

View Unpublished Courses

All Courses

Course	Nickname	Term	Enrolled as	Published
☆ Basic Written Communications			Student	No
☆ Biology 103		2016 Spring	Student	No
☆ English 101			Student	No

All Courses

[+ Course](#)

Course	Nickname	Term	Enrolled as	Published
★ ■ Biology 101		2016 Spring	Teacher	Yes
☆ ■ Biology 101 Fall 2015			Teacher	Yes
☆ ■ Biology 103		2016 Spring	Teacher	No

If a course is unpublished, and students are allowed to view unpublished courses before the course start date, students cannot favorite the course [1]. Students can hover over a star icon for an unpublished or concluded course and view a message indicating that the course cannot be added as a favorite. However, instructors can favorite unpublished courses [2].

Canvas Student Getting Started Guide Updated 2016-09-07

Page 59

View Past Enrollments

Past Enrollments				
Course	Nickname	Term	Enrolled as	Published
☆  Bio 101 Fall 2014		Fall 2014	Student	Yes
★  Bio 101 Summer 2015		Summer 2015	Student	Yes
★  Bio 101 Winter 2015		Winter 2015	Student	Yes
☆  Hist 101 Summer 2015		Summer 2015	Student	Yes
☆  Intro to Interpersonal Communications		Winter 2015	Student	Yes
★  Simple Canvas Course			Student	Yes

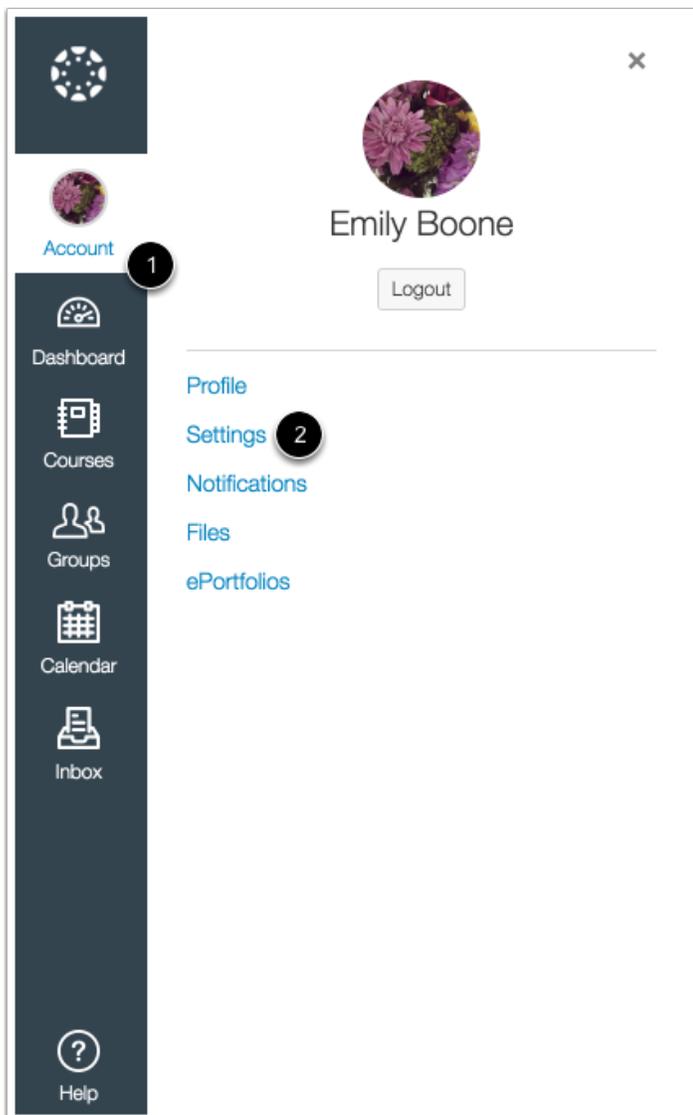
Depending on course configuration, some favorited courses may still display the favorite icon even after the course has ended. If a past enrollment course shows the favorite icon, users can unfavorite the course by toggling the star icon.

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 User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Edit Settings

Ways to Contact

Email Addresses

★ emily.boone.canvas@gmail.c...	
emboone86@gmail.com	
+ Add Email Address	

Other Contacts	Type	
For All Devices	push	
1234567890@txt.att.net	sms	
+ Add Contact Method		

[✎ Edit Settings](#)

[☁ Download Submissions](#)

[☁ Download Course Content](#)

Click the **Edit Settings** button.

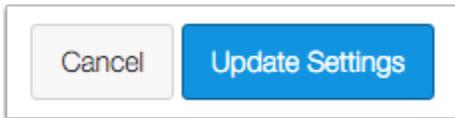
Select Language

Language:

This will override any browser or account settings.

In the Language drop-down menu, choose your preferred language.

Update Settings



Click the **Update Settings** button.

View Preferred Language

☰
Emily Boones Profil

- Startseite
- Benachrichtigungen
- Dateien
- Einstellungen
- ePortfolios
- Abmelden
- My Badges



Emily Boones Profil

Vollständiger Name:*	Emily Boone <small>Dieser Name wird von den Dozenten bei der Leistungsbewertung verwendet.</small>
Name anzeigen:	Emily Boone <small>Andere Benutzer sehen diesen Namen in Diskussionen, Nachrichten und Kommentaren.</small>
Sortierbarer Name:	Boone, Emily <small>Dieser Name wird in sortierten Listen angezeigt.</small>
Standard-e-mailadresse:	emily.boone.canvas@gmail.com
Sprache:	Deutsch
Zeitzone:	Mountain Standard Time (USA und Kanada)

Webdienste

View Canvas in your preferred language.

Participate in a Course

How do I submit an online assignment?

You can submit online Assignments in Canvas using several submission types. Instructors can choose what kind of online submissions they want you to use. You may also have the option to resubmit assignments if your instructor allows.

Any attachments added as part of a graded assignment submission are also copied to your [user files](#) but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Files are stored in the Submissions folder.

Before submitting an assignment, you may want to review all assignment information, such as the [assignment rubric](#), if any.

This lesson shows how to turn in a standard online assignment. Learn how to [submit a Turnitin assignment](#) or a [peer review assignment](#).

Third-Party File Application Submissions

You can submit assignments from Google Drive, Dropbox, or another third-party service via your desktop computer in one of two ways:

1. Download the file to your computer and [submit as a File Upload](#)
2. Share the file, copy the file URL, and submit as a Website URL

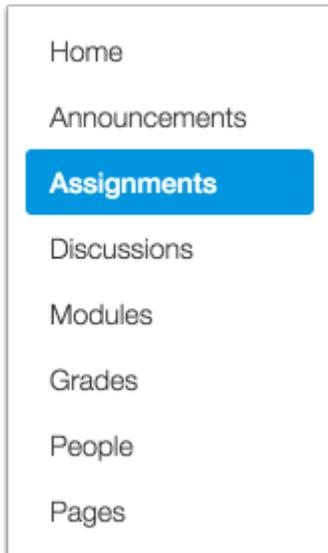
Mobile Submissions

You can also submit assignments using your [Android](#) or [iOS](#) device.

Notes:

- Not all file types may be available for your assignment, depending on the assignment submission type set by your instructor.
- Not all of your assignments may be submitted online. If you cannot see the Submit Assignment link, your instructor may want you to submit your assignment in a different way or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

Open Assignments



In Course Navigation, click the **Assignments** link.

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

View Course Assignments

A screenshot of the 'Upcoming Assignments' section in Canvas. The section title is 'Upcoming Assignments' with a downward arrow. Below it are three assignment cards. The first card is titled 'A Closer Look: The United States Constitution Written Response 1' and is circled in red. It has a document icon and 'Due Aug 30 at 11:59pm | -/10 pts'. The second card is titled 'Articles of Confederation vs. Constitution Topic Discussion' and has a speech bubble icon. It is 'Available until Aug 31 | Due Aug 31 at 3pm | -/10 pts'. The third card is titled 'Bill of Rights Topic Discussion' and has a speech bubble icon. It is 'Not available until Aug 25 | Due Aug 31 at 3pm | -/10 pts'.

Click the name of an assignment.

Submit Assignment

A Closer Look: The United States Constitution Written Response 1

Submit Assignment

Due Aug 30 by 11:59pm **Points** 10 **Submitting** a text entry box
Available after Aug 22 at 12am

Using this [DocsTeach activity](#) , answer the following three questions.

To submit an assignment, click the **Submit Assignment** button to submit your work.

Note: If you cannot see the Submit Assignment button, your instructor may not want you to submit your assignment online or the availability date has passed. View the description of the assignment for instructions, or contact your instructor for assistance.

View Final Grade Notice

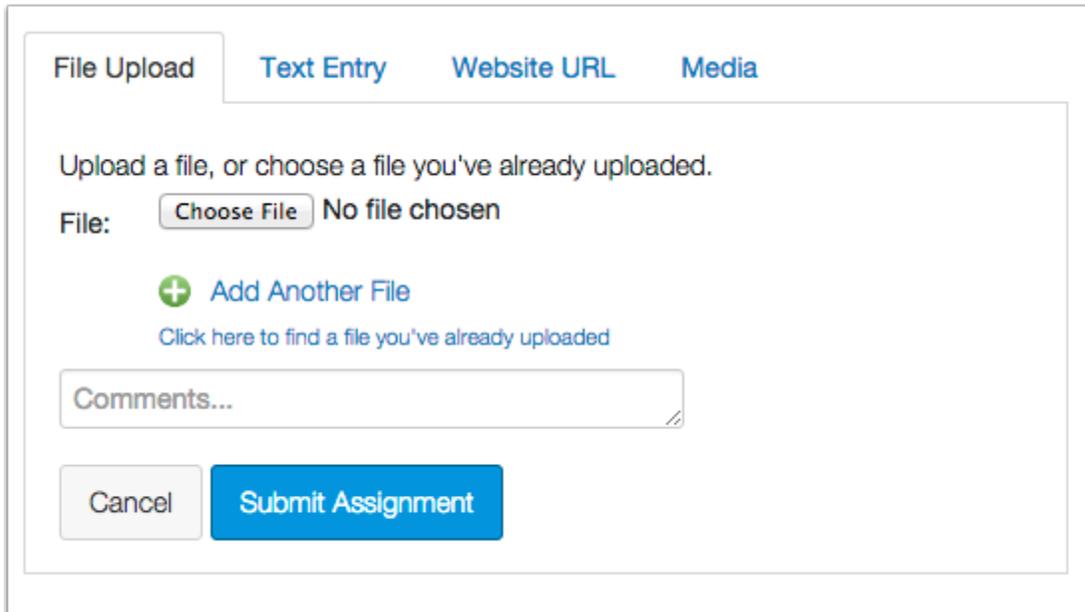
This assignment does not count toward the final grade.

A Closer Look: The United States Constitution Written Response 1

Submit Assignment

A banner may appear above your assignment to indicate that your instructor has removed the assignment from total grade calculations. However, this setting does not affect assignment submissions.

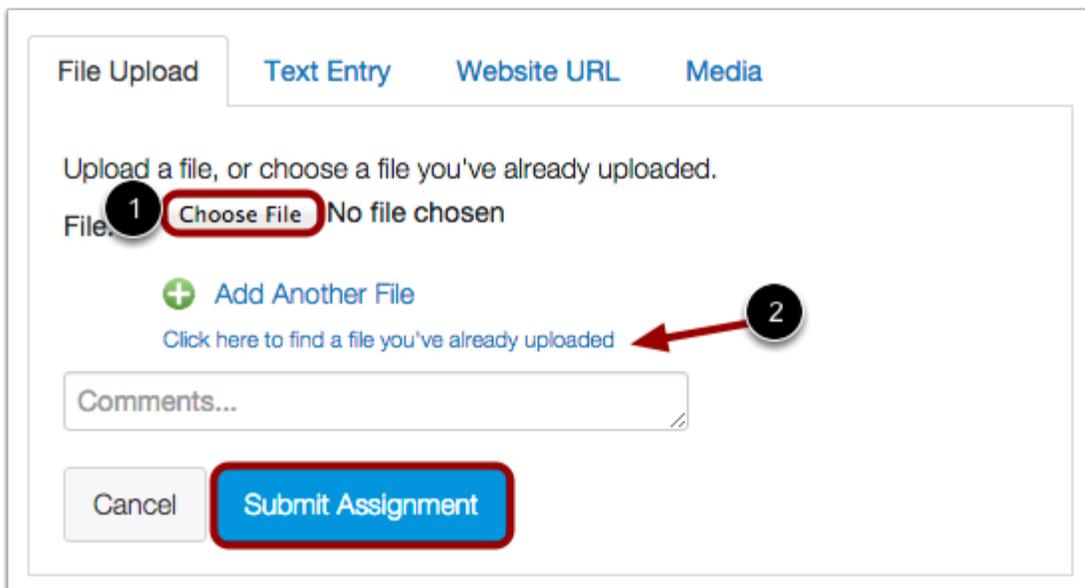
Select Submission Type



Your instructor will decide what kinds of submissions are appropriate for each Assignment. There are four 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.

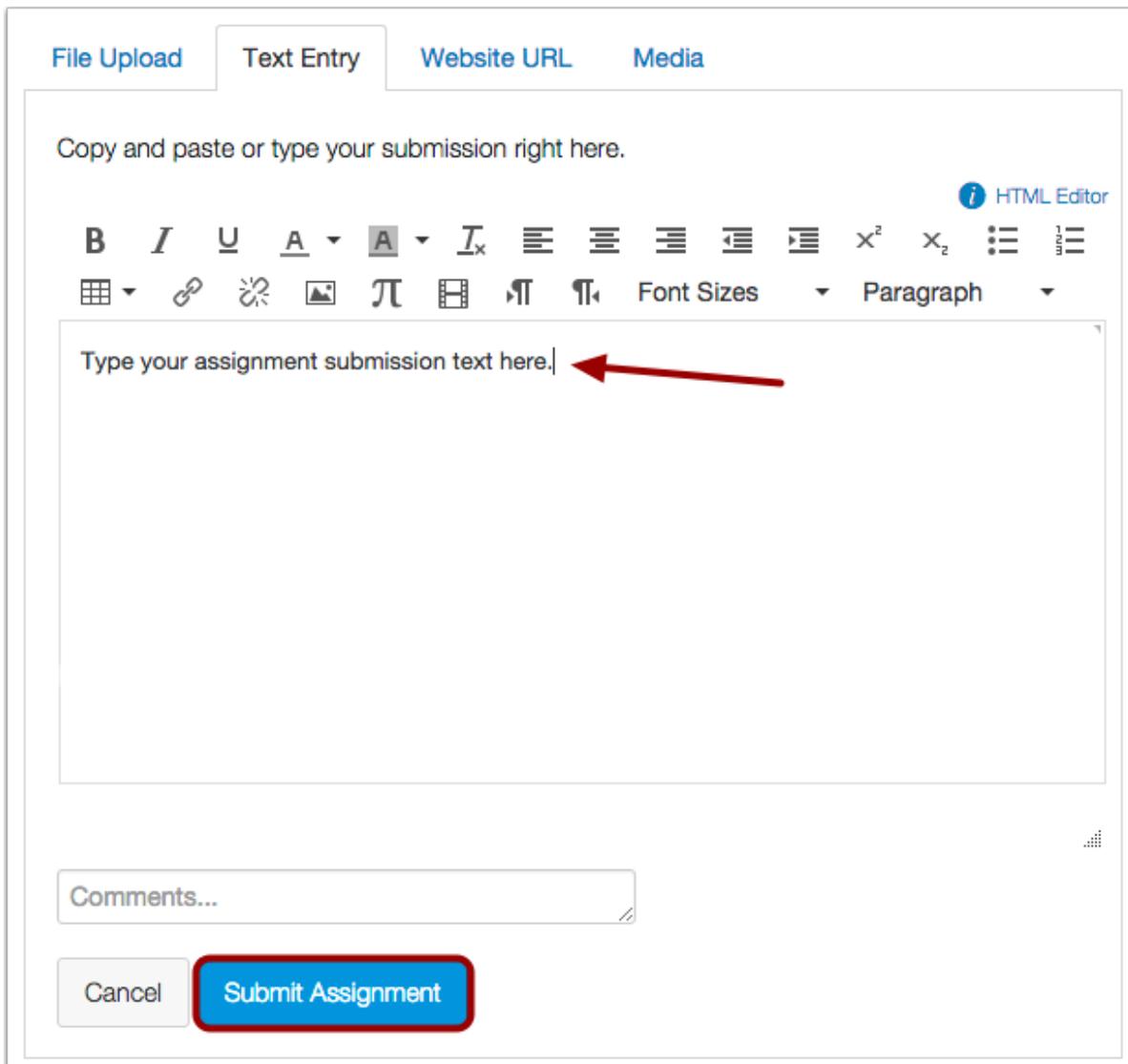
Submit a File Upload



To upload a file from your computer and submit as your assignment, click the **Choose File** button [1]. If you have already uploaded your assignment to Canvas and want to select it for your assignment submission, click the **Click here...uploaded** link [2].

For a step-by-step guide about uploading files from your computer as assignment submissions, please view the [How do I upload a file](#) lesson.

Submit a Text Entry



File Upload | **Text Entry** | Website URL | Media

Copy and paste or type your submission right here.

HTML Editor

B *I* U A **A** ~~I~~                 Font Sizes Paragraph

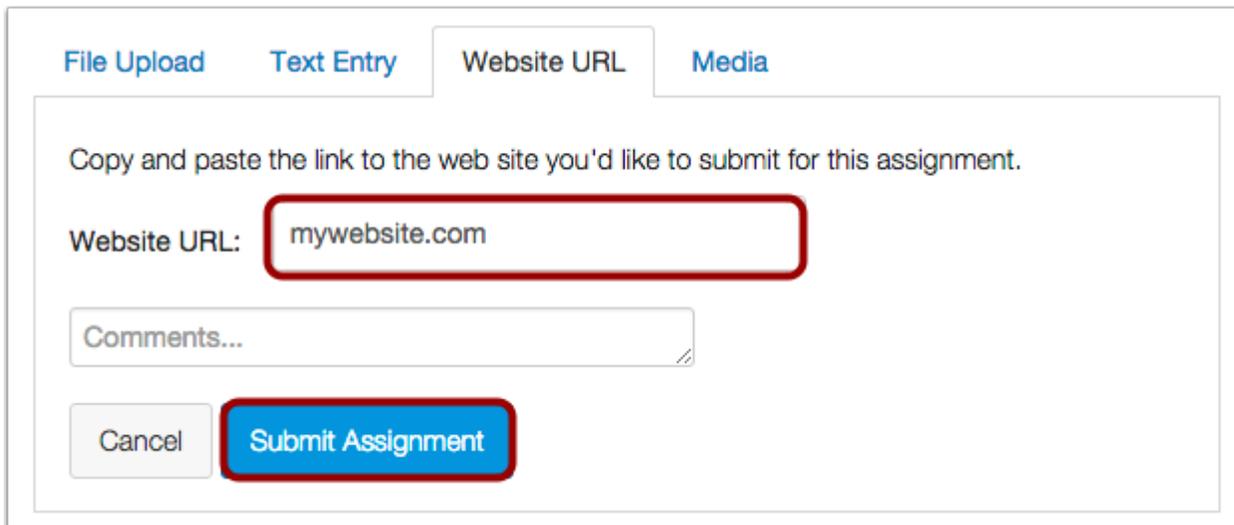
Type your assignment submission text here. 

Comments...

Cancel **Submit Assignment**

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

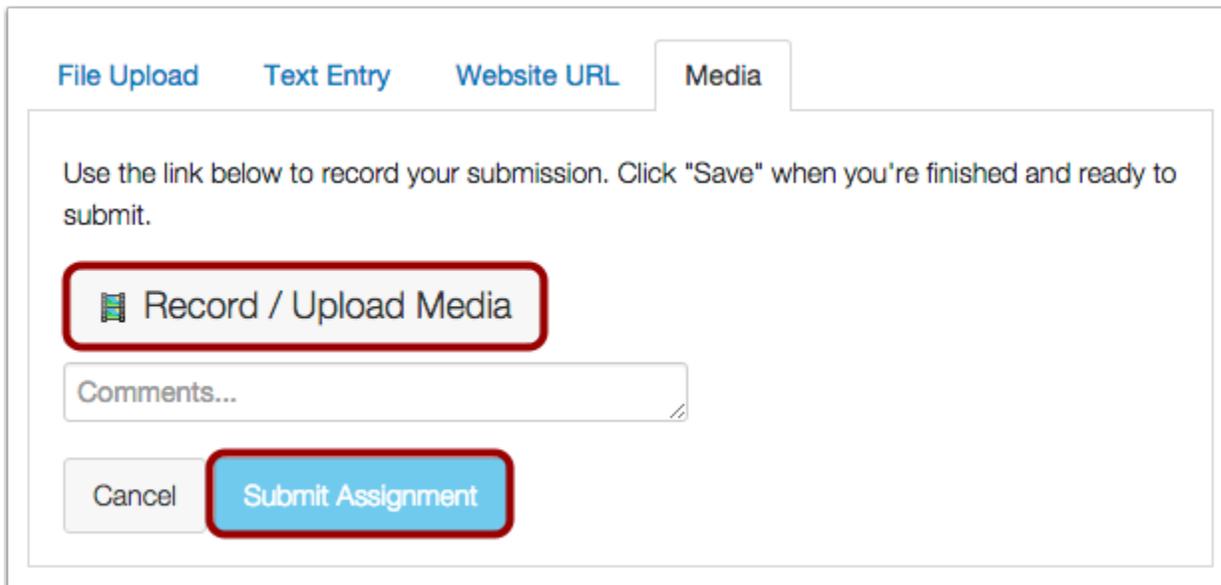
Submit Website URL



The screenshot shows the submission interface with four tabs: File Upload, Text Entry, Website URL, and Media. The Website URL tab is selected. The instructions read: "Copy and paste the link to the web site you'd like to submit for this assignment." Below this, there is a "Website URL:" label followed by a text input field containing "mywebsite.com". Underneath is a "Comments..." text area. At the bottom, there are two buttons: "Cancel" and "Submit Assignment".

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

Submit Media Recording



The screenshot shows the submission interface with four tabs: File Upload, Text Entry, Website URL, and Media. The Media tab is selected. The instructions read: "Use the link below to record your submission. Click 'Save' when you're finished and ready to submit." Below this, there is a button labeled "Record / Upload Media" with a video camera icon. Underneath is a "Comments..." text area. At the bottom, there are two buttons: "Cancel" and "Submit Assignment".

Record or upload media. Follow the instructions given to you. Click **Submit Assignment** when you are done. Learn more about [adding media to an assignment submission](#).

View Submission

A Closer Look: The United States Constitution Written Response 1

Due Aug 30 by 11:59pm **Points** 10 **Submitting** a text entry box
Available after Aug 22 at 12am

Using this [DocsTeach activity](#) ², answer the following three questions.

1. What is the difference between the opening of the draft and the final version?
2. What is the significance of changing the wording?

2 Re-submit Assignment

1 **Submission**

✔ Turned In!

Aug 23 at 10:28am
[Submission Details](#)

Assigned Peer Reviews
None Assigned

Comments:
No Comments

After you have submitted your work, you will see information in the Sidebar about your submission [1]. For file uploads, the sidebar provides a link to your submission to download if necessary.

If you choose, you may resubmit another version of your assignment using the **Re-submit Assignment** button [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, the Grades link in Course Navigation [displays a grading indicator](#).

You can also see details about your assignment and links to additional feedback in your [Grades](#) page.

Notes:

- Your assignment will still appear in Assignments and the Syllabus; the listing is not removed with assignment submissions.
- If you resubmit an assignment that has been reuploaded to Canvas by your instructor, the original submission will remain visible in the sidebar.

How do I view my grades in a current course?

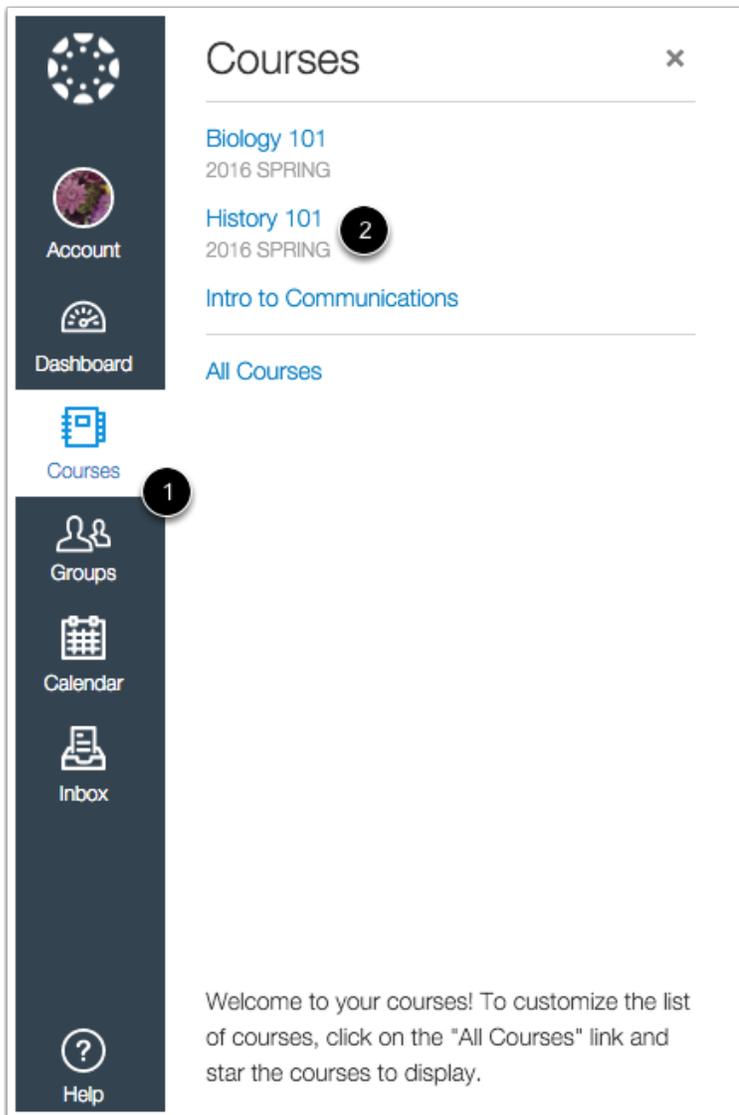
The Grades page in a course displays all grades for all course assignments. You can also view scoring details, comments, and rubrics. If your instructor is using multiple grading periods, you can also filter grades by grading period.

This lesson shows how to view grades in a current course. Learn how to view grades in [concluded courses](#).

[View a video about Grades.](#)

Note: Some details in the Grades page, such as scoring details and the total grade, may be restricted by your instructor.

Open Course



Courses ×

Biology 101
2016 SPRING

History 101
2016 SPRING

Intro to Communications

All Courses

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open Grades

- Home
- Announcements
- Assignments
- Discussions
- Modules
- Grades**
- People
- Pages

In Course Navigation, click the **Grades** link.

View Grades

All Grading Periods ▾

8 Print grades

Grades for Emily Boone

For the course History 101 ▾

Arrange by 1 Due Date

2	3	4	5	6
Name	Due	Score	Out of	
Course Evaluation	Dec 28, 2015 by 11:59pm	0	3	6
Information Survey	Jan 14 by 11:59pm	5	5	
Introduce Yourself	Jan 18 by 11:59pm	13	15	
Unit 1 Assignment	Jan 20 by 11:59pm	21	25	
Unit 1 Discussion	Jan 27 by 11:59pm	-	15	
Unit 1 Quiz	Jan 27 by 11:59pm	7	10	
Unit 2 Discussion	Feb 4 by 11:59pm	-	15	
Unit 2 Assignment	Feb 27 by 11:59pm	9	10	
Unit 2 Quiz	Mar 9 by 11:59pm	-	5	

Total: 82.96% (2.7)

Show Saved "What-If" Scores

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	25%
Discussions	20%
Quizzes	50%
Total	95%

Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

By default, grades are sorted chronologically by assignment due date. In the **Arrange by** menu [1], you can also sort by module, assignment title, or assignment group. Assignments that are not part of a module will be shown at the end of the assignments list in alphabetical order. However, if modules or assignment groups aren't used in your course, they won't be included as sorting options.

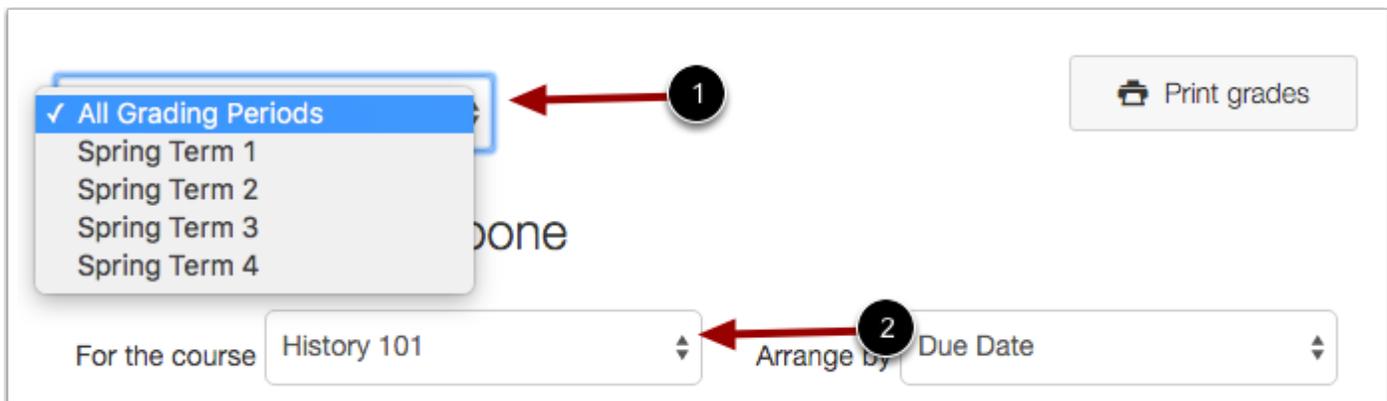
You can view the name of the assignment [2], the assignment due date [3], the score you earned [4], and the total point value of the assignment [5]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics [6].

You may see various [grade icons](#) in the score column [7] indicating the type of assignment you submitted. These assignments have not been graded by your instructor. Once the assignment is graded, the icon will be replaced by your score.

The grades page also lets you create hypothetical or [What-if grades](#). You can click any score field and approximate your grade for both graded assignments (if want to submit an assignment) and ungraded assignments.

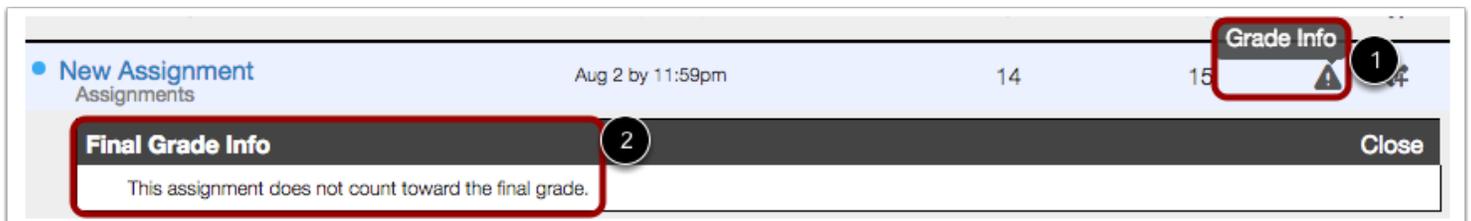
To print your grades, click the **Print Grades** button [8].

View Grading Periods



If your instructor is using multiple grading periods, you can view your grades according to grading period [1]. By default the Grades page displays the current grading period. If an assignment does not include a due date, it will display as a part of the last grading period. To view grades for another course, click the course drop-down menu [2].

View Grade Info



Some assignments include a black warning icon [1], which alerts you that points earned from this assignment will not count toward your final grade [2]. You should still submit this assignment unless it has been excused by your instructor.

View Comments

The screenshot shows a list of assignments. The 'Unit 1 Assignment' row has a comment icon circled in 1. A red arrow points from this icon to the comment section below. The comment section is titled 'Comments' and contains one comment: 'Thanks for sharing your thoughts!' by Doug Roberts, dated Feb 19 at 10:49am. This comment is circled in 2. A 'Close' link is circled in 3.

If there are [comments in your assignment](#), the assignment displays a comment icon [1]. To view comments, click the icon. Comments will be organized chronologically [2]. To close comments, click the **close** link [3].

View Scoring Details

The screenshot shows a list of assignments. The 'Unit 1 Assignment' row has a 'Check Mark' icon circled in 1. A red arrow points from this icon to the 'Score Details' section below. The 'Score Details' section shows 'Mean: 17.1', 'High: 23', and 'Low: 10' circled in 2. Below these statistics is a horizontal line graph circled in 3, which includes a thin line for the range, a thicker white box for the 25th-75th percentile range, and a blue box for the user's score. A 'Close' link is circled in 4.

If you can view scoring details, click the **Check Mark** icon [1]. You can view the mean, high, and low scores from the class [2].

The thin horizontal line graph [3] 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 mean marked inside the white box by a gray line. Your score appears as a blue box in this plot.

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

To close scoring details, click the **Close** link [4].

View Rubric

Expectations 15 15  

Assessment by **1** Doug Roberts

[Close Rubric](#) **3**

Assignment Rubric				
Criteria	Ratings		Pts	
Follow Instructions Instructor Comments	Full Marks 5 pts	No Marks 0 pts	5 / 5 pts	
Format Instructor Comments	Full Marks 5 pts	No Marks 0 pts	5 / 5 pts	
Length Instructor Comments	Full Marks 5 pts	No Marks 0 pts	5 / 5 pts	
 Assignment Outcome threshold: 3 pts Instructor Comments	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts	--
			Total Points: 15	

An assignment may also include a **Rubric** icon [1], which means the assignment included a rubric for grading purposes. To view your results, click the icon. View your score based on the rubric [2]. To close the rubric, click the **Close Rubric** link [3].

View Sidebar

Total: 91.67% (3.7) 1

Show Saved "What-If" Scores 2

3

Assignments are weighted by group:

Group	Weight
Assignments	25.0%
Discussions	25.0%
Quizzes	50.0%
Total	100%

Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

Calculation of totals has been disabled 4

Show Saved "What-If" Scores

Assignments are weighted by group:

Group	Weight
Assignments	25.0%
Discussions	25.0%
Quizzes	50.0%
Total	100%

Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

The grade summary shows your total grade [1], allows you to view any saved [what-if scores](#) [2], and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [3].

Depending on the grade calculation for your course, your total grade may display as a point value or as a percentage.

Note: Your instructor may restrict you from viewing your total grade [4].

View Percentage Grade Calculation

Grades for Emily Boone

For the course History 101 Arrange by Due Date

Name	Due	Score	Out of
History Assignment		24	25
History Discussion		15	15
History Quiz		40	50
Assignments		40 / 50	70% of Final
Quizzes		80%	20% of Final
Discussions		100%	10% of Final
Total		93.2%	

Total: 93.2%

Show All Details

1 Assignments are weighted by group

Group	Weight
Assignments	70.0%
Quizzes	20.0%
Discussions	10.0%
Total	100%

Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

Grades for Emily Boone

For the course History 101 Arrange by Due Date

Name	Due	Score	Out of
History Assignment		24	25
History Discussion		15	15
History Quiz		40	50
Assignments		-	70% of Final
Quizzes		-	20% of Final
Discussions		-	10% of Final

Calculation of totals has been disabled

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	70.0%
Quizzes	20.0%
Discussions	10.0%
Total	100%

Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

The sidebar shows the information about how your grades are calculated.

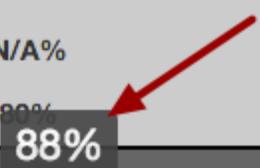
If your assignment groups are weighted, the sidebar will show the breakdown of weighted assignment groups [1].

Assignment groups will always display as a percentage. If your instructor allows you to view total grades, you can hover over the percentage for an assignment group to see a breakdown in the points you've earned vs the total points possible [2].

Note: If your instructor is using grading periods, you can always view a total grade for each grading period, but when you select All Grading Periods in the drop-down menu, you may not be able to view the total grade or assignment group points [3].

View Points Grade Calculation

Test Assignment	-	0
Unit 3 Discussion	5	0
Assignments	88.89%	
Discussions	N/A%	
Quizzes	88%	
Total	132 / 150	



If your course does not use assignment groups, your total grade can be displayed in points or percentage. If your total grade is displayed in points, you can hover over the points to see your overall grade percentage. Again, your instructor may restrict you from viewing your total grade.

Note: If your instructor is using grading periods, you can always view a total grade for each grading period, but when you select All Grading Periods in the drop-down menu, you may not be able to view the total grade or assignment group points.

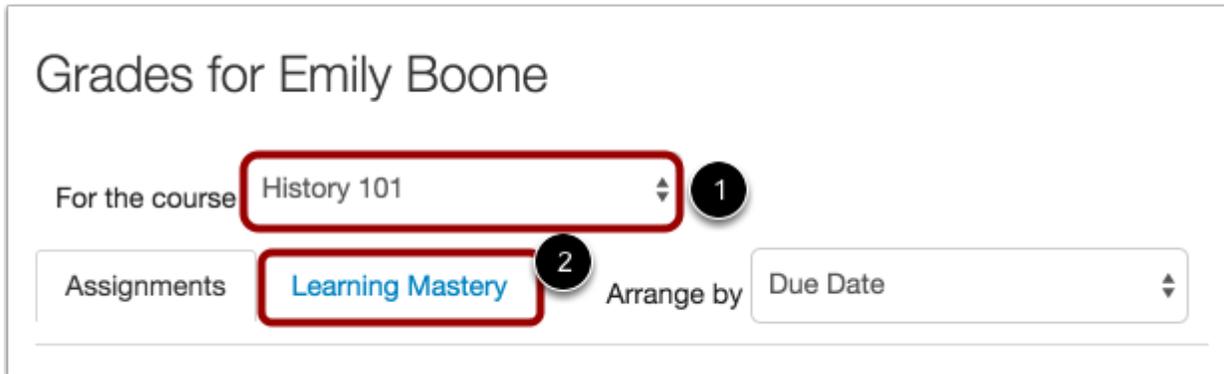
Hidden Grade Totals

Unit 3 Discussion	0	0
Unnamed Quiz	-	3
Assignments	-	
Discussions	-	
Quizzes	-	



percentages will not appear for Assignment Groups or an overall total.

Change Gradebook



Grades for Emily Boone

For the course **History 101** 1

Assignments **Learning Mastery** 2 Arrange by **Due Date**

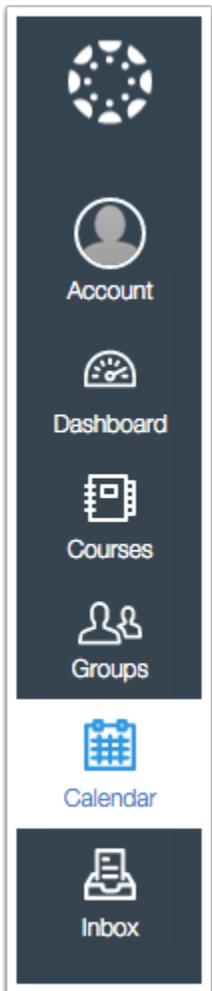
If you have more than one course, you can use the **course drop-down menu** [1] to view grades in other courses.

Note: If your Grades page shows Assignments and Learning Mastery headings [2], you can also view your standards-based scores in the [Learning Mastery](#) link.

How do I use the Calendar?

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

Open Calendar



In Global Navigation, click the **Calendar** link.

View Calendar

The screenshot shows the Canvas calendar interface. At the top, there is a navigation bar with buttons for 'Today', navigation arrows, 'April 2016', and view options: 'Week', 'Month', 'Agenda', and 'Scheduler'. A red box labeled '1' highlights these view options. Below the navigation bar is the main calendar grid, which is currently in 'Month' view. A red box labeled '2' highlights the main calendar grid. The calendar shows dates from 27 to 23, with various assignments and events listed for each day. On the right side, there is a sidebar with a quick-view calendar and a list of 'Calendars' including 'Doug Roberts', 'Biology 101', 'History 101', 'Marketing 101', 'Simple Canvas Course', 'Using Technology in Education (K-12)', and several other course-specific calendars. A red box labeled '3' highlights the sidebar area.

The Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in **Month** view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

Add Calendar Items

This image is a close-up of the navigation bar from the screenshot above. It shows the view selection buttons: 'Week', 'Month', 'Agenda', and 'Scheduler'. A red box highlights a plus sign button (+) to the right of these options, which is used to add new calendar items.

Each calendar view shows any assignments or events that have been added to the calendar. Events can be added at any time in the navigation bar by clicking the **Add** button. Instructors can [add assignments](#) and [add course events](#), and all users can [add personal events](#).

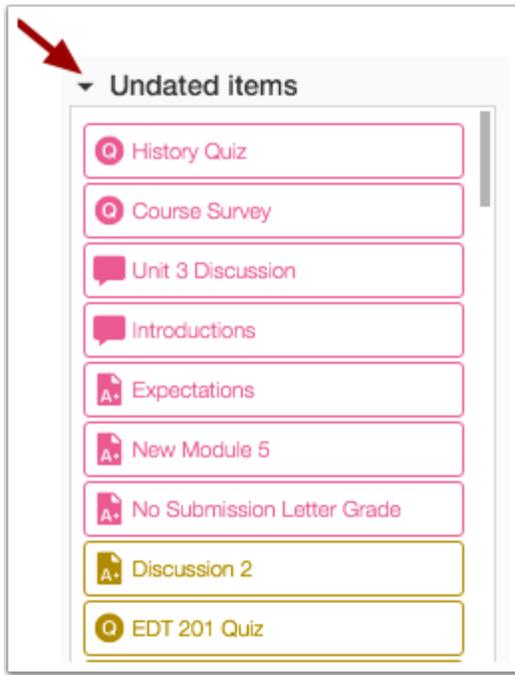
View Calendar List

Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar [1]. For instance, in the above example, assignments and events from the History 101 course will appear as pink in the calendar view.

By default, the first 10 course and group calendars will be selected and appear in the calendar view. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view display as faded text [3].

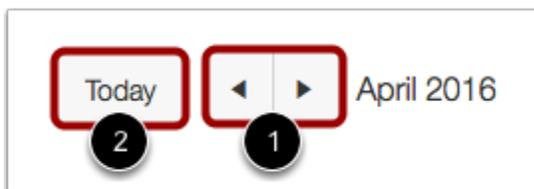
Note: Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can insert a Hex code to create any color of your choice. Colors set in Dashboard course cards also update in the calendar.

View Undated Events List



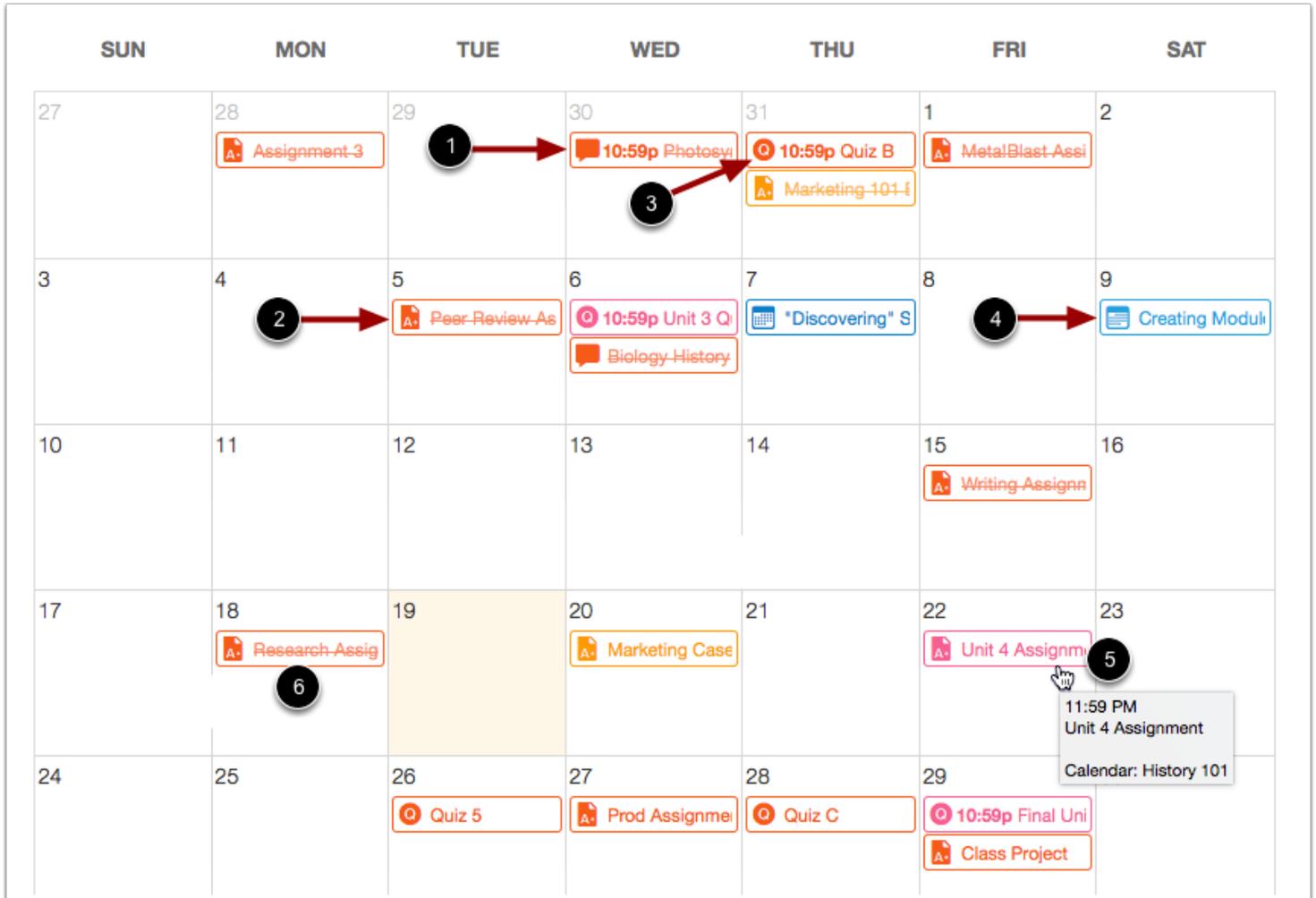
Expanding the **Undated items** link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.

View Calendar by Month



In month view, click the arrow buttons [1] to move from month to month. To view events for the current date, click the **Today** button [2].

View Assignments and Events



Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4].

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

To view full details for an assignment or event, hover over the item [5].

Calendar assignments can also be crossed out [6], which is a simple way to keep track of assignments. If you are an instructor, assignments are crossed out when the due date has passed and all submissions have been graded. If you are a student, assignments are crossed out once the assignment has been submitted. However, assignments that have been awarded a grade but do not contain an actual submission will not be crossed out.

View Varied Due Dates (Instructors)

8	9	10	11
<div data-bbox="116 464 329 506">3p CLE Training</div> <div data-bbox="116 516 305 558">Biosynthesis</div>	<div data-bbox="354 464 566 506">Ecosystem Rep</div> <div data-bbox="354 516 566 558">Week 1 Discuss</div>	<div data-bbox="591 464 803 506">Week 1 Discuss</div> <div data-bbox="591 516 803 558">Assignment 2</div>	<div data-bbox="828 464 1040 506">History Assignm</div> <div data-bbox="828 516 1040 558">Turnitin Assignr</div>
15	16	17	18
<div data-bbox="116 674 329 716">12:59a Midterm</div> <div data-bbox="116 726 329 768">3p CLE Training</div>	<div data-bbox="354 674 566 716">2p Office Hours</div>	<div data-bbox="591 674 803 716">Introduction to I</div> <div data-bbox="591 726 803 768">Module 1 Quiz</div>	<div data-bbox="828 674 1040 716">Introduction to</div> <div data-bbox="828 726 1040 768">Module 1 Quiz</div>

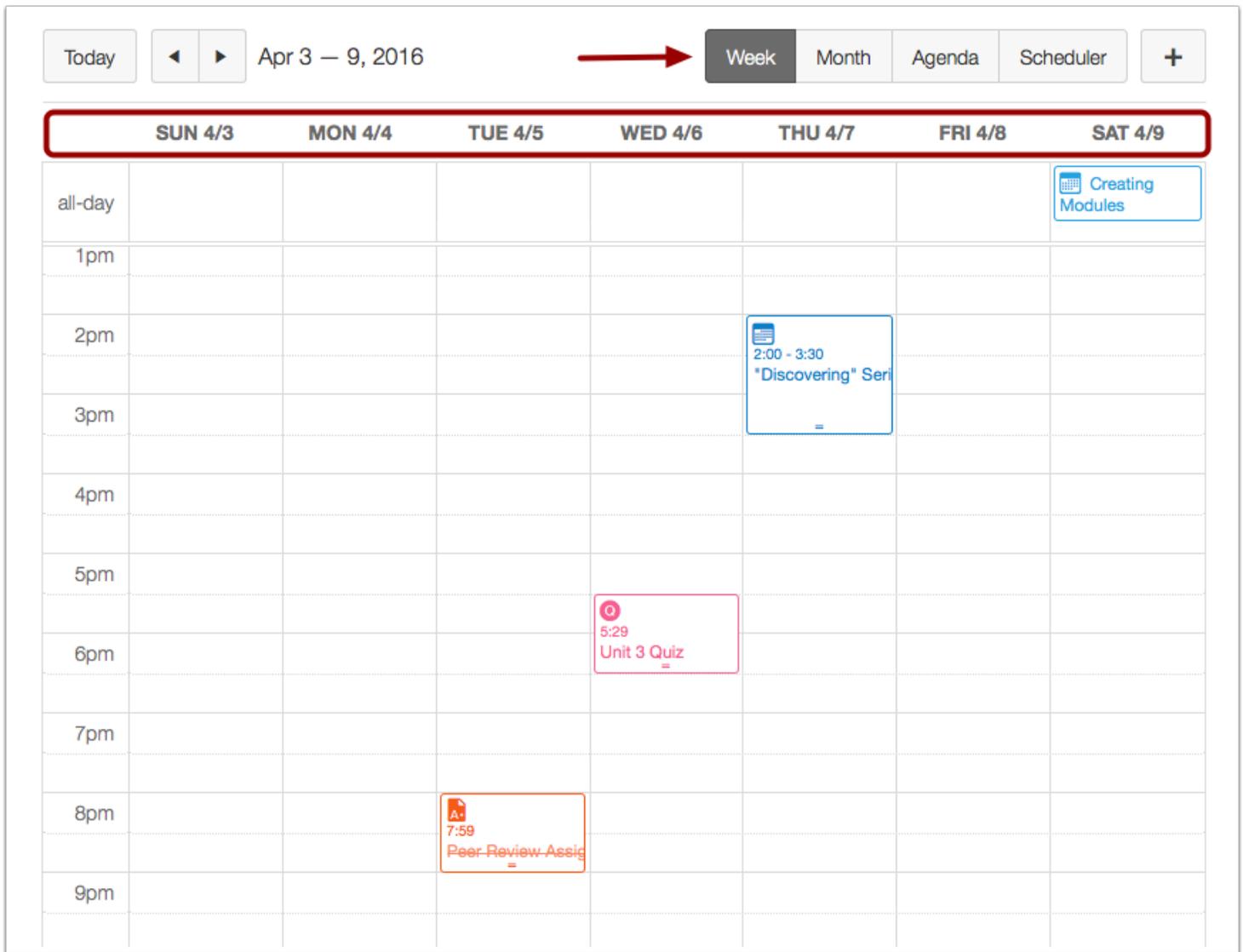
If a course has sections or individual students with varied assignment due dates, instructors will see the same assignment shown multiple times. Depending on the assignment setup, the assignment may appear on the same date or on multiple dates. Students will only see their specific assignment due date.

View Wrapped Assignments and Events

SUN	MON	TUE	WED	THU	FRI	SAT
27	28 Assignment-3	29	30 10:59p Photosynthesis	31 10:59p Quiz B Marketing-101 Essay (1-student)	1 MetalBlast Assignment	2
3	4	5 7:59p Peer Review Assignment	6 5:29p Unit 3 Quiz 10:29p Biology History	7 2p "Discovering" Series lecture #4 with Dr. Kent McDermot: "The Discovery of the American Frontier"	8	9 Creating Modules
10	11	12	13	14	15 Writing Assignment	16
17	18 Research Assignment	19	20 Marketing Case	21	22 Unit 4 Assignment	23

Your calendar view may show entire assignment and event titles as part of the calendar entry. This calendar view is only available in the Month view and can only be enabled by your institution. The wrapped assignment and event title view allows you to view the entire calendar item without having to hover over the title.

View Calendar by Week



The screenshot shows the Canvas calendar interface in Week view for the week of April 3-9, 2016. At the top, there are navigation buttons: "Today", left and right arrows, and the date "Apr 3 - 9, 2016". A red arrow points to the "Week" button, which is highlighted. Other view options include "Month", "Agenda", "Scheduler", and a "+" button. Below the navigation is a header bar with days of the week: "SUN 4/3", "MON 4/4", "TUE 4/5", "WED 4/6", "THU 4/7", "FRI 4/8", and "SAT 4/9". The main calendar grid shows time slots from "all-day" to "9pm". Events are displayed as follows:

- "Creating Modules" (blue box) is shown in the "all-day" slot on Saturday, April 9.
- "2:00 - 3:30 'Discovering' Ser" (blue box) is shown in the 2pm-3pm slot on Thursday, April 7.
- "Unit 3 Quiz" (pink box) is shown in the 5:29 slot on Wednesday, April 6.
- "Peer Review Assign" (orange box) is shown in the 7:59 slot on Tuesday, April 5.

To view the calendar by week, click the **Week** button. The Week view shows all calendar items by date and time. Note that some assignments may be due at 11:59 pm, which appear at the bottom of the calendar view.

View All-day Events

Today ◀ ▶ Apr 3 — 9, 2016 Week Month Agenda Scheduler +

SUN 4/3	MON 4/4	TUE 4/5	WED 4/6	THU 4/7	FRI 4/8	SAT 4/9
all-day						Creating Modules

All-day events appear at the top of the calendar week. These events do not include a specific event time.

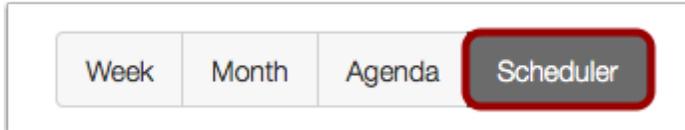
View Calendar Agenda

Today Apr 3, 2016 – May 31, 2016 Week Month **Agenda** Scheduler +

Tue, Apr 5	Peer Review Assignment	Due 7:59pm
Wed, Apr 6	Unit 3 Quiz	Due 5:29pm
	Biology History	Due 10:29pm
Thu, Apr 7	"Discovering" Series lecture #4 with Dr. Kent McDerm...	2:00pm
Sat, Apr 9	Creating Modules	12:00am
Fri, Apr 15	Writing Assignment	Due 11:59pm
Mon, Apr 18	Research Assignment	Due 11:59pm
Wed, Apr 20	Marketing Case	Due 11:59pm
Fri, Apr 22	Unit 4 Assignment	Due 11:59pm
Tue, Apr 26	Quiz 5	Due 11:59pm
Wed, Apr 27	Prod Assignment	Due 11:59pm

To view all your calendar items in an agenda format, click the **Agenda** button.

View Scheduler

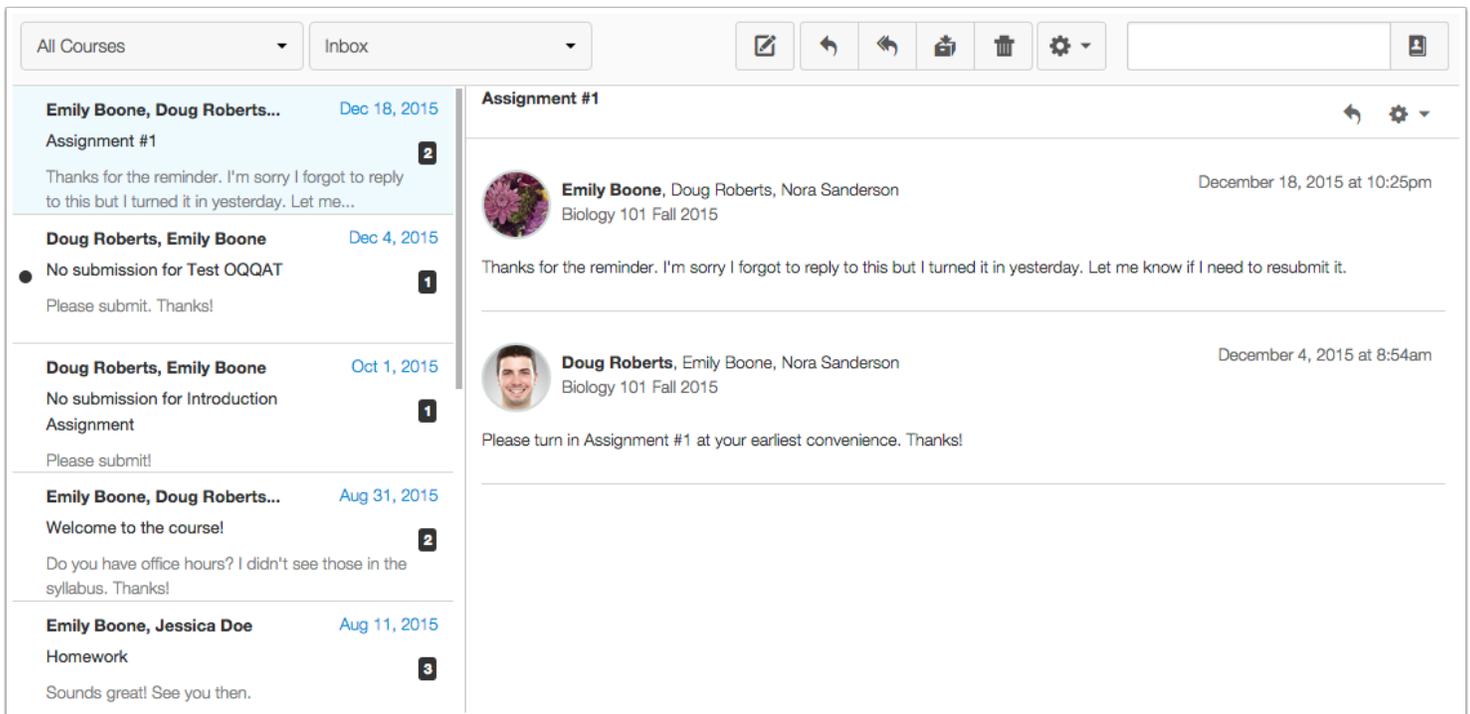


If your institution has enabled the Scheduler, you can access Scheduler events by clicking the **Scheduler** button. As an instructor, learn how to [create an appointment group](#) in Scheduler. As a student, learn how to [sign up for an appointment group](#).

What is Conversations?

Conversations is the messaging tool used instead of email to communicate with a course, a group, an individual student, or a group of students. You can communicate with other people in your course at any time.

When would I use Conversations?



The screenshot displays the Canvas Conversations interface. On the left, a list of messages is shown with the following details:

- Emily Boone, Doug Roberts...** (Dec 18, 2015): Assignment #1. 2 replies. Message: "Thanks for the reminder. I'm sorry I forgot to reply to this but I turned it in yesterday. Let me..."
- Doug Roberts, Emily Boone** (Dec 4, 2015): No submission for Test OQQAT. 1 reply. Message: "Please submit. Thanks!"
- Doug Roberts, Emily Boone** (Oct 1, 2015): No submission for Introduction Assignment. 1 reply. Message: "Please submit!"
- Emily Boone, Doug Roberts...** (Aug 31, 2015): Welcome to the course! 2 replies. Message: "Do you have office hours? I didn't see those in the syllabus. Thanks!"
- Emily Boone, Jessica Doe** (Aug 11, 2015): Homework. 3 replies. Message: "Sounds great! See you then."

The main content area shows a detailed view of the message from "Emily Boone, Doug Roberts, Nora Sanderson" dated December 18, 2015 at 10:25pm. The message content is: "Thanks for the reminder. I'm sorry I forgot to reply to this but I turned it in yesterday. Let me know if I need to resubmit it."

Use Conversations to:

- [Send a message](#) to someone in your course or group
- Send a message to your entire class (if allowed) [as an instructor](#) or [as a student](#)

- [Reply to messages](#) from others in your course
- [Filter conversations](#) by course or type
- View and reply to [assignment submission comments](#)

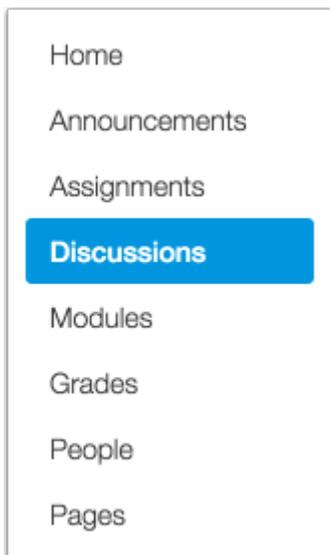
You can [adjust your notification preferences](#) to receive conversations using external channels.

How do I reply to a discussion as a student?

You can easily reply to any discussion, threaded or focused. However, the reply process varies depending on the type of discussion.

Before submitting a reply for a graded discussion, you may want to review all discussion information, such as the [graded discussion rubric](#), if any.

Open Discussions



In Course Navigation, click the **Discussions** link.

Open Discussion Topic

▼ **Discussions** Ordered by Recent Activity

	Favorite President Last post Jan 6, 2016		0 0
	Unit 5 Discussion Last post Jan 6, 2016		0 0
	Unit 1 Discussion Last post Jan 6, 2016 Not available until Jan 25		0 0
	Unit 4 Discussion		0 0

Click the title of the Discussion.

Reply to Discussion Topic





Favorite President

Doug Roberts

1

Who is your favorite president and why?

Search entries or author

Unread

≡
▲

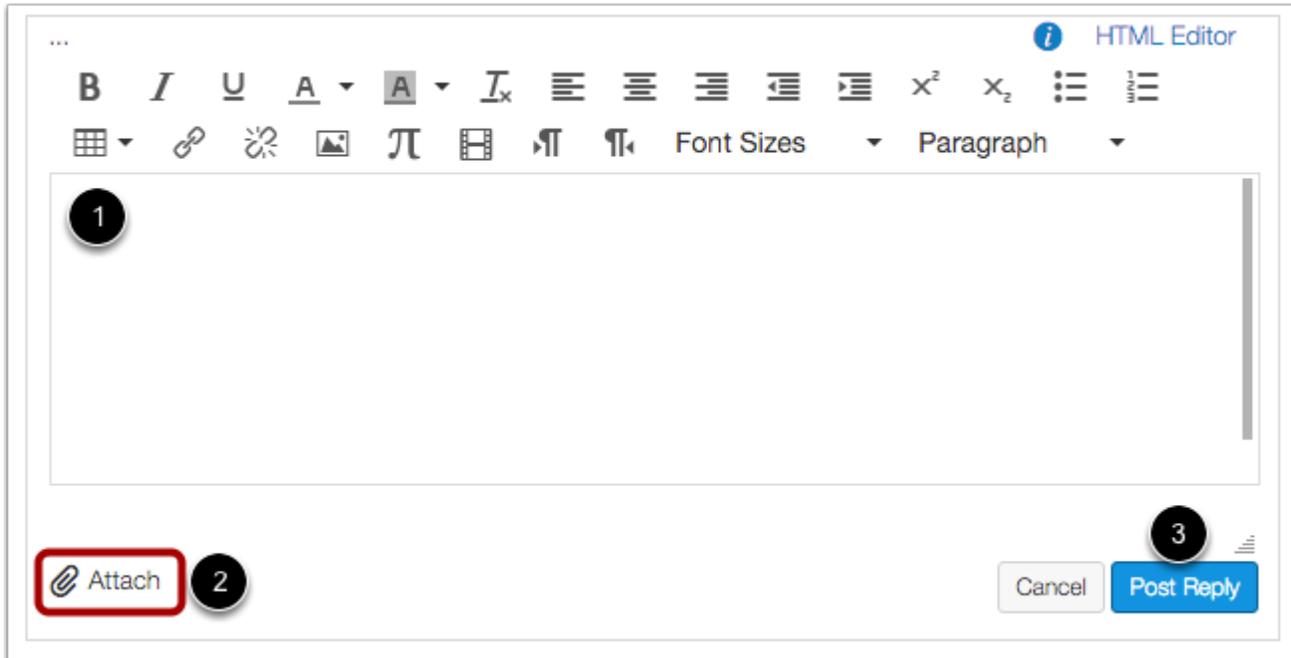
≡
▼

✔ Subscribed


Reply

To reply to the main discussion, type your reply in the **Reply** field.

Post a Message



... HTML Editor

B *I* U A A *I_x* x^2 x_2

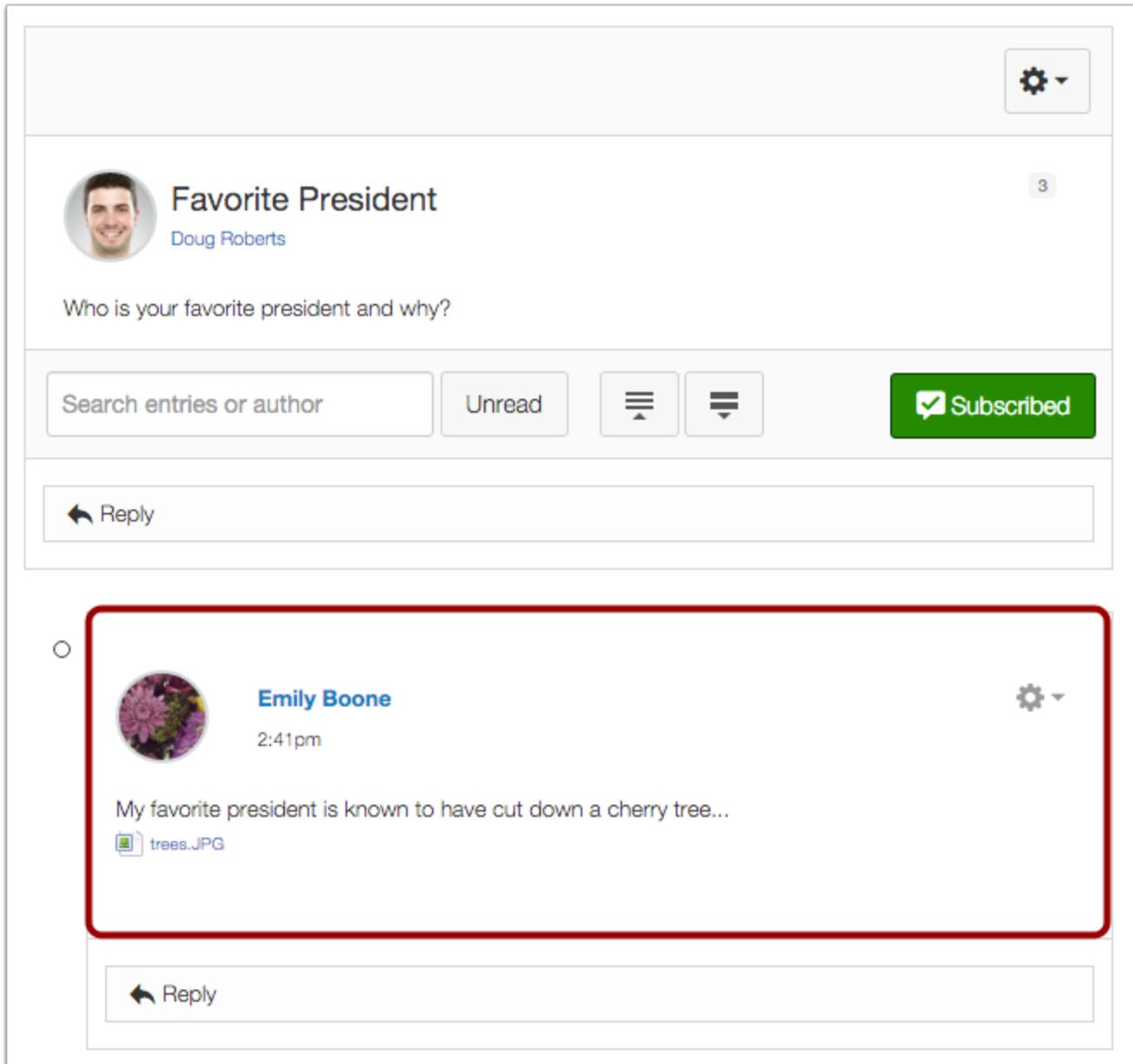
π Font Sizes Paragraph

1

Attach 2

Cancel Post Reply 3

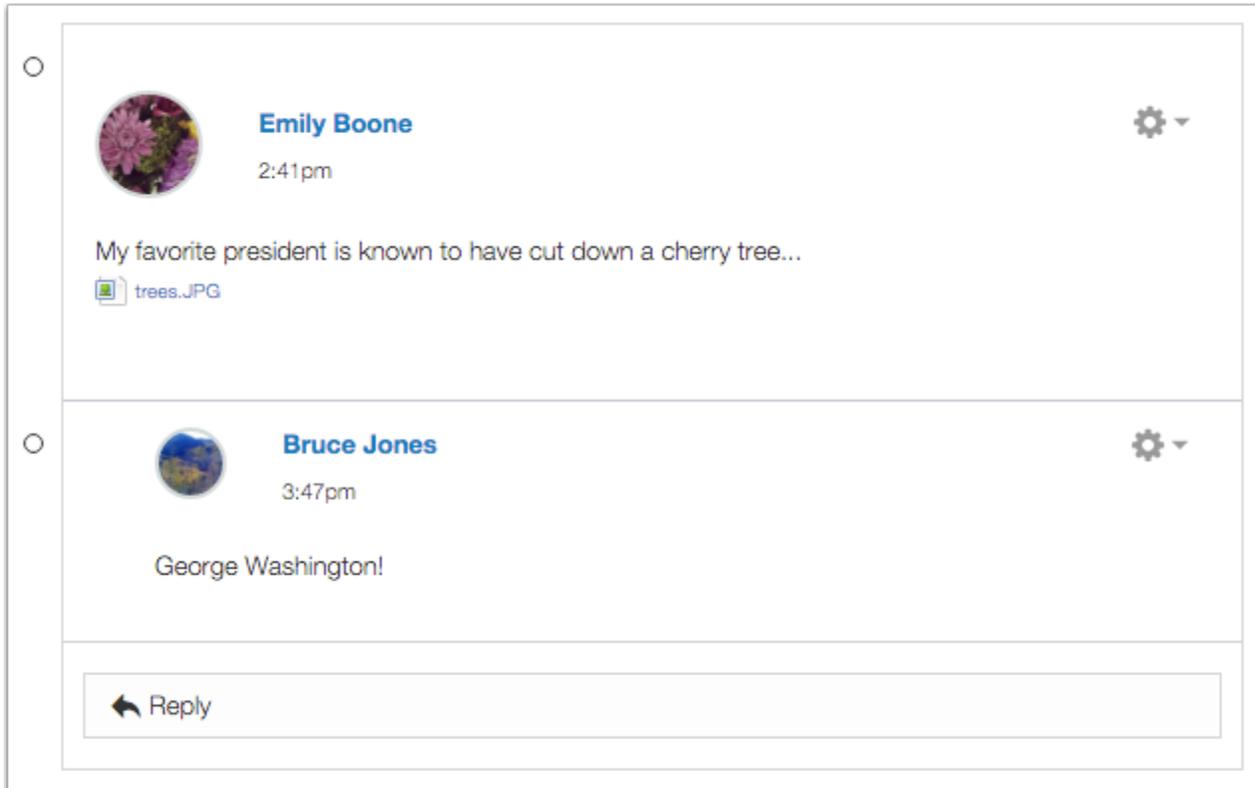
Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also attach files [2]. Once you finish, click the **Post Reply** button [3].

View Your Reply

The screenshot shows a discussion thread in Canvas. At the top, there is a header with a gear icon. Below it, the discussion title is "Favorite President" by "Doug Roberts", with a notification badge showing "3". The question is "Who is your favorite president and why?". Below the question are search and filter options: "Search entries or author", "Unread", and a "Subscribed" button. A "Reply" button is visible below the search options. The main content shows a reply from "Emily Boone" at "2:41pm". The reply text is "My favorite president is known to have cut down a cherry tree..." and includes an image placeholder "trees.JPG". A red rectangular border highlights the reply content. Below the reply is another "Reply" button.

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas [automatically marks your posts as read](#). However, if you [manually mark your posts as read](#), the indicator will remain blue.

View Your Reply



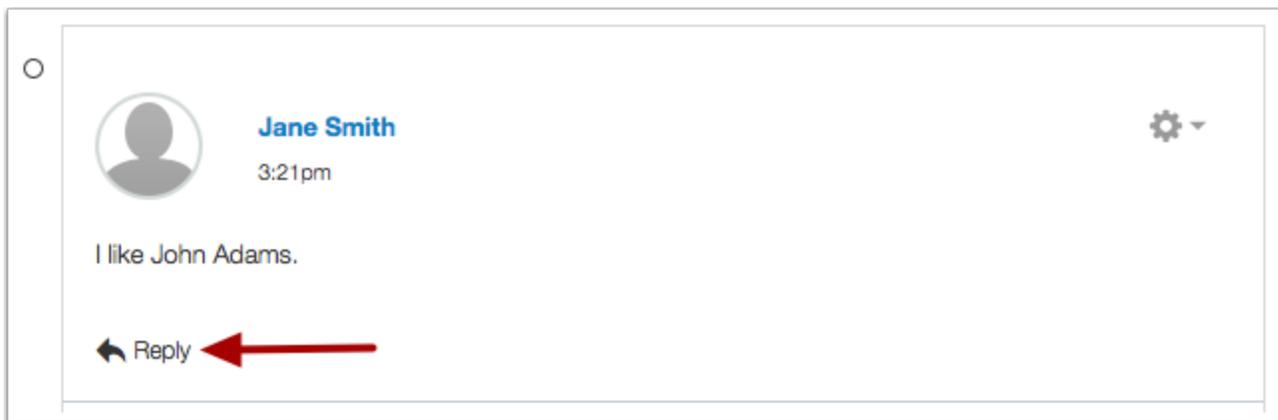
Emily Boone
2:41pm
My favorite president is known to have cut down a cherry tree...
trees.JPG

Bruce Jones
3:47pm
George Washington!

Reply

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas [automatically marks your posts as read](#). However, if you [manually mark your posts as read](#), the indicator will remain blue.

Reply to a Comment in a Threaded Discussion

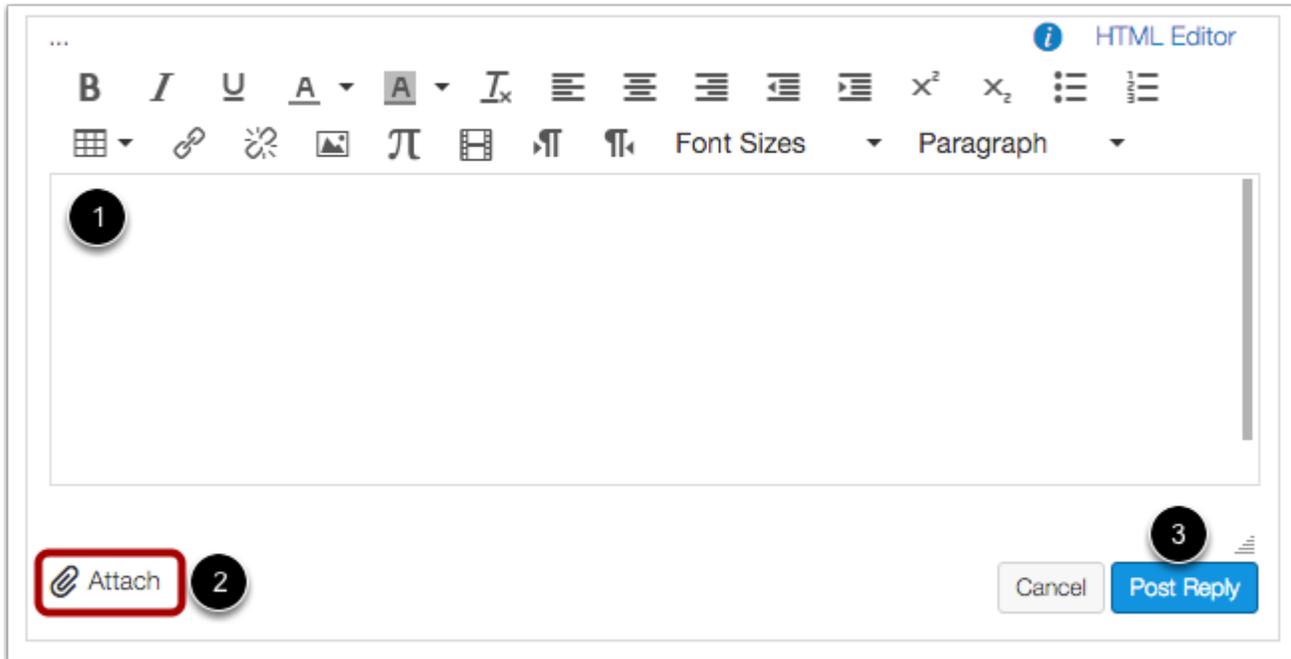


Jane Smith
3:21pm
I like John Adams.

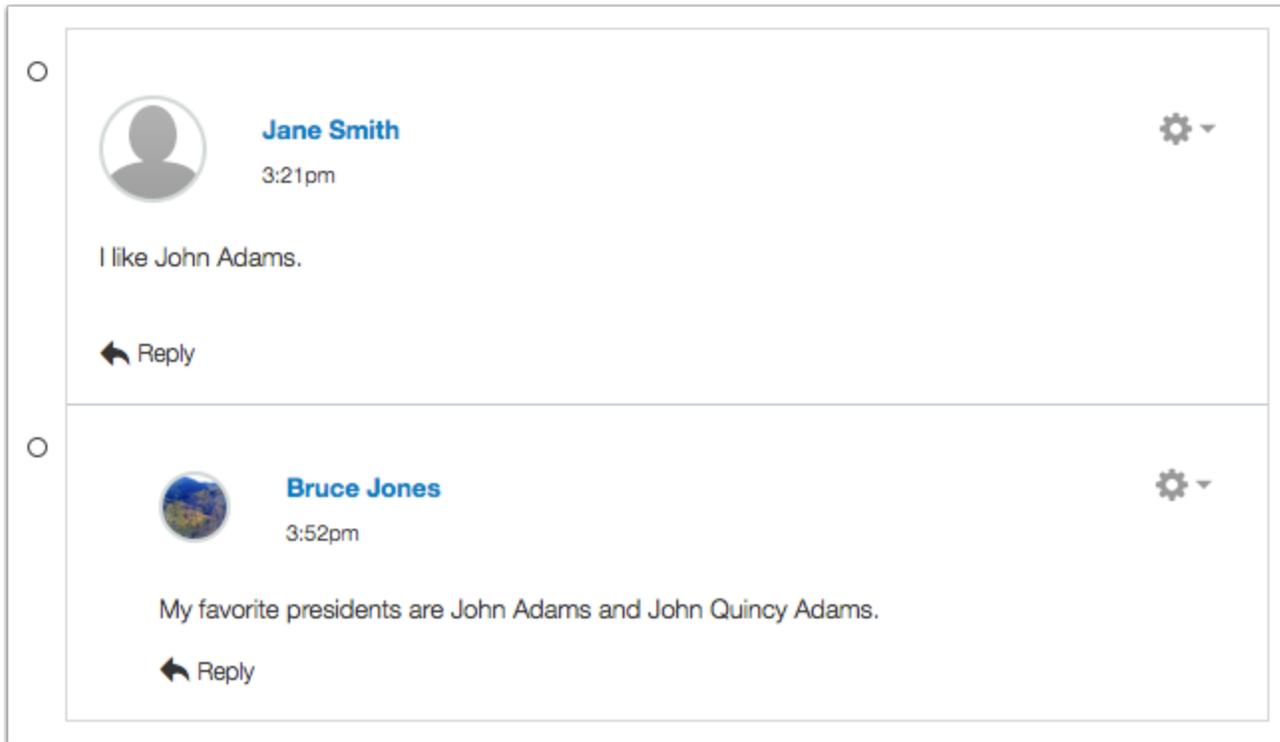
Reply

In a threaded discussion, you can reply to a comment already posted by another student. Locate the post you want to reply to and click the **reply** icon.

Post a Message



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 Reply** button [3].

View Your Reply

Jane Smith
3:21pm
I like John Adams.
Reply

Bruce Jones
3:52pm
My favorite presidents are John Adams and John Quincy Adams.
Reply

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas [automatically marks your posts as read](#). However, if you [manually mark your posts as read](#), the indicator will remain blue.

More Help

Which browsers does Canvas support?

Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser. Learn more about [basic computer specifications](#).

Supported Browsers

Canvas supports the current and first previous major releases of the following browsers:

- [Internet Explorer](#) and [Microsoft Edge](#)
- [Chrome](#)
- [Safari](#)
- [Firefox](#) (please note [Extended Releases](#) are not supported)
- [Respondus Lockdown Browser](#)

We highly recommend updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.

Some supported browsers may still produce a banner stating *Your browser does not meet the minimum requirements for Canvas*. If you have upgraded your browser but you are still seeing the warning banner, try logging out of Canvas and deleting your browser cookies. Learn how to clear your cache on a [Mac](#) or a [PC](#).

Required Components

[Flash](#) is required for recording or viewing audio/videos as well as uploading files to a course or an assignment. Other than these features, Flash is not required to use most areas of Canvas. Please note that some browsers may no longer support Flash.

The [Java plug-in](#) is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas.

JavaScript must be enabled to run Canvas.

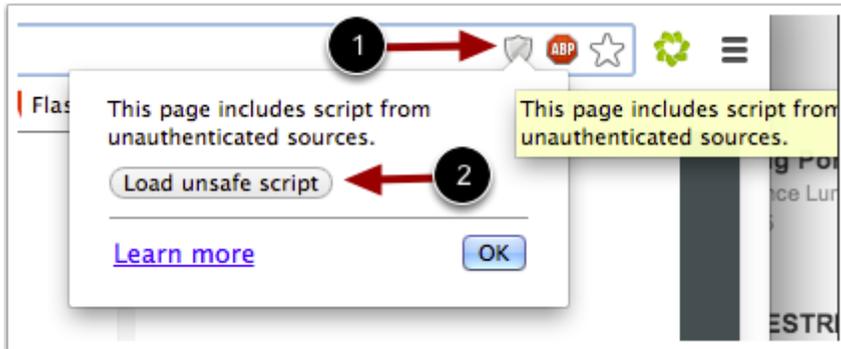
Browser Privacy Settings

Some browsers may occasionally make modifications to privacy settings to protect users from possible unsecured content. Unsecured content is identified with the prefix `http://` in the URL and can create mixed content in your Canvas Page. Secured content is identified with the `https://` prefix in the URL. Please note that if you embed Canvas lessons inside your course, you can prevent browser issues with mixed content using [secured Canvas Guides URLs](#).

We recommend following any browser security policies established by your institution, especially if you are using Canvas on a computer provided by your institution. You may want to use Canvas in an alternative browser instead.

If you are using a browser that is affected, please be aware of possible restrictions. The following are known issues in specific browsers that may block or create mixed content within Canvas.

Chrome Security



Google Chrome verifies that the website content you view is transmitted securely. If you visit a page in your Canvas course that is linked to insecure content, Chrome will display a shield icon [1] in the browser address bar.

You can choose to override the security restriction and display the content anyway by clicking the shield icon and then clicking the **Load unsafe script** button [2].

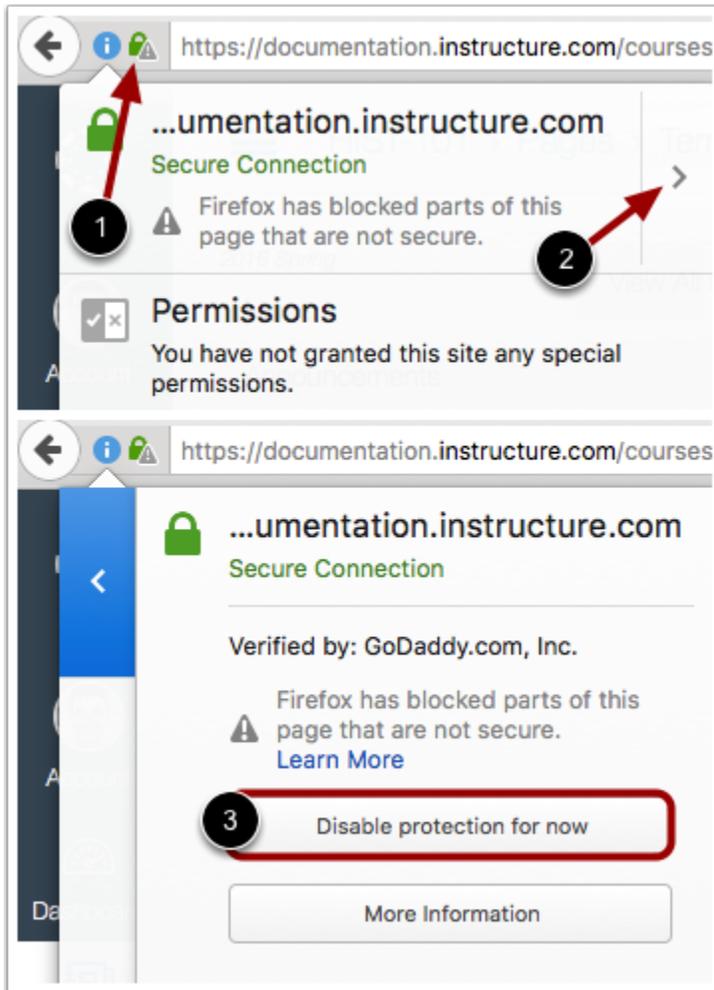
Chrome Media Permissions



Chrome has its own media permission within the browser. To use your computer camera and microphone within any Canvas feature, you will have to approve two permissions:

1. Allow access to Canvas via the Adobe Flash Player Settings [1]. This prompt appears in the center of the video and audio pop-up windows, or the center of the browser if you are accessing Conversations.
2. Allow access to Canvas via Chrome's media permission settings [2]. This prompt appears just below the address bar. Click the **Allow** button.

Firefox Security



Firefox verifies that the website content you view is transmitted securely. If you visit a page in your Canvas course that is linked to insecure content, Firefox will display a lock with a warning icon in the browser address bar [1].

You can choose to override the security restriction and display the content anyway by clicking the lock with a warning icon, clicking the arrow to expand your options [2], and selecting the **Disable protection for now** button [3].

Canvas on Mobile Devices

The Canvas interface was optimized for desktop displays, so using small form factors such as phones may not be a pleasant experience in using Canvas. Canvas is not officially supported on mobile browsers. We recommend using Canvas [mobile applications](#) for an improved user experience. At this time, Canvas apps are only available in English.

Since Canvas uses small elements of Flash, not all Canvas features may be supported on mobile devices, especially on iOS.

Mobile Browsers

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices but Canvas features may not be supported:

iOS

- Safari (default browser that opens from Canvas)
- Chrome
- Photon Flash Player (supports Flash)

Android

- Internet
- Firefox
- Chrome

Note: Android default browser varies per mobile device.

How do I get help with Canvas?

You can get help with Canvas by using the Help menu. Depending on your user role, the Help menu generates a list of resources to help you with Canvas, such as how to search Canvas Documentation and report a problem. Canvas displays links according to roles in all enrollments; for instance, if you are a student who had one courses with an instructor-based role, the Help menu will show you links available to students and instructors.

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

Note: Depending on your institution, the Help menu may not be available.

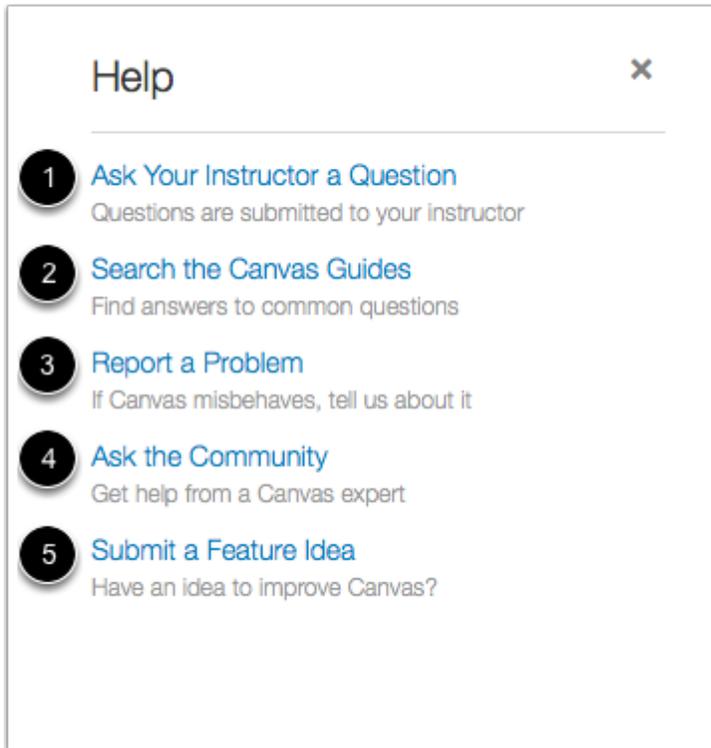
Open Help



At the bottom of Global Navigation, click the **Help** link.

Note: Depending on your institution, the Help link name and icon may vary.

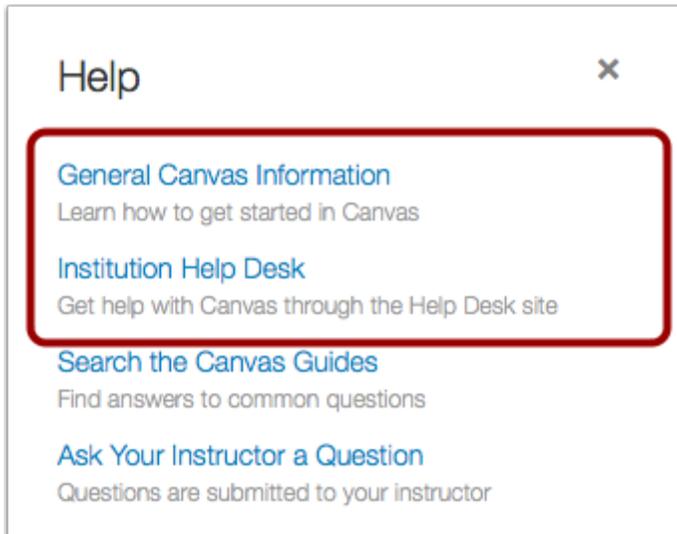
View Default Links



Depending on your user role, there are five default links for help or feedback:

- **Ask your Instructor a Question (Students Only)** [1]: Ask your instructor questions about course material or send them a message
- **Search the Canvas Guides** [2]: Search the Canvas Guides for information about features inside of Canvas
- **Report a Problem** [3]: Submit problems with Canvas to our support team
- **Ask the Community (Non-Students Only)** [4]: Exchange ideas and solutions regarding Canvas functionality with Canvas experts and your Canvas peers
- **Submit a Feature Idea** [5]: Submit ideas about how to make Canvas better

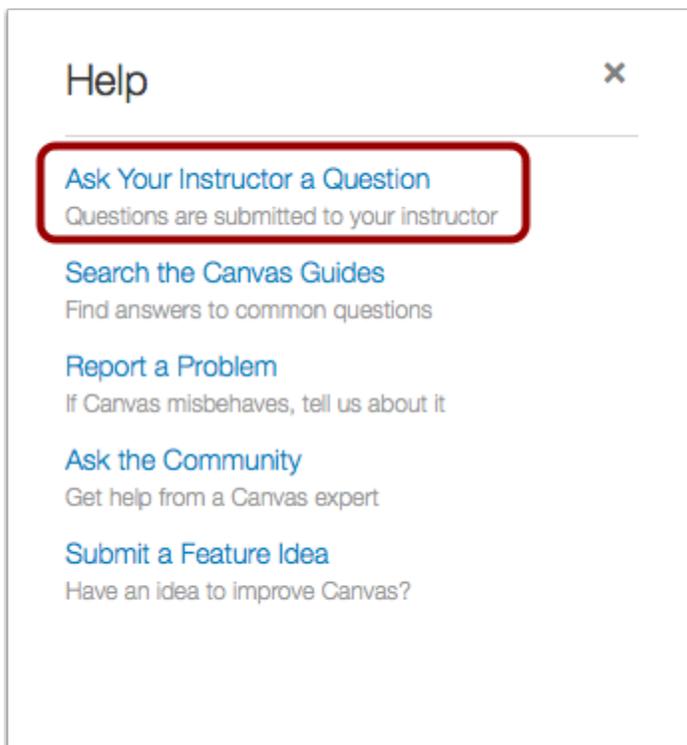
View Custom Links



Your institution may reorder or remove the default links. Your institution may also include custom links in the Help menu.

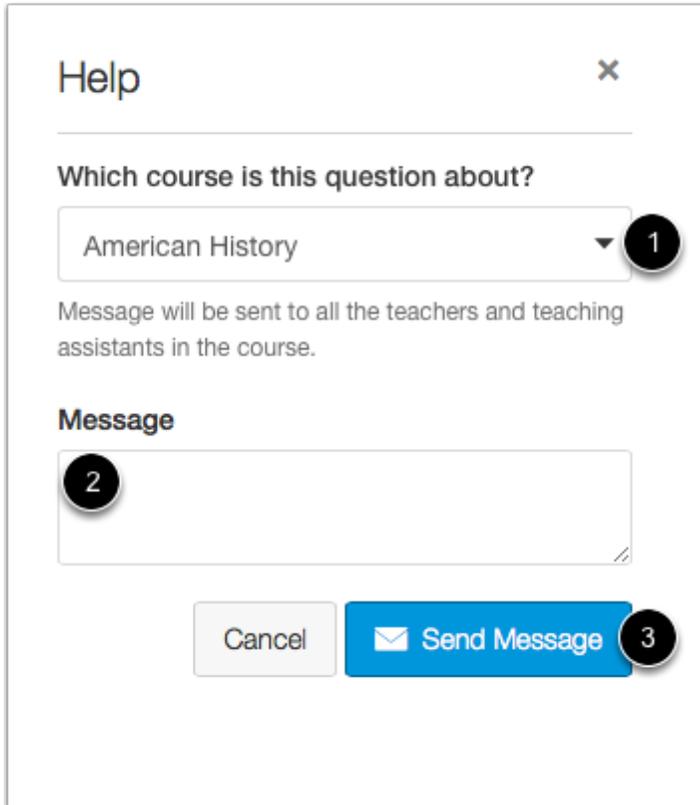
Custom links may include pages to phone numbers, support information, and other resources.

Ask Your Instructor a Question (Students)



The **Ask Your Instructor a Question** link allows students to contact an instructor or TA directly from the help page.

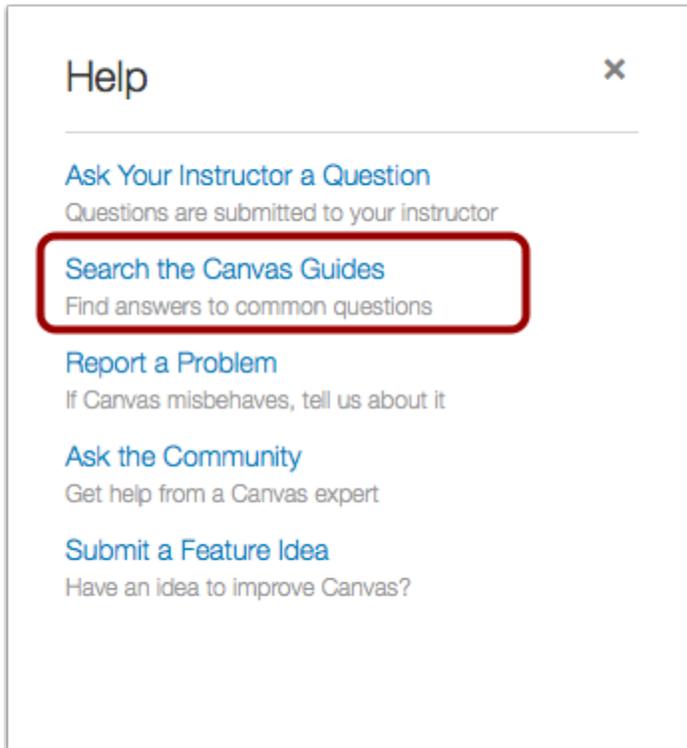
Send Message



In the course drop-down menu [1], select the course that relates to your question. In the Message field [2], enter the message for your instructor(s).

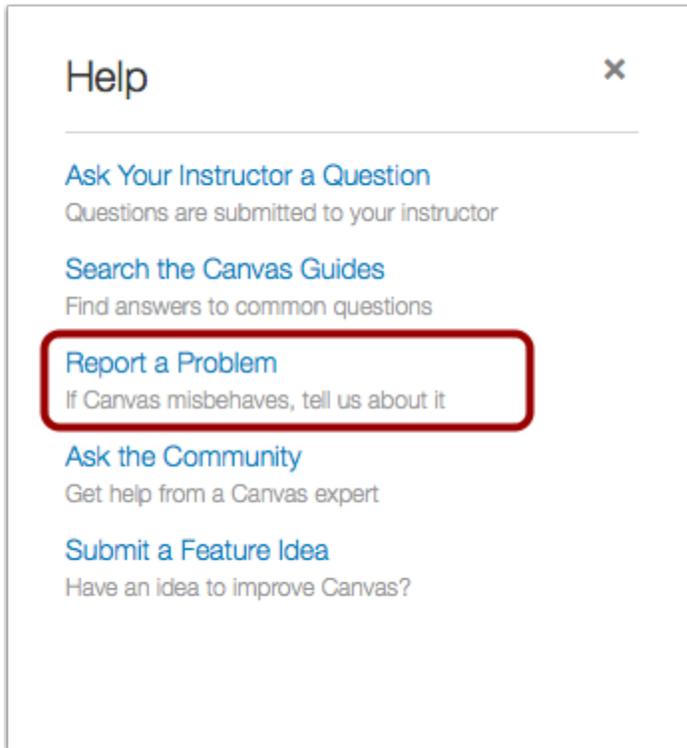
When you're done, click the **Send Message** button [3]. Replies will be sent to your [Conversations](#) inbox. If your course includes more than one instructor or TA, your message will be sent as a group message to all instructors/TAs in the course.

Search Canvas Guides



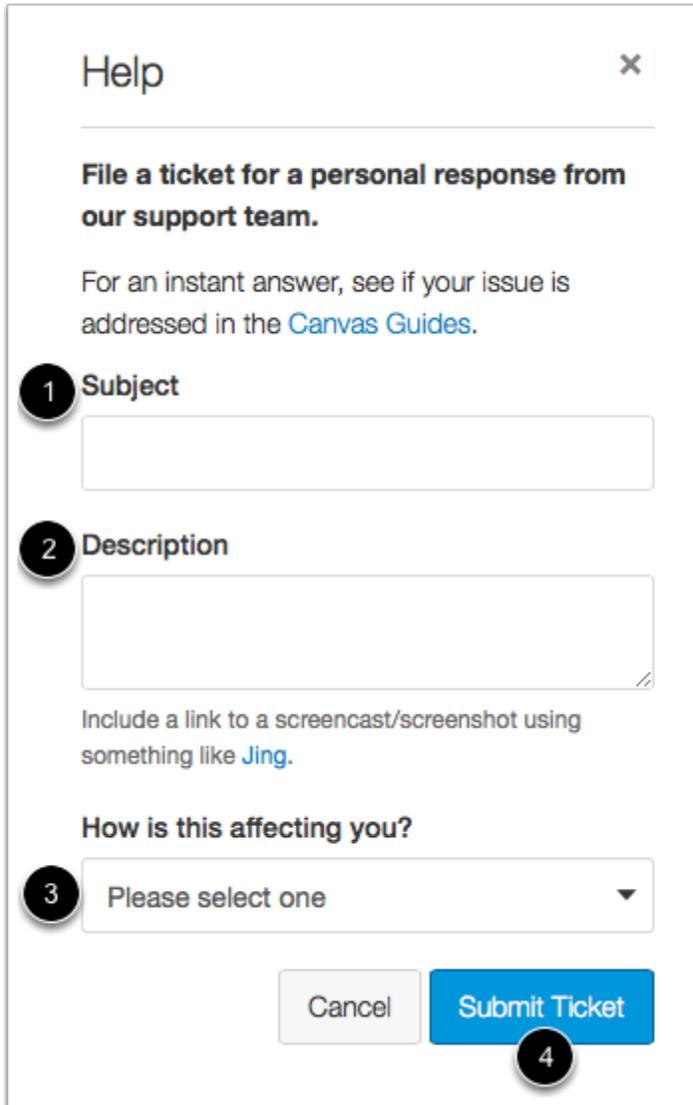
The **Search the Canvas Guides** link helps users search Canvas documentation for information about features in Canvas.

Report a Problem



The **Report a Problem** link helps users report problems in Canvas.

You may find a faster response to your question by searching the Canvas Guides. But if you can't find an answer, you can submit a ticket and get support help.

Submit Ticket

Help ×

File a ticket for a personal response from our support team.

For an instant answer, see if your issue is addressed in the [Canvas Guides](#).

1 Subject

2 Description

Include a link to a screencast/screenshot using something like [Jing](#).

How is this affecting you?

3 Please select one ▼

4

In the subject field [1], create a subject for your ticket.

In the description field [2], describe the problem you are experiencing in Canvas. Please be as detailed as possible to help troubleshoot the problem. If you submit tickets frequently, you may prefer to use a screencasting program to create an online link to an image or create a video walkthrough. However, if you're not comfortable using online links, you can submit attachments later if necessary; once you submit the ticket, you'll receive an email from the support team. You can reply to the email with any attachment as needed.

In the drop-down menu [3], select the statement that best describes how the problem is affecting you:

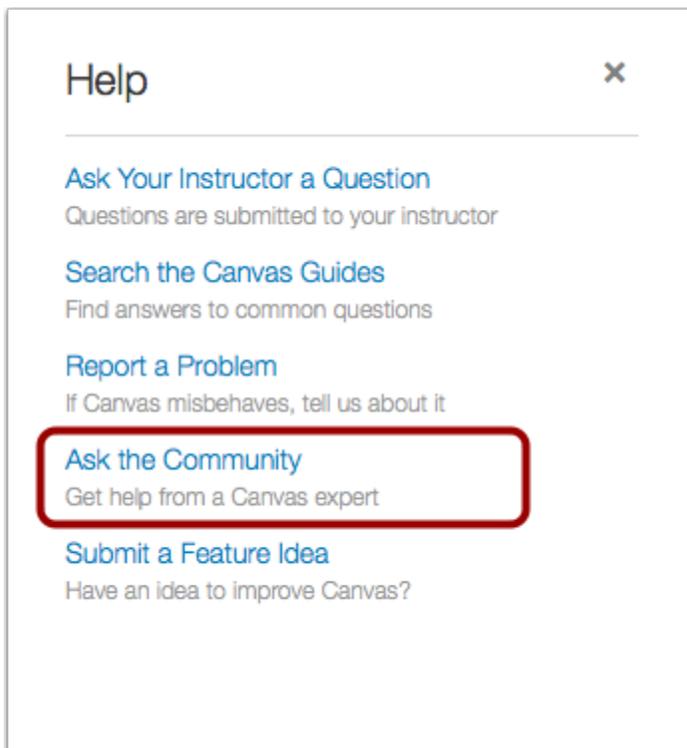
- Just a casual question, comment, idea, suggestion
- I need some help but it's not urgent

- 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

When you're done, click the **Submit Ticket** button [4].

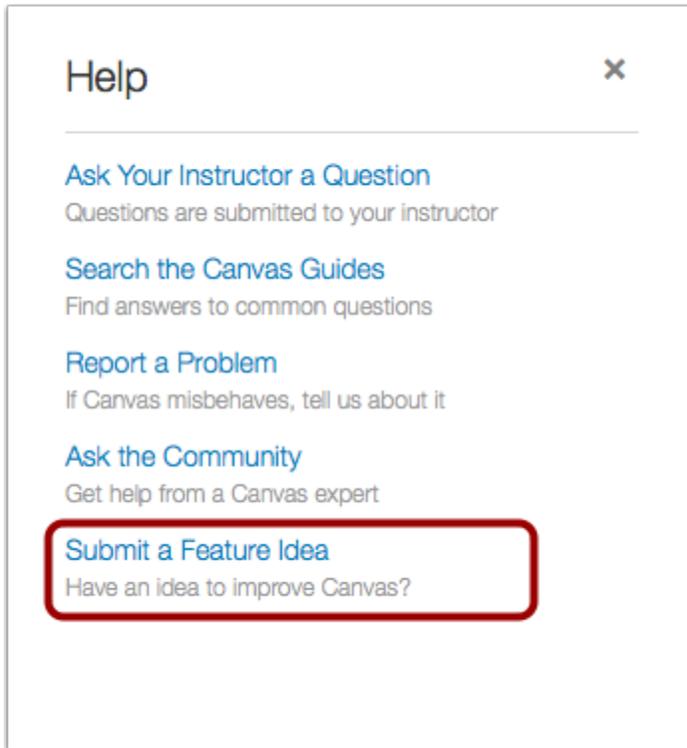
Depending on your institution's support schedule, you'll receive a reply as soon as possible.

Ask the Community (Non-Students)



The **Ask the Community link** allows users with an instructor-, TA-, or designer-based role to collaborate with other members of the Canvas community for answers to Canvas questions. This link directs to the Find Answers space in the Canvas Community.

Request a Feature



The **Submit a Feature Idea** link allows users to submit feature ideas to Canvas. This link directs to the Feature Ideas space in the Canvas Community.