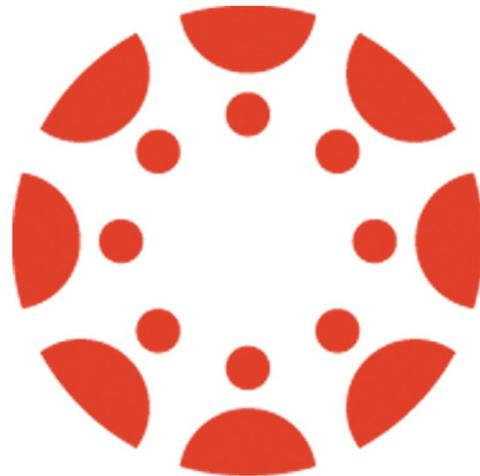


Version 1

# Canvas – Students Guide



canvas

Woodbridge Instructional Support

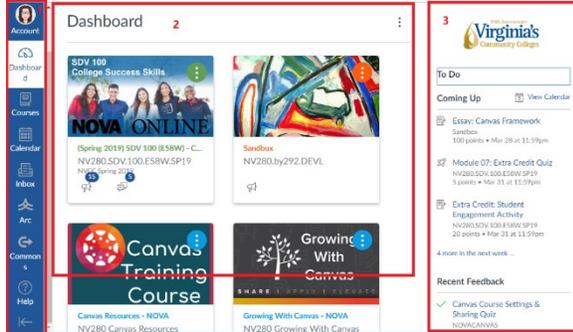
<https://www.nvcc.edu/canvas/>

Version 1

# Canvas – Students Guide

## Getting started

### The Canvas Dashboard



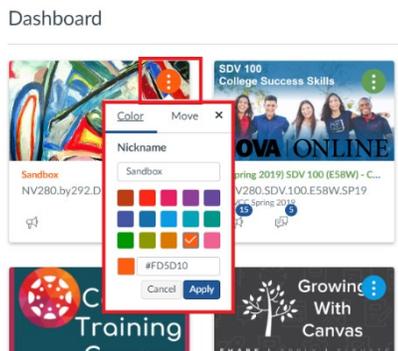
1. **Global Navigation** – contains shortcuts to help you navigate through Canvas.
2. **Course Cards** – shortcuts to your Canvas courses
3. **Sidebar** – contains links to your to-do list, upcoming events, and recent feedback,

### Course cards

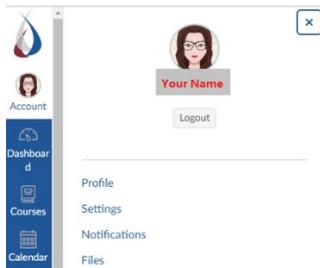
The course cards can be rearranged by dragging and dropping to a different location.

The three-vertical-dots icon on each course card allows

you to assign a **Nickname** for the course and choose different **Color** that reflects on Calendar items.

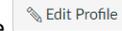


### Account Settings



## Editing Your Profile Information

1. Go to the **Global Navigation Bar**, select the **Account** icon
2. Select the **Profile** link
3. To upload a profile picture, mouse over the picture icon area, select the pencil icon.  

4. Click the **Edit Profile** button.  

5. Make changes to your profile information.
6. Click the **Save Profile** button.  


## Changing your Personal Settings

1. Go to the **Global Navigation Bar**, select the **Account** icon, then select the **Settings** link.  

2. Look at **Registered Web Services** to see services already registered to your account. If there are other services you wish to add, select them from the **Other Services** area.
3. Google Drive should be your NOVA student Gmail account.

### 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

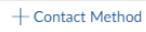
#### Registered Services

#### Other Services

Click any service below to register:



4. In the top right there are ways to contact you. Your institution email will already be added. If you wish to add additional email addresses, you can select the **+email address** and enter it.  

5. If you wish to add your phone number, you can select the **+contact method** and enter it.  

6. **Note** - a verification code will be sent to your phone to verify.

# Canvas – Students Guide

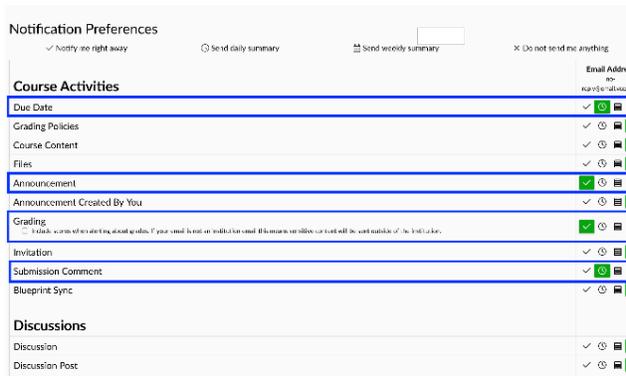
## Setting up your Notification Preferences

Canvas allows you to make changes to the type and frequency of the notifications you receive.

1. Click **Account** in the **Global Navigation**.
2. Select **Notifications** link.
3. The legend for **Notification Preferences** is across the top.
 

<input checked="" type="checkbox"/> Notify me right away	<input type="checkbox"/> Send daily summary	<input type="checkbox"/> Send weekly summary	<input type="checkbox"/> Do not send me anything
--	---	--	--
4. The right-hand side lists all **Contact Method(s)** you have selected on your **Settings** tab.
 

Email Address	Push Notification For All Devices
---------------	-----------------------------------
5. Note you may customize your notification preferences per contact method.
6. Under **Course Activities**, all activities are listed. Make your notification selections for each one.
7. Important notifications to have **Due Date, Announcement, Grading, Invitation, Late Grading, Submission Comments**.
8. Do the same for the rest of the categories.
9. Important notifications to have **Conversation Message, Appointment Sign-ups, Group Membership Update, Conference Recording Ready**.



\*Note - these preferences apply for ALL your Canvas courses. If you have selected daily or weekly summary emails, one email will generate for ALL courses at that time. They will be listed by course title in the email.

## Calendar

The **Calendar** allows you to view everything for all of your courses in one place.

1. Click on **Calendar** in the **Global Navigation**.
2. The top of the **Calendar** allows you to navigate between months and to view by week, month, or agenda view.
 

Today ← → March 2019 Week Month Agenda

3. The right-hand side lists all the calendars available to you. These include your personal calendar and a calendar for any course or group you are enrolled in. The top calendar is your personal calendar and only accessible to you.
4. Each calendar can be enabled or disabled by selecting the color tile to the left of the name of the calendar.

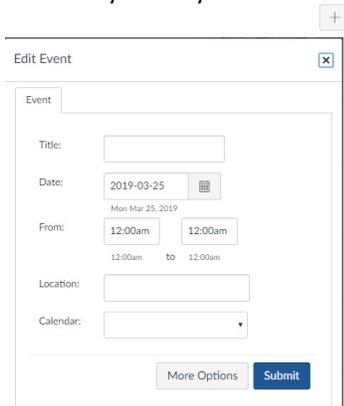
5. The colors are synced with the color tiles on your dashboard. Make sure that each course/group is a different color for ease in viewing the calendar. You may change the color by selecting the three vertical dots to the right of the course name.
 

CALENDARS

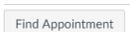
  - Your personal calendar ⋮
  - (Spring 2019) SDV 100 (E58W) ⋮
  - College Success Skills ⋮
  - 2018 Onsite Training Course ⋮
  - Adoption Playbook ⋮
  - Sandbox ⋮
  - Canvas for NOVA ⋮
  - Canvas Resources - NOVA ⋮
  - Growing With Canvas - NOVA ⋮

# Canvas – Students Guide

- If a calendar is enabled, all assignments/events associated with the course will be displayed on the calendar. Likewise, if a calendar is disabled, no information for that course will show up.
- You can add events and to-do items to your personal calendar at any time by selecting either the **+** button in the upper right-hand corner or by selecting the date box in the calendar. Fill out the Edit Event window and click submit button to add an event to your calendar.
- Under the right sidebar is a list of **Undated Assignments** that have been published by your instructor. These are live links. 
- Each item on the calendar is a live link that will navigate you to the assignment. **Assignments** are shown with an icon next to the assignment title. The icon reflects the assignment type or the event.
- Once an assignment has been submitted, it will show as crossed out on the calendar.



## Scheduler

- If your instructor has set up the scheduler to schedule appointments, you will find a navigation button in the top right under the mini-calendar called **Find Appointment**. 
- If you select this, you can sign up for an appointment for that particular course.

## Inbox Communication

Your **Inbox** is an area for conversations within your Canvas courses. **Note** - this is not an external email

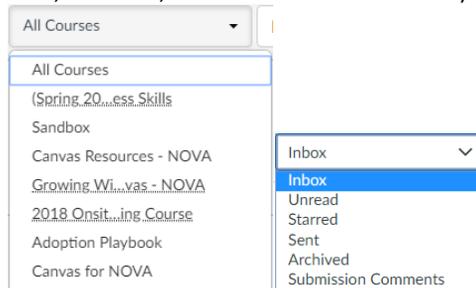
system and you may not contact anyone outside of the users in your particular courses.

## Inbox

- Access your **Inbox** from your **Global Navigation** bar.
- If the **Inbox** icon includes a numbered indicator, the indicator shows how many unread conversation messages you have in your Inbox. Once you read the new messages, the indicator will disappear.
- Once inside the **Inbox**, you have a toolbar across the top.



- You can filter your conversation messages by course or group or by type (unread, starred, sent, archived, and submission comments).



- You can compose a message at any time using the compose icon. 
- You can also search for conversations by user in the **Search by User** field.

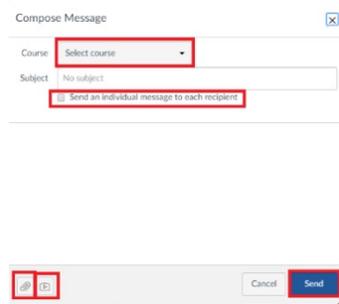


- Conversations for your selected course and filters appear in the left **Conversations** panel. If you have no filters applied, all the conversations for your entire Canvas account will be listed.
- Conversations are organized chronologically from newest to oldest.
- A blue circle next to the conversation indicates it has not yet been read.
- When you select a conversation, all messages in the thread appear in the right conversations panel.
- Within a conversation, you can reply, reply-all, forward, or delete either an individual message or the entire conversation thread.

# Canvas – Students Guide

## Composing a Message

1. Select the **Compose** icon from the top panel.
2. Select the course you wish to utilize.
3. Either use the address book or start typing in a user's name to locate the recipient of the email.
4. Using the address book allows you to locate specific users, send a conversation to **all teachers, all students, or all enrolled in the course**.
5. If you send a conversation to more than one user, you have the ability to check the box to **send individual messages to each recipient**.
6. Type your message in the field.
7. At the bottom, you have the option to **attach files** or **to record or upload media**.

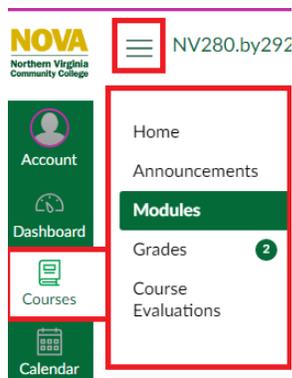


## Course Navigation

### Course navigation menu

**Course Navigation Menu** is the only way for you to get to specific locations in the course. 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 green.



The three horizontal lines in the left-hand corner allow you to collapse or expand the navigation bar.

## Content Area

The **Home Page** content is displayed in the content area. This can be a page, the syllabus, or the modules page. Your **Home Page** may also display recent **Announcements** at the top of the page.

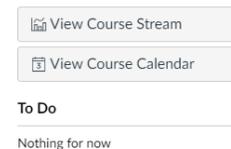
Breadcrumbs appear above the course content area. As you view the course content, the breadcrumbs leave a trail to show where you are inside the course. You can follow these links backward to visit prior course content.

≡ NV280.by292.DEVL > Pages > Student Notification Preferences

## Sidebar

The **Course Sidebar** functions the same as the **Dashboard** sidebar but only shows content for the specific course and includes additional options. If you have been added to a group in your course, the **Course Group** section will include links to your course groups.

The sidebar always shows the **To Do** section, which shows all recent announcements as well as assignments with a due date in the next seven days. Each item in this list displays the assignment name, the number of points, and the due date. Each item in the **To Do** list is clickable navigation.



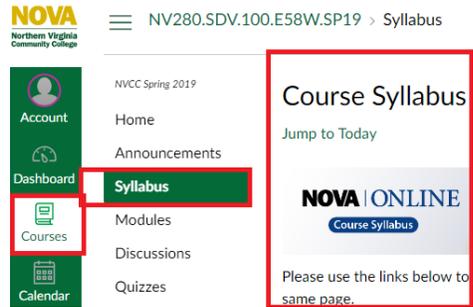
Assignments submitted through Canvas disappear automatically from the **To Do** list; no-submission assignments can only be removed from the list manually. To remove an item from the **To Do** list, select the x to the right of the assignment.

## Syllabus

This is the top section of the **Syllabus**. It has been created by your instructor and contains all important information about the course that your instructor

# Canvas – Students Guide

has included.



## Syllabus Table

The **Syllabus Table** is automatically generated for the course and contains a list of assignments and events. Assignments are indicated by the appropriate icon for the assignment type and events are indicated by the **Calendar** icon. Non-graded items with a to-do date show the to-do date in the **Syllabus**.

Course Summary:

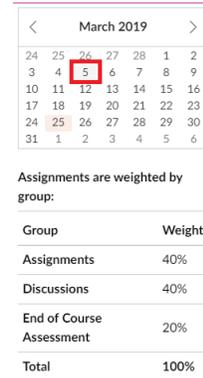
Date	Details
Tue Jan 1, 2019	1.5   Customize Your Profile  due by 11:59pm
Fri Jan 4, 2019	2.11   Try Creating Modules  due by 11:59pm
Tue Jan 8, 2019	1.8   Try the Calendar  due by 11:59pm
Wed Jan 9, 2019	3.4   Discussions: Chat About It!  due by 11:59pm
Thu Jan 17, 2019	4.5   Using SpeedGrader  due by 11:59pm
Mon Jan 21, 2019	5.4   How Might You Use Groups and Collaborations?  due by 11:59pm
Fri Jan 25, 2019	3.9   Create a Quiz  due by 11:59pm
Wed Jan 30, 2019	6.2   Reviewing Key Concepts  due by 11:59pm

Select the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items are listed in alphabetical order.

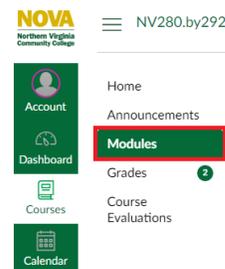
## Sidebar

The **Sidebar** section displays information about course events and grading. If your **Syllabus** is also set as your course home page, it may include additional features.

The **Sidebar** includes a mini-calendar. Any date that includes an event or assignment due date is shown with a gray background. To view an associated assignment or event, select the calendar date.



## Modules



Some instructors will use **Modules** to organize the course. **Modules** control the entire flow of the course, along with its content. **Modules** can be accessed via the **Course Navigation** bar.

**Modules** can be filled with different types of content. Each content item includes an icon indicating the type.

Icon	Function
	Page
	Discussion
	Assignment
	Quiz
	External link

Select the collapse arrow to collapse or open the **Module**.

Your instructor may lock a **Module** until a specified date. Locked **Modules** display a locked icon and an unlock date.

Your instructor may require a **Prerequisite** for accessing modules. This will be noted at the top of the module and the module may not be opened until the **Prerequisite** is met.

If a module includes **Requirements**, the header shows whether you are supposed to complete all requirements or select one requirement. Depending on the item type, **Requirements** may include up to five options: **view**, **mark as done**, **contribute**, **submit**, or **score at least X**.

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You can advance through module items or return to previous modules or content items using the progression bar at the bottom of the page. Select the **Next** or **Previous** buttons to navigate. You can view the name of the next or previous module item by hovering over the **Next** or **Previous** buttons, respectively.



**Module** and/or module items that are not available to you are grayed out. For any module icon, you can hover over the icon and view the message for the requirement.

## Assignment

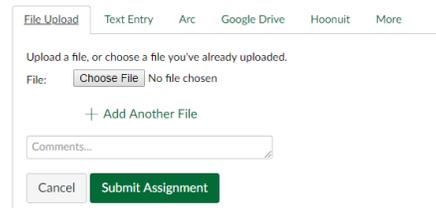
Assignments include all items that can be graded in Canvas. Each assignment includes an icon with the assignment type: assignment, discussion, or quiz. Each assignment also displays the assignment name, the due date (if any), and the number of points the assignment is worth. Availability dates, or the range of time that the assignment is accessible to you, may be specified as well.

## Assignment Submission

You can submit online assignments in Canvas using several submission types. Access your **Assignments** through your **To Do** list in your **Dashboard**, **Course Home Page**, **Syllabus**, **Gradebook**, **Calendar**, or **Modules**.

1.  To submit an assignment, select the **Submit Assignment** button to submit your work.
2. Select submission type. There are four submission types - **upload a file**, **submit a text entry**, **enter a website URL**, or **submit media**. Not all file types may be available for your Assignment, depending on the assignment submission type set by your instructor.
3. **Submit a File Upload**: locate the file from your computer and submit it as your assignment.

4. **Submit a Text Entry**: copy and paste or type your submission in the Text Entry box.
5. **Submit a Website URL**: copy and paste the link to the website.
6. **Submit Media Recording**: Use the button to record your submission. If you are uploading already existing media, it can be done from there as well.
7. Share the file via **Google**



8. **Drive** or **O365** by selecting the appropriate tab and locating the file
8. When you are ready to submit your assignment, select the **Submit Assignment** button.
9. After you have submitted your work, you will see information in the **Sidebar** about your submission.
10. If your instructor has allowed permission, you may resubmit another version of your assignment using the **Re-submit**
11. Once the instructor has graded your submission, the **Grades** link in **Course Navigation** displays a grading indicator.

**Drive** or **O365** by selecting the appropriate tab and locating the file

### Submission

✓ Submitted!  
Feb 28 at 10:31am  
[Submission Details](#)  
[Download 2016-17\\_writing\\_sample\\_advice\\_0.pdf](#)  
Grade: 8 (15 pts possible)  
Graded Anonymously: no  
Comments:  
First try  
Test Student, Feb 28 at 10:30am  
Good thought on this topic.  
Bo Yang, Feb 28 at 10:42am



**\*Note - Canvas does not support file uploads larger than 5 GB.**

## Mobile Submissions

You can also submit assignments using your Android or iOS device. Follow the same directions as above.

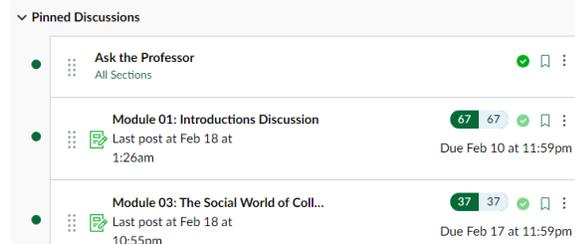
# Canvas – Students Guide

## Discussions

### Viewing Discussions

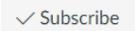
Discussions  are organized into three main areas:

1. **Discussions:** current discussions within the course. They are ordered by most recent activity.
2. **Pinned Discussions:** discussions your instructor wants you to pay specific attention to. They will appear at the top of the **Discussions** page.
3. **Closed for Comments:** discussions that have been manually closed for comments or the discussion is past the availability window. These discussions are only available in a read-only



state and are ordered by most recent activity.

Each discussion displays the name of the discussion, whether or not it is a graded discussion, the date on which the last discussion reply was posted, the due date (if any), the number of unread/total posts in the discussion, and whether or not you are subscribed to the discussion (bookmark icon).

 An unread icon (blue circle) next to a discussion indicates an unread discussion.

### Participating in a Discussion

When a discussion is available for participation, you can select the name of the discussion to open it. To reply to the discussion or to a discussion reply, select the **Reply** button. Rich Content Editor box will display for your typing the discussion post.



If your discussion is a graded discussion, you will see the points and due date (if any) for the discussion. If the instructor has attached a rubric, you can view it there as well.

If you are unable to view responses from other students, you may be required to make a reply before you can view them. Once you reply to the discussion, any other replies will be visible.



Replies are only visible to those who have posted at least one reply.

If you are allowed editing rights to your discussion, there will be a notation that your reply was edited.

If your instructor allows file attachments, you can attach a file to your reply using the attachment icon. **Note - you can only upload one attachment in your reply.**

## Quizzes

**Quizzes** are indicated by the rocket ship icon.

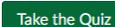
 Select the name of the quiz, you can view the due date, points, and questions for the quiz. You will also be able to see any instructions that your instructor has about the quiz.

If a time limit is given, you will see this as well. If a quiz has a time limit, you must complete the entire quiz within that time in one sitting. If you navigate away from the quiz, the timer will keep running. You will also be kicked out of the quiz when the time limit has been reached.

Time Running: [Hide](#)  
29 Minutes, 32 Seconds

### Taking the Quiz

1. Select the name of the quiz to open it.
2. To begin the quiz, select the **Take the Quiz** button.
3. There are several different question types in Canvas that your professors may choose to employ. Each question will show in the top right corner the point value of the question. Each question will be divided from others by a box surrounding the question and answers.
4. The sidebar indicates the quiz summary in real time. Questions you have answered will be



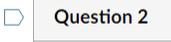
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Last Attempt Details:	
Time:	5 minutes
Current Score:	12.47 out of 24 *
Kept Score:	12.47 out of 24
* Some questions not yet graded	
Unlimited Attempts	
<a href="#">Take the Quiz Again</a>	
(Will keep the highest of all your scores)	

faded out and identified by a checkmark icon, while unanswered questions will be bolded and identified by a question mark icon.

5. For untimed quizzes, the quiz shows as the elapsed time. For a timed quiz, the timer shows the running time and counts down until time expires. You can

choose to hide the timer if you want to.

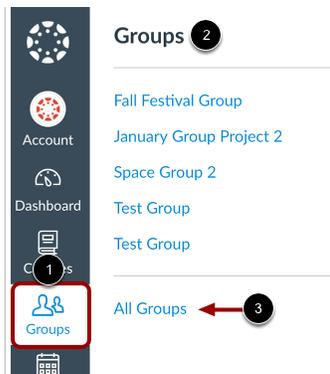
- You can flag the questions you want to go back to by selecting the flag by the question. The flag will turn yellow to remind you to finish the question.  The yellow flag will also appear in the question overview in the sidebar.
- If your browser allows you to leave the quiz, you can pause the quiz by leaving the quiz page. When you are ready to resume the quiz, the quiz will resume where you left off. If you leave a timed quiz, the timer will keep running and the quiz will automatically submit when time runs out.
- Canvas will save your quiz as you go through it. When you are finished, submit your quiz and view the quiz results to find out your score if your instructor has enabled that option.

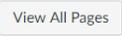
[Submit Quiz](#)

## Groups and Groupwork

### Groups

- If you are enrolled in a group, you will see the **Group** icon in the **Global Navigation** menu. If you do not see this icon, you have not been enrolled in a group by your instructor.
- To open a group, select the name of the group.



- You will be navigated to a **Group Workspace**. You have several options available in this workspace.
- Announcements:** this link allows you to view current announcements or create a new announcement.
- Pages:** this link allows you to view current pages or create a new page. **Pages** is designed to open the front page for a group if there is a front page selected. To select another page, select the **View All Pages** button.  To add a new page, select the **Add Page** button.  Type a name for your page. Add content to your page using the **Rich Content Editor**. You can add URLs or media to your page. You can also attach file links. You can decide who can edit the page by selecting the **Who can edit this page** drop-down menu. Select the **Save** button to save changes.
- People:** this link will display a listing of all the student in the group.
- Discussions:** this link will allow you to start or contribute to group discussions. These discussions are only available for the members of this group. From this space, you may view a discussion and respond to it or create a new discussion. To create a new discussion, type a title in the topic field. Write a discussion prompt using the **Rich Content Editor**. Create threaded replies by selecting the **Allow threaded replies** checkbox. Select the **Save** button to start the discussion.
- Files:** this link will show you all the files for the group. All files located in this area are accessible to all members of the group. Select the **Upload** button to add new files to the group.
- Conferences:** this link will allow you to start a new conference or join a conference. To start a conference, select the **Add Conference** button. Add the appropriate details including setting a time limit and enabling recording using the **Enable recording for this conference** checkbox. By default, all members of the group will be invited to the conference, although you may override this option and select individual members to add to the conference. To join a conference, navigate to

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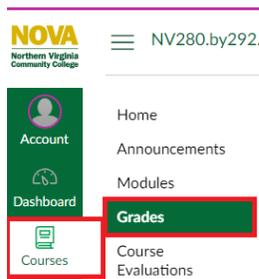
the **Conference** link and select the name of the conference to join.

10. **Collaborations:** this link will allow you to start a collaboration using Google Docs or Office 365. Any member of the group may collaborate on this document. All current group collaborations are listed in his space and may be accessed by selecting the name of the collaboration. To create a collaboration, you will first need to name the document, create a description, and select who you will collaborate with and then select the **Start Collaborating** button.

## Group Assignments

1. Only one group member needs to submit the assignment on behalf of the group.
2. When you submit the assignment, you will see a banner that notes that the submission counts for everyone in your group.
3. Your instructor may choose to score each group member individually or every group member will receive the same score.
4. If your assignment submission includes commenting options, each member of your group is being graded individually. You may add a comment to the comment box if you choose and select to send it to your instructor or to send to your instructor and all members of your group.

## Grades

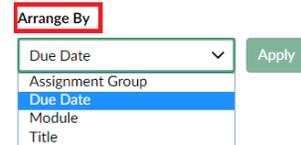


The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. Some details in the Grades page, such as scoring details and the total

grade, may be restricted in your course per instructor preference.

1. In the **Course Navigation**, select the link for **Grades**.
2. From the **Grades** page, you can select the course for which you want to view grades.

3. By default, grades are sorted chronologically by assignment due date, but in



the **Arrange by** menu, you can also sort by module, assignment title, or assignment group.

4. You can view the name of the assignment, the

The image shows a screenshot of the Canvas Grades page. It displays a table of assignments with the following columns: Name, Due, Score, and Out of. The 'Name' column is highlighted with a red box. The table contains the following data:

Name	Due	Score	Out of
1/22 Quizzes.next	Jan 25 by 11:59pm	-	10
Essay: Canvas Framework	Mar 28 by 11:59pm	100	100
1.5   Customize Your Profile		8	15

Below the table, there is a 'Comments' section with a 'Close' button. The comments section shows two comments: 'First try' and 'Good thought on this topic.' with their respective timestamps.

assignment due date, the status of the assignment, the score you earned, and the total point value of the assignment. You may also be able to view whether the assignment includes scoring details, comments, or rubrics.

5. You may see various grade icons in the score column indicating the type of assignment you submitted. The icon means that the assignment has not yet been graded by your instructor. Once it is graded, the icon will be replaced by your score.

6. The **Grades** page also lets you create hypothetical or **What-If grades**. You can select any score field and approximate your grade for both graded assignments and ungraded assignments.

Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

7. If there are comments in your assignment, the assignment displays a comment icon. To view the comments, select the icon.
8. If you can view scoring details, select the check mark icon. You can view the grade distribution for the assignment and view the mean, high, and low scores.
9. If an assignment includes a rubric, you may access the results by selecting the icon.
10. The **Grades** page will list the assignment groups included in your course. You can view the

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percentage score for each group and the points you've earned versus the total points possible.

11. The **Sidebar** shows information about how your grades are calculated. If your assignment groups are weighted, the sidebar will show the breakdown of weighted assignment groups.
12. If you have more than one course, you can use the **Course Drop-Down Menu** to view grades in other courses.
13. To print your grades, select the **Print** button.



## Viewing Feedback

You can see comments from your instructor on the Grades page. You can also access feedback through the Recent Feedback area on the sidebar of your Course Home Page.

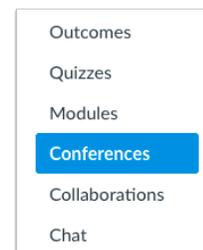
1. Locate the assignment and select the **Comment** icon. You can view the comments along with the author, date, and time of the comment.
2. Your assignment submission also displays comments. You can access the submission by selecting the title of the assignment. Any instructor comments added to your submission, along with any comments added by you, appear in the **Comments** portion of the sidebar.
3. If an assignment has a rubric, the assignment will display the rubric icon. You may access the rubric by selecting the **Rubric** icon. Your instructor may leave comments in the rubric as well.
4. You may respond to any instructor comments.
5. If you submitted the assignment with a file upload, your instructor may have included annotated feedback in your assignment. Files that support annotations display a **View Feedback** button next to the submission.
6. You can view annotated comments through a preview tool called **Canvas DocViewer**. You may also reply to any comments or make your own annotations in the **DocViewer**.
7. To download a PDF of the submission and annotations, select the **Download** icon in the upper left-hand corner of the **DocViewer**.

## Conference

The Conferences page allows you to view all the conferences within a course. As a student, you can join conferences when you have been invited to participate.

### Joining a Conference

1. In **Course Navigation**, select the **Conferences** link. You can view conferences where you have been invited to participate. Conferences display the conference name and description.



2. New conferences will be listed in the **Conference** index, but cannot be accessed until the host has started the conference. When the conference is available, select the **Join** button.



3. Before joining a conference, you will be asked how you want to join the conference audio: via microphone or listen only. Listen Only allows users to quickly join the conference as a listener only (no microphone check). You will be able to change your audio preference once you've joined the conference.

How do you want to join the audio?



Microphone



Listen Only

4. If a conference has been recorded, it will display in the **Concluded Conference** area and will note that it is a recording. The recording will display as either a presentation or a video.
5. Recordings are automatically deleted 14 days after the conference ends.

## Collaborations

If you've been invited to join a collaboration, you can access the collaboration from the Course Navigation

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or from your online account for the collaboration type (OneDrive or Google Drive).

## Contributing to a Collaboration

1. In **Course Navigation**, select the **Collaborations** link.
2. The **Collaborations** page displays all collaborations where you have been invited to participate. For each collaboration, you can view the name of the collaboration, the description, the person who created the collaboration, and the date and time the collaboration was created.
3. To open a collaboration, select the name of the collaboration. The collaboration will open in a new tab. You may be asked to sign in to view the file.
4. View and edit the file in Google Drive or OneDrive, respectively.

## Rich Content Editor

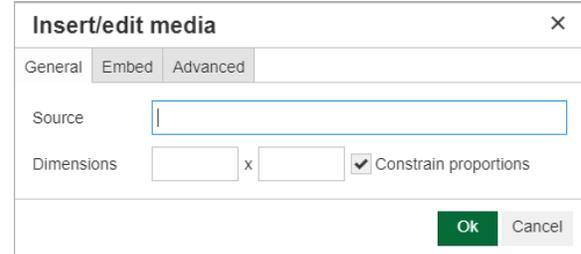
You can type text and you can copy and paste text from other sources into the Rich Content Editor. The following keyboard shortcuts can be used when copying and pasting text:

- Normal copy and paste on a PC: Ctrl-C, Ctrl-V
- Copy and paste-without-formatting on a PC: Ctrl-C, Ctrl-Shift-V
- Normal copy and paste on a Mac: Cmd-C, Cmd-V
- Copy and paste-without-formatting on a Mac: Cmd-C, Cmd-Opt-Shift-V

The Rich Content Editor also includes several formatting tools that allow you to modify your text.



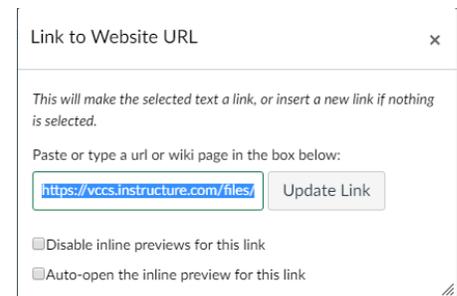
**Insert/Edit Media Icon**  Once you click this icon, enter URL of media source, or click Embed tab to copy & paste the embedded code.



**Create a Hyperlink or Remove a Hyperlink**  

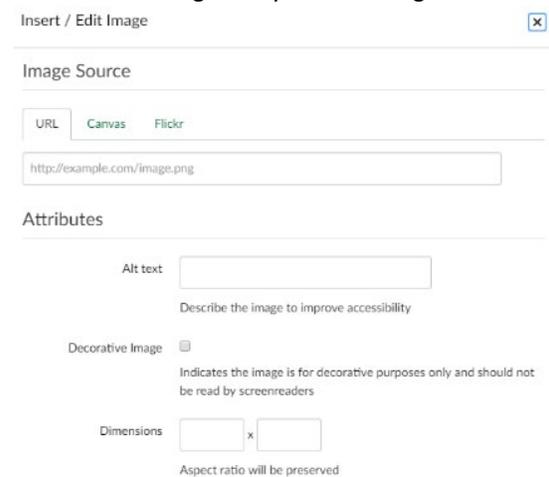
Highlighted the text you want to create a hyperlink, and click the **Create a hyperlink** icon, copy and paste the URL. Once you have a hyperlink, place your cursor over the link and click **Create a Hyperlink** icon again, check **Auto-open the inline preview for this link**, click the

**Update Link** button. The file will be auto-opened in the content area



**Embed Image**

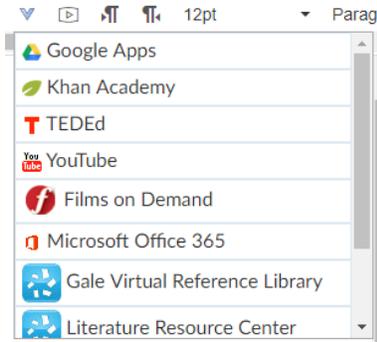
 You can embed image by copy & paste URL, upload from Canvas, or search from Flickr. Give Alt text to describe the image and you can change dimensions.



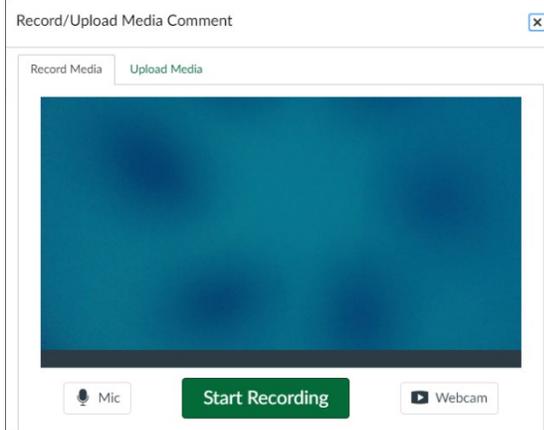
**Insert Math Equation**  **Insert Arc** 

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**More External Tools** allows you to add Google Drive or Microsoft 365 files, YouTube video, etc.

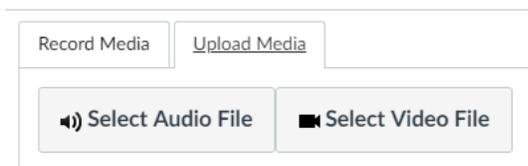


**Record/Upload Media** you can record or upload audio and video file into Rich Content Editor. **Choose Record Media** tab, you can choose the Webcam and Mic and click the Start Recording button to record. ,

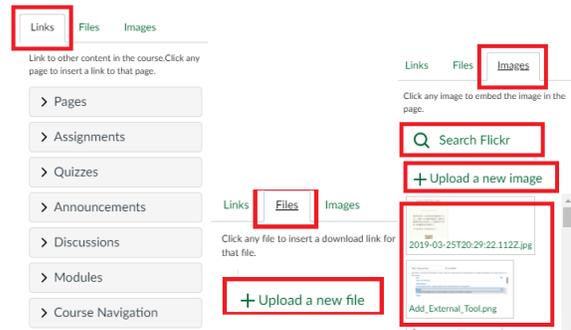


Choose **Upload Media**, you can choose to upload audio or video files.

Record/Upload Media Comment



You can also use the **Content Selector** to upload file and images and create links.



## Canvas Student App

On mobile devices, Canvas is designed to be used within the **Canvas mobile app. Canvas Student (iOS 10+, Android 4.2+) App** provides access to Canvas from your mobile device. Canvas is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices.

Students can access their courses and groups from the Dashboard. Courses and groups include the navigation items that can be viewed in the browser version of Canvas.

Students can view details on assignments, quizzes, and discussions and submit these items from the app.

Students can use the Navigation Bar to access their calendar, To Do list, notifications, or Inbox.

Students can manage their files, display course grades, get help from Canvas Support, change users, and log out of the app.

Source from:

1. Quick Source Learning Canvas Instructor Guides
2. Canvas for Student Module created by Heidi Redmond
3. Canvas Guides from <https://community.canvaslms.com/docs/DOC-10701>