

CANVAS STUDENT GETTING STARTED GUIDE



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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.

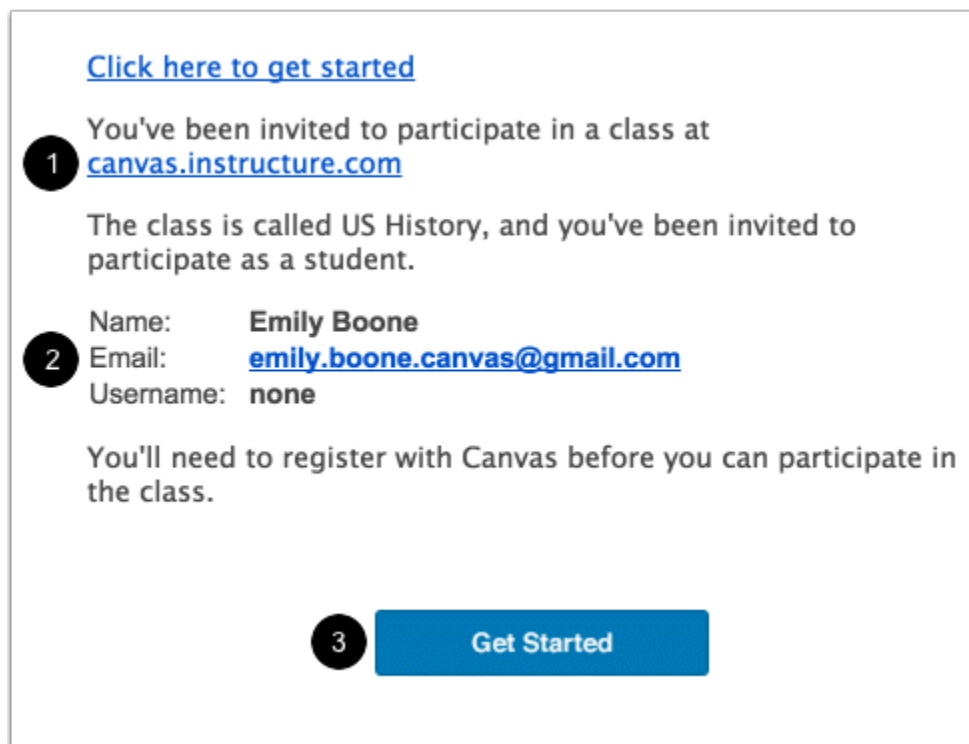
How do I sign up for a Canvas account as a student?

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.

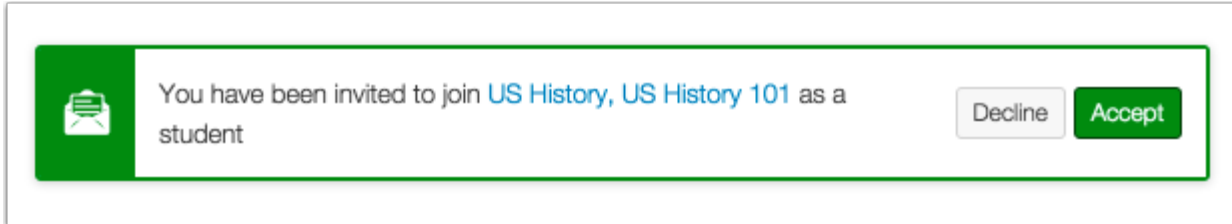
If you are not using Canvas through your institution, you can create your own account. Your instructor will provide you with a join code to link you directly to the course. This code will be sent to you separately from the Canvas email that invites you to join the course. ***If you need to create an 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

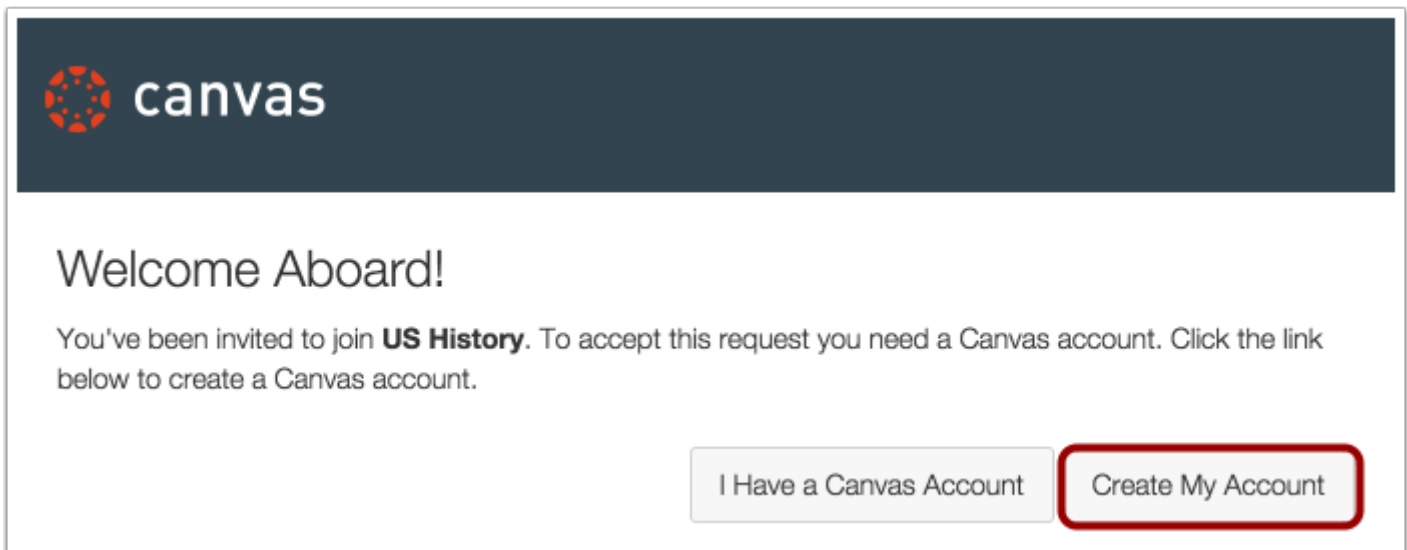


The screenshot shows an email interface for accepting a Canvas course invitation. At the top, there is a blue link "Click here to get started". Below this, a numbered list starts with "1" and the text "You've been invited to participate in a class at [canvas.instructure.com](#)". This is followed by the text "The class is called US History, and you've been invited to participate as a student." The second item in the list, marked with a "2", shows the user's details: "Name: Emily Boone", "Email: [emily.boone.canvas@gmail.com](#)", and "Username: none". Below these details, it says "You'll need to register with Canvas before you can participate in the class." At the bottom, there is a third numbered item, marked with a "3", which is 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

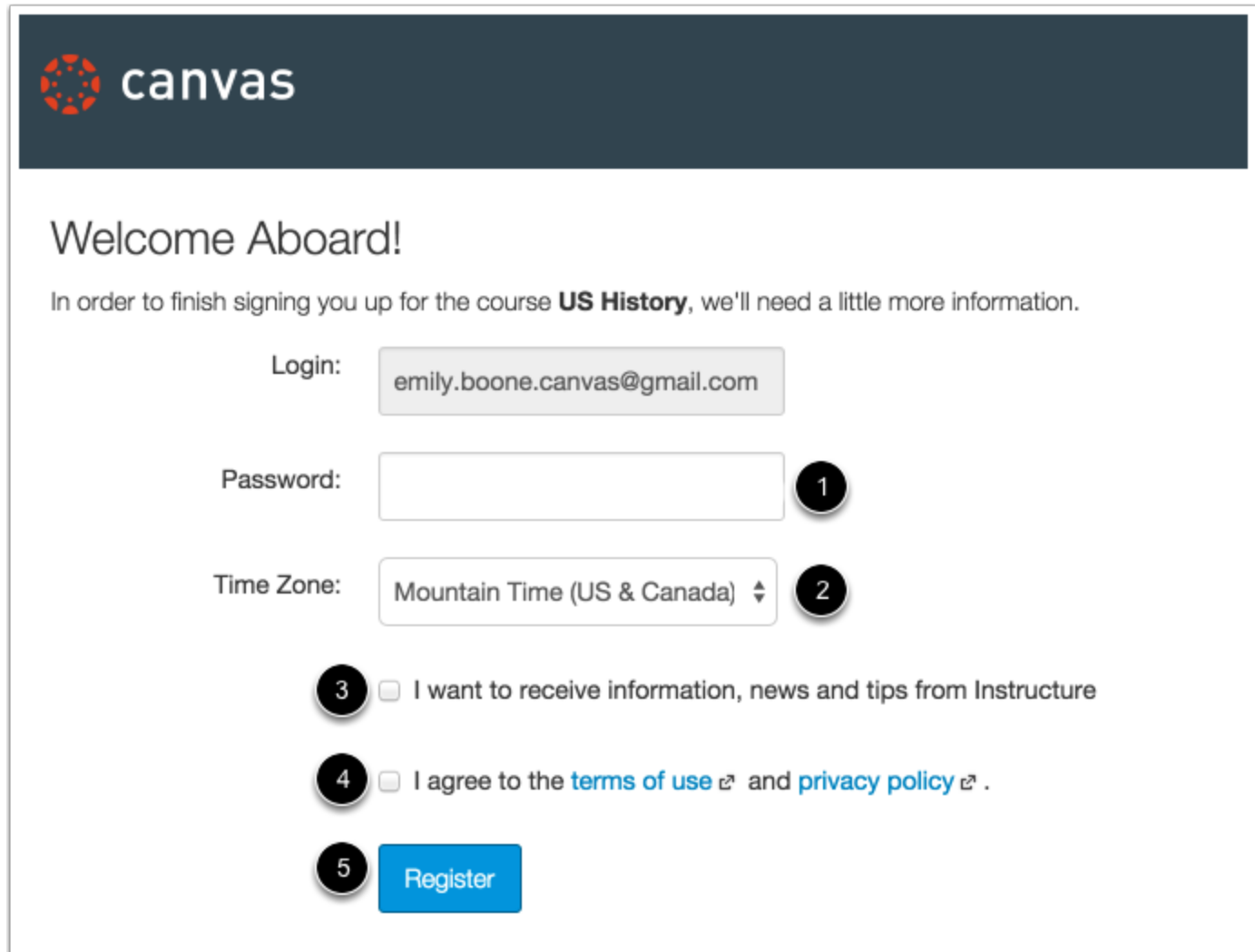
Canvas will take you to your course and ask you to accept the enrollment. Click the **Accept** button.

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

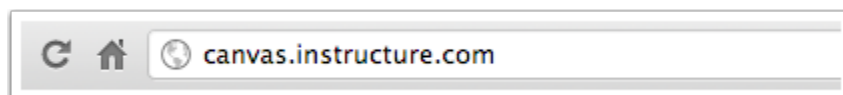


The registration form is titled "Welcome Aboard!" and includes a message: "In order to finish signing you up for the course **US History**, we'll need a little more information." The form contains the following fields and elements:

- Login:** A text input field containing the email address "emily.boone.canvas@gmail.com".
- Password:** A text input field with a circled "1" next to it.
- Time Zone:** A dropdown menu showing "Mountain Time (US & Canada)" with a circled "2" next to it.
- Checkbox 3:** A checkbox with a circled "3" next to it, labeled "I want to receive information, news and tips from Instructure".
- Checkbox 4:** A checkbox with a circled "4" next to it, labeled "I agree to the [terms of use](#) and [privacy policy](#)".
- Register Button:** A blue button labeled "Register" with a circled "5" next to it.

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



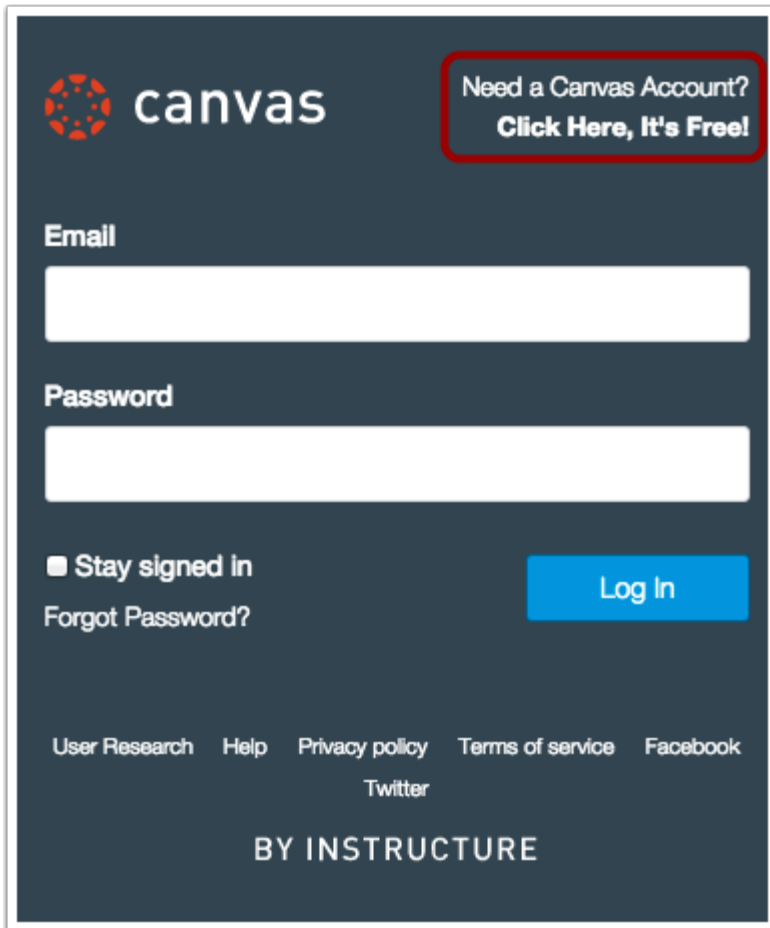
A browser address bar showing the URL "canvas.instructure.com".

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



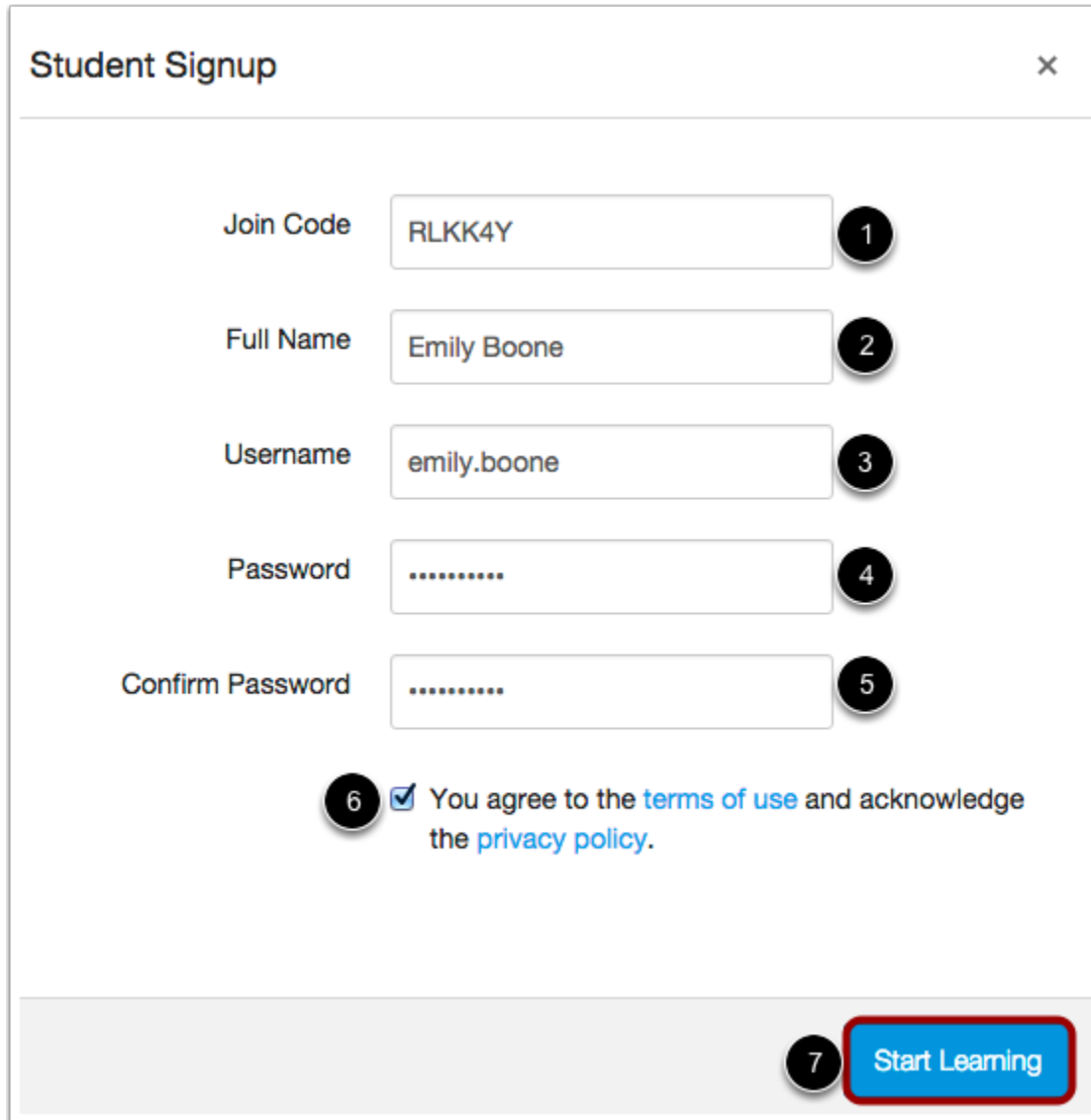
The image shows the Canvas login page. At the top left is the Canvas logo. In the top right corner, there is a red-bordered banner that says "Need a Canvas Account? Click Here, It's Free!". Below the banner are two input fields: "Email" and "Password". Below the "Email" field is a "Forgot Password?" link. Below the "Password" field is a "Log In" button. At the bottom of the page, there are links for "User Research", "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter". At the very bottom, it says "BY INSTRUCTURE".

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 image shows a 'Student Signup' form with a close button (X) in the top right corner. The form contains the following fields and elements, each with a numbered circle next to it:

- 1. Join Code: A text box containing 'RLKK4Y'.
- 2. Full Name: A text box containing 'Emily Boone'.
- 3. Username: A text box containing 'emily.boone'.
- 4. Password: A text box with masked characters (dots).
- 5. Confirm Password: A text box with masked characters (dots).
- 6. A checkbox that is checked, followed by the text: 'You agree to the [terms of use](#) and acknowledge the [privacy policy](#).'
- 7. A blue button labeled 'Start Learning' with a red border.

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?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your institution's login page may vary from the images shown in this lesson. However, the functionality remains the same.

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](#)

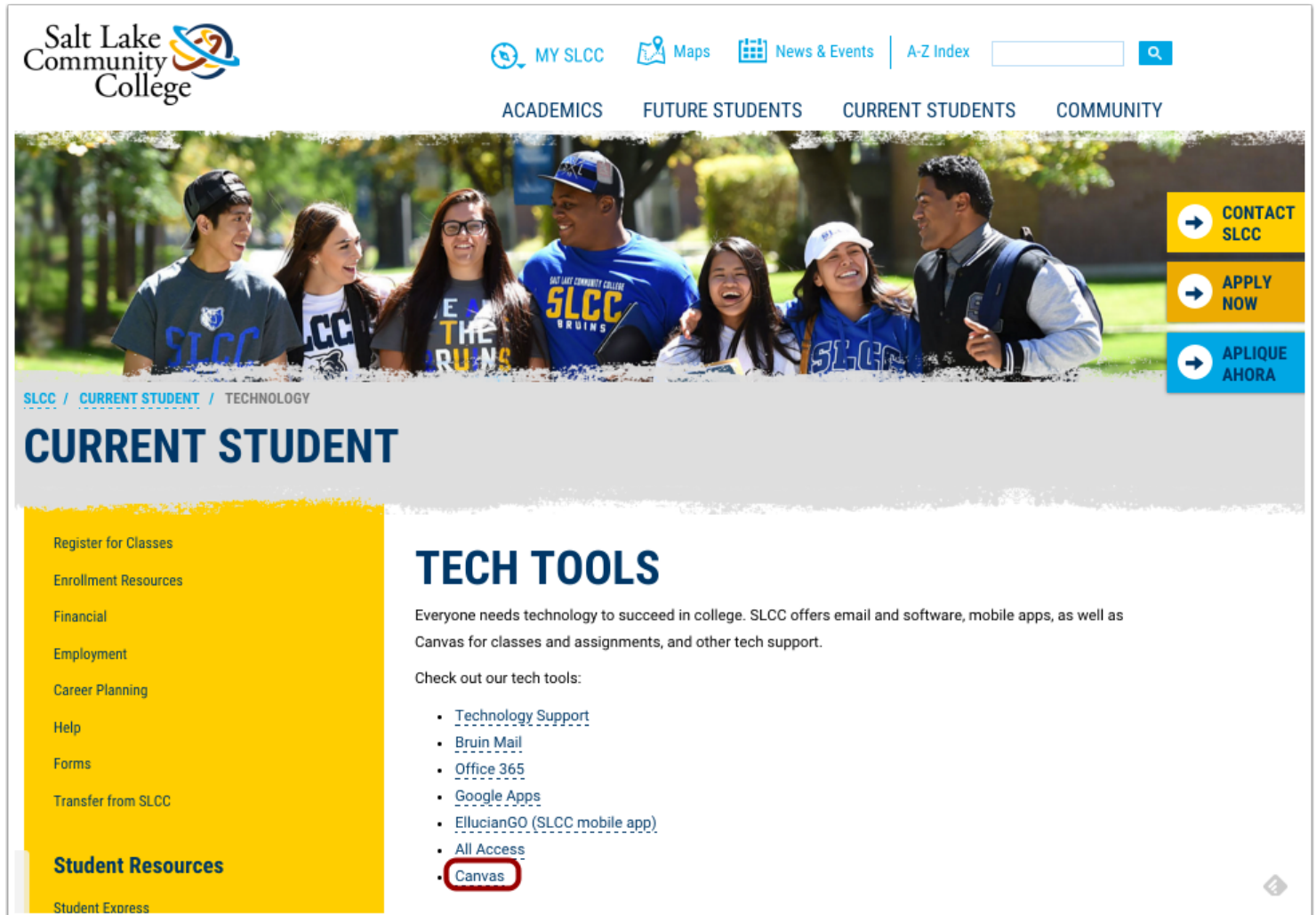
Note: If you are having trouble signing into Canvas, please see the troubleshooting section in this lesson.

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. The header includes the college logo, navigation links (MY SLCC, Maps, News & Events, A-Z Index), and a search bar. Below the header is a banner image of students. On the right side of the banner are three buttons: CONTACT SLCC, APPLY NOW, and APLIQUE AHORA. The main content area is titled 'CURRENT STUDENT' and features a yellow sidebar with links like 'Register for Classes', 'Enrollment Resources', 'Financial', 'Employment', 'Career Planning', 'Help', 'Forms', 'Transfer from SLCC', and 'Student Resources'. The 'Student Resources' section is expanded, showing a list of 'TECH TOOLS'. The list includes 'Technology Support', 'Bruin Mail', 'Office 365', 'Google Apps', 'EllucianGO (SLCC mobile app)', 'All Access', and 'Canvas', which is circled in red.

Salt Lake Community College

MY SLCC Maps News & Events A-Z Index

ACADEMICS FUTURE STUDENTS CURRENT STUDENTS COMMUNITY

CONTACT SLCC

APPLY NOW

APLIQUE AHORA

SLCC / CURRENT STUDENT / TECHNOLOGY

CURRENT STUDENT

Register for Classes

Enrollment Resources

Financial

Employment

Career Planning

Help

Forms

Transfer from SLCC

Student Resources

Student Express

TECH TOOLS

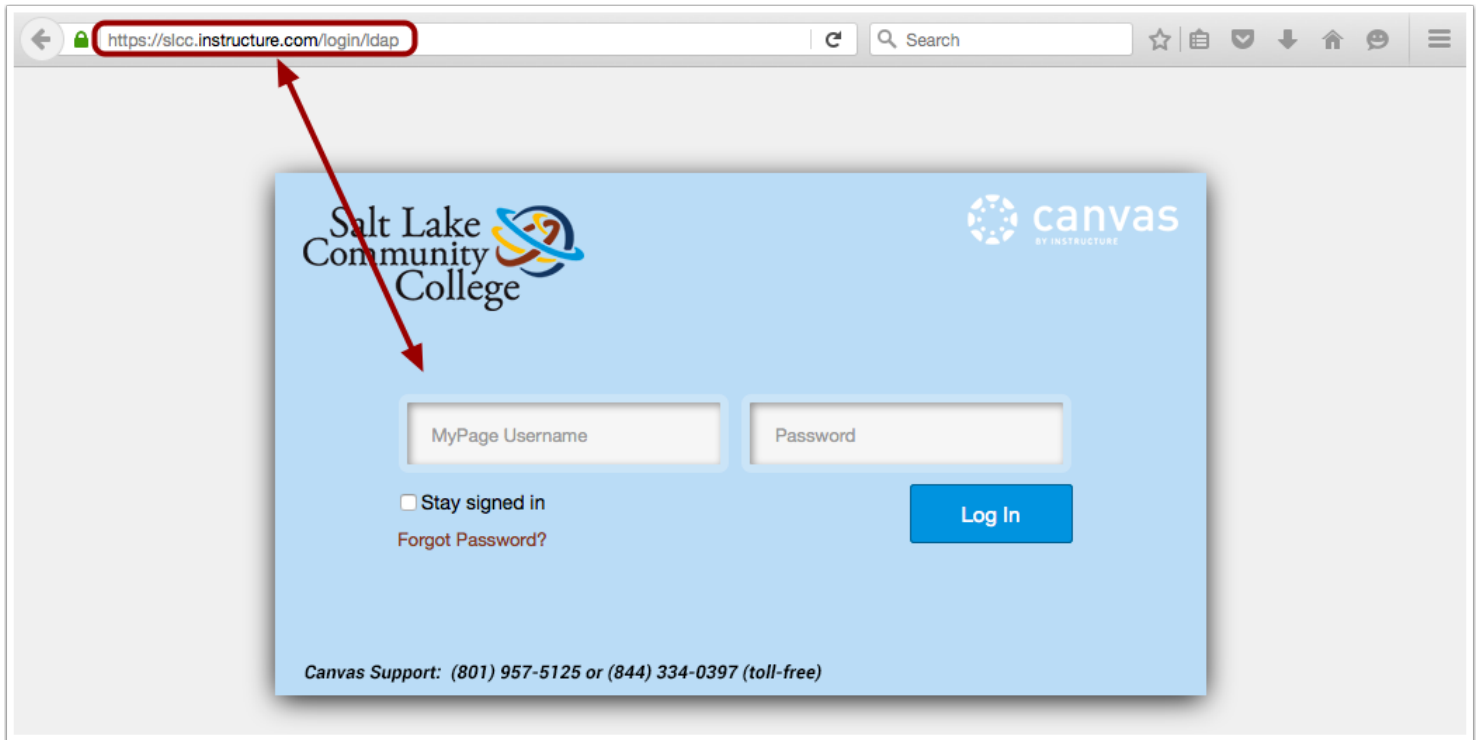
Everyone needs technology to succeed in college. SLCC offers email and software, mobile apps, as well as Canvas for classes and assignments, and other tech support.

Check out our tech tools:

- Technology Support
- Bruin Mail
- Office 365
- Google Apps
- EllucianGO (SLCC mobile app)
- All Access
- Canvas

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

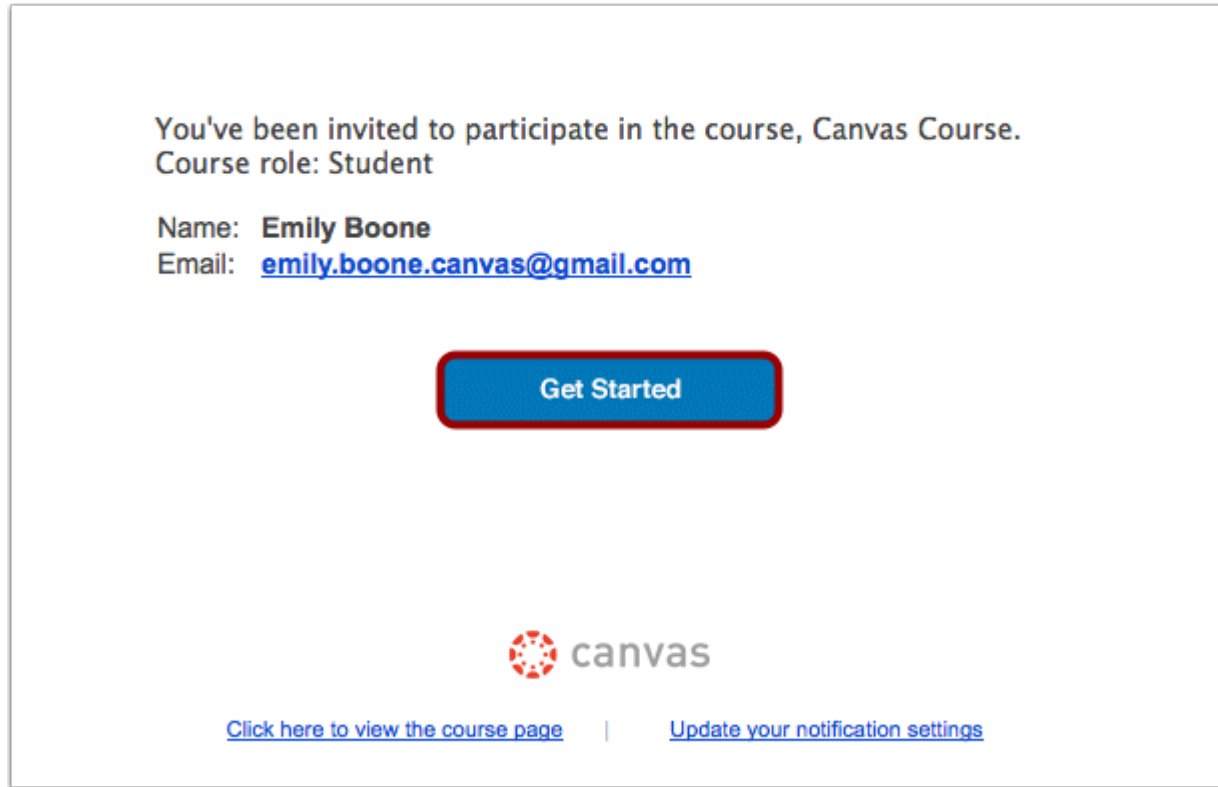
Access Canvas via Canvas URL



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.

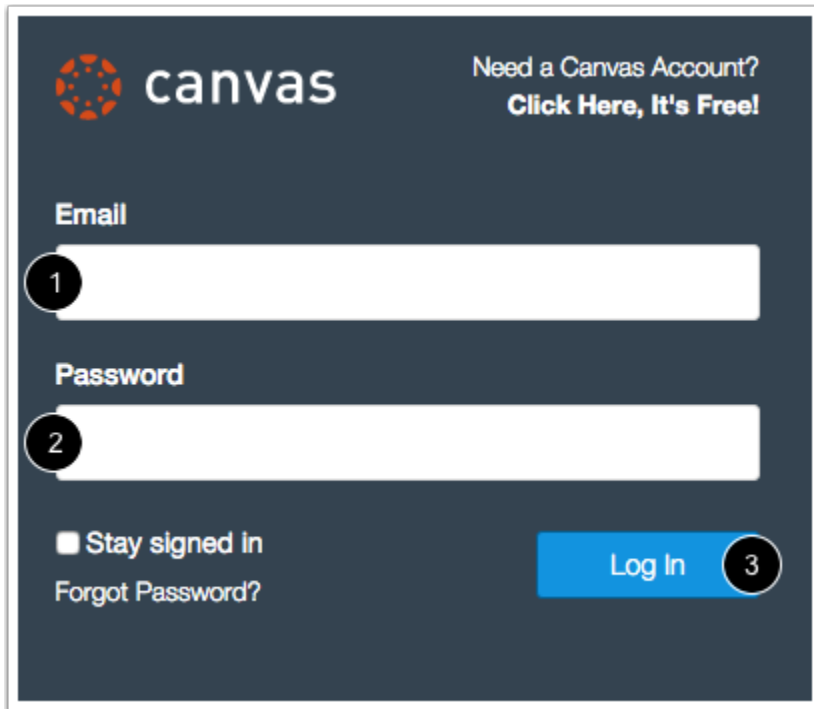
Note: The URL for [Canvas Network](https://canvas.instructure.com) is learn.canvas.net. The URL for [Free-For-Teachers \(FFT\)](https://canvas.instructure.com) is canvas.instructure.com.

View Course Invitation



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

A screenshot of the Canvas login interface. At the top left is the Canvas logo. To its right, the text "Need a Canvas Account? Click Here, It's Free!" is displayed. Below the logo, there are two input fields: "Email" and "Password". The "Email" field is marked with a circled "1" and the "Password" field with a circled "2". Below the "Password" field, there is a checkbox labeled "Stay signed in" and a link "Forgot Password?". To the right of these options is a blue "Log In" button, which is marked with a circled "3".

Need a Canvas Account?
Click Here, It's Free!

Email

1

Password

2

☐ Stay signed in
Forgot Password?

Log In 3

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? (Legacy UI)

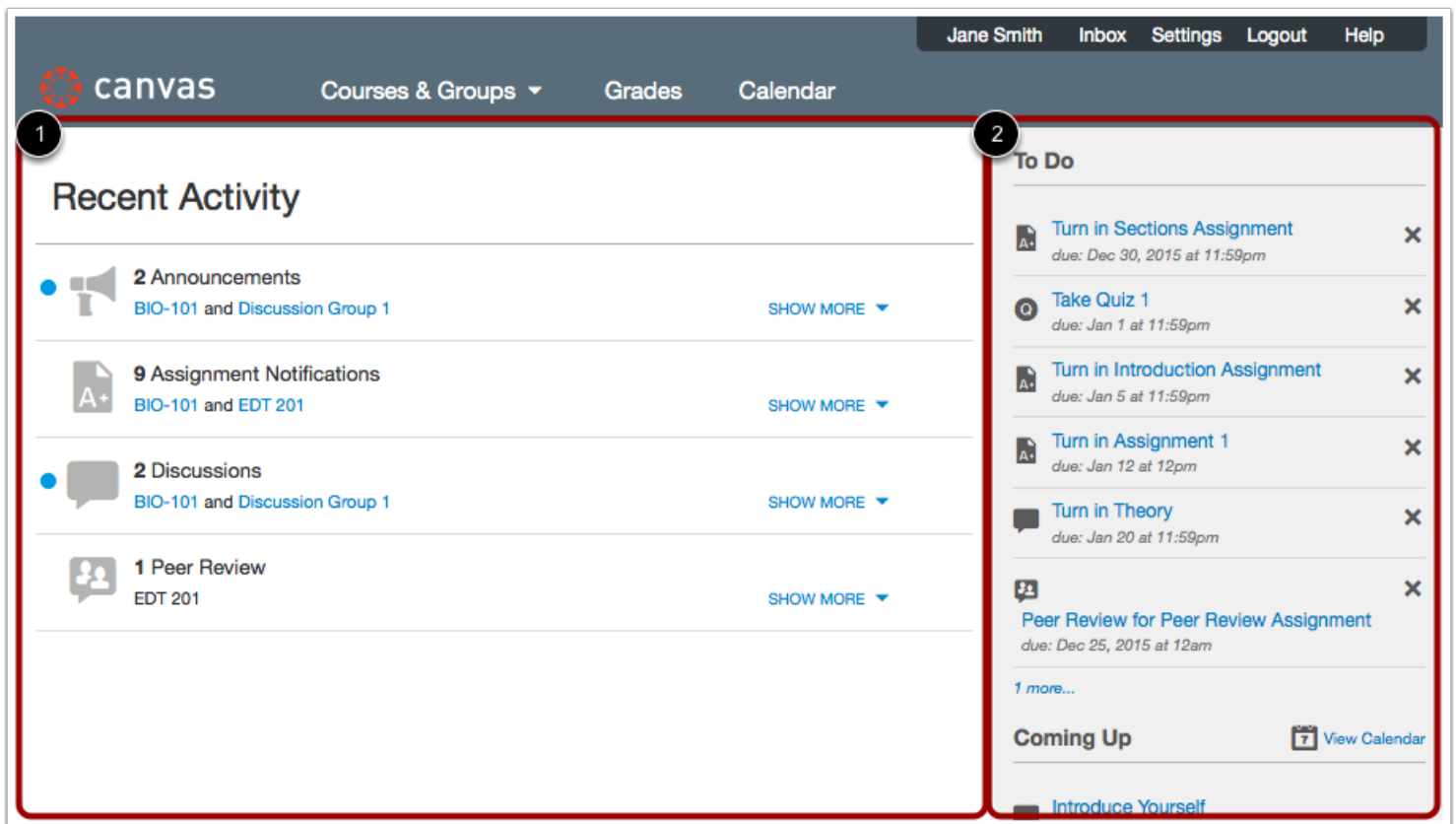
If your Dashboard does not match the design shown in this lesson, your institution has enabled the New Canvas User Interface. For updated details about this feature, please view the [Dashboard \(New Canvas UI\) lesson](#).

The User Dashboard is the first thing you will see when you log into Canvas. The User 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 your institution's logo in [Global Navigation](#).

Note: For Canvas Catalog users, clicking your institution's logo will return you to your [Catalog dashboard](#). Learn how to [access the Canvas Dashboard as a Catalog user](#).

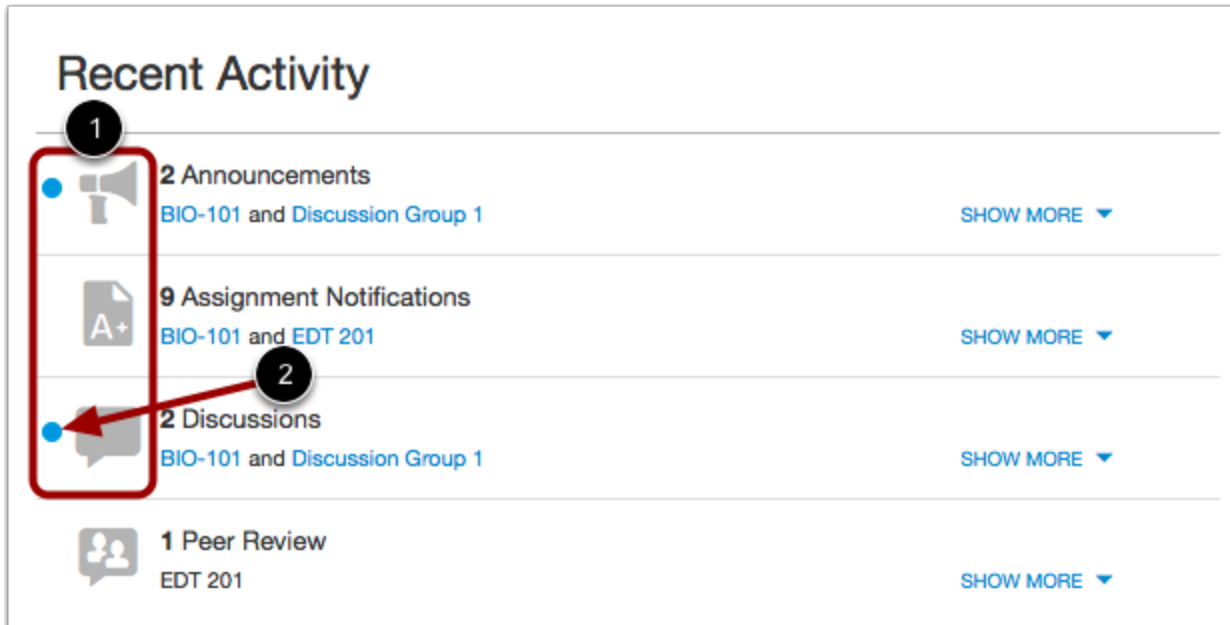
View Dashboard



The screenshot displays the Canvas User Dashboard interface. At the top, a dark navigation bar contains the user's name 'Jane Smith' and links for 'Inbox', 'Settings', 'Logout', and 'Help'. Below this, a secondary bar shows the 'canvas' logo and navigation links for 'Courses & Groups', 'Grades', and 'Calendar'. The main content area is divided into two columns. The left column, labeled 'Recent Activity' (indicated by a red circle with the number 1), lists four categories of activity: '2 Announcements' (BIO-101 and Discussion Group 1), '9 Assignment Notifications' (BIO-101 and EDT 201), '2 Discussions' (BIO-101 and Discussion Group 1), and '1 Peer Review' (EDT 201). Each category has a 'SHOW MORE' link. The right column, labeled 'To Do' (indicated by a red circle with the number 2), lists upcoming tasks: 'Turn in Sections Assignment' (due Dec 30, 2015 at 11:59pm), 'Take Quiz 1' (due Jan 1 at 11:59pm), 'Turn in Introduction Assignment' (due Jan 5 at 11:59pm), 'Turn in Assignment 1' (due Jan 12 at 12pm), 'Turn in Theory' (due Jan 20 at 11:59pm), and 'Peer Review for Peer Review Assignment' (due Dec 25, 2015 at 12am). A '1 more...' link is also present. At the bottom of the right column, there is a 'Coming Up' section with a 'View Calendar' link and an 'Introduce Yourself' link.

The Dashboard includes the Activity Stream [1] and the Sidebar [2]. Each component helps show recent activity and upcoming events in your courses.

View Recent Activity




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.

Activities are indicated by activity type and display an icon [1] for the activity. New or unread activities are shown by the blue indicator dot [2]. 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

Recent Activity




2 Announcements

BIO-101 and Discussion Group 1

SHOW MORE


1



9 Assignment Notifications

BIO-101 and EDT 201

SHOW MORE




2 Discussions

BIO-101 and Discussion Group 1

SHOW LESS


2



BIO-101 Group Project Discussion

Jan 6 at 11:55am

X



Discussion Group 1 New Project


Dec 17, 2014 at 2:49pm

X

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


Recent Activity



2 Announcements

BIO-101 and Discussion Group 1


SHOW MORE



9 Assignment Notifications

BIO-101 and EDT 201

SHOW MORE




2 Discussions

BIO-101 and Discussion Group 1

SHOW LESS

2



BIO-101 Group Project Discussion


Jan 6 at 11:55am

X

Discussion Group 1 New Project

Dec 17, 2014 at 2:49pm

X



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View Sidebar


The **Coming Up** section [2] shows assignments and events coming due in the next seven days.


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.)


Manage Sidebar Items


Instructor View


To Do

 Grade Auto Assign w/non-submission
1 needs grading

 Grade Peer Review with Rubric
1 needs grading

 Grade Peer Review Assignment Test Due Date
1 needs grading


 Grade PR with graded rubric
1 needs grading


 Grade Test Quiz Group Randomization
1 needs grading


17 more...


2

Coming Up

 View Calendar

 Introduce Yourself
Monday

 Theory
Wednesday


 Unit 1 Assignment
Wednesday


Recent Feedback


Nothing for now


Student View


To Do


 Turn in Sections Assignment
due: Dec 30, 2015 at 11:59pm

 Take Quiz 1
due: Jan 1 at 11:59pm

 Turn in Introduction Assignment
due: Jan 5 at 11:59pm


 Turn in Assignment 1
due: Jan 12 at 12pm


 Turn in Theory
due: Jan 20 at 11:59pm


 Peer Review for Peer Review Assignment
due: Dec 25, 2015 at 12am


1 more...

Coming Up


 View Calendar


 Introduce Yourself
Monday


 Theory
Wednesday

 Unit 1 Assignment
Wednesday

Recent Feedback

 Unit 1 Quiz
7 out of 10

 Unit 1 Assignment
21 out of 25

 Expectations
15 out of 15

3 more in the past two weeks ...

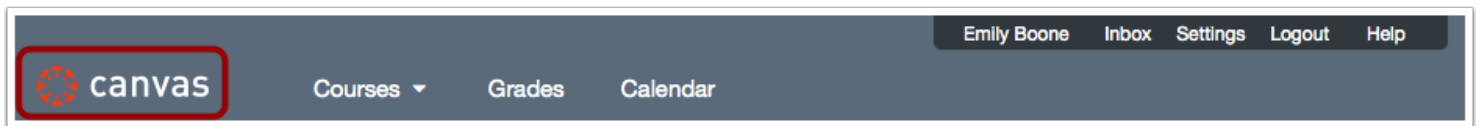
Each section item displays an icon [1] to differentiate between assignments and peer review assignments.

If a section contains more items than are listed, click the **more** link [2].

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 [3].

Note: For instructors, clicking on the remove icon will present two options: **Ignore** and **Ignore Until New Submission**. When *Ignore* is selected for an assignment, the item will be hidden for six months.

Return to User Dashboard



You can return to your User Dashboard from any Canvas page by clicking your institution's logo in [Global Navigation](#).

Note: For Canvas Catalog users, clicking your institution's logo will return you to your [Catalog dashboard](#). Learn how to [access the Canvas Dashboard as a Catalog user](#).

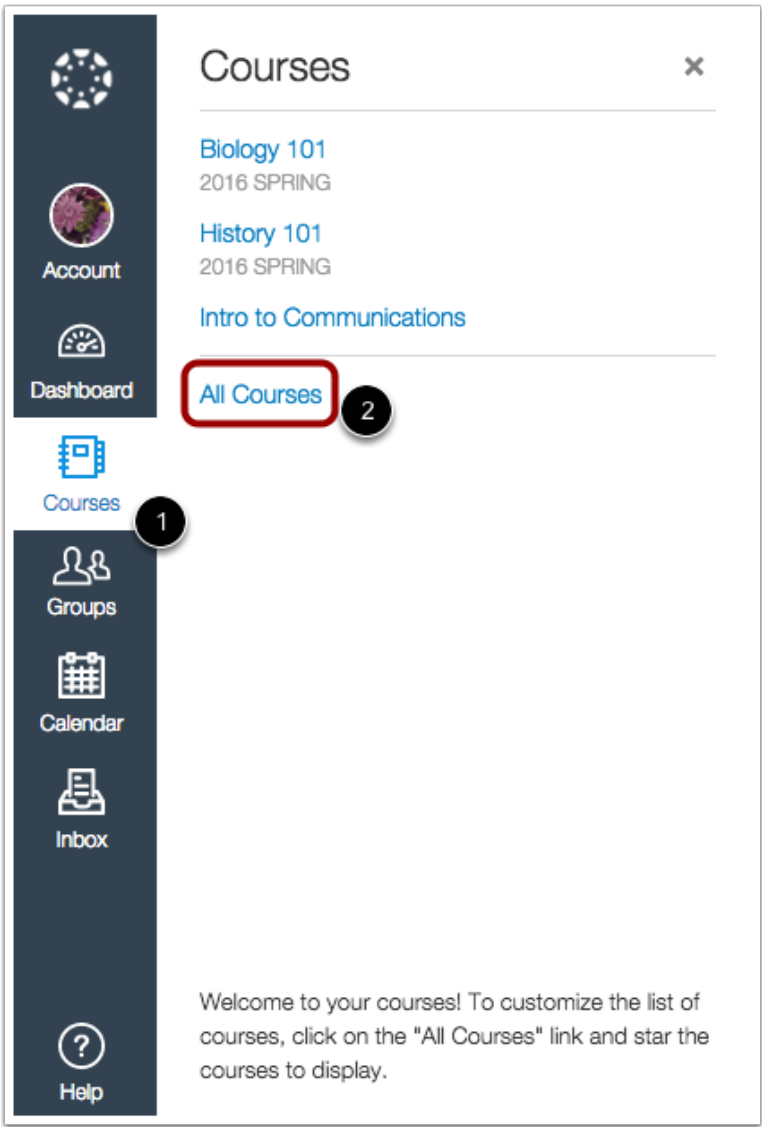
How do I view my Canvas courses?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

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

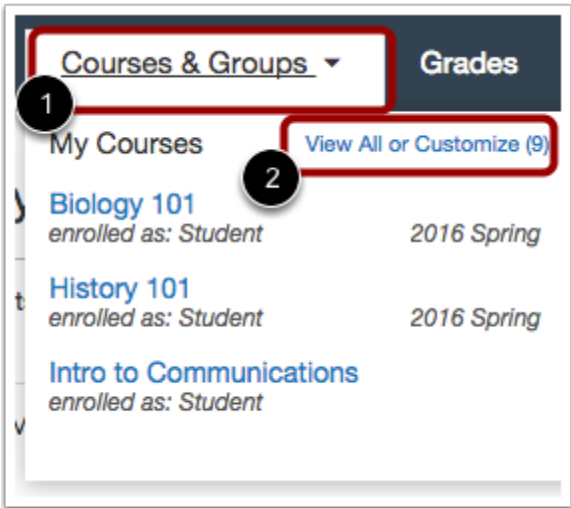
Note: Some institutions may restrict the option to view future enrollment courses before the start date and/or access concluded courses after the course has ended.

Open Courses



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

Open Courses in Legacy UI



If you are using the legacy interface, click the **Courses** link [1], then click the **View All or Customize** link [2].

View Course Categories

My Courses1

★	Bio 101 Winter 2015, Biology 101	Enrolled as a student
★	Biology 101 Fall 2015, Biology 101 Section 1	Enrolled as a student
★	History 101 , History 101 - 01 2016 Spring	Enrolled as a student
★	Intro to Communications, ITC Section 2	Enrolled as a student
★	Photography 1010	Enrolled as a student
★	US History 101 RC	Enrolled as a student

My Groups

Group 5 US History 101 RC

Bio Group B Bio 101 Summer 2015 (Summer 2015)

Unit 2 Group 3 History 101 (2016 Spring)

Discussion Group 1 History 101 (2016 Spring)

Group 1 History 101 (2016 Spring)

Project Group 1 Intro to Communications

Team A Biology 101 Fall 2015

Past Enrollments2

★	Bio 101 Fall 2014, Section 1 Fall 2014	Enrolled as a student
★	Bio 101 Summer 2015, Biology 101 Summer 2015	Enrolled as a student
★	Biology 101 2016 Spring	Enrolled as a student
★	Hist 101 Summer 2015, History 101 Summer 2015	Enrolled as a student
★	History 101 Fall 2015, History 101 - Section B	Enrolled as a student
★	Intro to Interpersonal Communications Winter 2015	Enrolled as a student

Future Enrollments3

★	English 101	unpublished	Enrolled as a student
---	-------------	-------------	-----------------------

Courses are organized into three categories: My Courses [1], Past Enrollments [2], and Future Enrollments [3].

View Course Status

★	English 101	← 2 → unpublished	Enrolled as a student
★	Bio 101 Winter 2015, Biology 101		Enrolled as a student
★	Biology 101 Fall 2015, Biology 101 Section 1		Enrolled as a student
★	History 101 , History 101 - 01 2016 Spring	← 4	Enrolled as a student
★	Intro to Communications, ITC Section 2		Enrolled as a student
★	Photography 1010	← 1 3 →	Enrolled as a student
★	US History 101 RC		Enrolled as a student

Each category may display different types of links. 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 gray text and include an unpublished tag [2]. These courses have not been published.

Each course includes your enrollment status [3]. Statuses can be student, teacher, TA, observer, designer, or a custom role as created by your institution.

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

View My Courses

My Courses 1

★	Bio 101 Winter 2015, Biology 101	Enrolled as a student
★	Biology 101 Fall 2015, Biology 101 Section 1	Enrolled as a student
★	History 101 , History 101 - 01 2016 Spring	Enrolled as a student
★	Intro to Communications, ITC Section 2	Enrolled as a student
★	Photography 1010	Enrolled as a student
★	US History 101 RC	Enrolled as a student

My Groups 2

Group 5 US History 101 RC

Bio Group B Bio 101 Summer 2015 (Summer 2015)

Unit 2 Group 3 History 101 (2016 Spring)

Discussion Group 1 History 101 (2016 Spring)

Group 1 History 101 (2016 Spring)

Project Group 1 Intro to Communications

Team A Biology 101 Fall 2015

My Courses [1] 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.

Note: If you are enrolled in groups, the **My Groups** section [2] will appear and display any groups within your current courses. You can view all your groups in your [groups list](#).

View Past Enrollments

Past Enrollments

★	Bio 101 Fall 2014, Section 1 <i>Fall 2014</i>	Enrolled as a student
★	Bio 101 Summer 2015, Biology 101 <i>Summer 2015</i>	Enrolled as a student
★	Biology 101 <i>2016 Spring</i>	Enrolled as a student
★	Hist 101 Summer 2015, History 101 <i>Summer 2015</i>	Enrolled as a student
★	History 101 Fall 2015, History 101 - Section B	Enrolled as a student
★	Intro to Interpersonal Communications <i>Winter 2015</i>	Enrolled as a student

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 restrict students from viewing past enrollments. If a past enrollment does not appear in your Past Enrollments list, the course is not available for viewing.

View Future Enrollments

Future Enrollments

★	English 101 <i>2016 Fall</i>	unpublished	Enrolled as a student
★	Science 210, Test1 <i>2016 Fall</i>		Enrolled as a student

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, the course cannot be viewed until the start date.

If a future course does include a link, 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.


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


Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.

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

New UI







Account



Dashboard



Courses



Groups

Courses

Biology 101
2016 SPRING

History 101
2016 SPRING

Intro to Communications

All Courses

Legacy UI

Courses & Groups

Grades

My Courses

View All or Customize (6)

Biology 101
enrolled as: Student

Summer 2015

History 101
enrolled as: Student

Summer 2015

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

View Course Home Page

2016 Spring

Home

Files

Announcements

Assignments1

Discussions

Grades5

People

Pages

Syllabus

Outcomes

Quizzes

Modules

Introduction

Complete All Items

Unit 1: Pre-Colonial to 1789

Prerequisites: Introduction

Complete All Items

Overview

Unit 1 Objectives

Mark done

Content

Pre-Colonial Era

Viewed

Colonial Period

Viewed

Formation of the United States

Viewed

View Course Stream

To Do

Turn in Unit 2 Assignment

due: Jan 8 at 11:59pm

Peer Review for Revolutionary War

due: Jan 7 at 11:59pm

Course Groups

Group 1

Unit 2 Group 2

Discussion Group 1

Exam Study Group

Coming Up

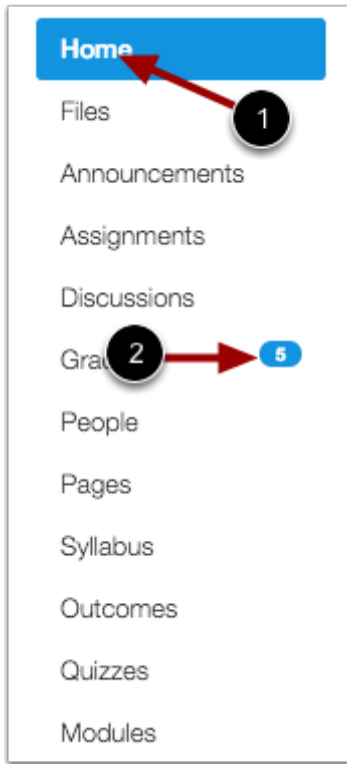
Unit 2 Assignment

Friday

Recent Feedback

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

View Course Navigation



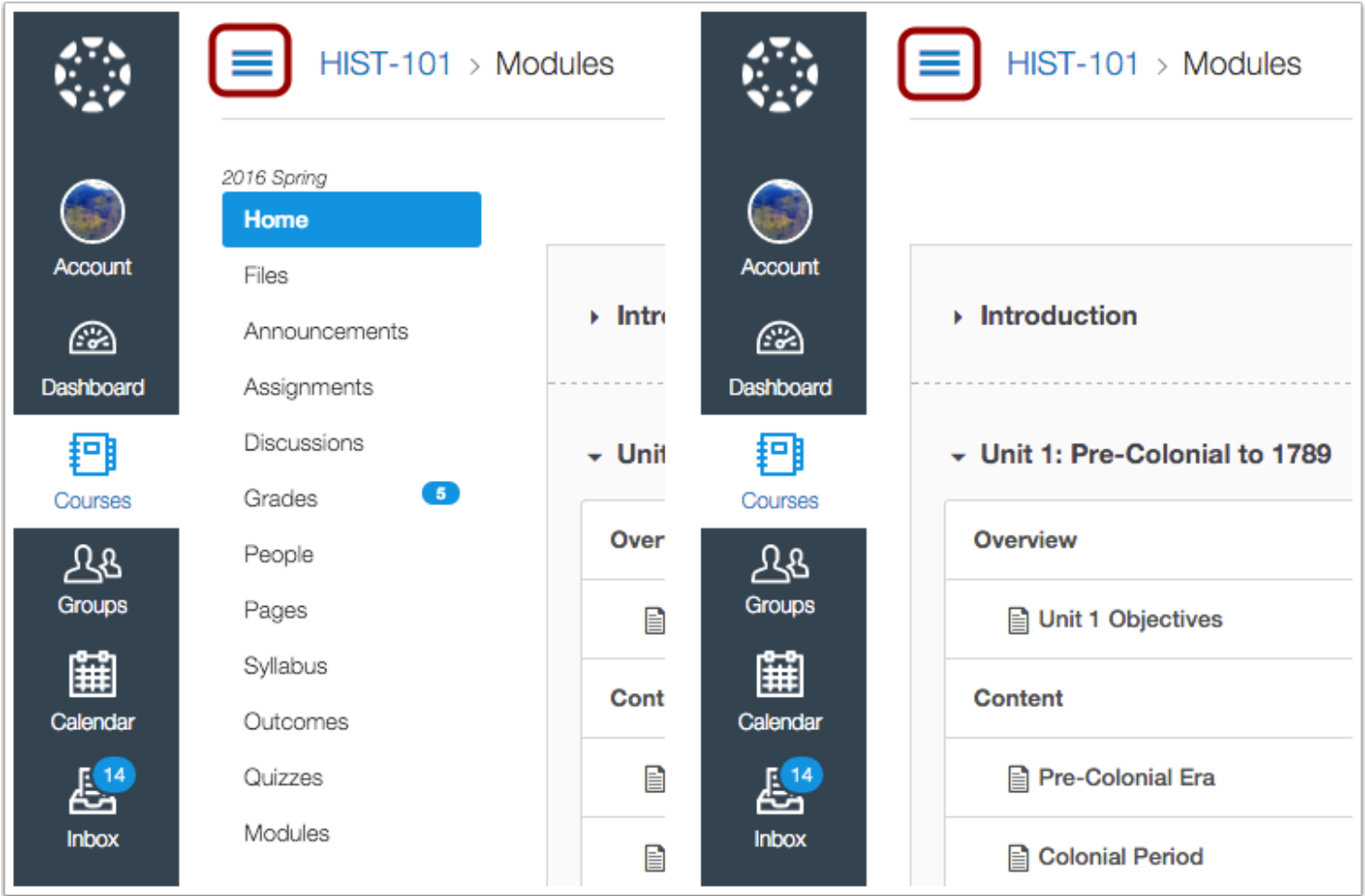
The Course Home Page is viewed from the Course Navigation **Home** link [1].

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

▶ Introduction

Complete All Items

✓

▼ Unit 1: Pre-Colonial to 1789

Prerequisites: Introduction

Complete All Items

⊖

Overview

Unit 1 Objectives

Mark done

☐

Content

Pre-Colonial Era

Viewed

✓

Colonial Period

Viewed

✓

Formation of the United States

Viewed

✓

The Revolution

Viewed

✓

🔗 American Revolution

Viewed

✓


George Washington

Contribute

☐

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

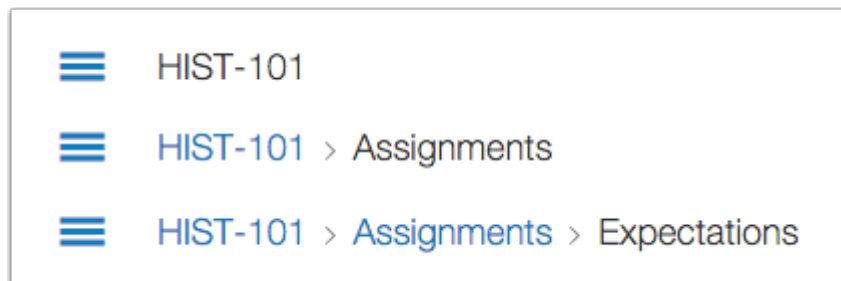
The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content. The content can also show the [Course Activity Stream](#), which is a list of all recent activity in the course.



Canvas Student Getting Started Guide Updated 2016-01-30

Page 40

View Breadcrumbs

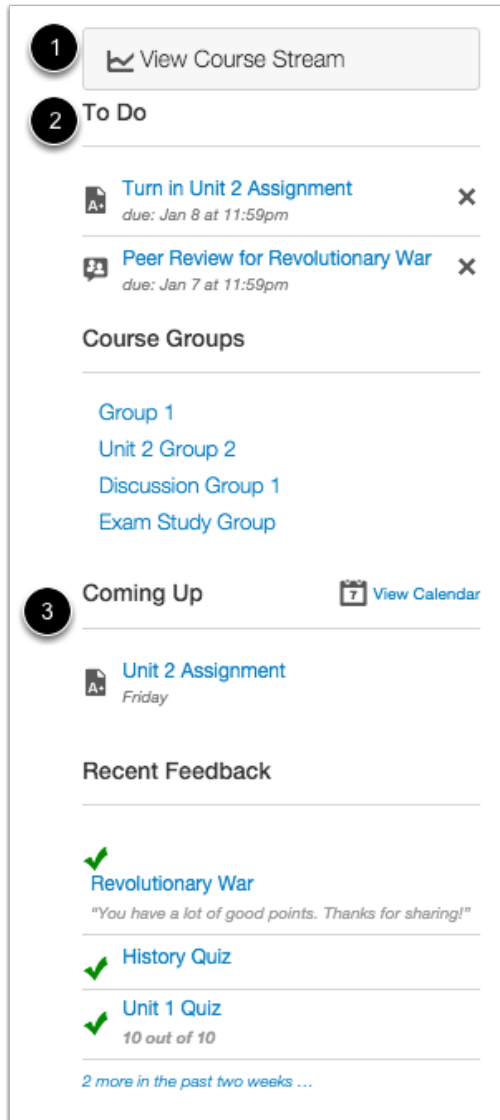


Breadcrumbs appear above the course content area.

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 three numbered sections:

- 1 View Course Stream**: A button with a document icon.
- 2 To Do**: A section containing two assignments:
 - Turn in Unit 2 Assignment**: Due Jan 8 at 11:59pm, with a document icon and a close button (X).
 - Peer Review for Revolutionary War**: Due Jan 7 at 11:59pm, with a speech bubble icon and a close button (X).
- Course Groups**: A section containing four groups:
 - Group 1
 - Unit 2 Group 2
 - Discussion Group 1
 - Exam Study Group
- 3 Coming Up**: A section with a calendar icon and a **View Calendar** link. It contains one assignment:
 - Unit 2 Assignment**: Due Friday, with a document icon.
- Recent Feedback**: A section containing three items, each with a green checkmark:
 - Revolutionary War**: "You have a lot of good points. Thanks for sharing!"
 - History Quiz**
 - Unit 1 Quiz**: 10 out of 10

At the bottom of the Recent Feedback section, it says "2 more in the past two weeks ...".

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

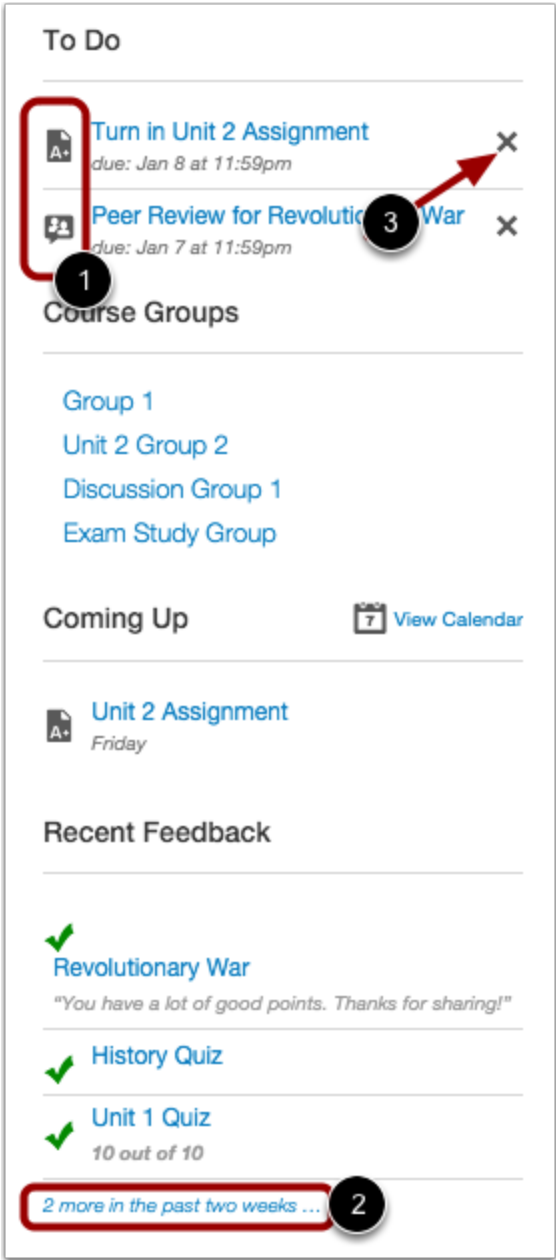
If your Course Home Page displays a page other than the Course Activity Stream, you can [view the course activity stream](#) by clicking the sidebar **View Course Stream** link [1]. When the Home Page is set as the Course Activity Stream, this button will not appear.

The **To Do** section [2] shows assignments you need to turn in. Items remain in this section for two weeks.

The **Recent Feedback** section [3] shows assignments with feedback from your instructor.

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



The screenshot shows the Canvas sidebar with the following sections and items:

- To Do**
 - Turn in Unit 2 Assignment (due: Jan 8 at 11:59pm) - Callout 1 points to the assignment icon.
 - Peer Review for Revolutionary War (due: Jan 7 at 11:59pm) - Callout 3 points to the peer review icon.
- Course Groups**
 - Group 1
 - Unit 2 Group 2
 - Discussion Group 1
 - Exam Study Group
- Coming Up** (with a calendar icon and "View Calendar" link)
 - Unit 2 Assignment (Friday)
- Recent Feedback**
 - Revolutionary War (with a green checkmark icon and feedback text: "You have a lot of good points. Thanks for sharing!")
 - History Quiz (with a green checkmark icon)
 - Unit 1 Quiz (with a green checkmark icon and "10 out of 10")
 - 2 more in the past two weeks ... (with a "more" link icon) - Callout 2 points to this link.

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, click the **more** link [2].

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 [3].

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 on your mobile device through any mobile browser. However, mobile browsers are not officially supported. We recommend using Canvas mobile applications for an improved user experience.

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 4.0.3+). 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.
- **MagicMarker** (iOS 7.0+ 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 4.0.3+). 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 Notification Preferences?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

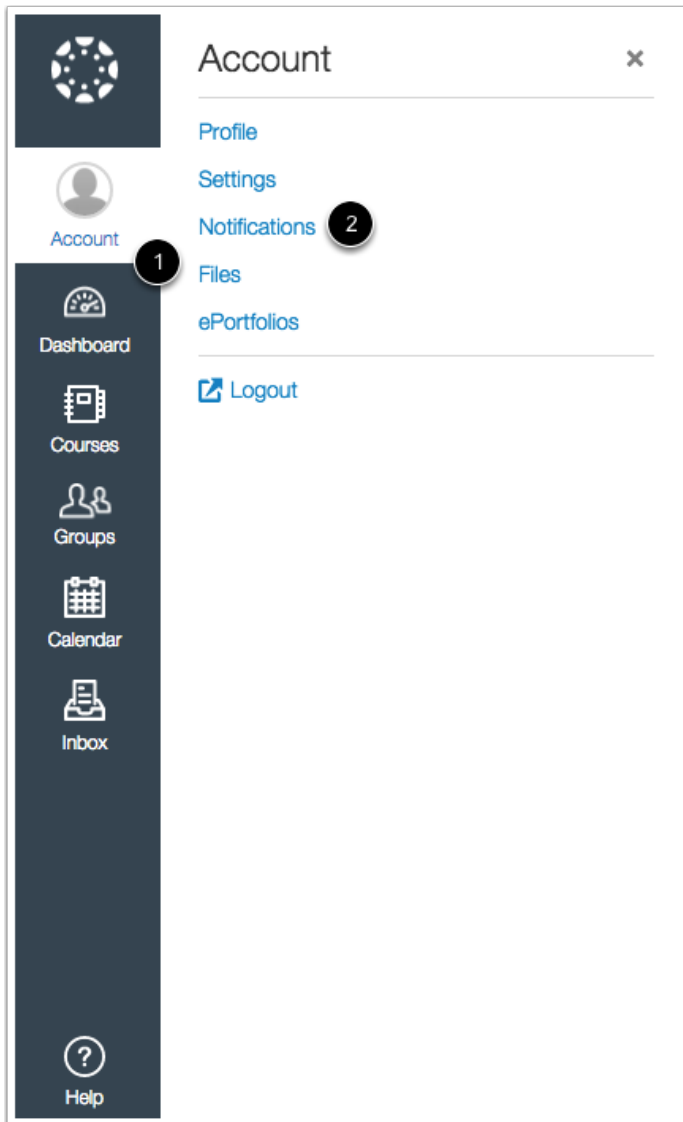
Canvas includes a set of default notification preferences for your account. However, you can set your own Canvas notification preferences that connect with your linked web services and other contact methods in your [Profile and User Settings](#).

Notes:

- These settings apply to all of your courses; you cannot change settings for individual courses.
- Unless these settings are changed, by default users will be notified whenever there is a change in a due date, an updated assignment, or a message sent from within Canvas. View the [default Canvas notifications](#).

- 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 some preferences are not supported. Learn about setting preferences in the Canvas app for [Android devices](#) and [iOS devices](#).

Open Notifications



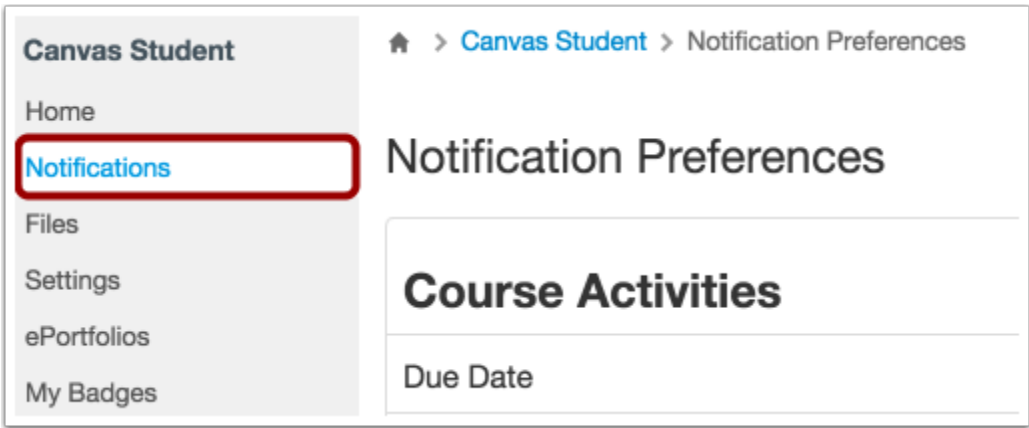
In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

Open User Settings in Legacy UI



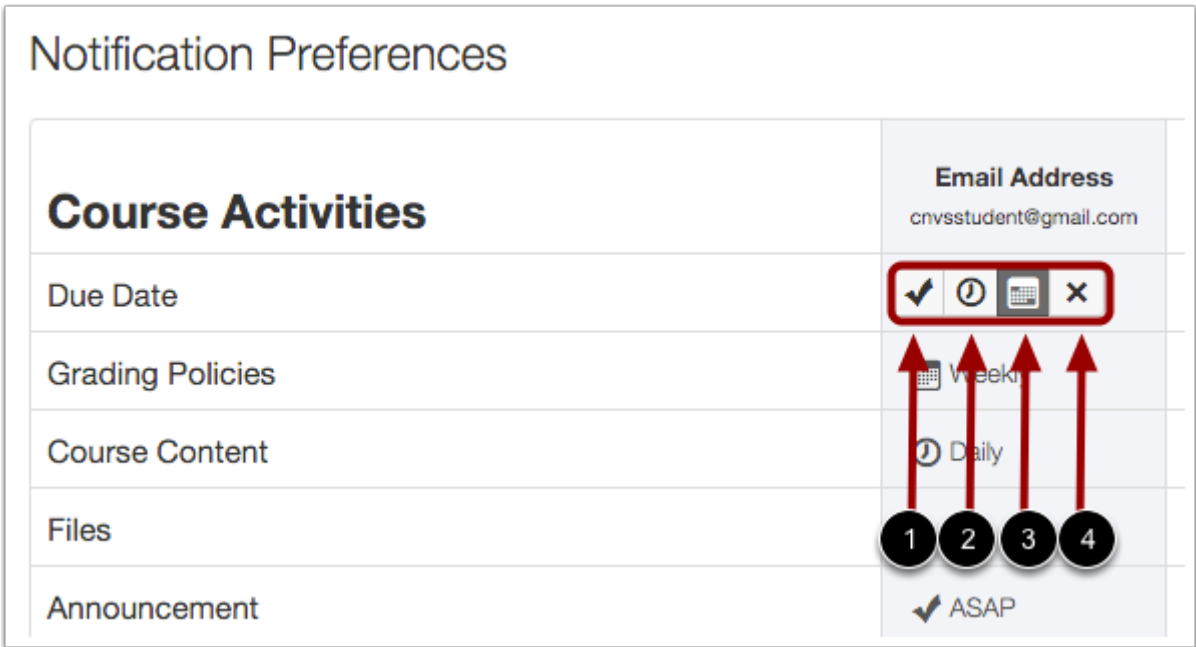
If you are using the legacy interface, in the Help Corner, click the **Settings** link.

Open Notifications in Legacy UI



In User Navigation, click the **Notifications** link.

Edit Notification Preferences

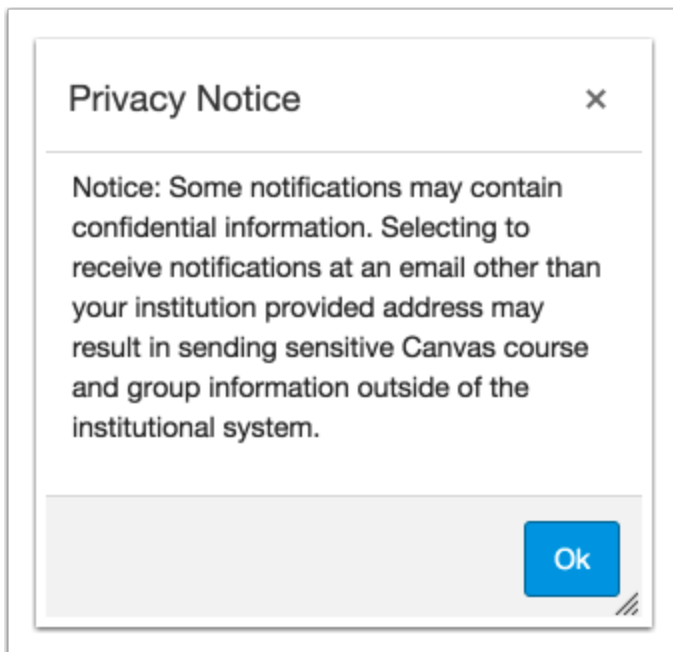


To change a notification for a contact method, hover over the notification type you want to change.

1. Select the **Check mark** icon to be notified immediately of any change for the activity. *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.*
2. Select the **Clock** icon to be notified daily of any change for the activity.
3. Select the **Calendar** icon to be notified weekly of any change for the activity.
4. Select the **Remove** icon to remove the notification preference so you won't be notified of any change for the activity.

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

View Privacy Notice Warning



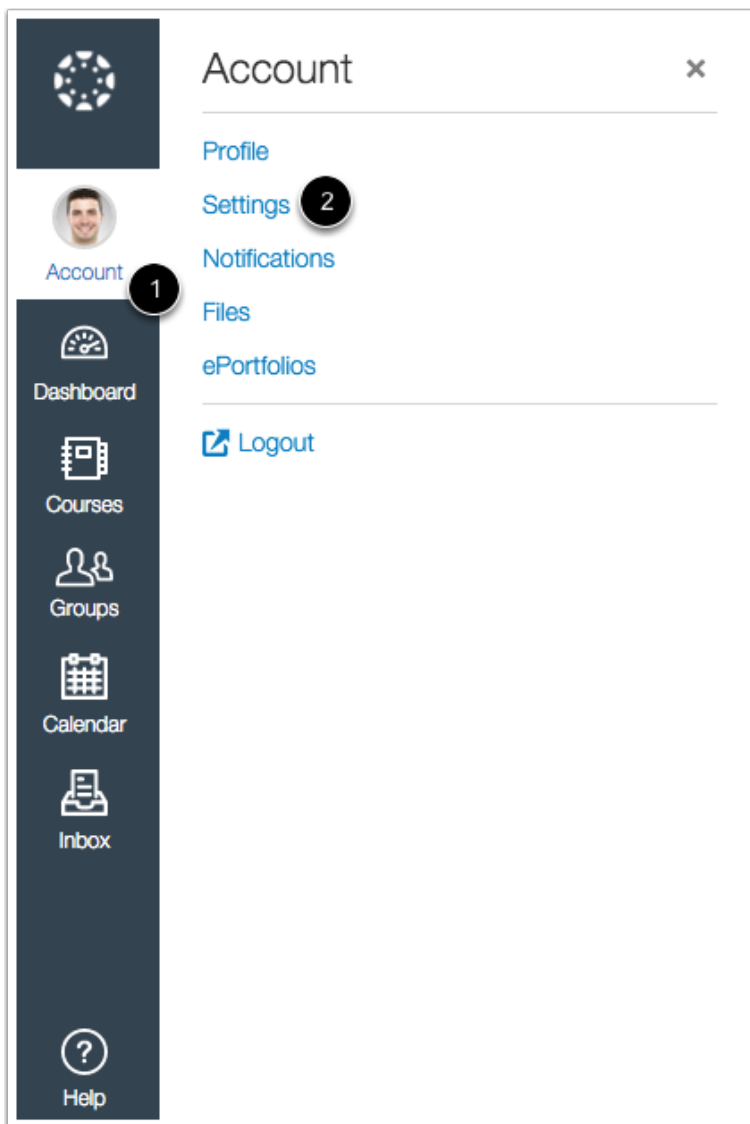
If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the **OK** button. Once the warning has been displayed, it will not display again.

How do I connect to web services outside of Canvas?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

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



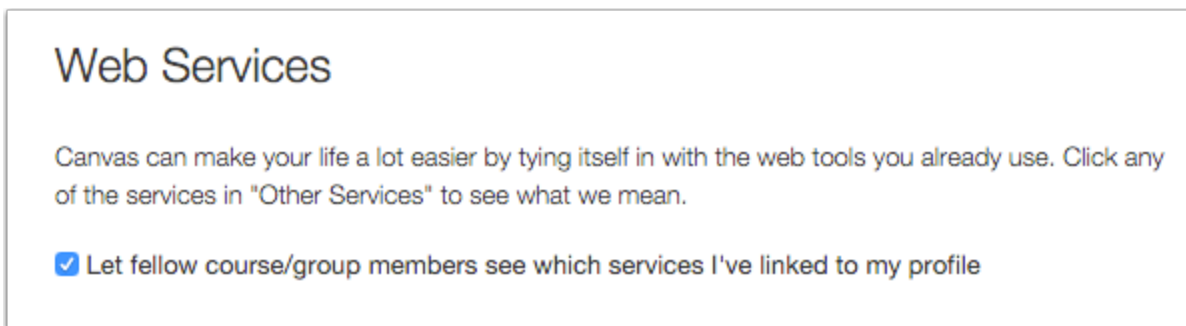
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Open User Settings in Legacy UI



If you are using the legacy interface, in the Help Corner, click the **Settings** link.

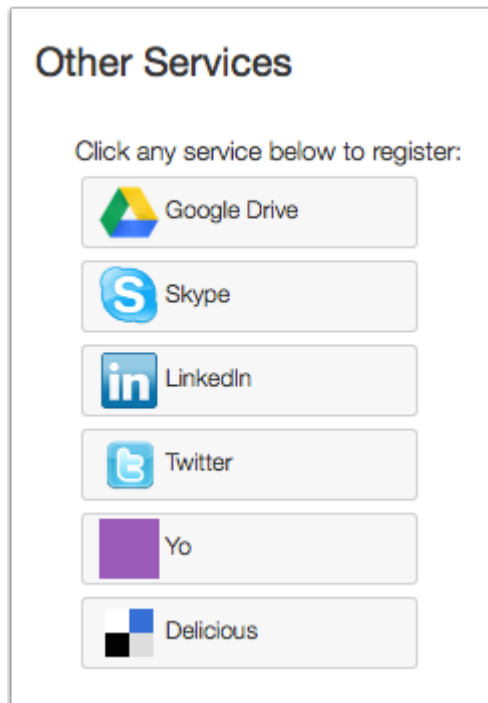
Link Services to Profile



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



You can integrate Canvas with the following web services:

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

How do I customize my Course list?

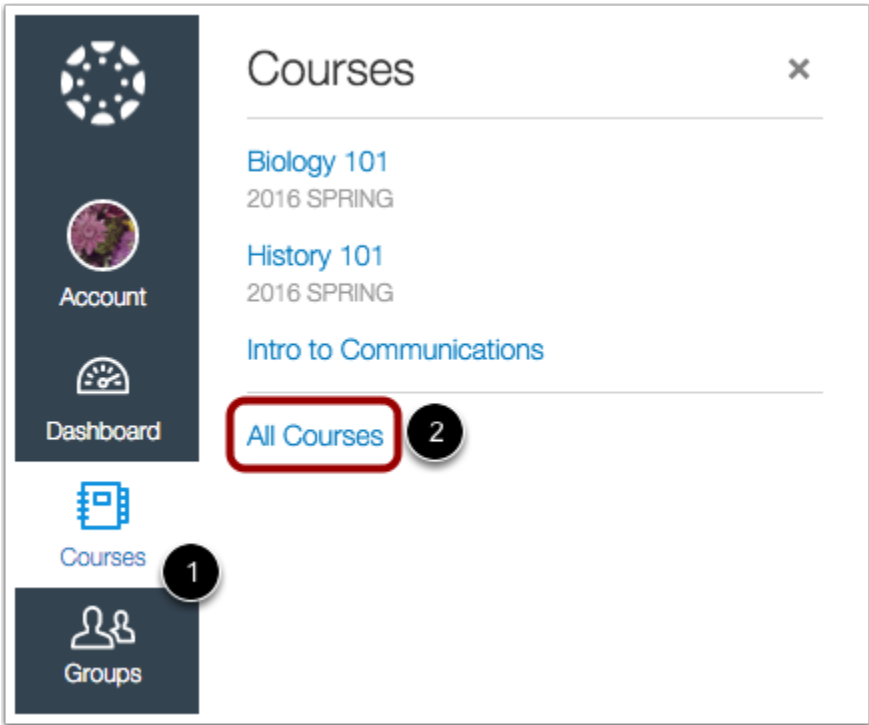
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

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.

When no courses are favorited, the courses list automatically displays up to 12 courses alphabetically in the drop-down menu.

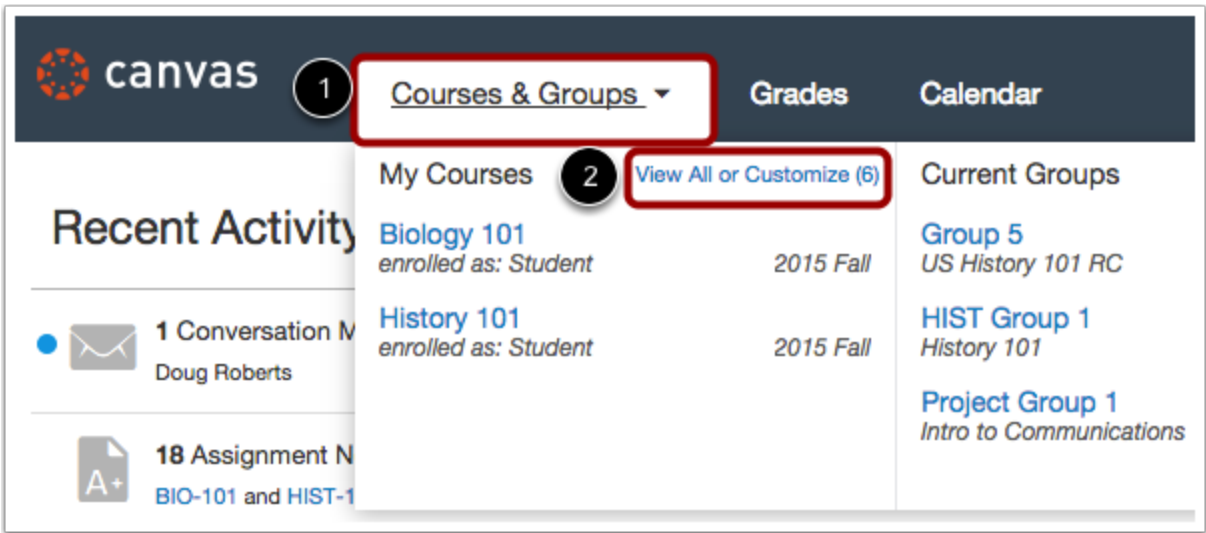
Note: Courses are always listed alphabetically; you cannot reorder your courses manually.

Open Courses



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

Open Courses in Legacy UI



If you are using the legacy interface, in Global Navigation, click the **Courses** link [1], then click the **View All or Customize** link [2].

Manage Courses

My Courses

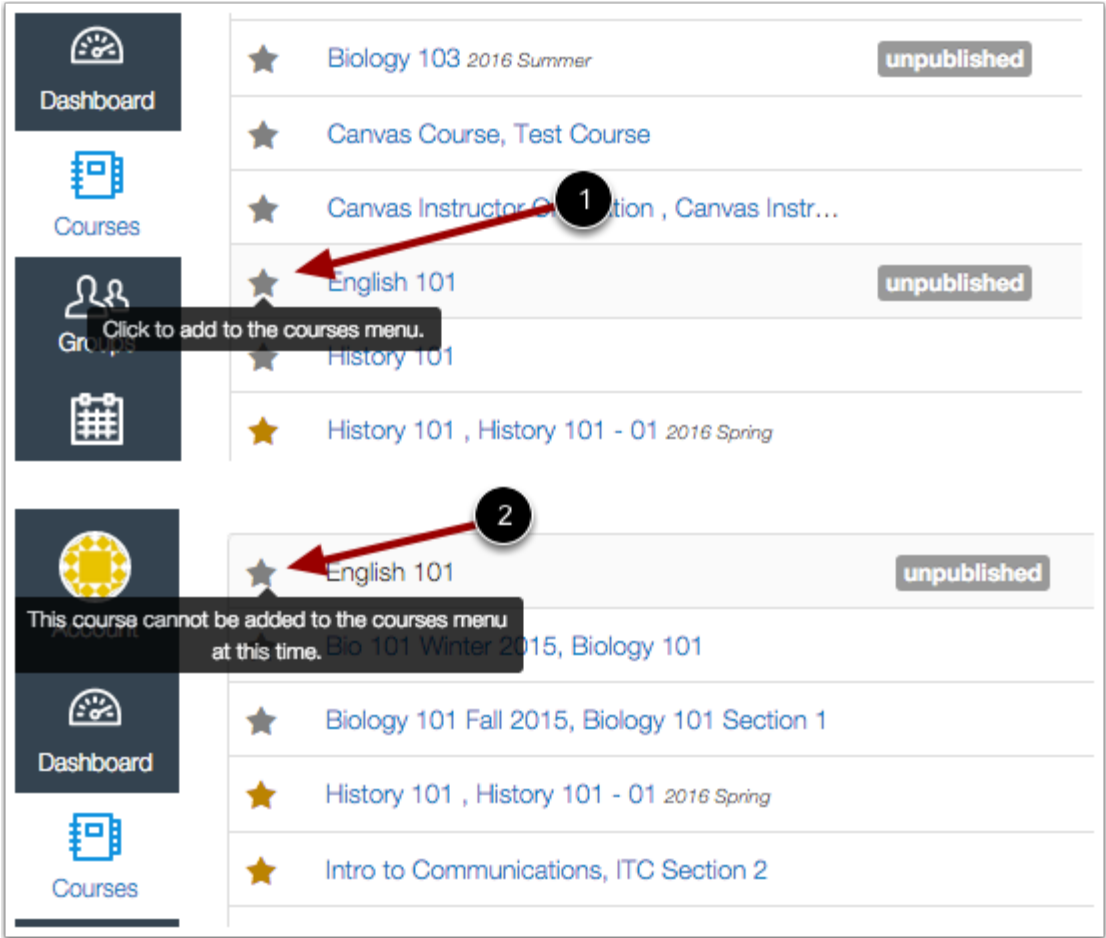
★	Bio 101 Winter 2015, Biology 101	Enrolled as a student
★	Biology 101 Fall 2015, Biology 101 Section 1	Enrolled as a student
★	History 101 , History 101 - 01 2016 Spring	Enrolled as a student
★	Intro to Communications, ITC Section 2	Enrolled as a student
★	Photography 1010	Enrolled as a student
★	Turnitin	Enrolled as a student
★	US History 101 RC	Enrolled as a student

Click the star next to a course to add or remove the course from the Courses list. Courses with yellow stars indicate a favorite course and are included in the Courses and Groups drop-down menu. You can toggle the stars to favorite or unfavorite a course. You can only favorite current courses.

Your favorite courses will appear in your Courses list after you make your selection(s).

Note: Some institutions do not allow you to view future (unpublished) courses. You will only see future courses in the course list if the start date is in the future, you have been enrolled in the course, and your institution allows you to view future enrollments.

View Unpublished Courses



If a course is unpublished, 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 [2]. However, instructors can favorite unpublished courses.

View Past Enrollments

Past Enrollments		
★	Bio 101 Fall 2014, Section 1 <i>Fall 2014</i>	Enrolled as a student
★	Bio 101 Summer 2015, Biology 101 <i>Summer 2015</i>	Enrolled as a student
★	Biology 101 <i>2016 Spring</i>	Enrolled as a student
★	Hist 101 Summer 2015, History 101 <i>Summer 2015</i>	Enrolled as a student
★	History 101 Fall 2015, History 101 - Section B	Enrolled as a student
★	Intro to Interpersonal Communications <i>Winter 2015</i>	Enrolled as a student

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.

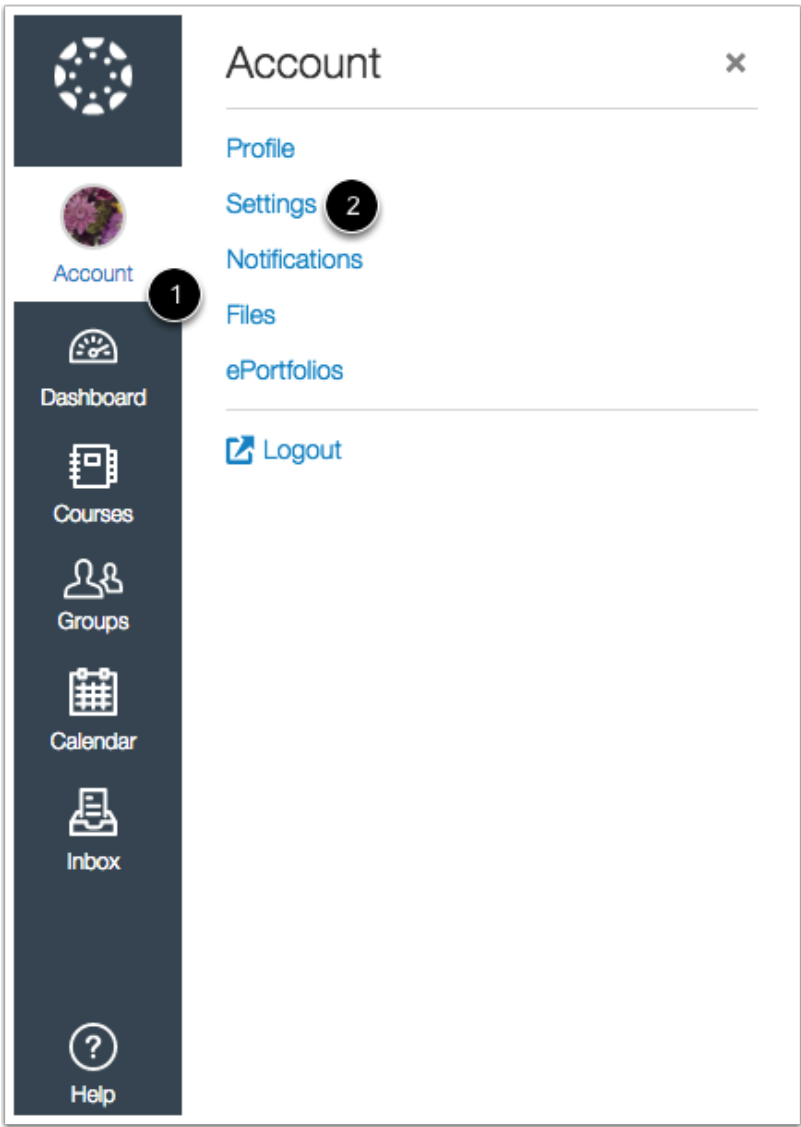
How do I change the language preference in my user account?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

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

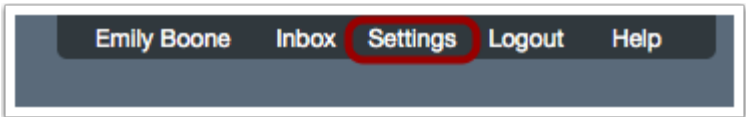
Note: Instructors have the option to change the language preference for their courses. If you enroll in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.

Open User Settings



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

Open User Settings in Legacy UI



If you are using the legacy interface, in the Help Corner, click the **Settings** link.

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

Default Email:

emily.boone.canvas@gmail.cc

Language:

✓ System Default (English (US))
Dansk
Deutsch
English (Australia)
English (US)
English (United Kingdom)
Español
Français
Nederlands
Norwegian (Bokmål)
Polski
Português
Português do Brasil
Reo Māori (Aotearoa)
Svenska
Türkçe (crowd-sourced)
русский
Հայերեն (crowd-sourced)
العربية
فارسی (crowd-sourced)
日本語
简体中文
繁體中文
한국말 (crowd-sourced)

Time Zone:

Password:

Settings

Web Services

Canvas can make
"Other Services" t

☐ Let fellow cour

Registered

Other S

Choose your preferred language in the Language drop-down menu.


Update Settings

Cancel

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?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.

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 have the option to resubmit assignments if your instructor allows.

Any attachments added as part of a graded assignment submission are uploaded into 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.

This lesson is for turning in general online assignments. 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

Home

Files

Announcements

Assignments

Discussions

Grades

People





Pages

Syllabus

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

▼ Upcoming Assignments			
 Unit 1 Assignment		Due Jan 8 at 10:59pm	-/25 pts Not Yet Graded
 Unit 2 Assignment	Available until Jan 15	Due Jan 11 at 10:59pm	-/10 pts
 Course Evaluation	Available until Jan 18	Due Jan 16 at 10:59pm	-/3 pts
 Unit 1 Discussion	Not available until Jan 24	Due Jan 26 at 10:59pm	-/15 pts

Click the name of an assignment.

View Assignment

Unit 2 Assignment

Submit Assignment

1

Due

Monday by 10:59pm

2

Points

10

3

Submitting

a text entry box, a website url, a media recording, or a file upload

4

File Types

doc, docx, and pdf

5

Available

Jan 3 at 11pm - Jan 15 at 10:59pm 12 days

Please answer the questions at the end of Unit 2 and submit your responses.

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

You may see the following assignment details:

- 1. Due date
- 2. Total points
- 3. Submission types
- 4. File types
- 5. Availability dates

Submit Assignment

Unit 2 Assignment

Submit Assignment

Due

Monday by 10:59pm

Points

10

Submitting

a text entry box, a website url, a media recording, or a file upload

File Types

doc, docx, and pdf

Available

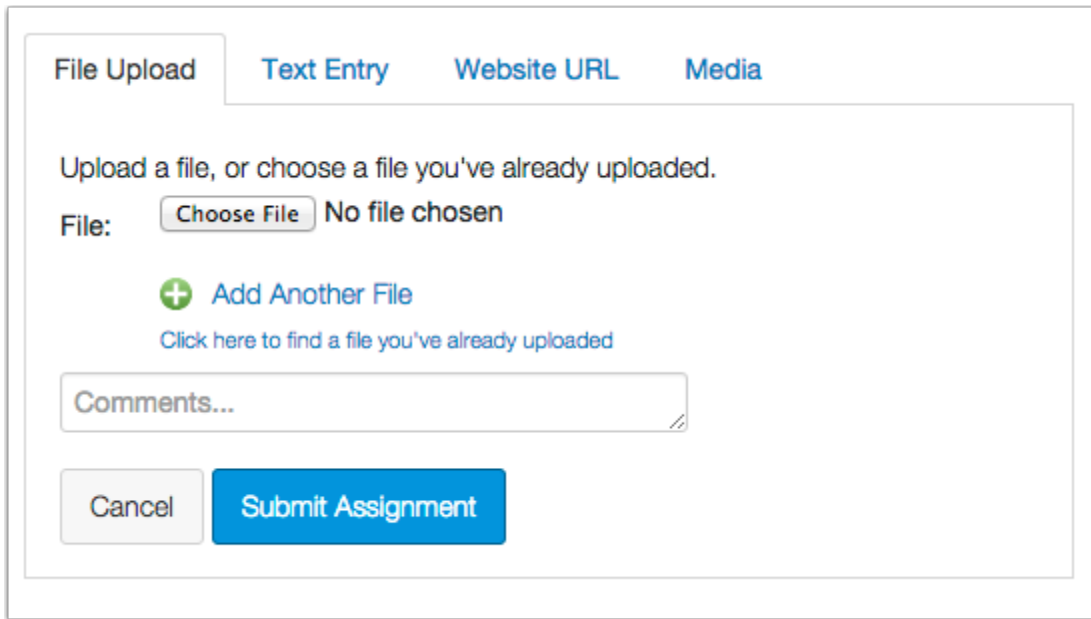
Jan 3 at 11pm - Jan 15 at 10:59pm 12 days

Please answer the questions at the end of Unit 2 and submit your responses.

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.

Select Submission Type



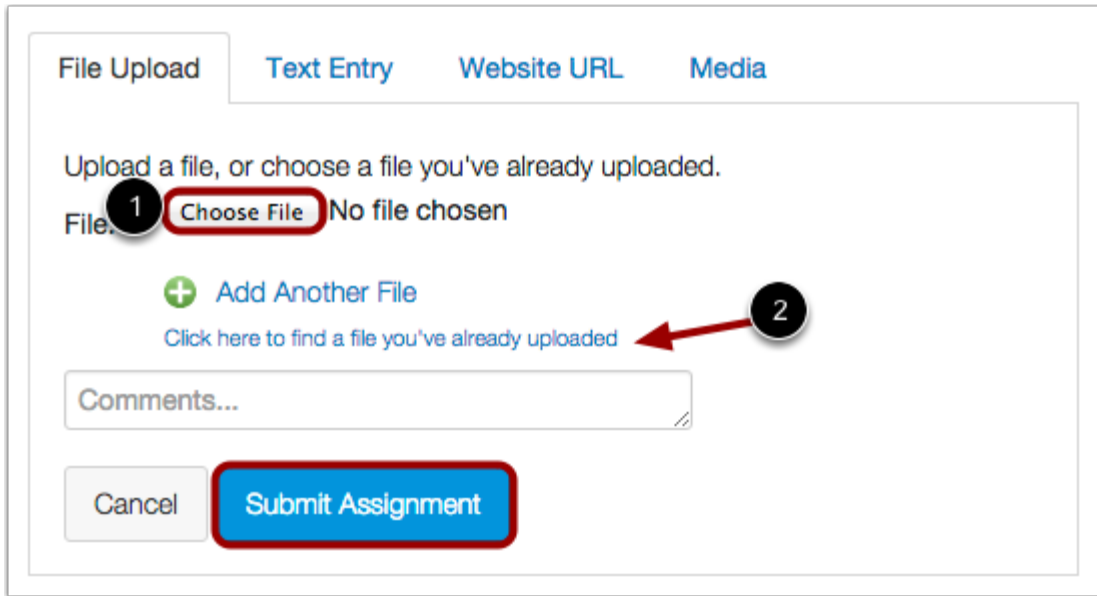
The screenshot shows the 'Select Submission Type' dialog box with the 'File Upload' tab selected. The dialog has four tabs: 'File Upload', 'Text Entry', 'Website URL', and 'Media'. The 'File Upload' tab contains the following elements:

- Text: "Upload a file, or choose a file you've already uploaded."
- File selection area: A label "File:" followed by a "Choose File" button and the text "No file chosen".
- Link: A green plus icon followed by the text "Add Another File".
- Link: A blue link that says "Click here to find a file you've already uploaded".
- Comments field: A text input field labeled "Comments..." with a small icon on the right.
- Buttons: A "Cancel" button and a blue "Submit Assignment" button.

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



The screenshot shows the 'File Upload' tab selected in a submission interface. At the top are four tabs: 'File Upload', 'Text Entry', 'Website URL', and 'Media'. Below the tabs, the text reads 'Upload a file, or choose a file you've already uploaded.' The 'File.' label is followed by a red-bordered button labeled 'Choose File' with a circled '1' next to it, and the text 'No file chosen'. Below this is a green plus icon followed by the text 'Add Another File'. Underneath that is a blue link that says 'Click here to find a file you've already uploaded' with a red arrow pointing to it and a circled '2' next to the arrow. Below the link is a text input field labeled 'Comments...'. At the bottom are two buttons: a grey 'Cancel' button and a blue 'Submit Assignment' button with a red border.

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*_x             Font Sizes Paragraph

Type your assignment submission text here. 

Comments...

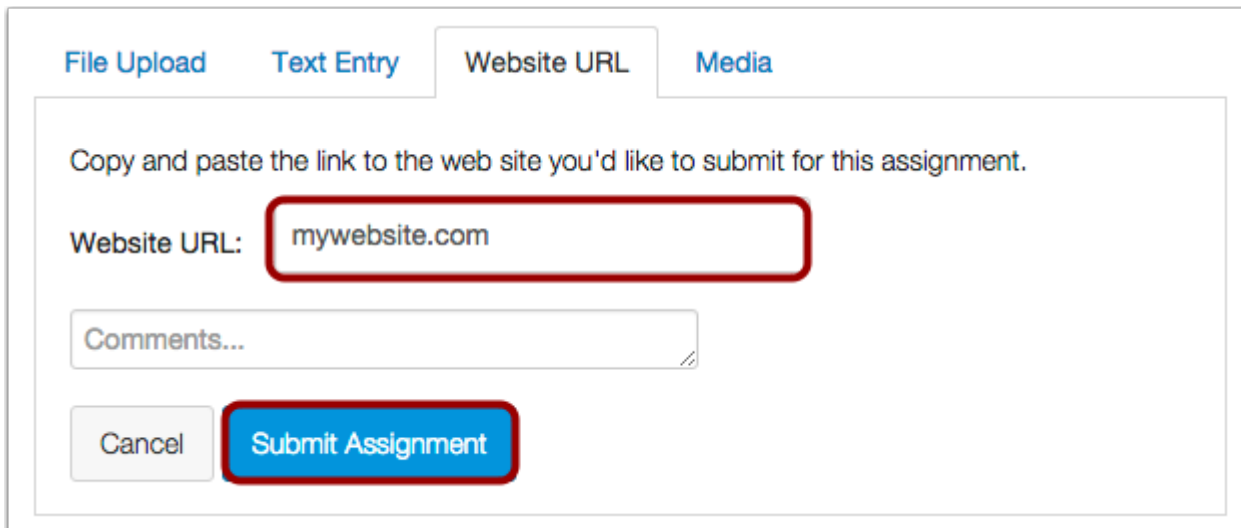
Cancel

Submit Assignment

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

Note: You can submit up to 16384 characters in the Text Entry field.

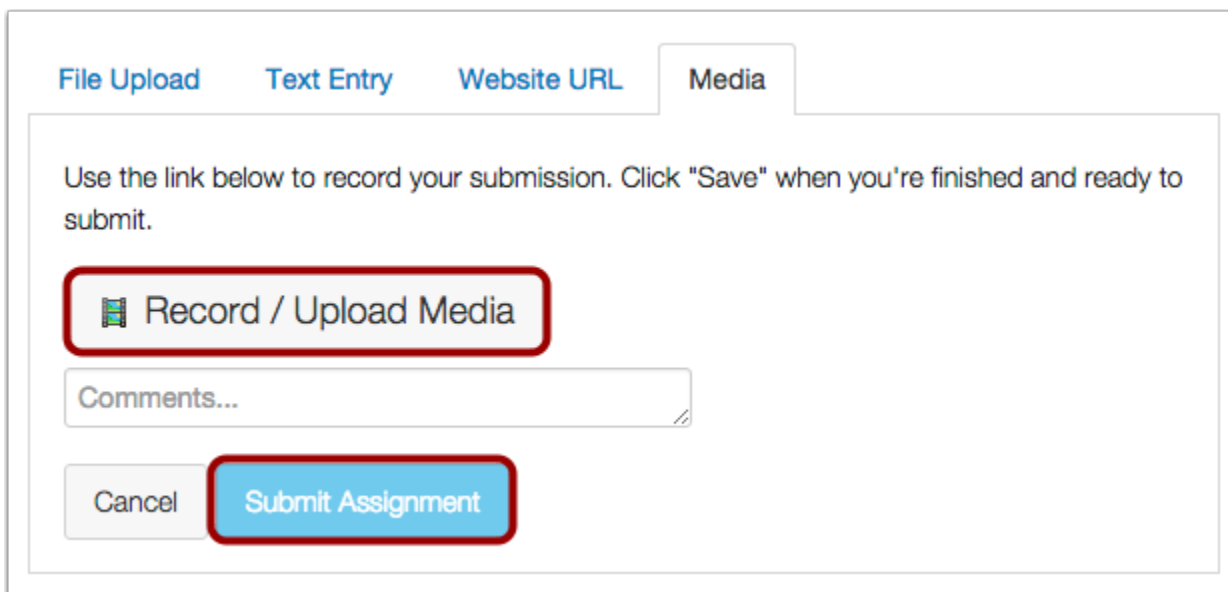
Submit Website URL



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

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

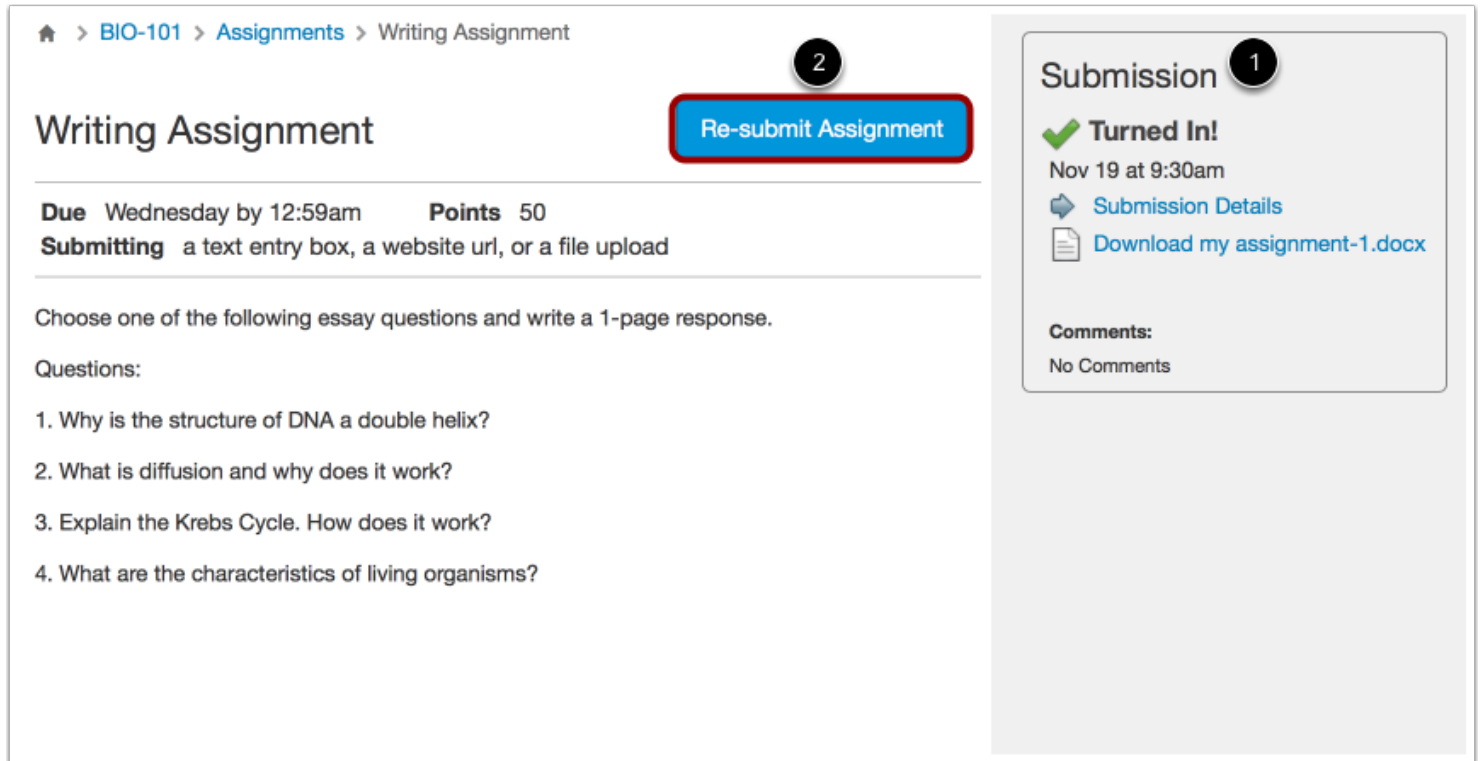
Submit Media Recording



The screenshot shows the Canvas submission interface with four tabs: File Upload, Text Entry, Website URL, and Media. The Media tab is selected. Below the tabs, there is a text area with the instruction: "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. Below the button is a "Comments..." text area. At the bottom, there are two buttons: "Cancel" and "Submit Assignment". The "Submit Assignment" button is highlighted with a red border.

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



The screenshot shows the 'View Submission' page for a 'Writing Assignment'. The breadcrumb trail at the top is 'BIO-101 > Assignments > Writing Assignment'. The assignment title 'Writing Assignment' is prominently displayed. To its right is a blue button labeled 'Re-submit Assignment' with a circled '2' above it. Below the title, the due date is 'Wednesday by 12:59am' and the points are '50'. The submission type is 'a text entry box, a website url, or a file upload'. The instructions state: 'Choose one of the following essay questions and write a 1-page response.' The questions are: 1. Why is the structure of DNA a double helix? 2. What is diffusion and why does it work? 3. Explain the Krebs Cycle. How does it work? 4. What are the characteristics of living organisms? On the right sidebar, the submission status is 'Turned In!' with a green checkmark. It shows the submission time 'Nov 19 at 9:30am'. There are two links: 'Submission Details' and 'Download my assignment-1.docx'. The comments section shows '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, you will be notified via the channels that you specify in your Notification Preferences.

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

Note: Your assignment will still appear in Assignments and the Syllabus; the listing is not removed with assignment submissions.

How do I view my grades in a current course?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

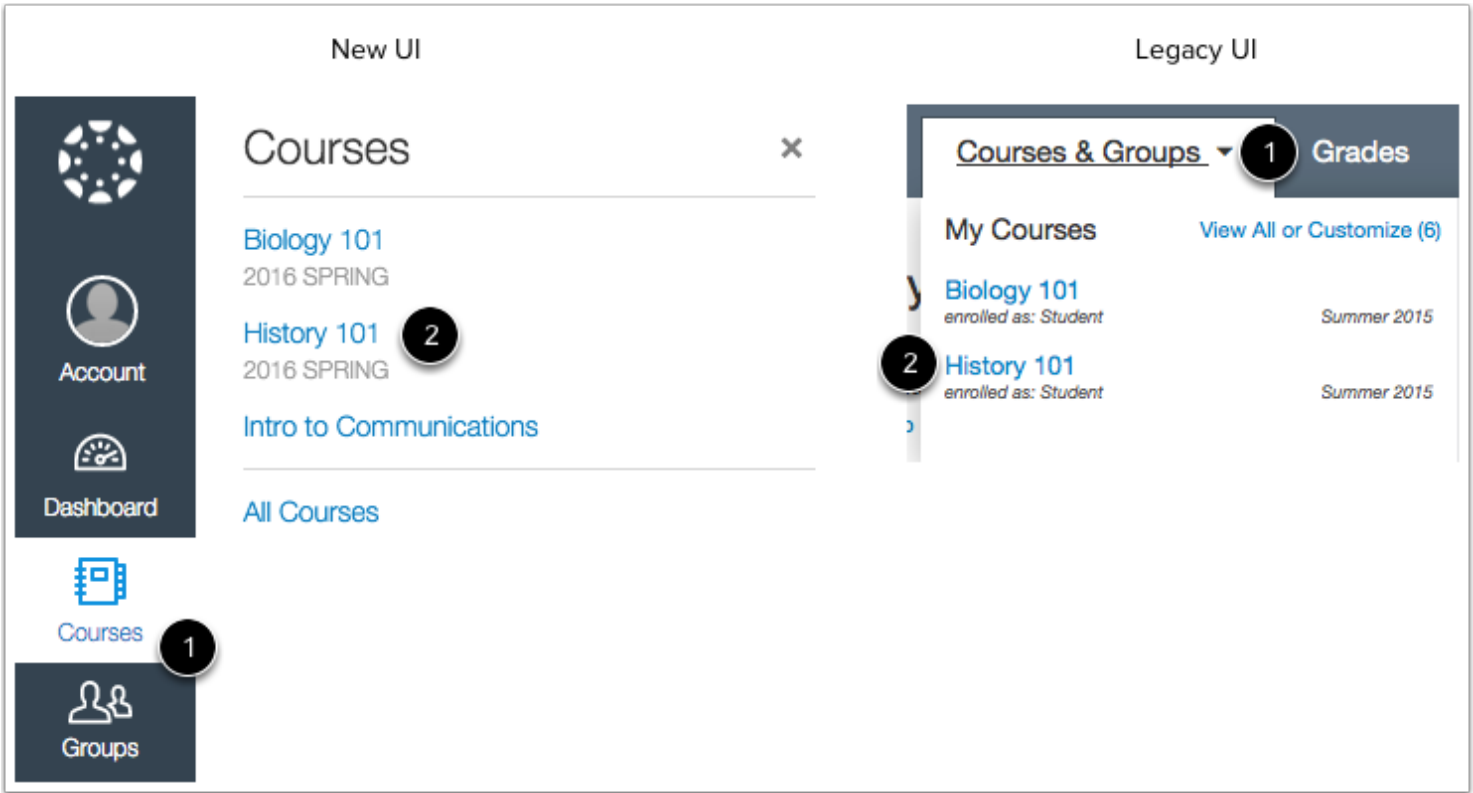
The Grades page in a course displays all grades for all course assignments. You can also view scoring details, comments, and rubrics. If your instructor is using multiple grading periods, you can also filter grades by grading period.

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

[View a video about Grades.](#)

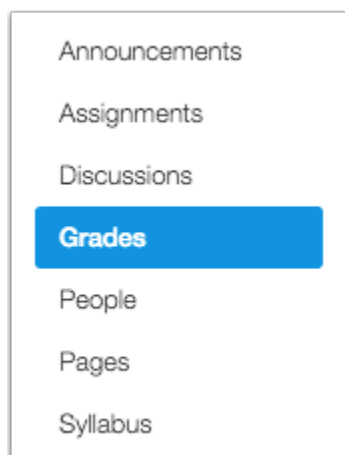
Note: Some details in the Grades page, such as scoring details and the total grade, may be restricted by your instructor.

Open Course



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

Open Grades



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

View Grades

Term 1

Print grades

Total: 90% (3.7)

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.

Grades For Emily Boone

For the course, History 101

Name	Due	Score	Out of	
Information Survey	Jan 4 by 10:59pm	5	5	
Pre-Test	Jan 4 by 10:59pm	-	5	
Expectations	Jan 5 by 10:59pm	13	15	
Peer Review Round 1	Jan 6 by 10:59pm		10	
Revolutionary War	Jan 6 by 10:59pm		10	
Unit 1 Assignment	Jan 8 by 10:59pm		25	
Unit 2 Assignment	Jan 11 by 10:59pm	-	10	
Course Evaluation	Jan 16 by 10:59pm	-	3	
Unit 1 Discussion	Jan 26 by 10:59pm	-	15	
Unit 1 Quiz	Jan 27 by 10:59pm		10	
Video Assignment	Jan 28 by 10:59pm	-	15	
Assignments		90%	25% of Final	
Discussions		N/A%	20% of Final	
Quizzes		N/A%	50% of Final	
Total		90%		

Grades are sorted chronologically by assignment due date, followed by assignments with no due dates.

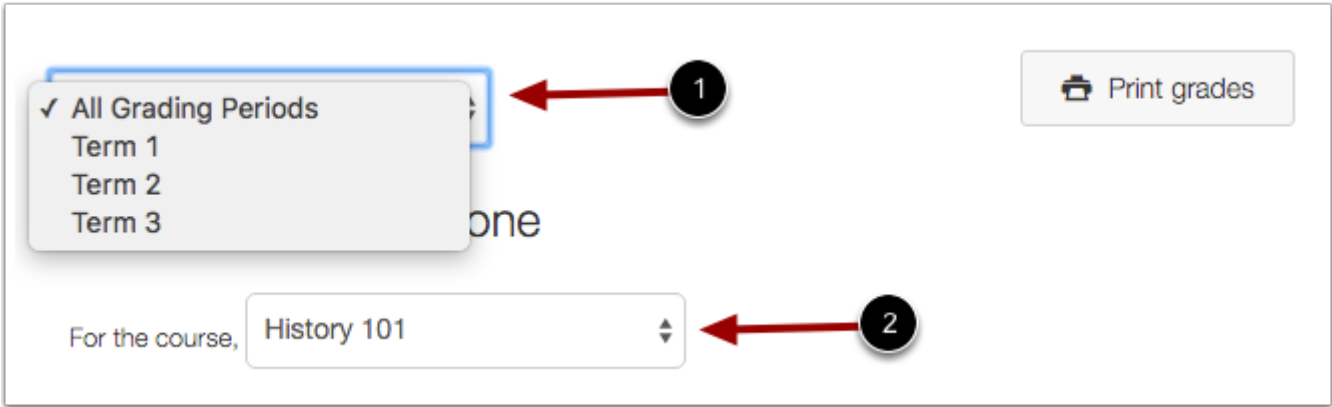
You can view the name of the assignment [1], the assignment due date [2], the score you earned [3], and the total point value of the assignment [4]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics [5].

You may see various [grade icons](#) in the score column [6] 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.

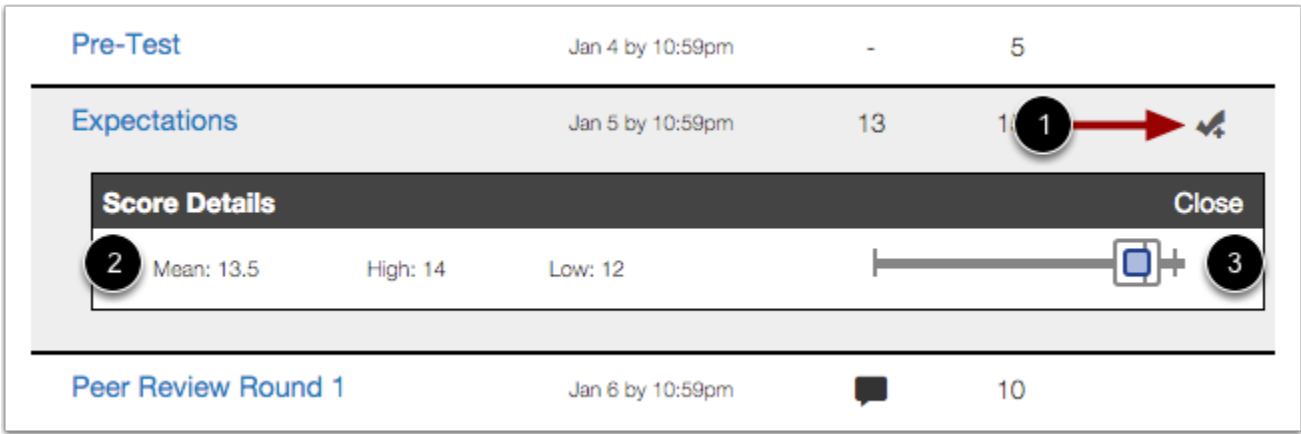
To print your grades, click the **Print Grades** button [7].

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. To view grades for another course, click the course drop-down menu [2].

View Scoring Details



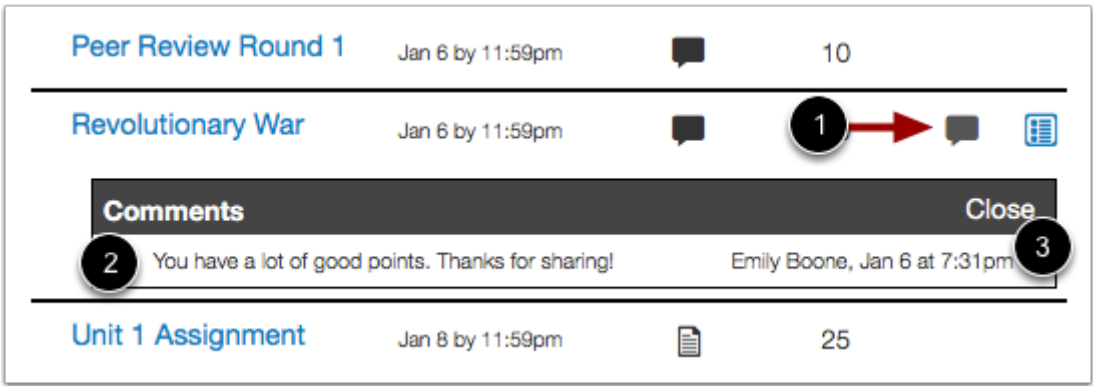
If you can view scoring details, click the **Check Mark** icon [1]. You can view the mean, high, and low scores from the class [2].

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 median 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 Comments



Peer Review Round 1 Jan 6 by 11:59pm 10

Revolutionary War Jan 6 by 11:59pm 1

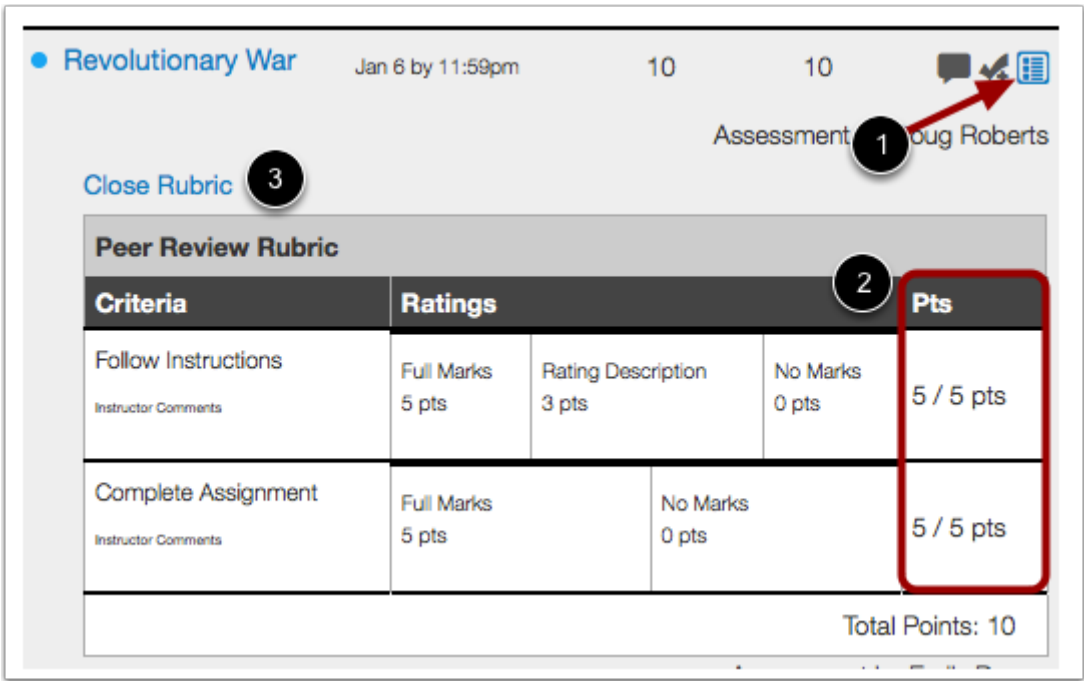
Comments Close

2 You have a lot of good points. Thanks for sharing! Emily Boone, Jan 6 at 7:31pm 3

Unit 1 Assignment Jan 8 by 11:59pm 25

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 Rubric



Revolutionary War Jan 6 by 11:59pm 10 10

Assessment 1 Doug Roberts

Close Rubric 3

Criteria	Ratings			Pts
Follow Instructions <small>Instructor Comments</small>	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	5 / 5 pts
Complete Assignment <small>Instructor Comments</small>	Full Marks 5 pts	No Marks 0 pts		5 / 5 pts
Total Points: 10				

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: 93.33% (4.0) 1

Show Saved "What-If" Scores 2

Show All Details 3

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.

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.

View Grade Calculations

Information Survey	Jan 4 by 11:59pm	5	5	
Pre-Test	Jan 4 by 11:59pm	-	5	
Expectations	Jan 5 by 11:59pm	14	15	
Peer Review Round 1	Jan 6 by 11:59pm		10	
Revolutionary War	Jan 6 by 11:59pm	10	10	
Unit 1 Assignment	Jan 8 by 11:59pm		25	
Unit 2 Assignment	Jan 11 by 11:59pm	-	10	
Course Evaluation	Jan 16 by 11:59pm	-	3	
Unit 1 Discussion	Jan 26 by 11:59pm	-	15	
Unit 1 Quiz	Jan 27 by 11:59pm	10	10	
Video Assignment	Jan 28 by 11:59pm	29 / 30	15	
Assignments		96.67%		25% of Final
Discussions		N/A%		20% of Final
Quizzes		100%		50% of Final
Total		98.89%		

Total: 98.89% (4.0)

Show All Details

Assignments are weighted by group: 1

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.

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.

Taxonomy Discussion	Apr 28, 2015 by 10:40am	0	0
Final Paper	May 1, 2015 by 10:59pm	-	75
First Quiz		5	8
Assignments		100%	
Graded Discussions		88%	
Assessments		94%	
Total		47 / 50	

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.

Change Gradebook

Grades For Emily Boone

For the course,

1

Assignments

Learning Mastery 2

Name	Due	Score	Out of
Information Survey	Jan 4 by 10:59pm	5	5
Pre-Test	Jan 4 by 10:59pm	-	5
Expectations	Jan 5 by 10:59pm	13	15

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

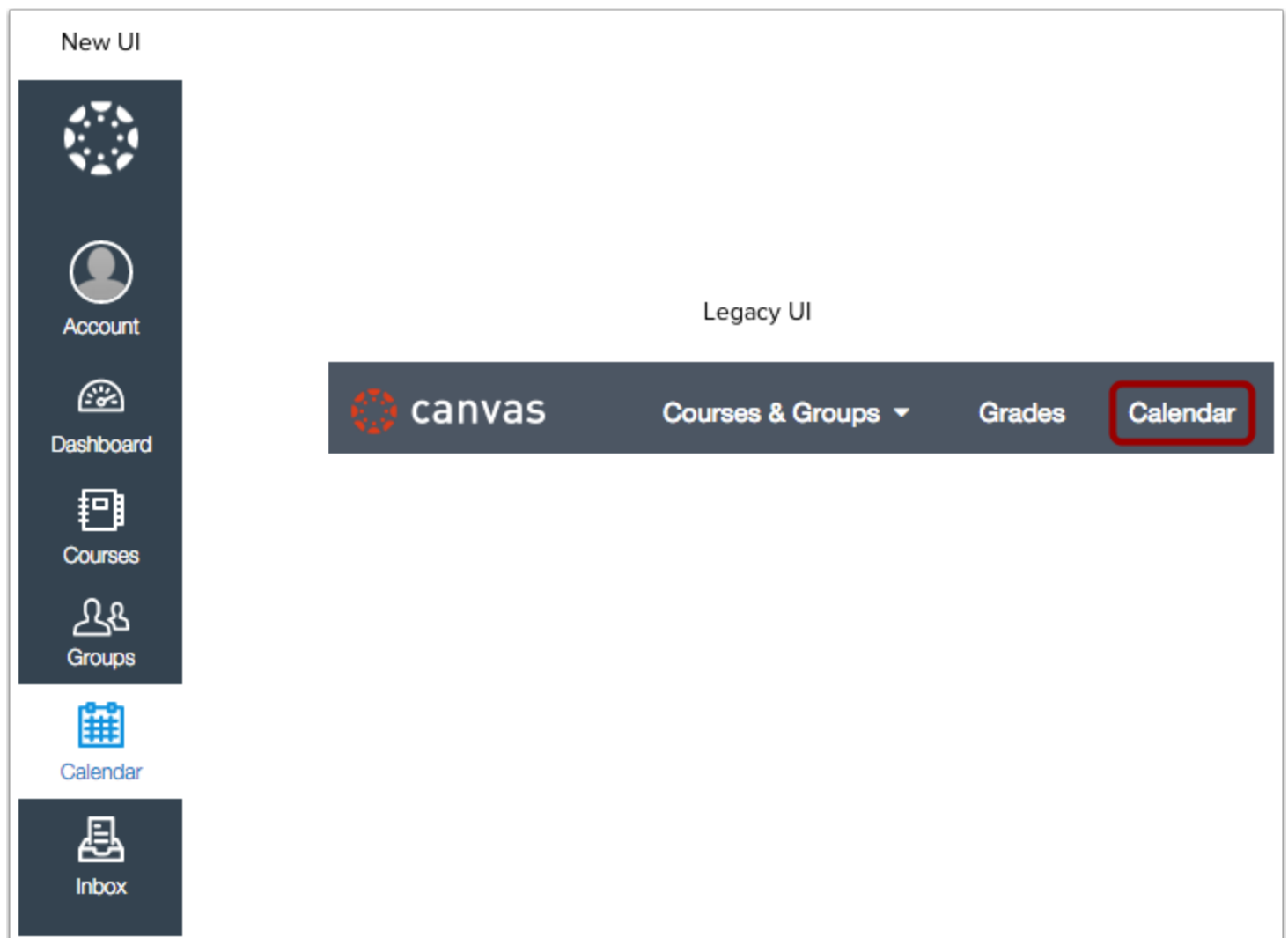
Note: If your Grades page shows Assignments and Learning Mastery headings [2], you can also view your standards-based scores in the [Learning Mastery](#) link.

How do I use the Calendar?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

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.

Open Calendar



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

View Calendar

Today

< >

February 2016

1

Week

Month

Agenda

Scheduler

+

2

SUN

MON

TUE

WED

THU

FRI

SAT

31	1	2	3	4	5	6
				Unit 2 Discu	2p Quiz 2	
7	8	9	10	11	12	13
	Group Assi		12p Study C	Video Assig	One of Ever	
14	15	16	17	18	19	20
		Osmosis			10a Class D	
21	22	23	24	25	26	27
					Unit 2 Assig	
28	29	1	2	3	4	5
	Group Proji		1:45p Quiz	Initial Ideas		

< February 2016 >

31

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5

Calendars

Doug Roberts

Biology 101

History 101

Simple Canvas

Course

Using Technology in Education (K-12)

Biology 101 Fall 2015

Canvas Course

Canvas Instructor Orientation

English 101

Instructional Design

Undated items

Calendar Feed

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, Agenda, or Scheduler view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in **Month** view.

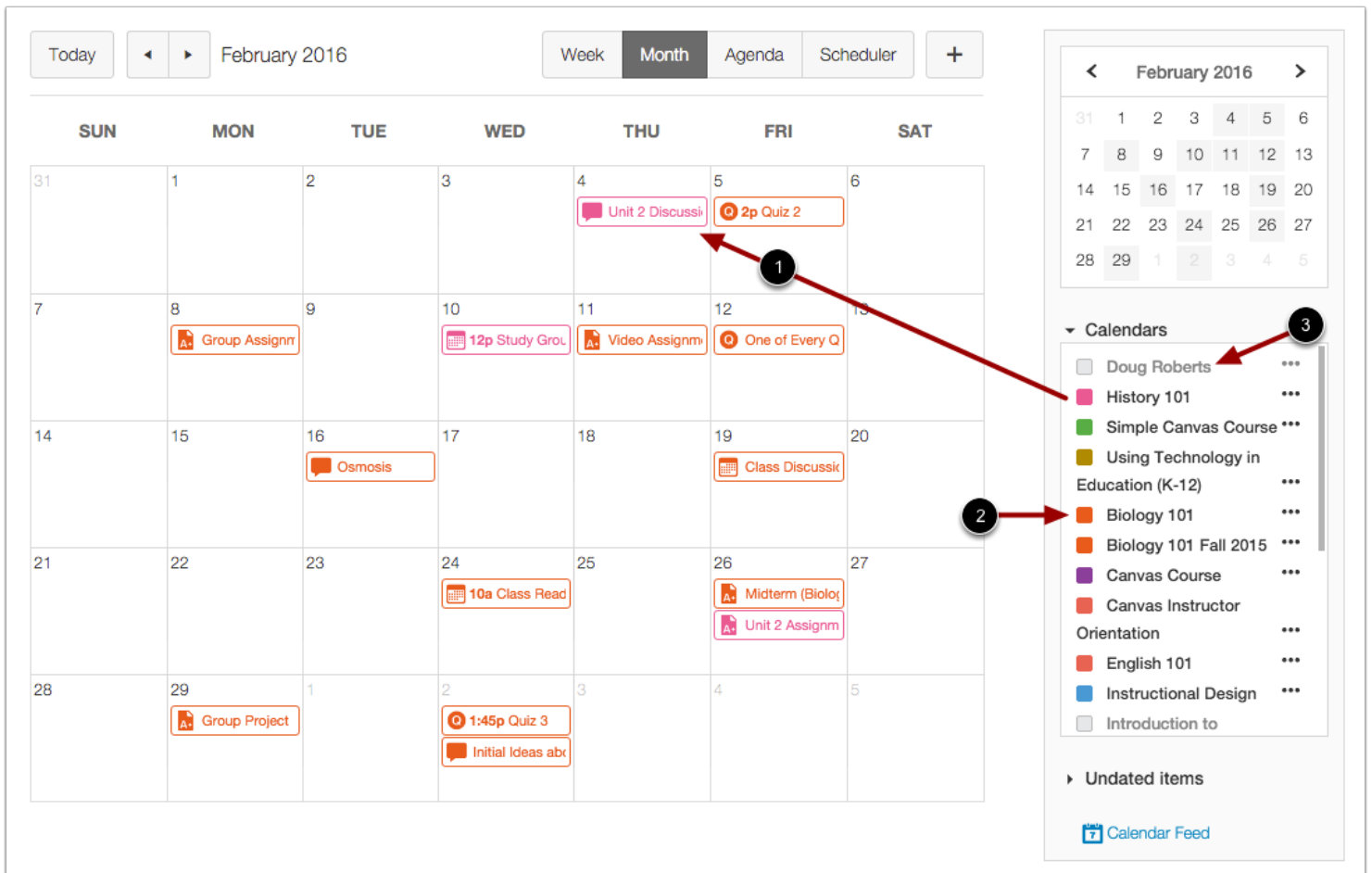
The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

Add Calendar Items



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

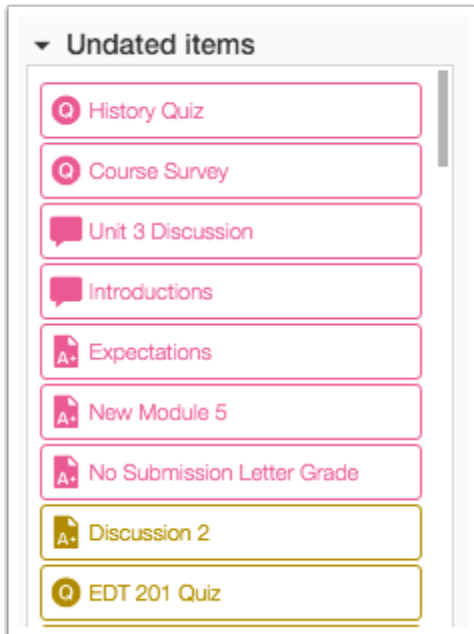


Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar [1]. For instance, in the above example, assignments and events from the US History 101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

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. Click the **Today** button [2] to view the events for the current date.

View Due Dates

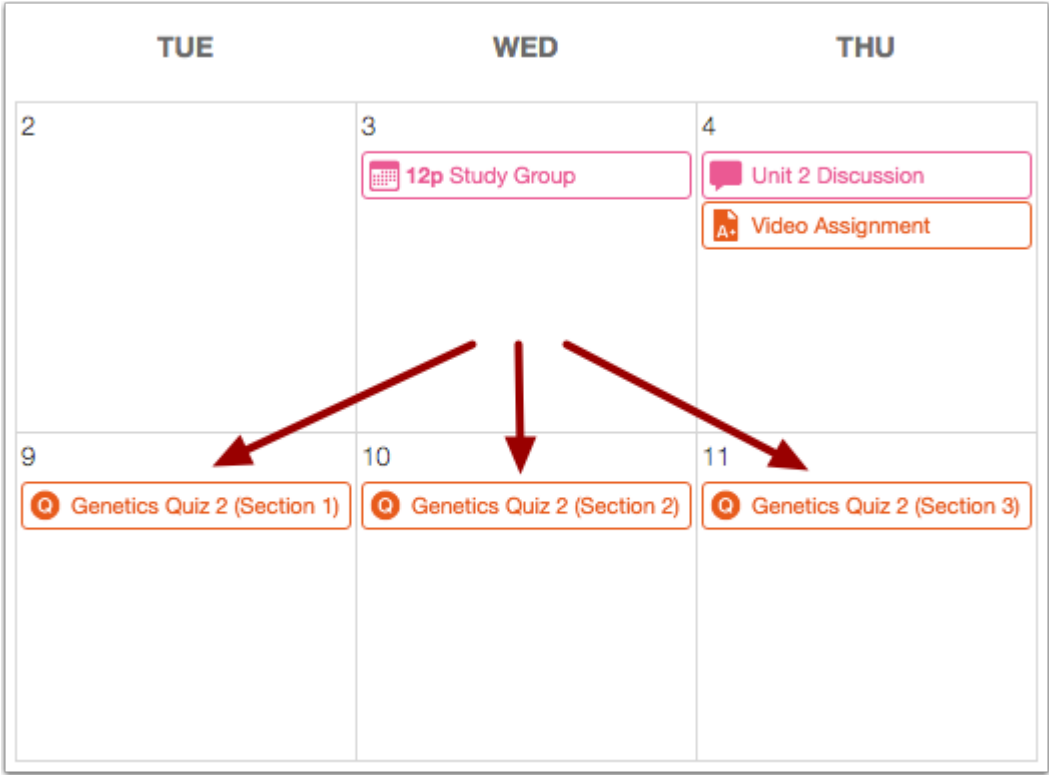
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 Quiz-A	4 Group Projec	5 3 →	6 Quiz 4	7
8	9 Assignment-2	10 1 →	11 10:59p Photo	12	13 MetaBlast As	14
15	16 2 →	17 Peer Review	18 Biology Histo	19 4 →	20 4p Study Gro	21
22	23 Research Ass	24	25	26	27 10:59p Quiz-B	28
29	30	1 5 Quiz-5	2	3 Quiz C	4 Class Project	5 8a Work on up

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.

Calendar assignments can also be crossed out [5], 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)



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

View Calendar by Week

Today

◀ ▶

Feb 21 — 27, 2016

→

Week

Month

Agenda

Scheduler

+

	SUN 2/21	MON 2/22	TUE 2/23	WED 2/24	THU 2/25	FRI 2/26	SAT 2/27
all-day							
9am							
10am				<div>10:00 - 12:00 Class Readings</div>			
11am							
12pm							
1pm						<div>12:30 Midterm (Biology 101)</div>	
2pm						<div>2:00 Unit 2 Assignment</div>	
3pm							

To view the calendar by week, click the **Week** button.

View All-day Events

Today

◀ ▶

Feb 14 — 20, 2016

Week

Month

Agenda

Scheduler

+

	SUN 2/14	MON 2/15	TUE 2/16	WED 2/17	THU 2/18	FRI 2/19	SAT 2/20
all-day						<div>Class Discussion</div>	

All-day events appear at the top of the calendar week.

View Calendar Agenda

Today

Feb 1, 2016 – May 31, 2016











Week

Month

Agenda

Scheduler

+

Thu, Feb 4	 Unit 2 Discussion	Due 11:59pm
Fri, Feb 5	 Quiz 2	Due 2:00pm
Mon, Feb 8	 Group Assignment	Due 11:59pm
Wed, Feb 10	 Study Group	12:00pm
Thu, Feb 11	 Video Assignment	Due 11:59pm
Fri, Feb 12	 One of Every Question	Due 11:59pm
Tue, Feb 16	 Osmosis	Due 11:59pm
Fri, Feb 19	 Class Discussion 1	10:00am
Fri, Feb 26	 Unit 2 Assignment	Due 11:59pm
Mon, Feb 29	 Group Project	Due 11:59pm

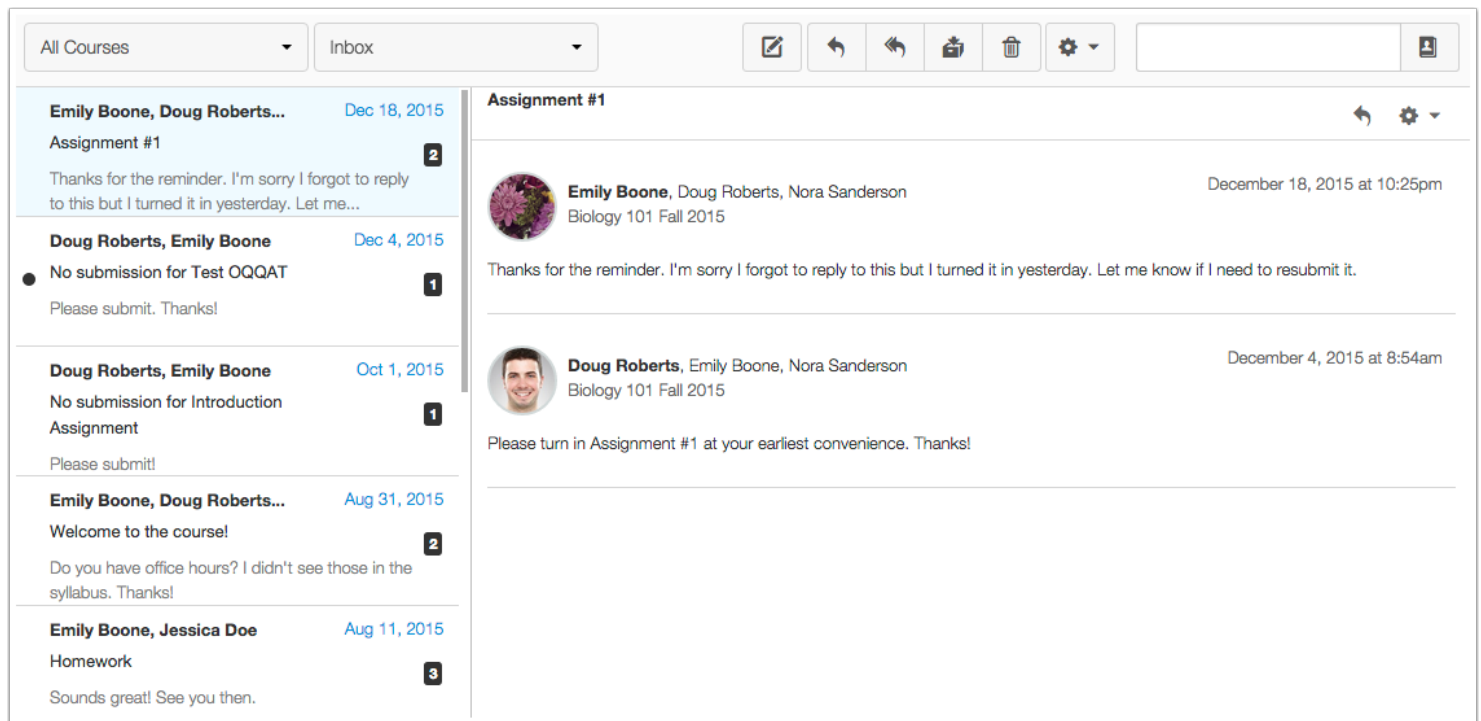
To view all your calendar items in an agenda format, click the **Agenda** button.

What is Conversations?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.

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 is a sidebar with a list of messages. Each message entry includes the sender's name, the date, and a subject line. The messages are: 1. Emily Boone, Doug Roberts... (Dec 18, 2015) - Assignment #1. 2. Doug Roberts, Emily Boone (Dec 4, 2015) - No submission for Test OQQAT. 3. Doug Roberts, Emily Boone (Oct 1, 2015) - No submission for Introduction Assignment. 4. Emily Boone, Doug Roberts... (Aug 31, 2015) - Welcome to the course!. 5. Emily Boone, Jessica Doe (Aug 11, 2015) - Homework. On the right is a detailed view of a message titled 'Assignment #1'. It shows the sender's profile picture, name, and course. The message text reads: '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)
- [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?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.

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

Open Discussions

Home

Announcements

Assignments

Conferences

Discussions

Files

Grades

Modules

People

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

Open Discussion Topic

▼ Discussions

Ordered by Recent Activity

Favorite President


Last post Jan 6, 2016

00

Unit 5 Discussion

Last post Jan 6, 2016

00


 Unit 1 Discussion

Last post Jan 6, 2016

Not available until Jan 25

Due Jan 26 at 11:59pm

00

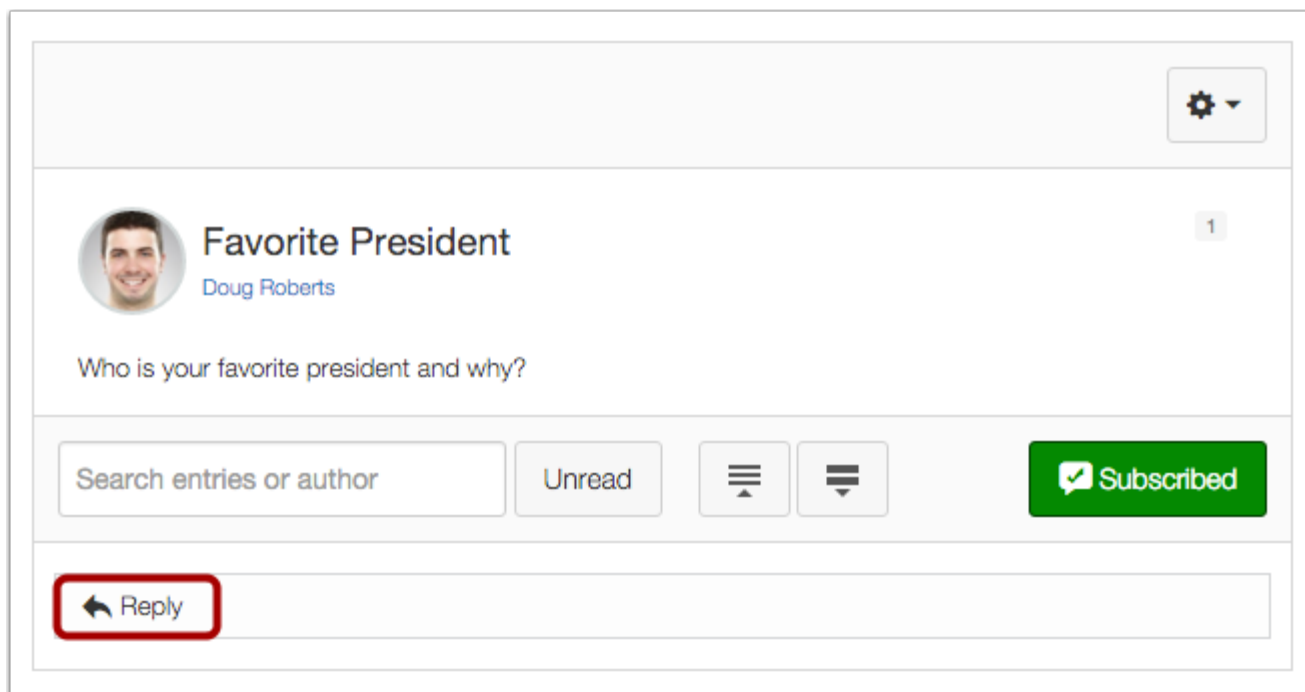
 Unit 4 Discussion

Due Apr 28 at 11:59pm

00

Click the title of the Discussion.

Reply to Discussion Topic



Favorite President 1

Doug Roberts

Who is your favorite president and why?

Search entries or author Unread

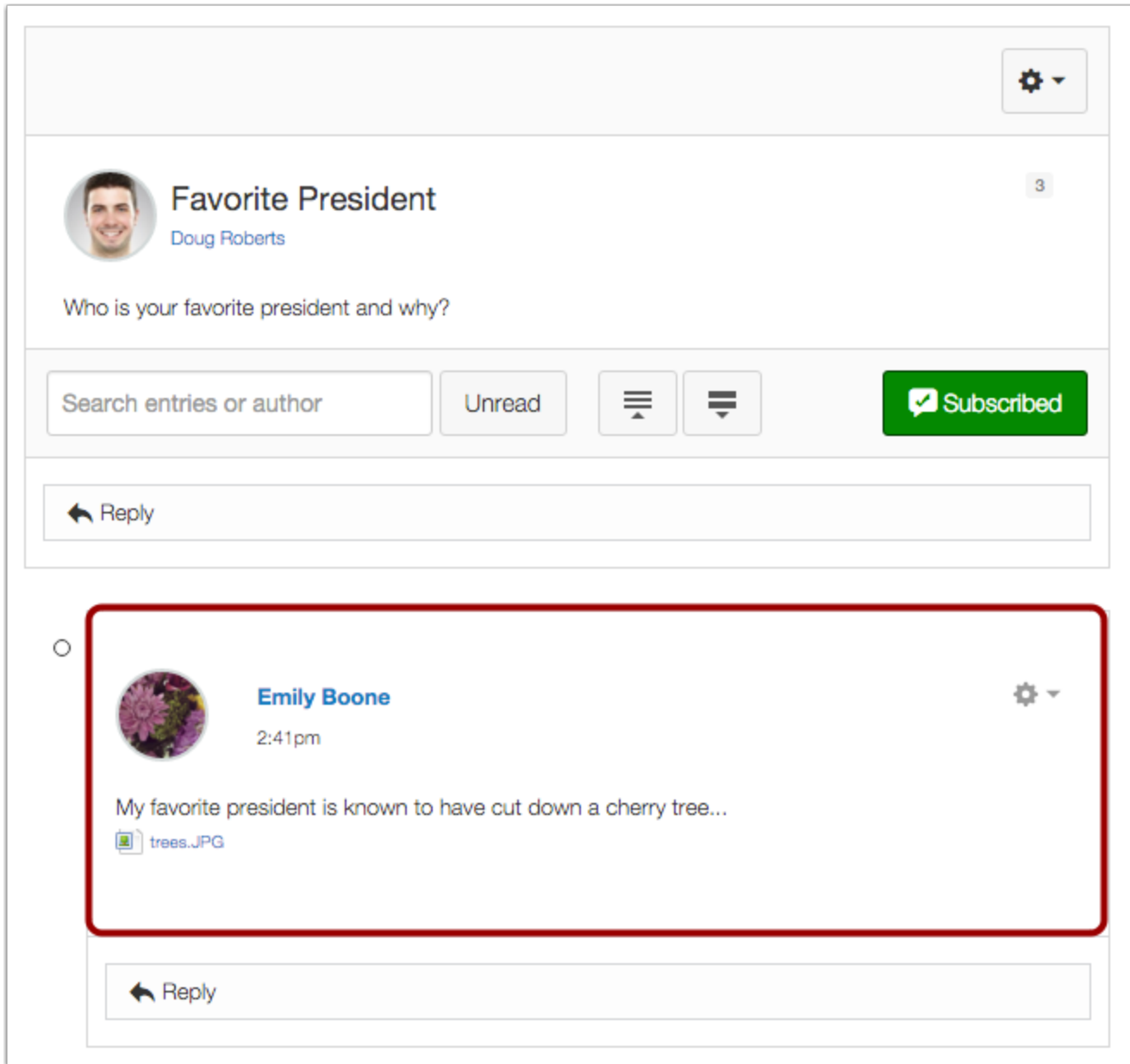
Subscribed

Reply

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

Post a Message

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 Canvas discussion interface. At the top, there's a header bar with a settings gear icon. Below it, the discussion title is "Favorite President" by "Doug Roberts", with a notification badge showing "3". The discussion question is "Who is your favorite president and why?". Below the question are search and filter controls: a search bar labeled "Search entries or author", an "Unread" button, and two menu icons. A green "Subscribed" button is on the right. A "Reply" button is below the search bar. The main content area 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..." followed by a link to "trees.JPG". The reply is enclosed in a red rectangular border. Below the reply is another "Reply" button.

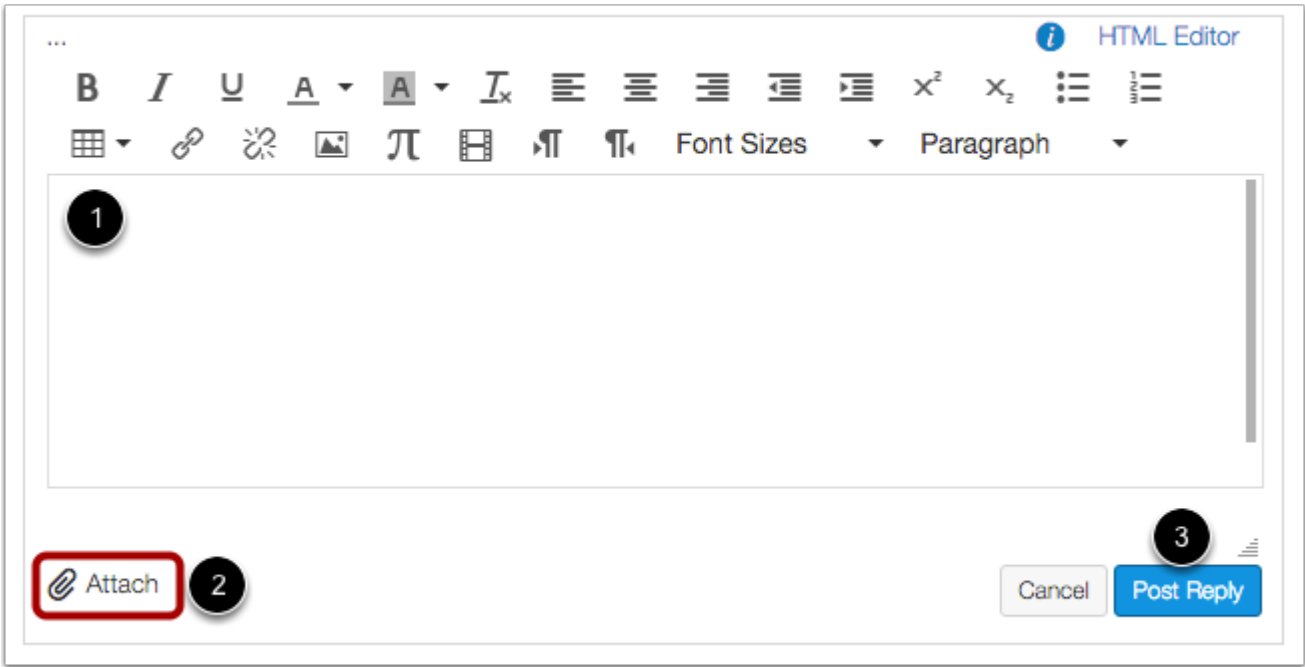
Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas [automatically marks your posts as read](#). However, if you [manually mark your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

Reply to a Comment in a Focused Discussion




In a focused discussion, you can reply to a comment already posted by another student by clicking in the **reply** field below the post.

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




Emily Boone

2:41pm

My favorite president is known to have cut down a cherry tree...






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

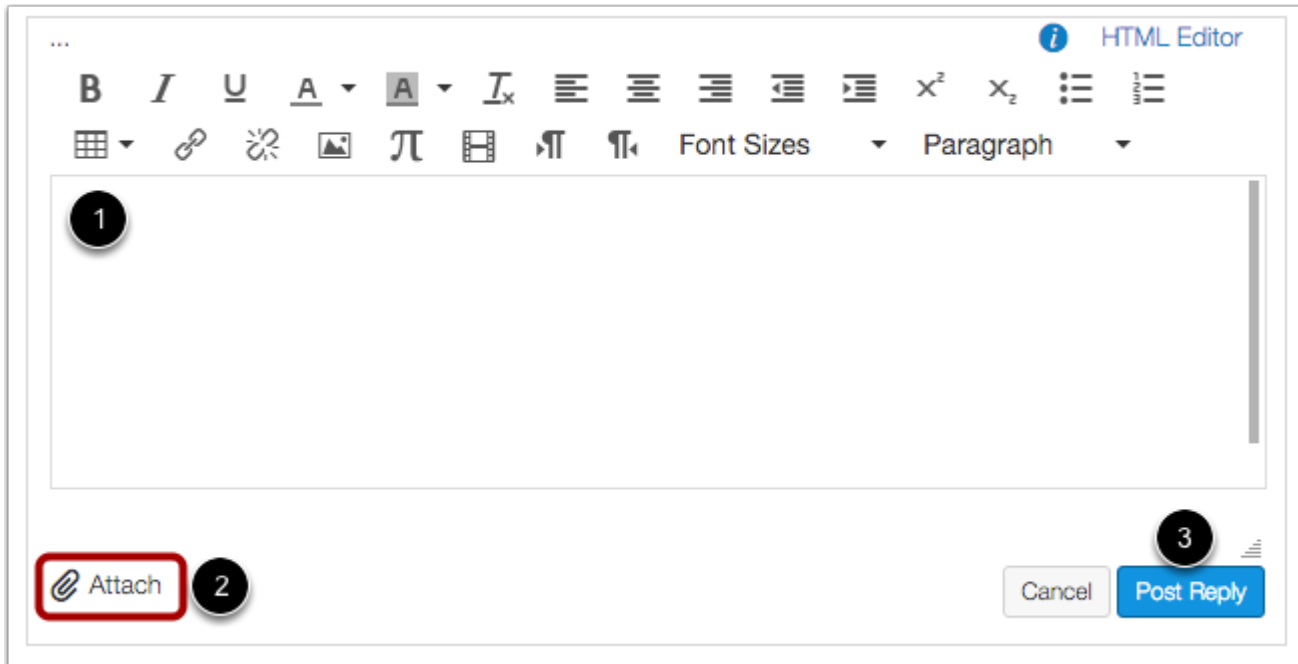
3:21pm

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



The screenshot shows the Canvas Rich Content Editor (RCE) interface. At the top, there is a toolbar with various formatting options: bold (B), italic (I), underline (U), text color (A), background color (A), subscript (x₂), superscript (x²), bulleted list, numbered list, link, unlink, image, equation (π), video, audio, table, font size, and paragraph. Below the toolbar is a large text area for writing the response. A red box highlights the 'Attach' button, and a blue box highlights the 'Post Reply' button. A 'Cancel' button is also visible. A small 'HTML Editor' link is in the top right corner. Three numbered callouts are present: [1] points to the text area, [2] points to the 'Attach' button, and [3] points to the 'Post Reply' button.

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 last two versions of every browser release. We highly recommend updating to the **newest version** of whatever browser you are using as well as the most up-to-date Flash plug-in.

As of **December 21, 2015**, we support the following versions of Flash and popular web browsers:

- **Internet Explorer** 11 and Edge
- **Chrome** 46 and 47
- **Safari** 8 and 9
- **Firefox** 42 and 43 ([Extended Releases](#) are not supported)
- **Flash** 17 and 18 (used for recording or viewing audio/video and uploading files)
- **Respondus Lockdown Browser** (supporting the latest [system requirements](#))

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 in several places in Canvas: media recording/streaming and viewing 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, such as Firefox, 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.

Update Your Desktop Browser

There are a couple of different ways to update your desktop browser.

1. Every time you open your browser, it will check to make sure it is using the most current version. If it is not updated, your browser will prompt you with a notification and walk you through the update process.
2. Download the latest version of your desktop browser directly. Click the name of your browser below to visit your browser's download page:
 - [Internet Explorer](#)
 - [Chrome](#)
 - [Safari](#) (Safari 7 is only included with OS X Mavericks; Safari 8 is only included with OS X Yosemite)

- [Firefox](#)
- [Flash](#)
- [Respondus](#)

Browser Privacy Settings

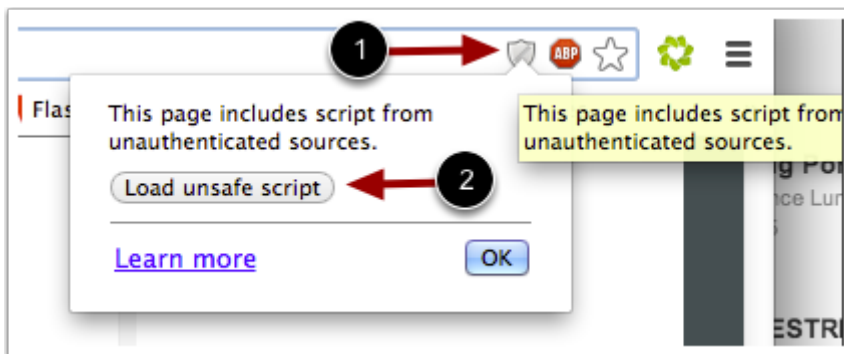
Some browsers may occasionally make modifications to privacy settings to protect users from possible unsecured content. Unsecured content is identified with the prefix `http://` in the URL and can create mixed content in your Canvas Page. Secured content is identified with the `https://` prefix in the URL.

Note: If you embed Canvas lessons inside your course, you can now 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].

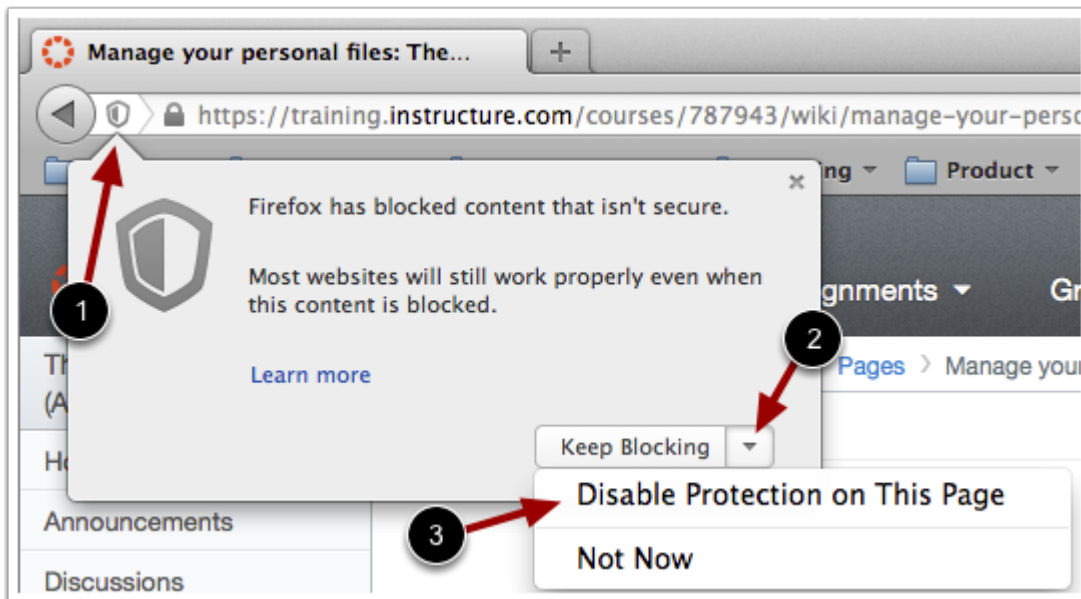
Chrome Media Permissions



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 shield icon in the browser address bar [1].

You can choose to override the security restriction and display the content anyway by clicking the shield icon, clicking the **Keep Blocking** drop-down menu [2], and selecting the **Disable Protection on This Page** option [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. (**Note:** 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\P)

Android

- Internet
- Firefox
- Chrome

Note: Android default browser varies per mobile device.

How do I get help with Canvas?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

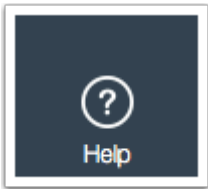
You can get help with Canvas by using the Help link. Depending on your user role, the Help link generates a list of resources to help you with Canvas, such as how to search Canvas Documentation and report a problem.

Notes:

- Depending on your institution, the help link may not be available. Admins may also create additional [custom help links](#).

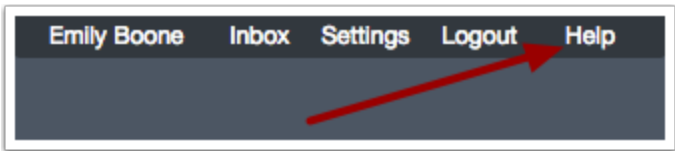
- Before reporting a problem with Canvas, please [Ask the Canvas Community](#) or search the [Canvas Guides](#) for help.

Open Help



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

Open Help in Legacy UI



If you are using the legacy interface, in the Help Corner, click the **Help** link.

View Help Resources

Help

Ask Your Instructor a Question

Questions are submitted to your instructor

1

Search the Canvas Guides

Find answers to common questions

2

Report a Problem

If Canvas misbehaves, tell us about it

3

Ask the Community

Get help from a Canvas expert

4

Submit a Feature Idea

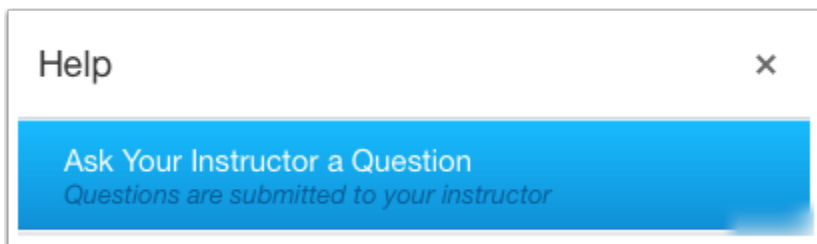
Have an idea to improve Canvas?

5

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

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

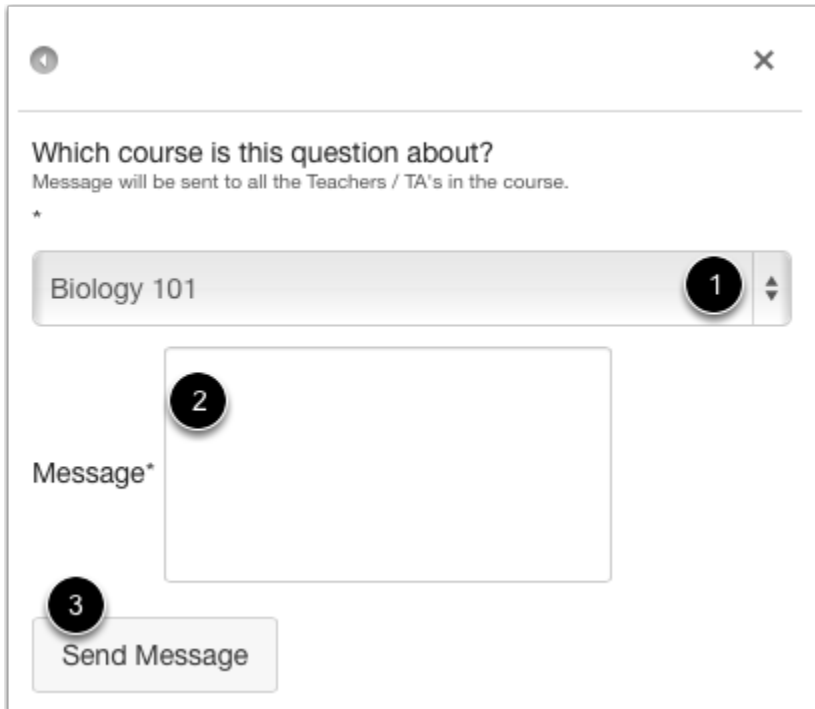
Ask Your Instructor a Question (Students)



If you are a student, you can contact your instructor or TA directly from the help page.

To ask your instructor or TA questions about course material or send them a message, click the **Ask your Instructor a Question** link.

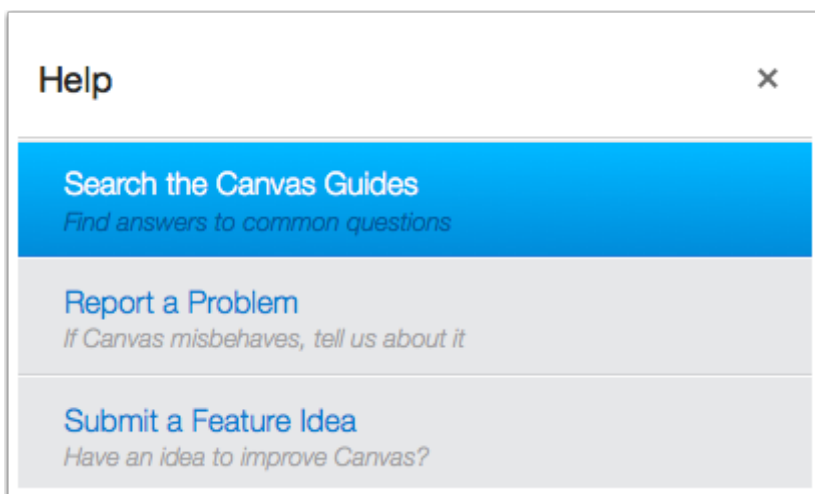
Send Message



A dialog box titled "Which course is this question about?" with a close button (X) in the top right corner. Below the title, it says "Message will be sent to all the Teachers / TA's in the course." and a small asterisk. There is a drop-down menu showing "Biology 101" with a circular callout "1" next to it. Below the menu is a large text input field labeled "Message*" with a circular callout "2" next to it. At the bottom left is a button labeled "Send Message" with a circular callout "3" next to it.

Select the relevant course in the drop-down menu [1] and type your message in the description field [2]. When you're done, click the **Send Message** button [3].

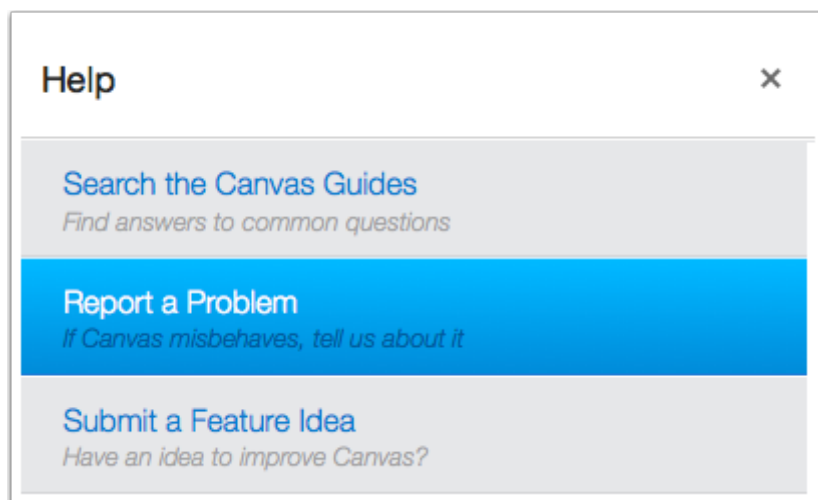
Search Canvas Guides



A dialog box titled "Help" with a close button (X) in the top right corner. It contains three links with descriptions: "Search the Canvas Guides" (Find answers to common questions), "Report a Problem" (If Canvas misbehaves, tell us about it), and "Submit a Feature Idea" (Have an idea to improve Canvas?).

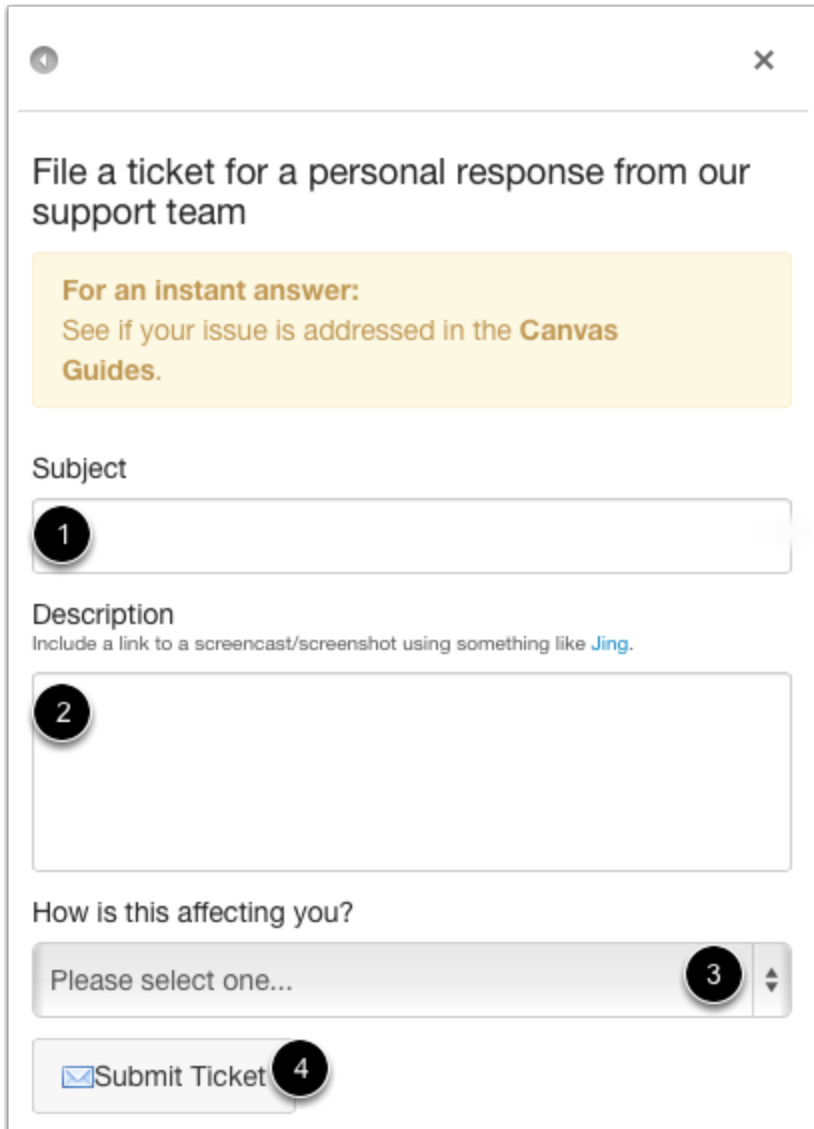
To find an answer to a question about a Canvas feature, click the **Search the Canvas Guides** link. This link will take you to [Canvas Guides](#) where you can search Canvas documentation for information about features inside of Canvas.

Report a Problem



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

Note: Before reporting a problem with Canvas, please Ask the [Canvas Community](#) or search the [Canvas Guides](#) for help.

Submit Ticket

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

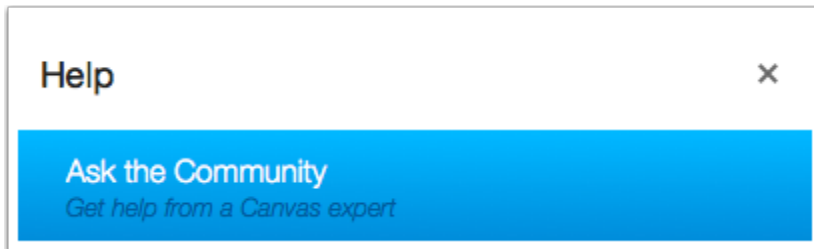
In the description field [2], describe the problem you are experiencing in Canvas. Please be as detailed as possible to help troubleshoot the problem.

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].

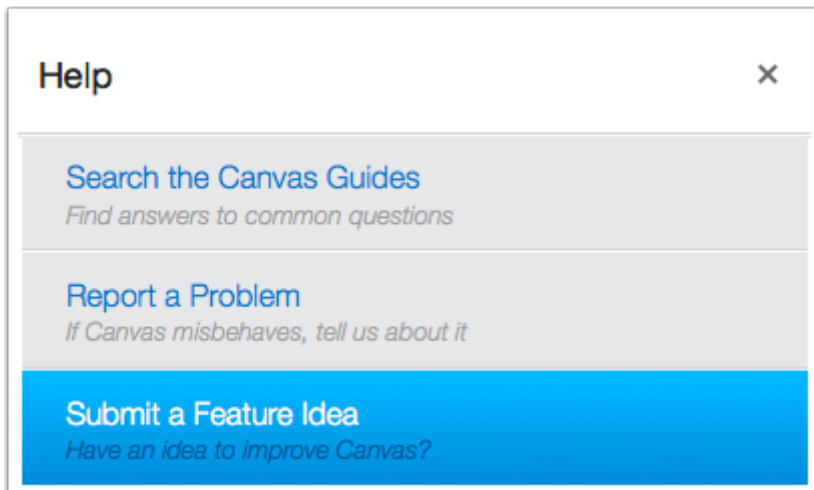
Ask the Community (Non-Students)



If you are enrolled in a course as an Instructor-, TA-, or Designer-based role, you can collaborate with other members of the Canvas community for answers to your Canvas questions.

To ask a question or get feedback about Canvas from a community of experts, click the **Ask the Community** link. This link will take you to [Find Answers](#) and allow you to ask questions and get feedback from Canvas users like you.

Request a Feature



Click the **Submit a Feature Idea** link. You can submit your ideas about how to make Canvas even better by clicking this link or by visiting [Canvas Feature Ideas](#).