CANVAS STUDENT GUIDE

CANVAS

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Introduction

How do I accept an email invitation to join a Canvas course as a student?

If you are using Canvas through your institution, you will most likely already have a Canvas account and need to accept a course invitation before you can **log in**. Your institution will email your login information.

However, you may also receive a course invitation where you have to create a Canvas account as part of the registration process.

Note: If your institution is using Canvas and you are having trouble with your account, contact your instructor for assistance.

Accept Course Invitation

You've been invited to participate in a class at canvas.instructure.com. The class is called Your Guided Course Template. Course role: Student

(2) Name: **Bethany Sanderson**
Email: bethany.sanderson.canvas@gmail.com
Username: **none**

You'll need to register with Canvas before you can participate in the class.

(3) **Get Started**

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Click here to view the course page | Update your notification settings

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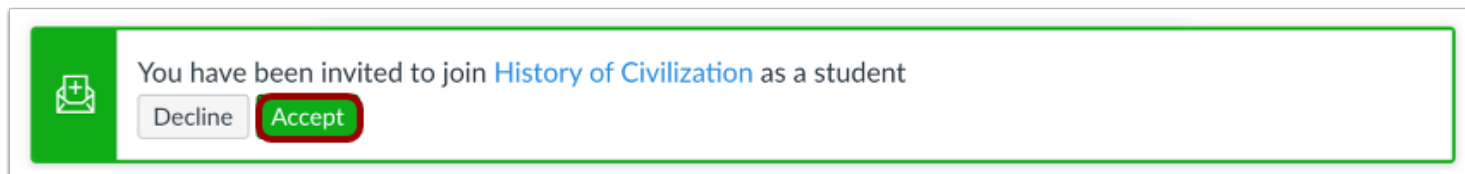
Canvas will take you to your course and ask you to accept the enrollment. Click the **Accept** button.
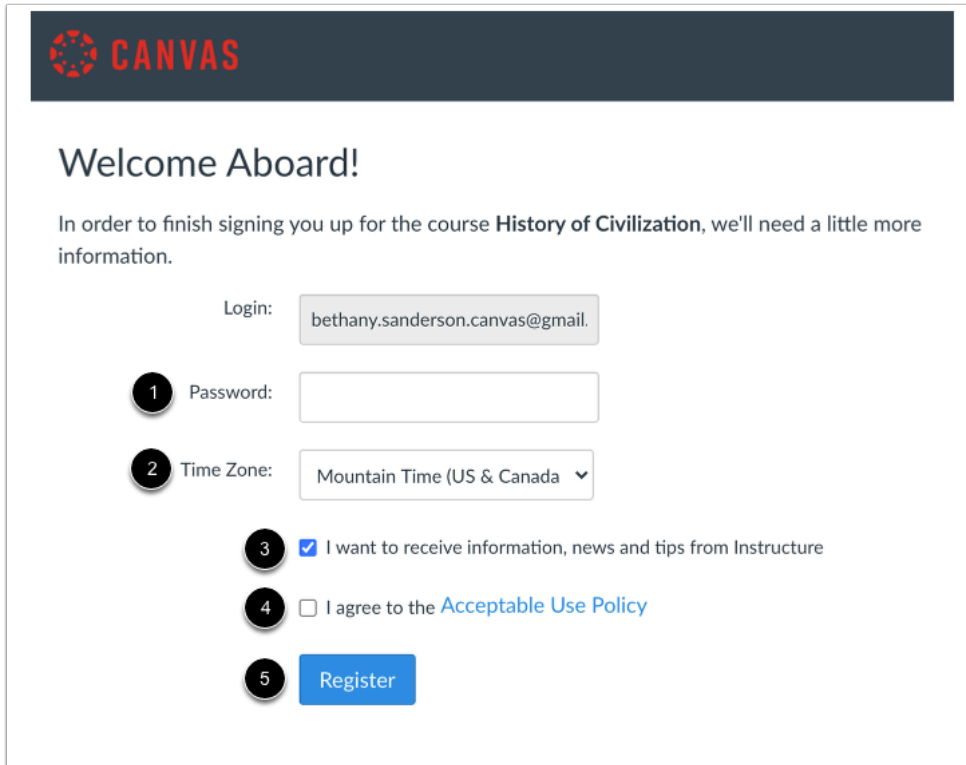
Create Canvas Account
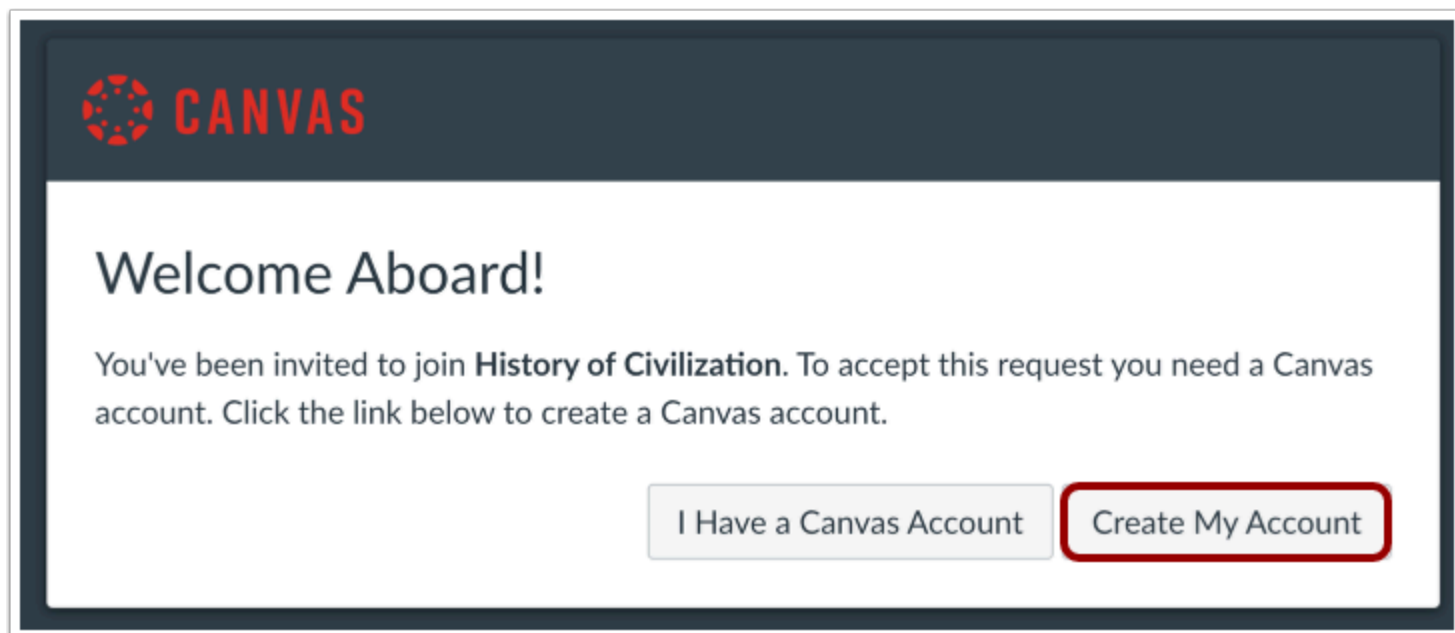
Click the **Create My Account** button.

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

Create a password [1] and enter your time zone [2]. Depending on your account type, you may be asked if you want to receive information, news, and tips from Instructure [3].

Select the Acceptable Use Policy checkbox [4], then click the **Register** button [5].

How do I sign up for a Canvas account with a join code or secret URL 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.*

Note: Once you create an account, you can request to delete your account at any time. Deleting your Canvas account cannot be undone and will delete all Canvas information including courses, assignments, grades, and participation. Do not request to have your account deleted unless you are certain you absolutely no longer require any access to your prior Canvas activity. To request to have your account deleted, open the Help menu and submit a ticket to Canvas support through the **Report a Problem** link.

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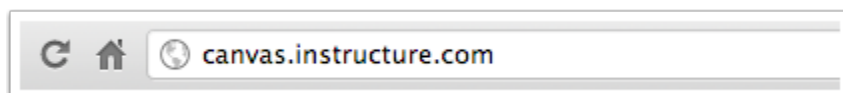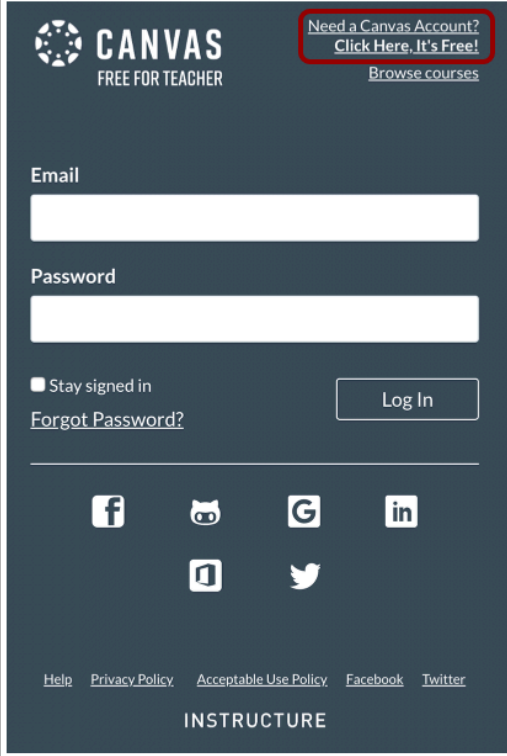
If you don't yet have an account, you can set one up for yourself without an email link.

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

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

Create Canvas Account

Click the **Need a Canvas Account?** link.

Sign Up As a Student

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

Complete Registration

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 can I use Canvas on my mobile device as a student?

Canvas is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices. With the growing use of mobile devices, instructors should build their courses with best practices for mobile in mind.

Mobile Browsers

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

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

Additionally, Canvas offers limited support for native mobile browsers on tablet devices. For details, please reference the limited-support mobile browser guidelines.

Mobile Applications

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has two native mobile applications for students free for download on both phones and tablets.

- **Canvas Student:** This app provides access to Canvas while on the go. Depending on your device, not all Canvas features may be available on the app at this time. View Canvas Student mobile features by version and device.
- **Polls for Canvas:** If your instructor uses polls in your courses, this app allows you to participate and share your opinion without any extra devices.

Announcements

How do I view Announcements as a student?

The Announcements Index Page allows you to view and filter announcements in your course. You can also receive new announcements via **Canvas notifications**, view announcements on the **Recent Activity Dashboard**, or view announcements in the **To Do list**.

Open Announcements
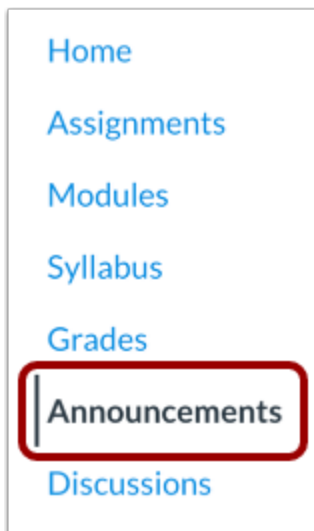
In Course Navigation, click the **Announcements** link.

View Announcements

In Announcements, you can view all the announcements in your course.

Announcements are listed in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom.

Each announcement includes the title of the announcement [1], the picture of the user who posted the announcement [2], an unread indicator near unread announcements [3], the announcement post date [4], and the number of unread/total replies in the announcement [5].

Note: If an announcement shows the letter U in place of a profile picture, the announcement was imported or copied from another course in Canvas. Additionally, copied announcements do not include a posted date and time.

Filter Announcements

To view only unread or all announcements, use the filter drop-down menu [1]. Additionally, to search for an announcement, you can type an announcement title, a user name, or a keyword in the **Search** field [2].

View External Feeds

To view all External Feeds and subscribe to the RSS feed, click the **External feeds** link.

View Announcement

To view an announcement, click the name of the announcement.

How do I add an announcement in a group?
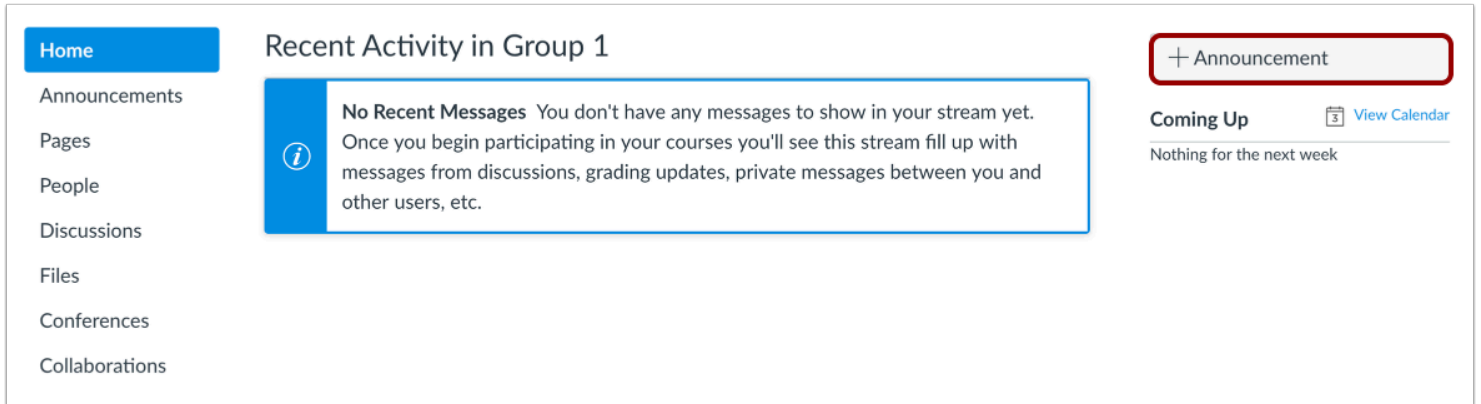
As a student, you can make an announcement within a group.

Open Announcements
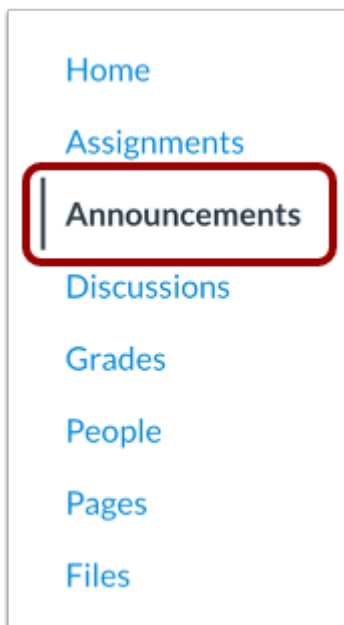
In Group Navigation, click the **Announcements** link.

Add Announcement in Group Home Page
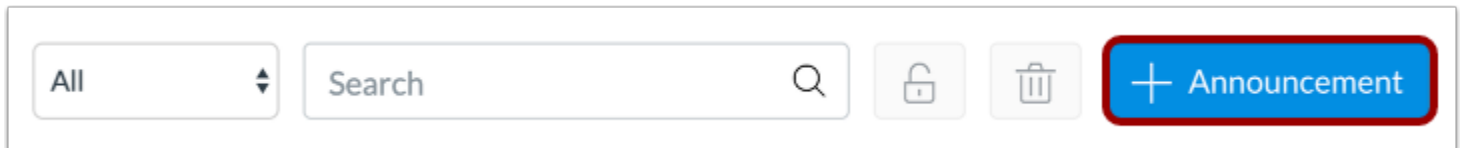
You can also add an announcement in the Group Home Page by clicking the **Add New Announcement** button.

Add Announcement

Click the **Add Announcement** button.

Create Announcement

Add content to your announcement. You can add a title [1], write a message [2], and add information from the Content Selector [3].

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.

Save Announcement
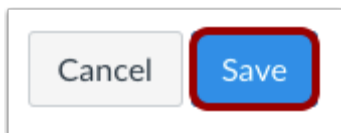
Click the **Save** button.

View Announcement

View the announcement in the announcement page.

How do I edit an announcement in a group?
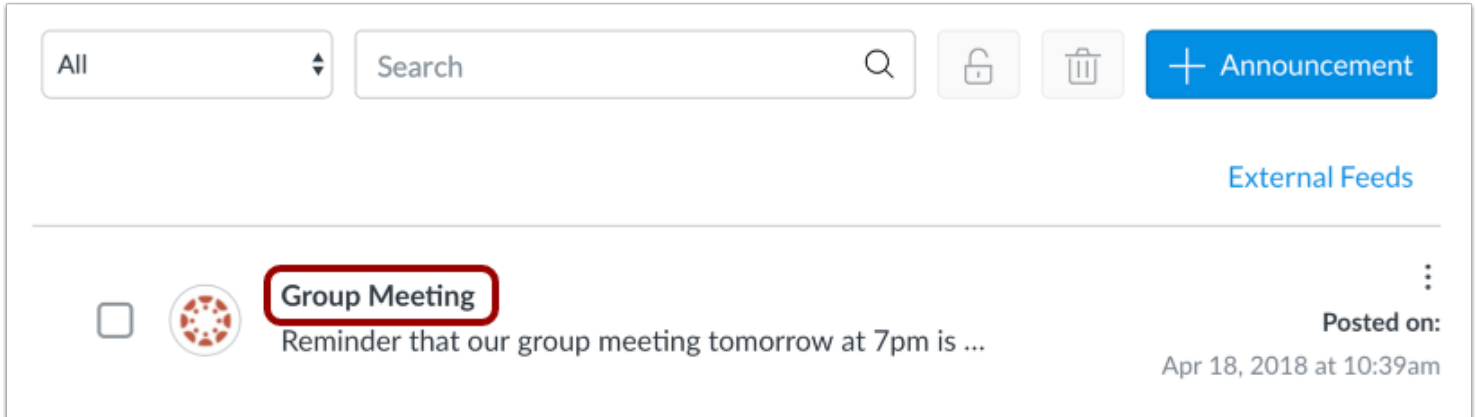
As a student, you can edit an announcement you created within a group.

Open Announcements
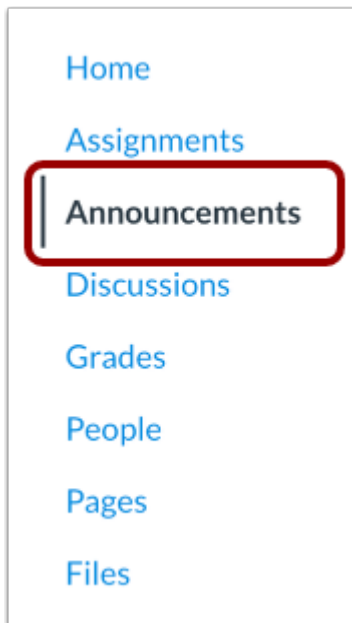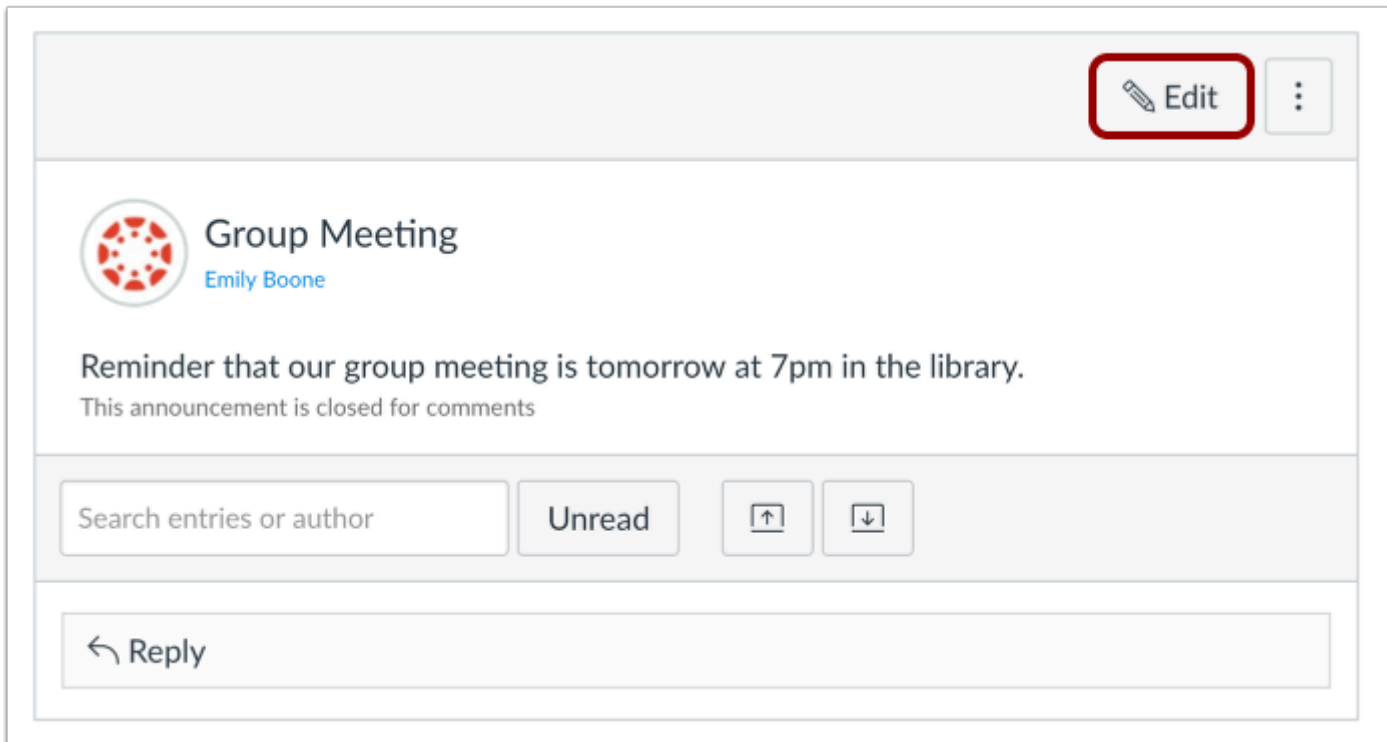
In Group Navigation, click the **Announcements** link.

Open Announcement

Click the name of the announcement.

Edit Announcement

Click the **Edit** button.

Save Announcement

Edit the Announcement. Click the **Save** button**.**

How do I delete an announcement in a group?

Students can only delete their announcements within a group. You can delete an announcement in the Announcements page or within an individual announcement.

Open Announcements
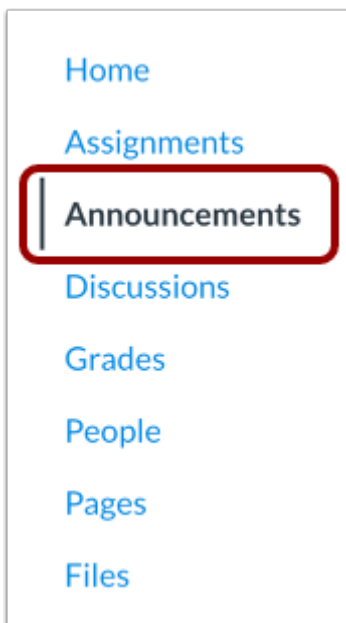
In Group Navigation, click the **Announcements** link.

Delete in Announcement Page

To delete an announcement from the index page, locate the announcement. Click the **Options** icon [1] and click the **Delete** link [2].

To delete multiple announcements at a time, click the checkbox next to the announcements you want to delete [3] and click the **Delete** icon [4].

Delete in Individual Announcement
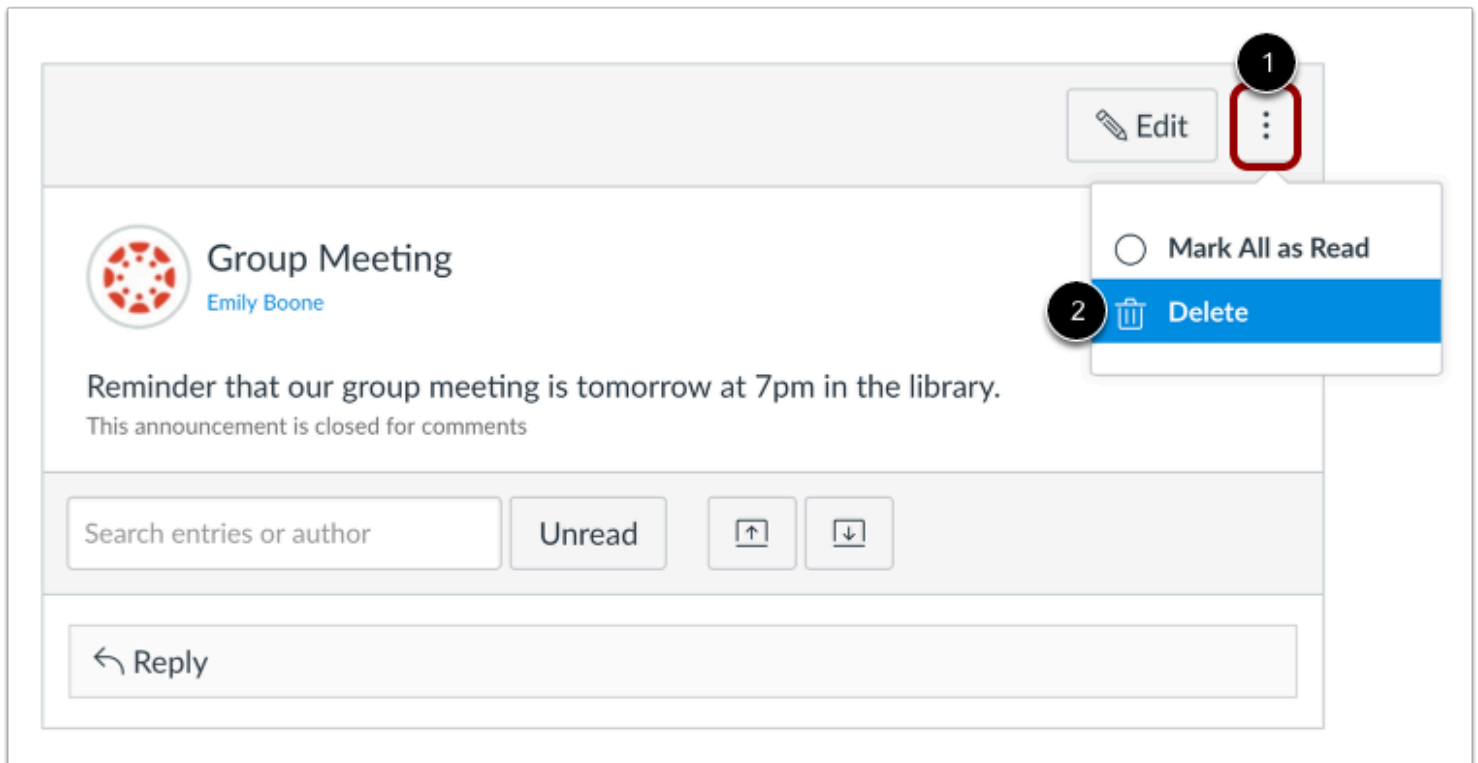
You can also delete an announcement by opening the individual announcement. Click the name of the announcement.

Delete Announcement

Click the **Options** icon [1] and click the **Delete** link [2].

Delete Announcement
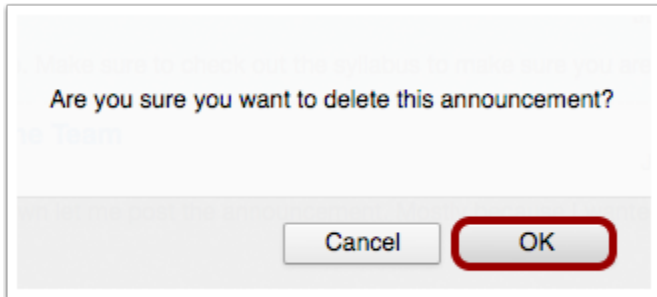
Click the **OK** button.

How do I add an external RSS feed to an announcement as a student?

RSS, also known as Rich Site Summary or Really Simple Syndication, is a web feed format that publishes frequently updated information from external websites such as blogs, news headlines, audio, and video. RSS feeds benefit users who want to receive timely updates from favorite websites or to aggregate data from many sites.

You can add an external RSS feed in a group announcement. The RSS feed will display the 15 most recent posts within Announcements. Please note that the feed will only display content created after you added the RSS feed. Moreover, the RSS feed only displays active announcements. Delayed announcements do not display until they are posted.
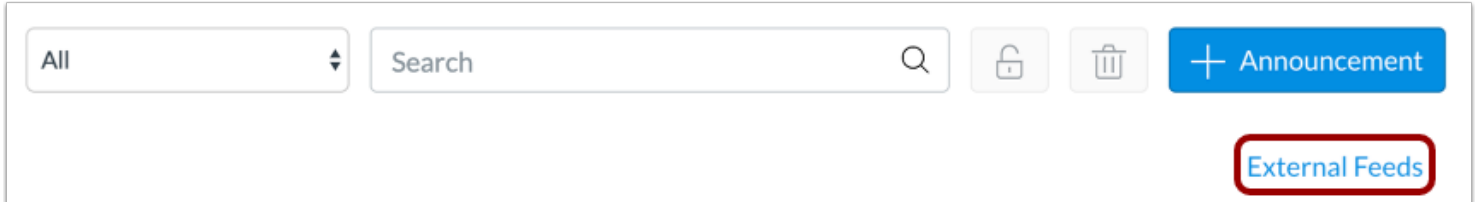
Note: Adding an RSS feed will create an announcement for every new item added to that feed. Users that have chosen to be notified of new announcements in their Canvas notification preferences may see a substantial increase in the amount of notifications they receive.

Open Announcements
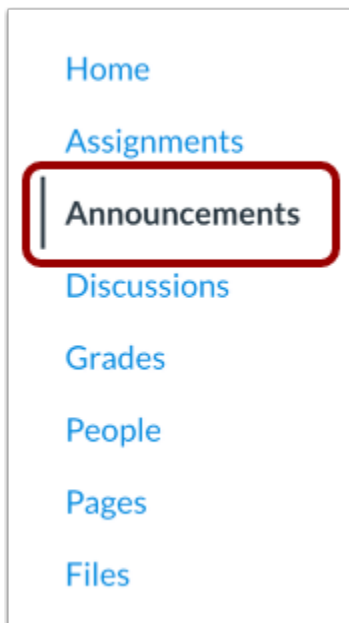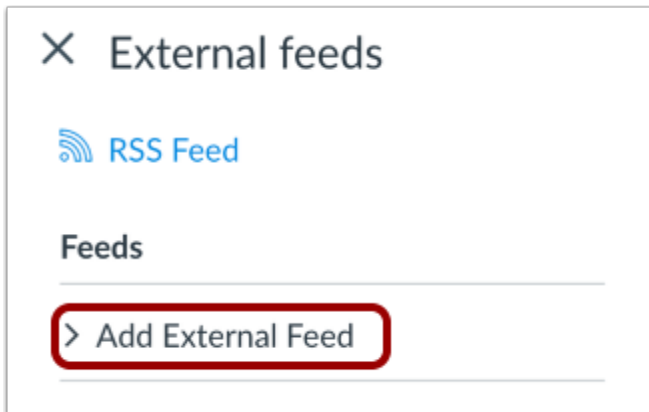
In Group Navigation, click the **Announcements** link.

Open External Feeds

Click the **External Feeds** link.

Add External Feed

Click the **Add External Feed** link.

Enter Feed URL

In the **Feed URL** field, paste the feed URL. All new entries from that RSS feed will be added to Announcements.

Select Content to Post

You can select the content that users can view in Announcements.

To view the entire article, click the **Full article** option [1].

To view a shortened version of the article, click the **Truncated** option [2].

To view a link to the selected article, click the **Link** option [3].

You can also choose to add only posts with a specific phrase in the title. Click the **Only add posts with a specific phrase in the title** checkbox [4], and type key words or phrases in the text box.

Add Feed

Click the **Add Feed** button.

View External Feeds
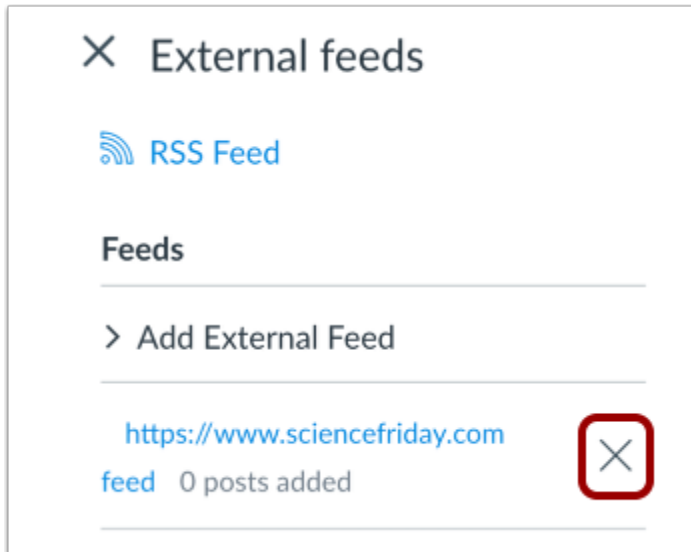
View the external feed in the feed list. If you want to delete the external feed, click the **Remove** icon.

Note: You will have to wait until a new post is published in the external RSS feed before you can see it in the Announcement feed.

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How do I subscribe to the Announcements RSS feed as a student?

You can subscribe to the Announcement RSS feed in your course or group and receive announcements via any RSS feed reader. This lesson shows how to subscribe in a course, but the steps are the same as in a group.

Open Announcements
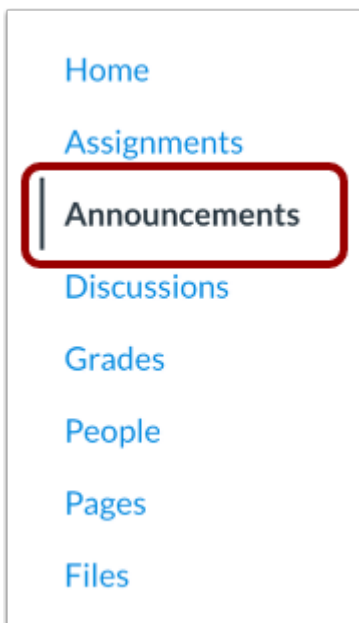
In Course Navigation, click the **Announcements** link.

Open External Feeds
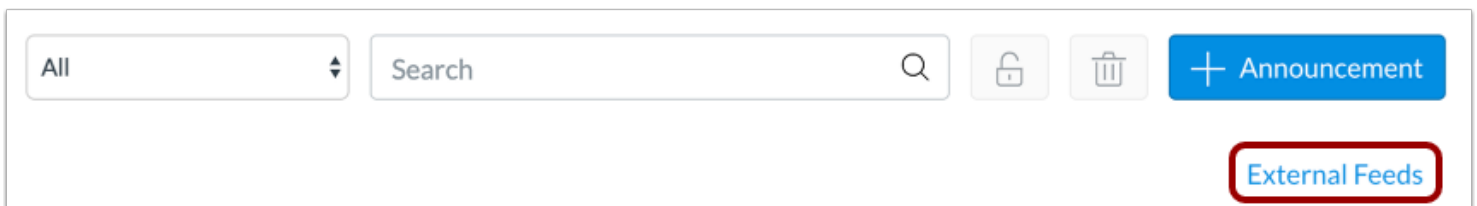
Click the **External Feeds** link.

Open RSS Feed
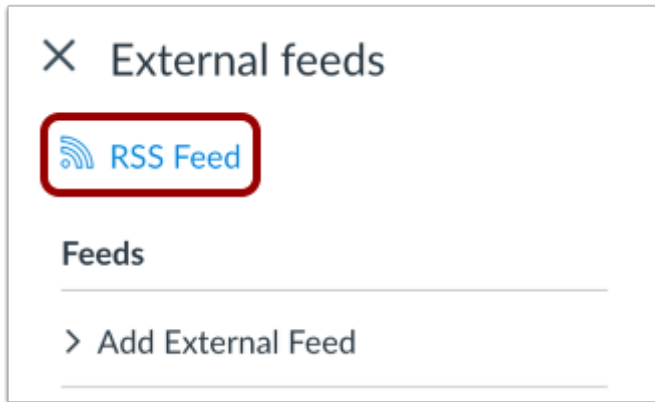
Click the **RSS Feed** button.

Notes:

- If you use a Firefox browser to access Canvas, you can add a Live Bookmark from this screen.
- If you use a Safari browser to access Canvas, Safari will automatically create a RSS feed for you from this screen.

Copy URL
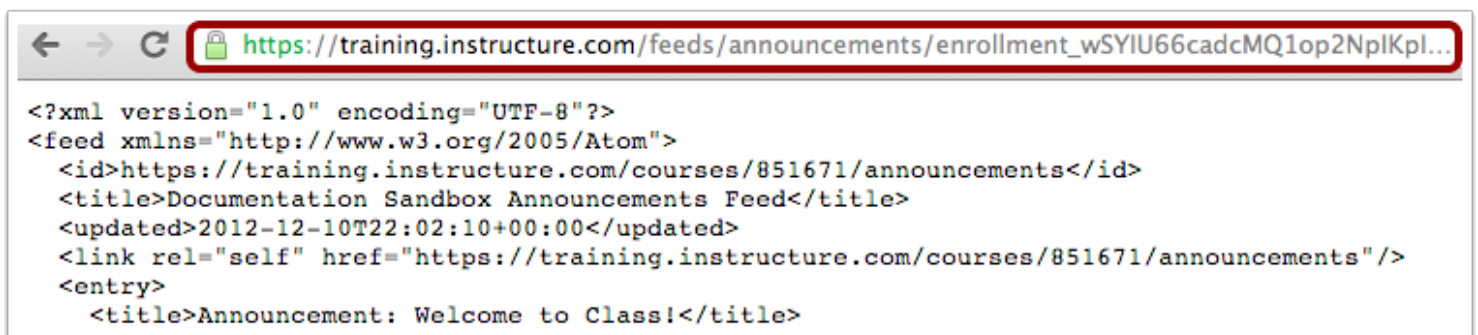
Copy the URL in your browser's address bar. Then open your preferred RSS feed reader and paste the copied URL in the text box.

How do I reply to an announcement as a student?

If you have a question or comment about an announcement, you can reply directly to that announcement.

You can reply in both course and group announcements. This lesson shows how to reply in a course, but the steps are the same.

Note: If the reply field is not available, the announcement has been closed for comments and you cannot post a reply.

Open Announcements

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

Open Announcement

Click the **Reply** link.

Reply to Announcement

Click the **Reply** field.

Post Reply
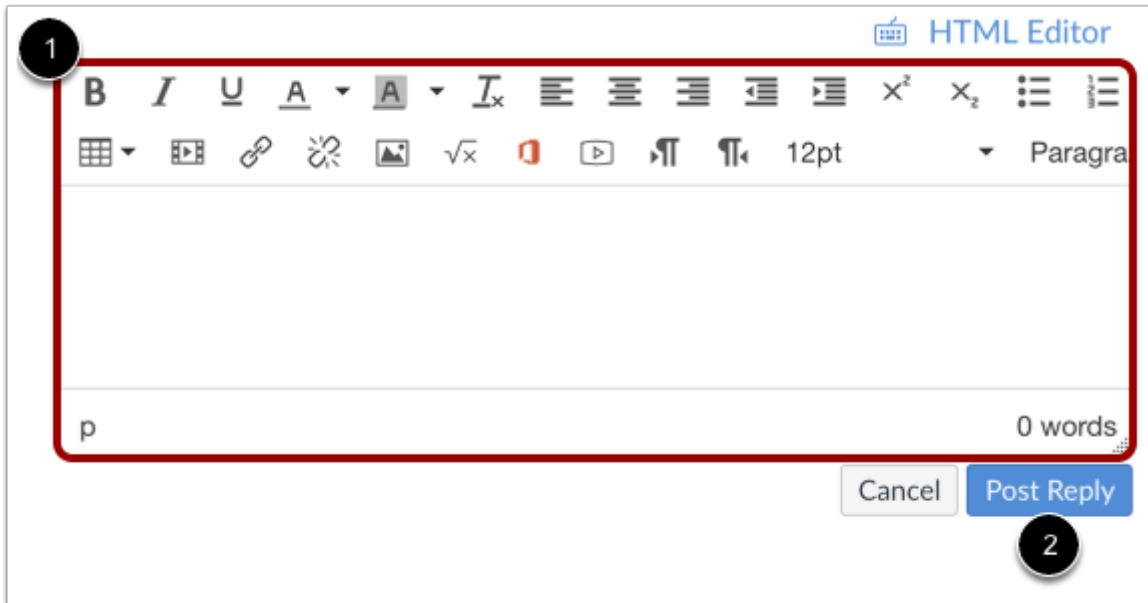
Format your response and add media, links, photos, and/or equations using the Rich Content Editor [1]. Click the **Post Reply** button [2].

Note: The announcement reply Rich Content Editor includes a word count display below the bottom right corner of the text box.

View Reply

View your reply to the announcement.

How do I like a reply in a course announcement as a student?

If you can make a reply in an announcement, you may be able to like announcement replies in your course.

Note: The liking feature may be restricted to users with grading permissions (e.g. instructors and TAs). If you cannot like an announcement reply, this feature is not available to you.

Open Announcements

In Course Navigation, click the **Announcements** link.
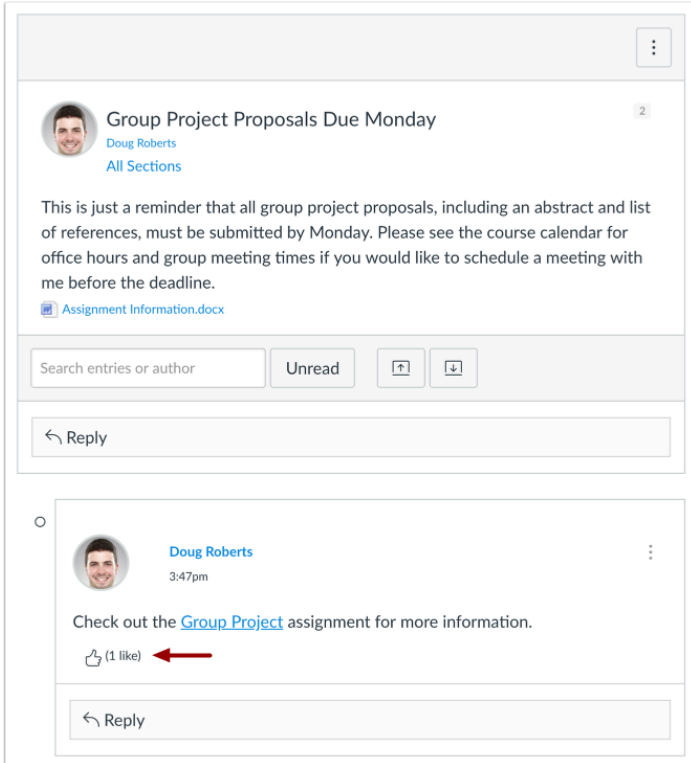
Open Announcement

Click the name of the announcement.

Like Announcement Reply

Locate the reply and click the **Like** icon.

View Liked Reply

The Like icon will be highlighted, indicating you have liked the reply.

When a reply is liked, the Like icon will also display the total number of likes for all users in the announcement.

View Liking Restriction
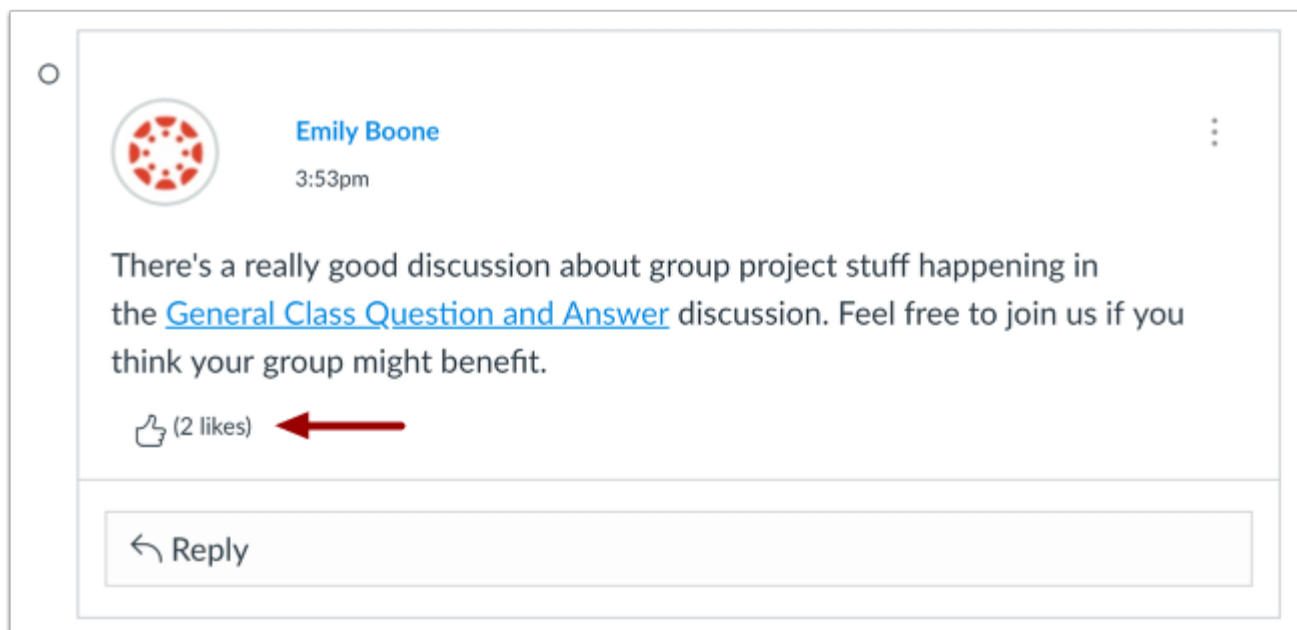
If your instructor has restricted the liking option to only users with grading permissions, you will not be able to see the Like icon or like your favorite replies. However, you can still see the total number of likes given to each reply.

Assignments

How do I view Assignments as a student?

You can view all your course assignments on the Assignments page.
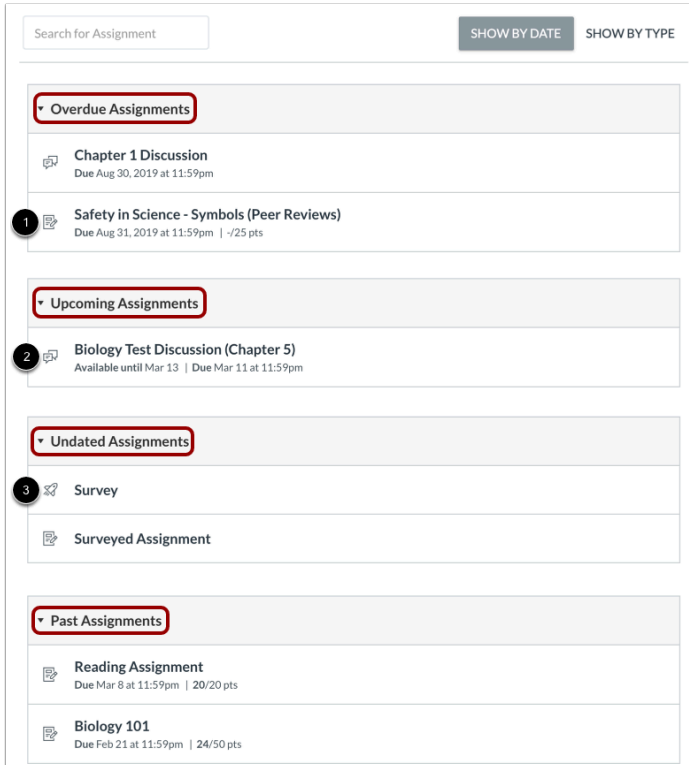
Note: Your instructor may choose to hide the Assignments link in Course Navigation. If the Assignments link is not available, you can still access Assignments through your user or course dashboard, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignments

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

View Assignments

In Assignments, you can view all the assignments in your course.

By default, assignments are grouped by overdue assignments, upcoming assignments, undated assignments, and past assignments.

- Overdue Assignments: assignments and discussions that are past the due date, are still available, have not been submitted, and have not been graded.
- Upcoming Assignments: assignments, discussions, and quizzes that have an upcoming due date.
- Undated Assignments: assignments, discussions, and quizzes that do not have a due date.
- Past Assignments: assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Each assignment also includes an icon with the assignment type: assignment [1], discussion [2], or quiz [3].

Note: The Assignments page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

View Assignment Summary

Each assignment displays the assignment name [1], any availability dates for the assignment [2], due date (if any) [3], and the number of points the assignment is worth [4].
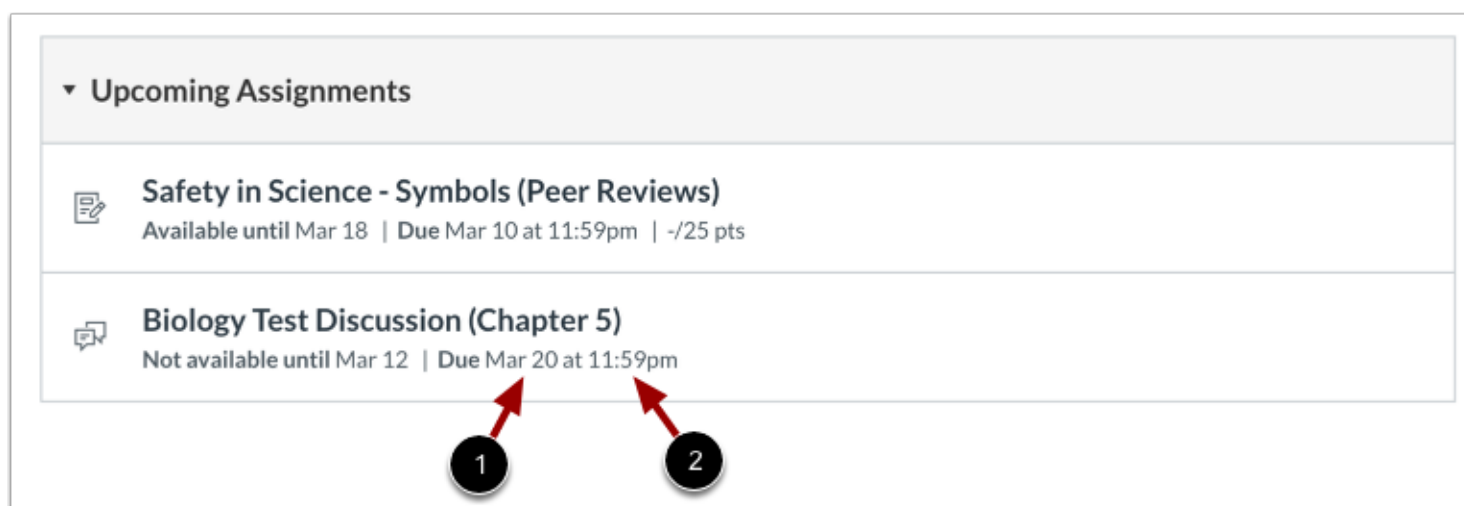
View Availability Dates

The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit an assignment during a specified date range, so the available dates are the range of time that the assignment is accessible to you.

1. If the assignment does not have a date listed, the assignment is open; you can submit the assignment at any time during your course.
2. If the assignment says **Available until** [date], you can submit the assignment until the specified date.
3. If the assignment says **Not Available Until** [date], the assignment is locked until the specified date.
4. If the assignment says **Closed**, the assignment cannot accept submissions.

Note: If a date does not include a time, the listed date defaults to 12 am. Therefore, the last day for the assignment is the full day before the listed date. For instance, if an assignment is Available until December 15, you can access the assignment until December 14 at 11:59 pm.

View Due Dates

The second set of dates are the Due dates [1] for each respective assignment. Any assignments submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all assignments may include a Due date.

You can still submit late assignments before the **Available until** date.

*Please be aware that the Due date may be **before or on** the Available date.*

Due dates also include a time [2]. If your instructor does not set a specific time, the assignment due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

Filter Assignments

If your course includes Multiple Grading Periods, you can view assignments by grading period [1]. You can search for an assignment by typing an assignment title or a keyword in the **Search for assignment** field [2]. You can also group assignments by type [3].

Open Assignment

To view the details of an assignment, click the name of the assignment.

View Open Assignment

When an assignment is open to you to submit at any time, you can view the due date, points, and the type(s) of submission(s) you can use for the assignment [1]. Not all assignments may have a due date.

You can also view additional details:

- **Instructions** [2]**:** any instructions that your instructor has about the assignment. Please note that you cannot download assignment instructions unless your instructor has included a link to download them. You can also print the screen or copy and paste the directions into a word processing program, or you can also view the assignment in the Canvas mobile app.
- **Rubric** [3]**:** any grading criteria that your instructor has provided for the assignment. An assignment may or may not include a rubric. Before submitting your assignment, you may want to review the assignment rubric.

For example, an assignment may have a due date but may not list any other dates. If you were to miss the due date, you could still submit the assignment for late credit before the last day of the course. If the assignment does not have a due date, you can submit the assignment at any time before the last day of the course.

To submit your assignment, click the **Submit Assignment** link [4].

Note: You can always re-submit an assignment unless your instructor has set availability dates for the assignment.

View Assignment with Availability Dates

When an assignment is open to you during availability dates, you can view all available assignment information in addition to the specific dates the assignment is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be **before or on** the last available date (if one is set).

If you were to miss the assignment submission due date [1], you could still submit the assignment until the last available date [2]. Once the last date passes, you can no longer submit the assignment.

View Assignment with Limited Attempts

Your instructor may limit the number of submission attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view the number of submission attempts you have made [1] and the number of submission allowed for the assignment [2].

Once you have used all your submission attempts, the Submit Assignment button displays as disabled [3].

View Locked Assignment

An assignment can be locked before an instructor wants it open, or after a specific date has passed after the due date. When an assignment is locked, you can view the rubric (if any) and the assignment details. You can also view the date when the assignment will be open for submissions if it has not been opened yet.

View Closed Assignment

When an assignment is closed, you can still view the rubric, if any, and any existing submission details in the sidebar, but you can no longer view the assignment details or submit/re-submit the assignment. You can also view the date the assignment was locked to submissions.

Assignments close when they are only available until a specific date.

How do I filter assignments by type as a student?

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

Open Assignments

Home

Assignments

Modules

Syllabus

Grades

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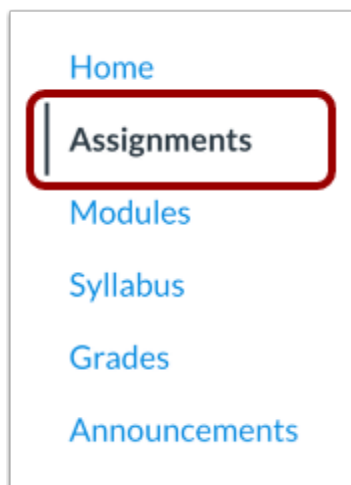
In Course Navigation, click the **Assignments** link.

Group Assignments by Type

Search for Assignment

SHOW BY DATE   **SHOW BY TYPE**

Click the **Show By Type** button.

View Assignments by Type

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

How do I view the rubric for my assignment?

Your instructor may include a rubric as part of your assignment. The Rubric is a set of criteria that your instructor will use to grade your assignment. Before submitting your assignment, you can use the Rubric to evaluate your own work and make sure your assignment fulfills your instructor's requirements.

Notes:

- Not all assignments may include a rubric.
- Rubrics for external tool assignments can be viewed in the submissions detail page, before or after the assignment is submitted.

Open Assignments

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

Open Assignment

Click the name of an assignment.

View Rubric

Writing Prompt					
1 Criteria	**2** Ratings			**3** Pts	
Follows Instructions	5.0 pts Full Marks	3.0 pts Meets Expectations		0.0 pts No Marks	5.0 pts
Correct Length	5.0 pts Full Marks		0.0 pts No Marks		5.0 pts
Grammar For full marks you should not have any grammatical errors in your assignment. Please make sure that you spellcheck your assignment before submission as well.	5.0 pts Full Marks	3.0 pts Meets Expectations		0.0 pts No Marks	5.0 pts
Description of criterion	5.0 pts Full Marks		0.0 pts No Marks		5.0 pts
Writing Prompt Outcome view longer description threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations		5.0 pts
					Total Points: 25.0

Assignment rubrics are shown below the assignment instructions.

The rubric includes criteria [1], ratings [2], and full point values [3]. A rubric criterion may include up to five different ratings and individual point values.

Note: Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values your instructor may still use it to provide feedback on your assignment.

Writing Prompt				
Criteria	Ratings			Pts
Follows Instructions	5.0 pts Full Marks	3.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Correct Length	5.0 pts Full Marks		0.0 pts No Marks	5.0 pts
Grammar For full marks you should not have any grammatical errors in your assignment. Please make sure that you spellcheck your assignment before submission as well.	5.0 pts Full Marks	3.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Description of criterion	5.0 pts Full Marks		0.0 pts No Marks	5.0 pts
Writing Prompt Outcome view longer description threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
			Total Points: 25.0	

If a criterion includes a longer description with more details, click the **view longer description** link [1].

The rubric may also include an outcome associated with the course [2]. Outcomes are identified by a small flag and are used to assess learning mastery in a course. The outcome also shows the threshold for the outcome, or the number of points you must achieve to meet expectations. Your instructor may allow you to view outcomes results in your course grades.

How do I view the rubric for my external tool assignment?

If your instructor creates an assignment with an external tool, such as a Google Drive or Microsoft Office 365 assignment, they may include a rubric as part of your assignment. Before submitting your assignment you can review the rubric's definitions.

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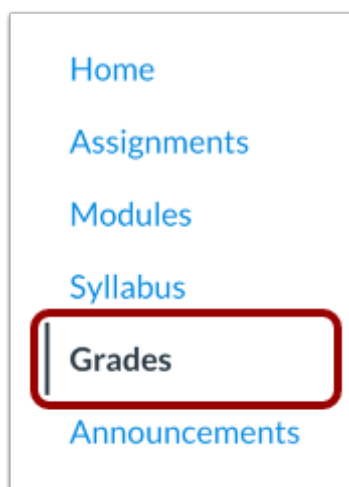
In Course Navigation, click the **Grades** link.

Open Assignment

Grades for Emily Boone

🖨 Print

For the course

History 210 ⏷

Arrange by

Assignment Group ⏷

Name	Due	Score	Out of	
A Closer Look: The United States Constitution Written Response 2	Dec 15 by 11:59pm	-	15	
A Closer Look: The United States Constitution Written Response 1	Dec 13 by 11:59pm	-	15	
The Declaration of Independence: A Revisionist History	Sep 22 by 11:59pm	39.5 (2.5)	50	🗨

Click the name of an assignment.

Show Rubric

In the submission details page, click the **Show Rubric** link.

View Rubric

View the rubric for your external tool assignment.

Note: Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values your instructor may still use it to provide feedback on your assignment.

How do I submit an online assignment?

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

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

Before submitting an assignment, you may want to review all assignment information, such as the **assignment rubric**, if any.

This lesson shows how to turn in a standard online assignment. Learn how to submit a **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.
- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can **disable this feature option** in your user settings.
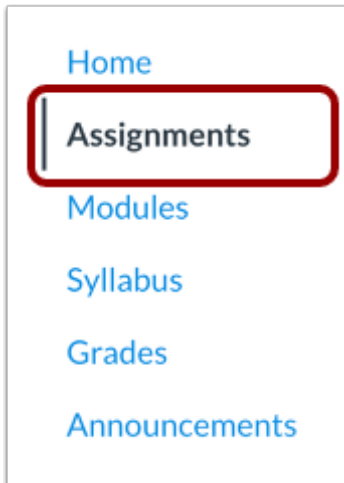
Open Assignments

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

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

View Course Assignments

Click the name of an assignment.

Submit Assignment

Biome travel guide
(brochure or video)

Submit Assignment

Due Tuesday by 11:59pm   Points 100

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

Available Oct 12 at 12am - Dec 20 at 11:59pm 2 months

Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

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

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

View Submission Attempts

Your instructor may limit the number of submission attempts you are allotted for an assignment. If your assignment has a limited number of submissions, you can view the number of submission attempts you have made [1] and the number of submission allowed for the assignment [2].

Once you have used all your submission attempts, the **Submit Assignment** button displays as disabled [3].

View Final Grade Notice

This assignment does not count toward the final grade.

Biome travel guide (brochure or video)

Submit Assignment

Due Tuesday by 11:59pm   **Points** 100
Submitting a text entry box, a website url, a media recording, or a file upload
Available Oct 12 at 12am - Dec 20 at 11:59pm 2 months
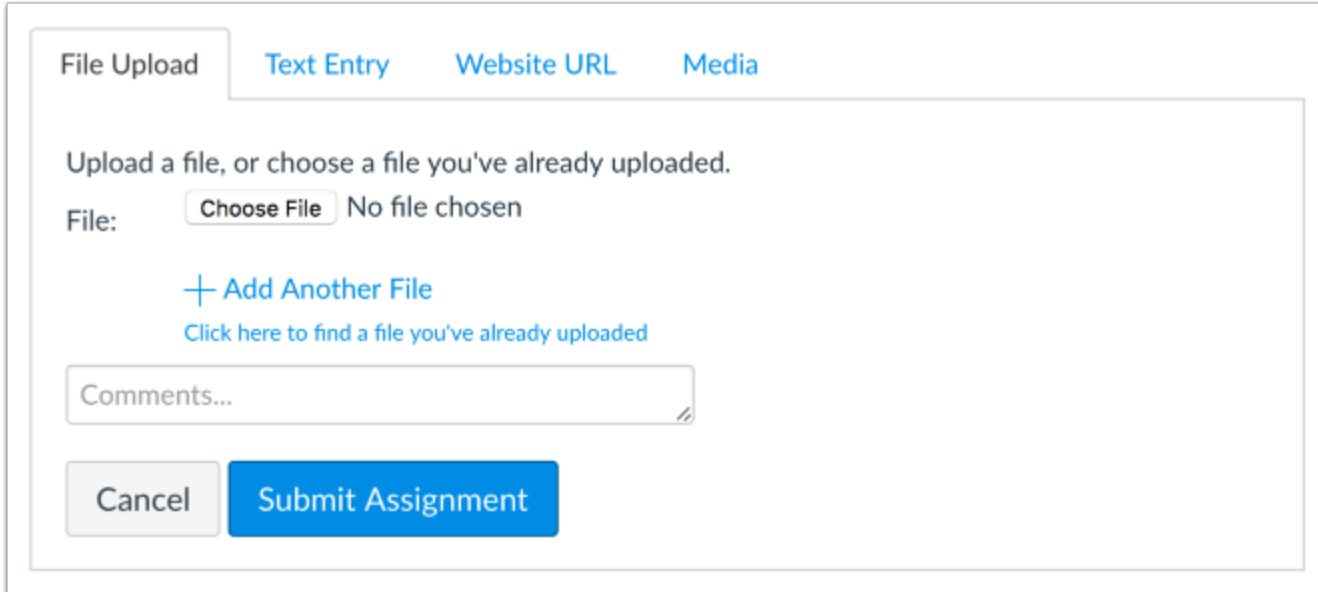
Design a pamphlet or create a video about one of the seven biomes. What do you think people need to know about your chosen biome? What makes it different? What are its defining characteristics?

The end product must use the informing not the persuading tone.

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

Select Submission Type

Your instructor will decide what kinds of submissions are appropriate for each Assignment. There are four submission types: upload a file, submit a text entry, enter a website URL, or submit media.

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

Submit a File Upload
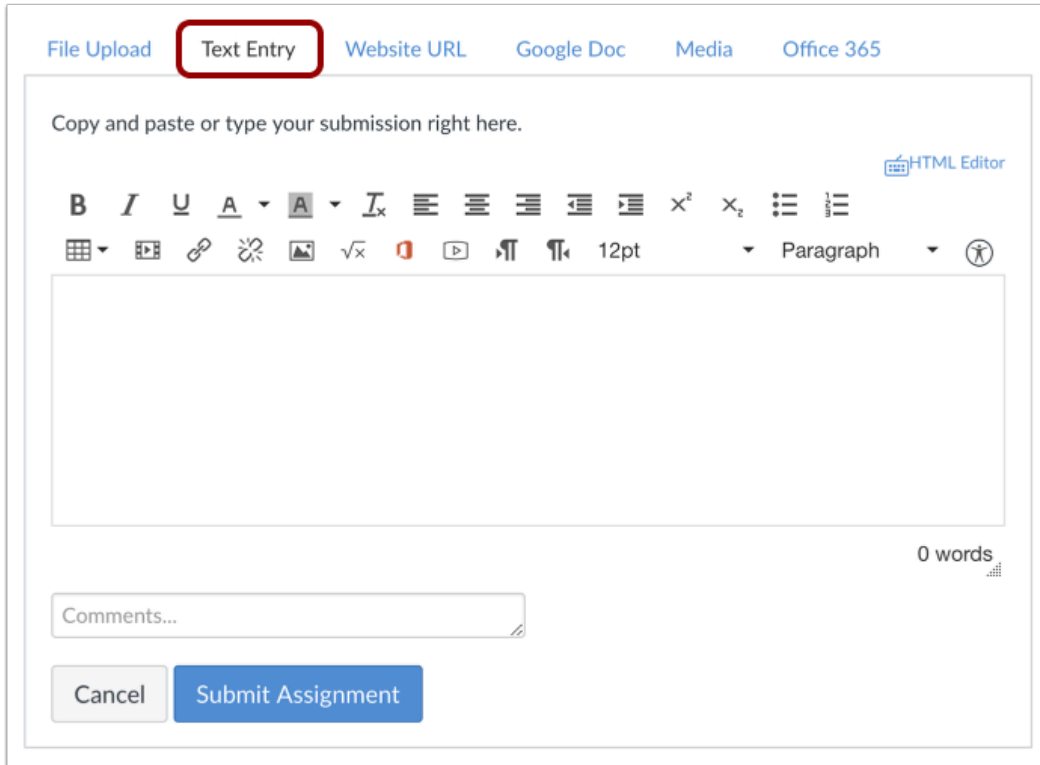
To upload a file from your computer and submit it as your assignment, select the **File Upload** tab.

Submit a Text Entry
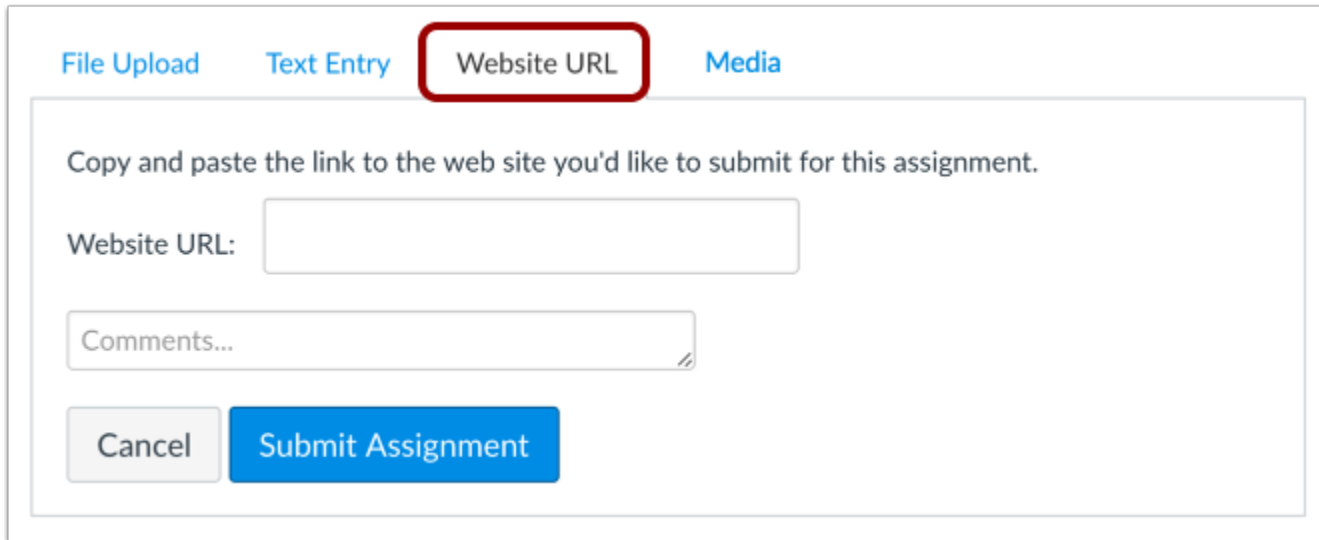
To submit a text entry assignment, select the **Text Entry** tab.

Note: The assignment submission Rich Content Editor includes a word count display below the bottom right corner of the text box.

Submit Website URL

To submit a website URL, select the **Website URL** tab.

Submit Media Recording

To submit a media recording, select the **Media** tab.
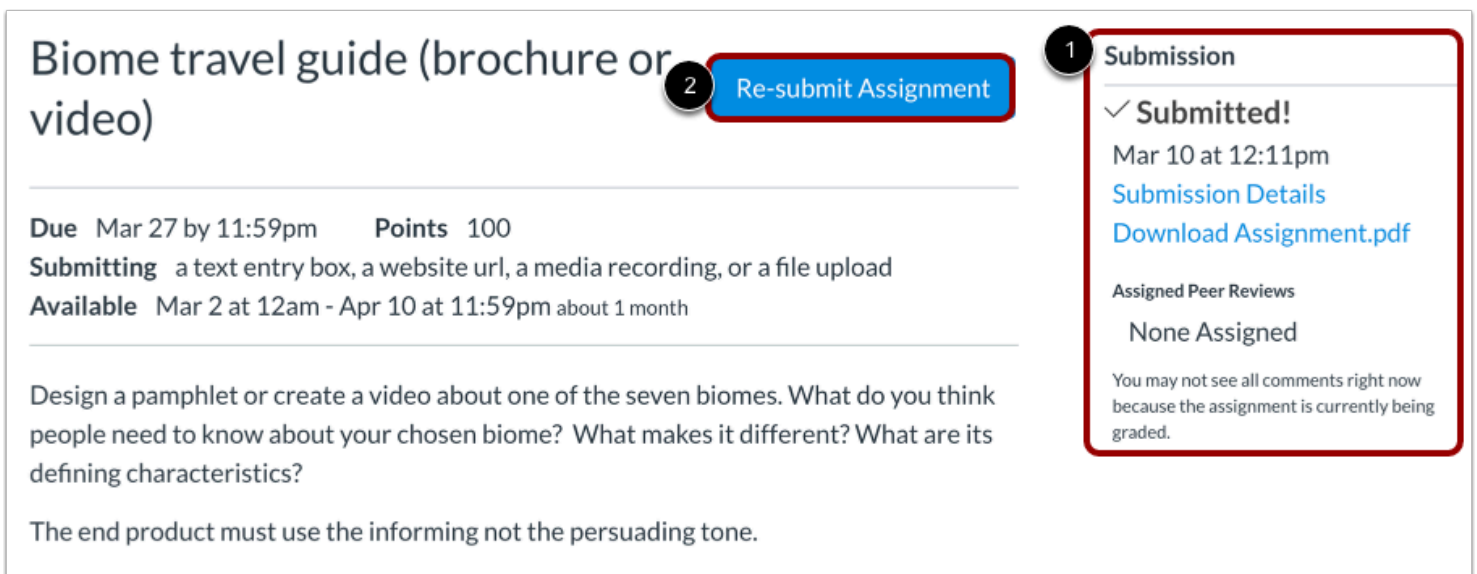
Submit Assignment
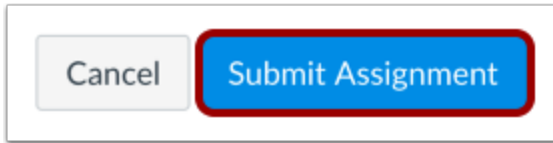
When you are ready to submit your assignment, click the **Submit Assignment** button.

Note: Large files submitted using the File Upload tab display a submission status indicator.

View Submission

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

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

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator.

You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- Your assignment will still appear in Assignments and the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I submit a text entry assignment?

You can submit an assignment in Canvas using text entry. Text entry assignments are created in the Rich Content Editor. You may also have the option to resubmit assignments if your instructor allows.

Before submitting an assignment, you may want to review all assignment information, such as the **assignment rubric**, if any.

Notes:

- 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.
- You can also submit assignments using your Android or iOS device.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can **disable this feature option** in your user settings.

Open Assignments

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

View Course Assignments

Click the name of an assignment.

Submit Assignment

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

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

View Final Grade Notice

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

Select Text Entry

To submit a text entry assignment, select the **Text Entry** tab.

Submit Text Entry
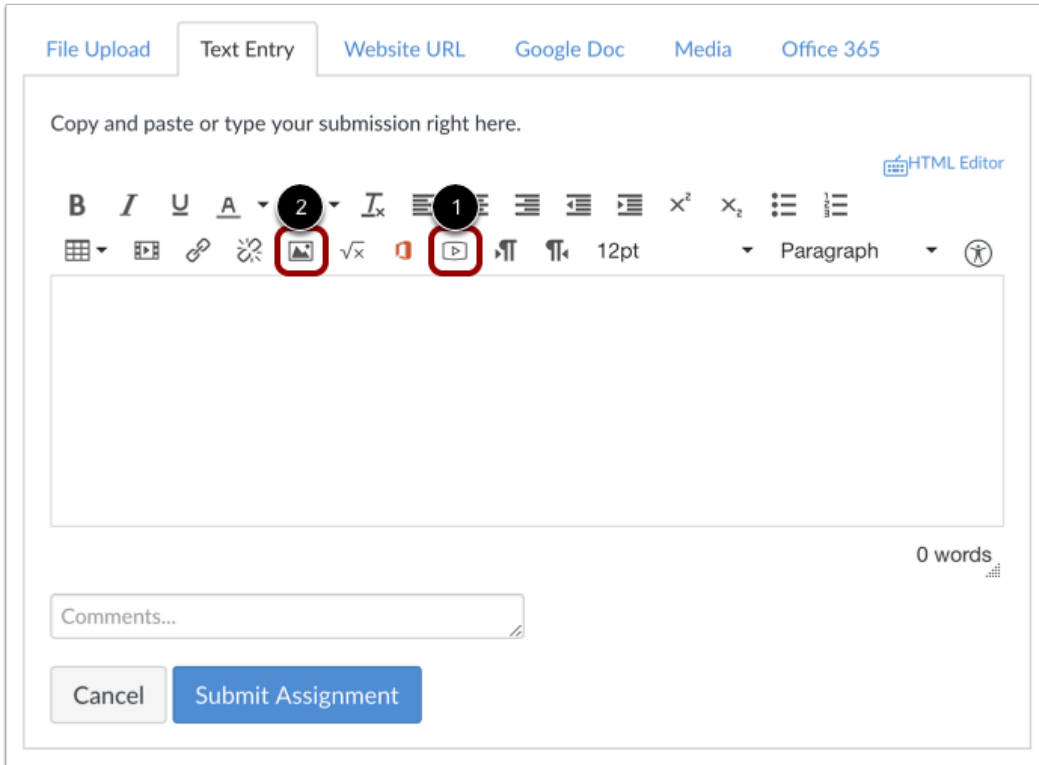
Type or copy and paste text into the Rich Content Editor [1]. Click the **Submit Assignment** button [2].

Add Media

As part of your text entry assignment submission, you can record a video or upload a video file [1].You can also record audio or upload an audio file.

You can also embed images from Canvas or from the web in your text entry assignment submission [2]. Canvas also allows you to embed images from Flickr in your text entry assignment submissions.

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

View Submission

The Sidebar displays information about your submission [1].

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

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I enter a URL as an assignment submission?

In Canvas, you can enter a website URL as an assignment submission. When a URL is submitted as an assignment, Canvas takes a screenshot of the web page at the time it was submitted.

Before submitting an assignment, you may want to review all assignment information, such as the **assignment rubric**, if any. You may also have the option to resubmit assignments if your instructor allows.

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:

- Download the file to your computer and **submit as a File Upload**
- Share the file, copy the file URL, and submit as a Website URL

Notes:

- 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.
- You can also submit assignments using your Android or iOS device.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can **disable this feature option** in your user settings.
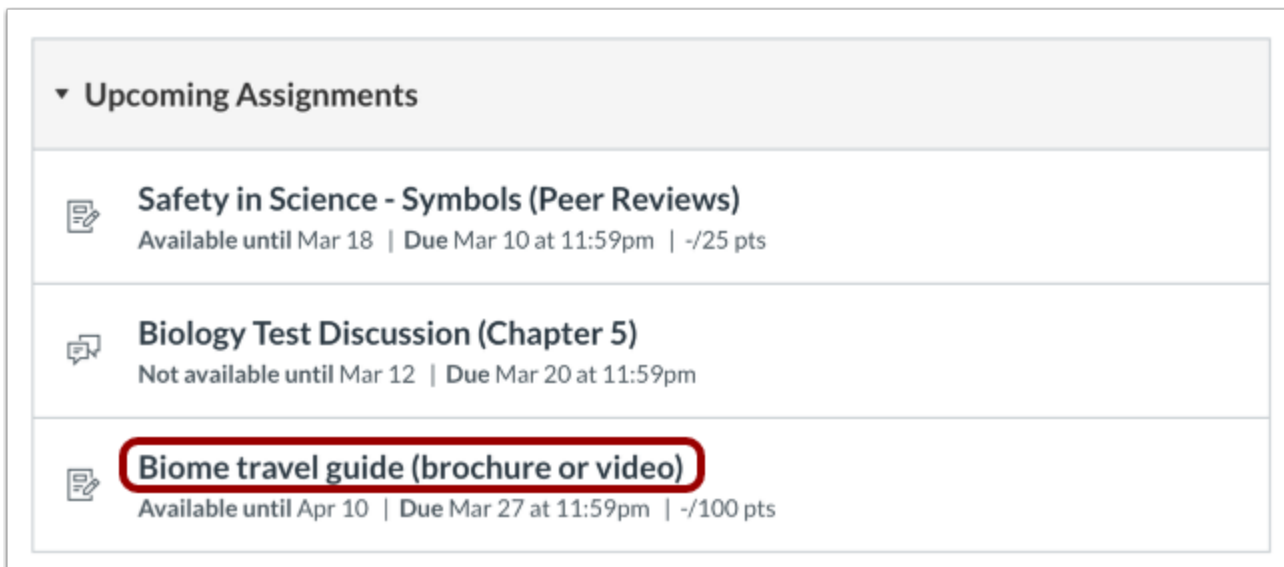
Open Assignments

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

View Course Assignments

Click the name of an assignment.

Submit Assignment

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

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

View Final Grade Notice

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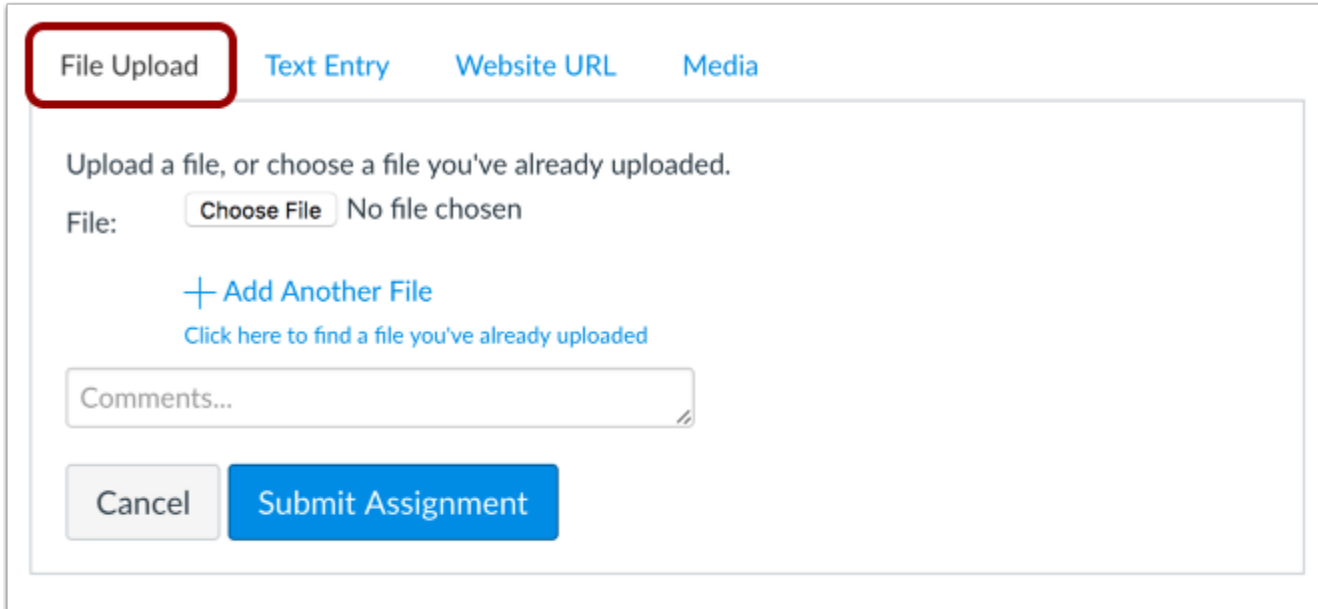
Select Website URL

To submit a URL, select the **Website URL** tab.

Submit a Website URL

Type or copy and paste the URL into the Website URL field [1]. Click the **Submit Assignment** button [2].

You can submit assignments from Google Drive, Dropbox, or another third-party service by sharing the file, copying the URL, and submitting as a website URL. Alternatively, you can download the file to your computer and submit as a file upload if the assignment allows.

View Submission

The Sidebar displays information about your submission [1].

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

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I submit a media file as an assignment submission?

You can upload a video or audio file to submit as an assignment in Canvas. You can also use Canvas to record an audio or video file to submit as an assignment. Before submitting an assignment, you may want to review all assignment information, such as the assignment rubric, if any. You can also submit assignments using your Android or iOS device.

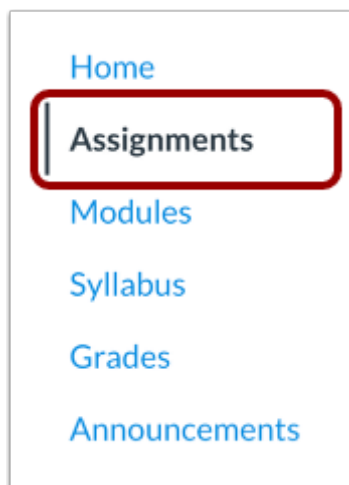Any attachments added as part of a graded assignment submission are also copied to your user files but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. Files are stored in the Submissions folder.

To learn more about available options for using media files in Canvas, view the Canvas Media Comparison PDF.

Notes:

- Canvas will not accept media uploads larger than 500 MB.
- Your instructor will decide what type of submissions are allowed. One or both of these options may not be available. You may also have the option to resubmit assignments if your instructor allows.
- 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.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can disable this feature option in your user settings.

Open Assignments

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

Open Assignment

Click the name of the assignment.

Submit Assignment

Click the **Submit Assignment** button.

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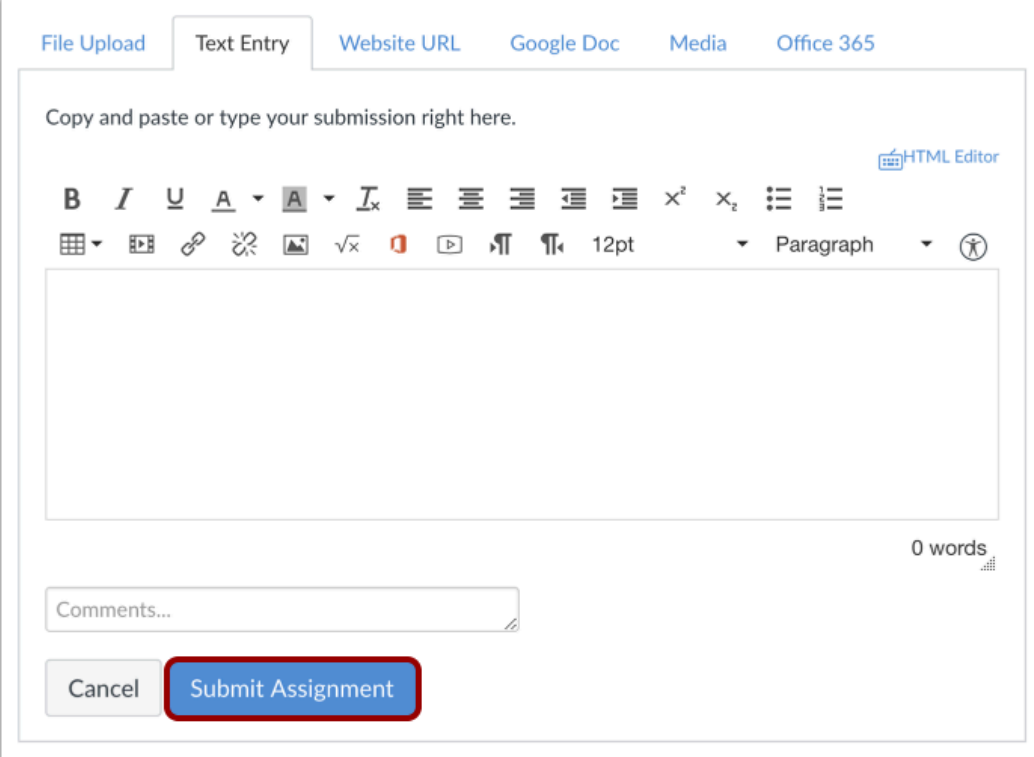
View Final Grade Notice

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

Select Media

To open the media upload tool, select the **Media** tab [1] and click the **Record/Upload Media** button [2].

Record Media
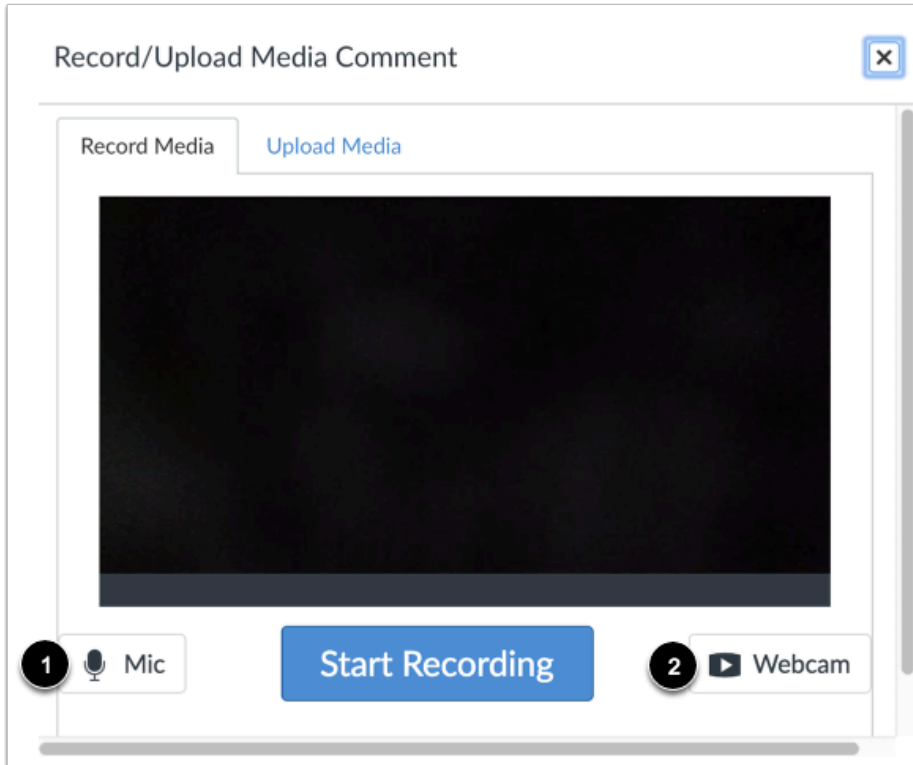
You have the option to [record video](#) or [record audio](#) to upload to the assignment.

To select a microphone for your recording, click the **Mic** button [1]. To select a webcam, or, to turn the webcam off for audio-only recordings, click the **Webcam** button [2].

Note: If you receive an error that says, "Media comment uploading has not been set up properly," please contact your instructor.

Upload Media

Record/Upload Media Comment   ×

Record Media   Upload Media

🔊 Select Audio File   🎥 Select Video File
        1   2
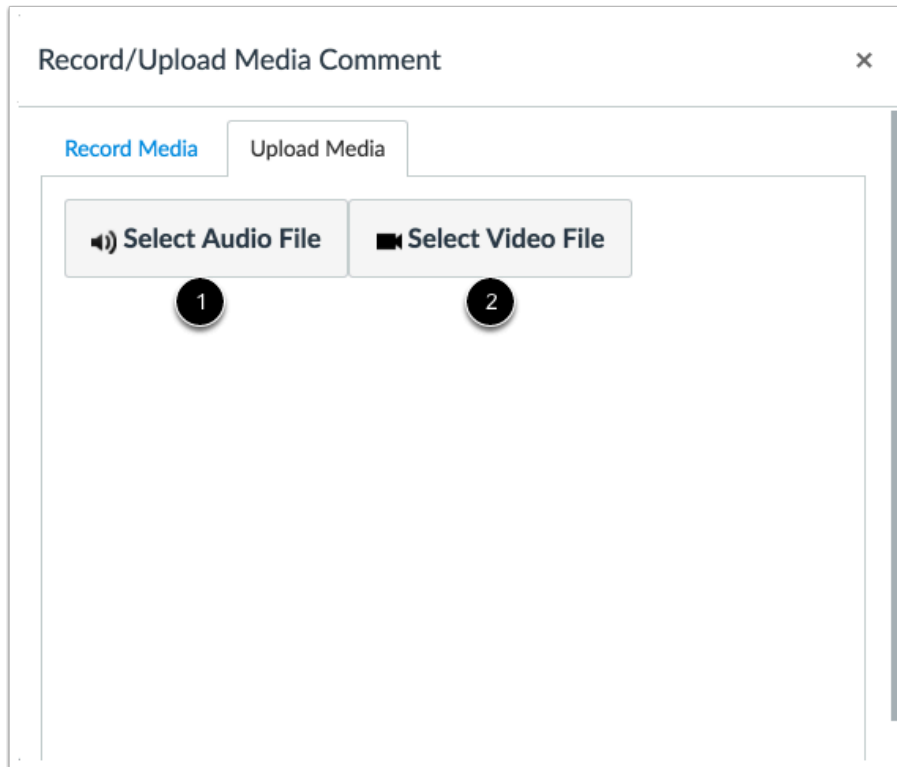
You can upload an audio file [1] or a upload a video file [2] to your assignment. The process is the same for both.

Select Media File
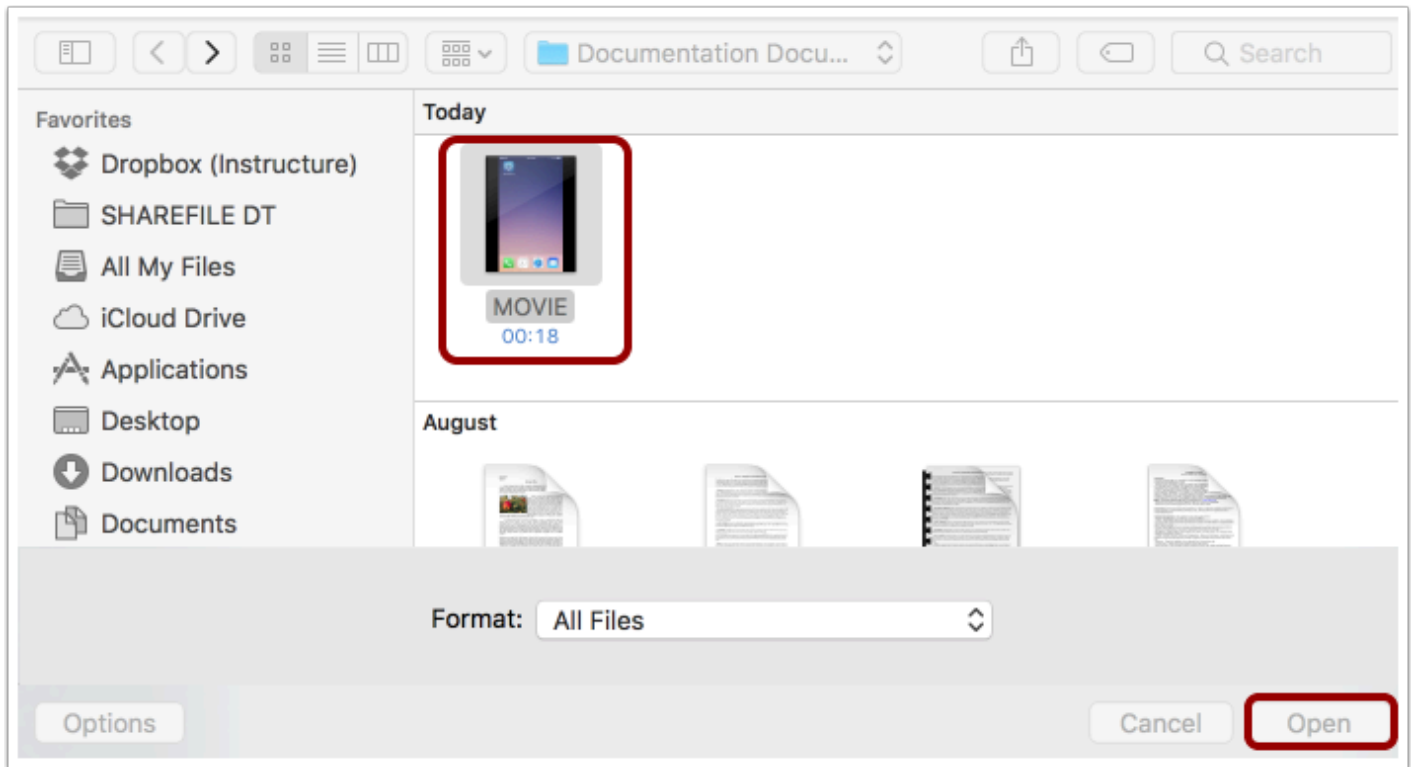
Select the file you want to upload and click **Open** to begin uploading the file.

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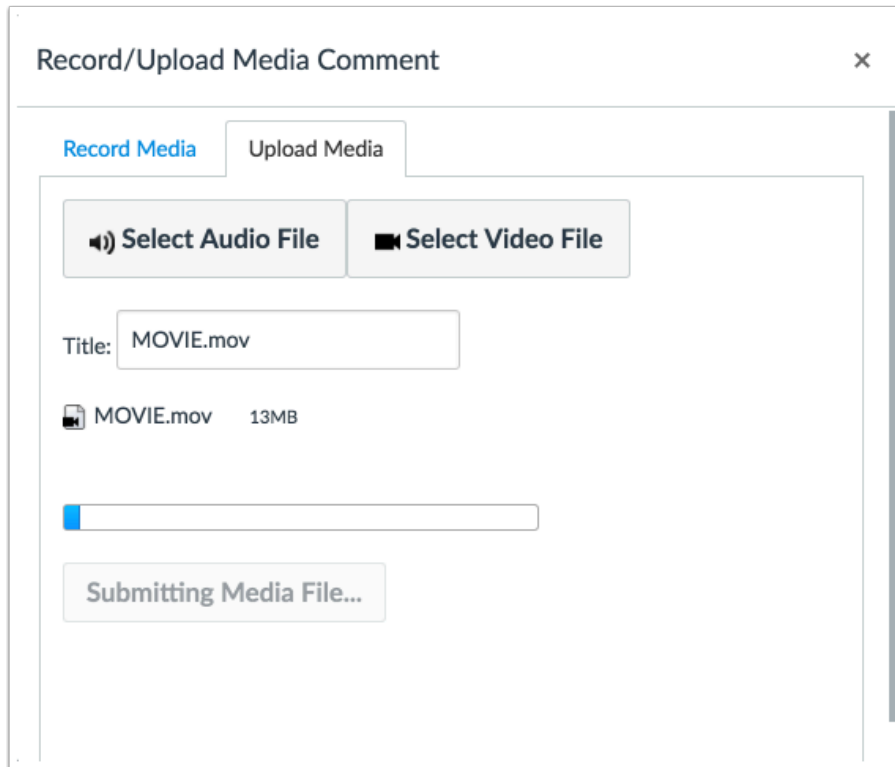
Monitor the file upload. The uploading process will finish automatically.

Submit Assignment
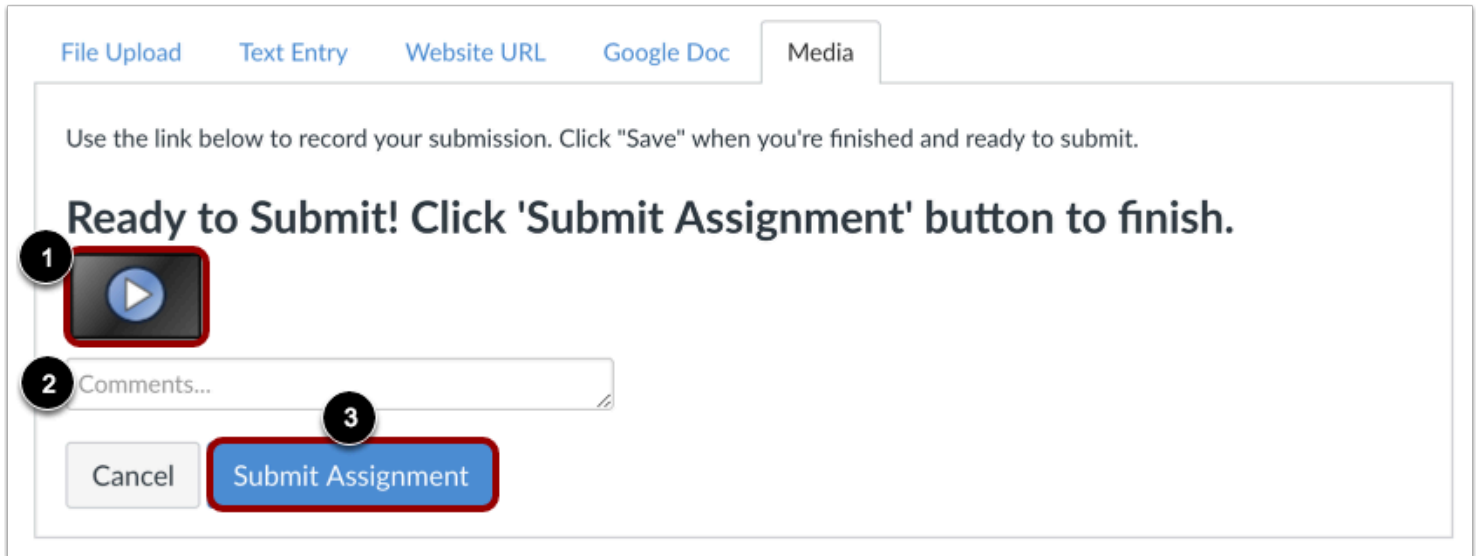
View your media recording upload in the assignment submission box [1]. You can add text comments to your recording [2].

To replace the recorded or uploaded media before submitting your assignment, refresh your web browser and record or upload your media again.

To submit your recording, click the **Submit Assignment** button [3].

View Submitted Assignment

The Sidebar displays information about your submission [1].

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

Once the instructor has graded your submission, the Grades link in Course Navigation displays a grading indicator. You can also see details about your assignment and links to additional feedback in your Grades page.

Notes:

- After submitting an assignment, the assignment will still appear in Assignments and in the Syllabus; the listing is not removed with assignment submissions.
- When you resubmit an assignment, you can only access and view your most recent submission. However, instructors can view all of your submissions.

How do I submit an assignment on behalf of a group?

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

Any attachments added as part of a graded assignment submission are also copied to your **group files** but are not counted against your user quota. However, once the file has been uploaded as a submission, you cannot delete the file. If you upload a file from your computer, the file is stored in the group Submissions folder. However, please note that if you submit a file that was previously uploaded to your group files, the file is stored in your Submissions folder.

Notes:

- If you want to submit a file that was previously uploaded, the file must already be in your user files. Any files that have been uploaded to the group's files cannot be access through assignment submissions. Learn how to **move group files to user files**.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can **disable this feature option** in your user settings.

Open Assignments

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

Open Assignment

Click the name of the assignment.

View Group Assignment

Click the **Submit Assignment** button.

View Final Grade Notice

This assignment does not count toward the final grade.

Group Assignment

Submit Assignment

Due Mar 20 by 11:59pm   **Points** 100
Submitting a text entry box, a website url, a media recording, or a file upload

Write a 10 page paper about cells based on the chapters we've studied in class.

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

Upload File

To upload a file from your computer, click the **Choose File** button [1]. When the file window appears, locate and click the name of the file. At the bottom of the window, click the **Choose** or **Browse** button (depending on your browser).
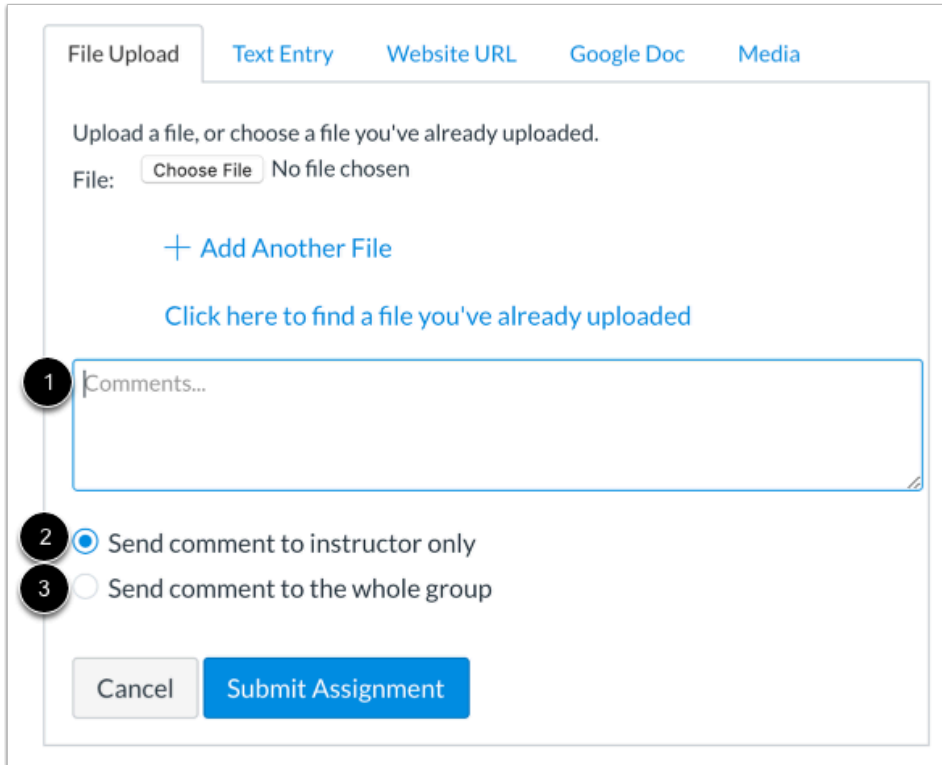
To upload a file you already uploaded to Canvas, click the **Click here to find a file**... link [2]. The file list will expand. Click the name of the file.

You can add a comment to your group assignment submission [3]. Comments on group assignments that are not graded individually are sent to the whole group.

If you have access to upload a file from Google Drive, you can submit a Google file by clicking the **Google Drive** or **Google Doc** tab [4].

Note: If you want to submit a file that was previously uploaded, the file must already be in your user files. Group files cannot be accessed through assignment submissions.

Select Comment Option
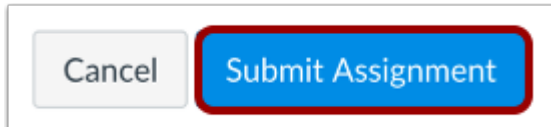
If your assignment submission includes commenting options, each member of your group is being graded individually. If you want to add a comment, type your comment in the comment box [1].

To send your comment to your instructor, select **Send comment to instructor only** [2].

To send your comment to your instructor and all members of your group, select **Send comment to the whole group** [3].

Submit Assignment

Click the **Submit Assignment** button.

Note: Large files submitted using the File Upload tab display a submission status indicator.

View Submission

Once you submit the assignment, you can see that you turned it in. You can re-submit the assignment until the due date and time.

How do I know if I have a peer review assignment to complete?

Your instructor can assign you to review another student's assignment. You can view peer review notifications in Canvas in the Recent Activity Stream, the To Do list, and from the individual assignment page. Once peer reviews are assigned, you will also be notified via email.

View Dashboard

Once a peer review is assigned to you, a notification will appear in in several dashboard areas.

View Recent Activity

On your Dashboard, you can view recent activity in your Global Activity stream. Recent activity will display a peer review and the name of the course. Click the **Show More** link to access the assignment and view the name of the peer review student.

If a peer review is anonymous, the name will show as Anonymous User.

View To Do List

On both the Dashboard and the Course Home Page sidebar, the To Do list shows the peer review assignment. Peer reviews are identified with the Peer Review icon. To view the assignment for review, click the **Peer Review for [Assignment Name]** link.

Note: Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. If details about your peer review are not already included in the details of your assignment, please contact your instructor.

Open Assignments

You can also view peer reviews when viewing assignments. In Course Navigation, click the **Assignments** link.

Note: You can also access your Assignments through your Dashboard, Course Activity Stream, the Syllabus, Gradebook, Calendar, or Modules.

Open Assignment

> ▼ Upcoming Assignments
>
> 📝 **Safety in Science - Symbols (Peer Reviews)**
> Available until Mar 18 | Due Mar 10 at 11:59pm | -/25 pts
>
> 🗨 **Biology Test Discussion (Chapter 5)**
> Not available until Mar 12 | Due Mar 20 at 11:59pm

The assignments page does not display an icon if you have a peer review. If you know the name of the peer review assignment, click the title to open the assignment.

View Assigned Peer Review

> **Submission**
> ✓ **Submitted!**
> Oct 24 at 8:58am
> Submission Details
> Download my assignment.docx
>
> Assigned Peer Reviews
> **1** ⓘ Max Johnson
> **2** ✓ Jessica Doe

In the sidebar under Assigned Peer Reviews, you will see any peer reviews assigned to you. The caution sign icon [1] indicates the peer review has not been completed. A check mark icon [2] indicates that you have completed the peer review.

If your peer review is anonymous, you cannot see the name of the student. The peer review will be shown as Anonymous User.

Notes:

- If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.
- If your instructor has assigned an On Paper or No Submission assignment, the assigned peer review will not be displayed on this page. However, it can still be viewed from the Dashboard.

How do I submit a peer review to an assignment?

Your instructor may require you to submit a peer review of another student's assignment. To complete the assignment, you must review the student's assignment and add a comment in the comment sidebar.

If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

Some peer reviews may also be anonymous, which means you cannot view the name of the student whose assignment you are reviewing. Additionally, the student cannot see your name as the reviewer when you leave a comment to complete the review.

Open Assignments

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

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

Open Assignment

Click the title to open the assignment.

Open Assigned Peer Review

Under Assigned Peer Reviews, you will see any peer reviews assigned to you. Click the name of the assigned peer whose work you will be reviewing. The caution sign icon [1] indicates the peer review has not been completed. A checkmark icon [2] indicates that you have completed the peer review.

Open Anonymous Peer Reviews

If your peer review is anonymous, you cannot see the name of the student. The name of the student will also not be shown anywhere in the assignment.

View Peer Review

To download the assignment, click the name of the assignment [1]. To preview the submission, click the **View Feedback** button [2].

Create Annotated Feedback

If the assignment supports annotated feedback, the Preview button will display as View Feedback.

To open the document with Canvas DocViewer, click the **View Feedback** button [1]. You can add comments directly to the submission through DocViewer [2].

You can leave direct feedback on the assignment using DocViewer, but you cannot view any existing feedback submitted by another student or the instructor.

Note: In anonymous peer reviews, you cannot leave comments in DocViewer.

Complete Rubric

If the assignment has a rubric attached, you are only required to complete the attached rubric for the peer review to be considered finished. To view the rubric, click the **Show Rubric** link [1] and enter a score for each criterion in the **Points** column [2]. Each rubric score will create the total points for the assignment [3].

When you're finished, click the **Save Comment** button [4]. You may need to refresh your browser to see that you've completed the required steps for the peer review.

Note: Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values you will still need to fill out the rubric to complete the peer review.

Add Assignment Comment

If your assignment does not include a rubric, you are required to add at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

Type a comment in the comment field [1], leave a media comment [2], or attach a file [3]. Click the **Save** button [4].

Note: When an assignment is muted, you can view peer review comments. However, instructor comments are hidden until after the assignment is unmuted.

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

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

Note: If the peer review is anonymous, the name of the reviewer will not be included in any feedback.

View Recent Feedback

Under **Recent Feedback** in the sidebar of your Canvas course, you can view recent comments from peer reviewed assignments. Click the title of the assignment to view all submission details and comments.

View Submission Details Page

You can view the comment directly in the submission details page [1].

If your assignment is compatible with the Canvas annotations tool, Canvas DocViewer, your peers may also have left feedback directly in the assignment. To view their comments, click the **View Feedback** link [2]. This is the same link where you may be able to view feedback from your instructor.

Notes:

- When assignment grades are hidden, you can view peer review comments. However, instructor comments are hidden until after assignment are posted.
- When peer reviews are anonymous, you can leave submission and rubric comments, but annotated submission comments are not supported.
- For group assignments, you will see peer review comments for all reviews of your group's submission.

View Assignment Page

You can also view your peers' feedback on the individual assignment page. All comments from your peers will appear in the Submission box.

Note: Peer review feedback only displays on the assignment page for assignments that require an online submission.

View Grades

The comment can also be viewed on your Grades page.

How do I upload a file as an assignment submission in Canvas?

If your instructor allows file uploads as a submission type, you can upload a file from your computer as an assignment submission.

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

If your institution has enabled Google Docs as a submission type, you can also **upload a file from Google Drive**.

Notes:

- Canvas does not support file uploads larger than 5 GB.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can **disable this feature option** in your user settings.

Open Assignments

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

Select Assignment

Click the title of the assignment.

Submit Assignment

Click the **Submit Assignment** button.

Add File

To upload a file from your computer, click the **Choose File** button [1]. When the file window appears, locate and click the name of the file. At the bottom of the window, click the **Choose** or **Browse** button (depending on your browser).

To upload a file you already uploaded to Canvas, click the **Click here to find a file...** link [2]. The file list will expand. Click the name of the file.

If you have access to upload a file from Google Drive, you can submit a Google file by clicking the **Google Doc** tab [3].

Add Another File
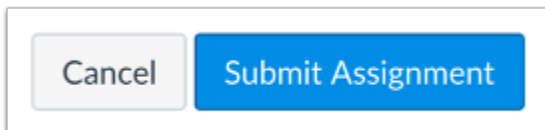
If you need to upload another file, click the **Add Another File** link.
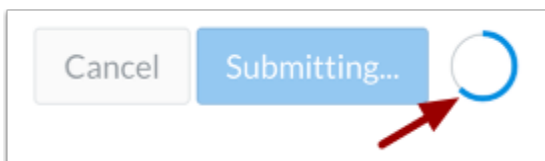
Note: You can only upload additional files from your computer.

Submit Assignment

Click the **Submit Assignment** button.

View Submission Status

Large files display a submission status indicator.

View Submission

View the confirmation of your assignment submission.

How do I upload a file from Google Drive as an assignment submission in Canvas?

If your institution has enabled Google Docs or Google Drive as a submission type, you can upload a file from Google Drive for an assignment. Unlike other assignment submissions, files from Google Drive are not uploaded into your Canvas user files.

Canvas accepts Google Doc, Google Sheet, and Google Slide files. You can also upload any uploaded Word (.doc/.docx), Excel (.xls/.xlsx), PowerPoint (.ppt/.pptx), and PDF files not converted to Google Docs formatting.

Notes:

- If the Google Docs or Google Drive tab is not available in your submission, your institution has not enabled this feature.
- If your course displays a link to your Google Drive in the Course Navigation Menu, your course has enabled Google Drive directly. Otherwise, you must enable **Google Drive a web service** in your user profile to upload Google Drive files.
- In Google Drive assignments, you can only submit one file for your submission.
- When Google Drive files (docs, sheets, and slides) are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files. This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can **disable this feature option** in your user settings.
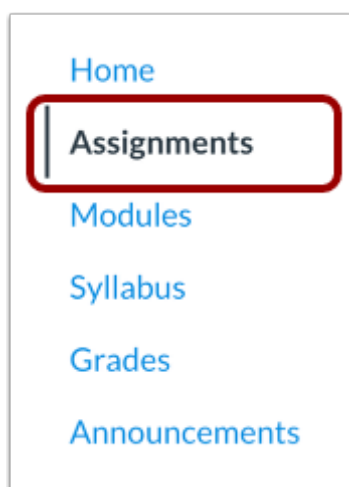
Open Assignments

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

Select Assignment

> ▾ **Upcoming Assignments**
>
> 📝 **Patriotism or Treason?**
>   Due Mar 19 at 11:59pm | -/35 pts

Click the title of the assignment.

Submit Assignment

Patriotism or Treason?   [Submit Assignment]

Due Nov 3 by 11:59pm   **Points** 35
Submitting a text entry box, a website url, a media recording, or a file upload
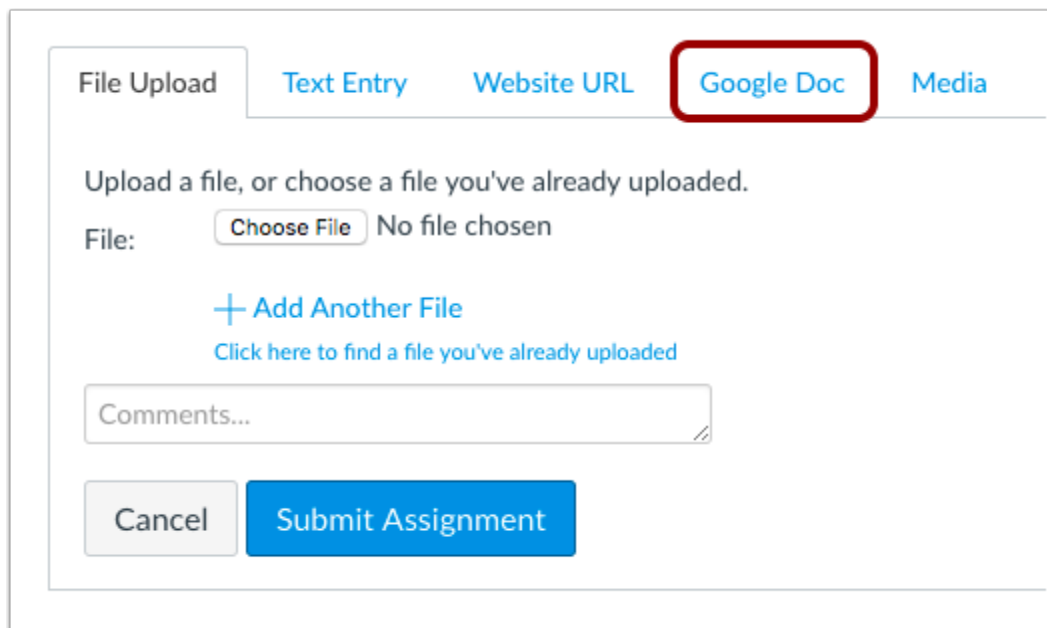
Expand on your thoughts from the Road to Revolution: Patriotism or Treason discussion. Think about how a colonist & a British citizen would view the events in America. Write 2-3 paragraphs from each citizen's point of view. Think about the following questions:

- What would they agree on and what would they disagree on?
- How would a British Citizen learn about events in America and would their perception of events be colored by media coverage?

Click the **Submit Assignment** button.

Open Google Doc

Click the **Google Doc** or **Google Drive** tab.

Note: If the Google Doc or Google Drive tab is not available, your institution has not enabled this feature.

Submit Assignment
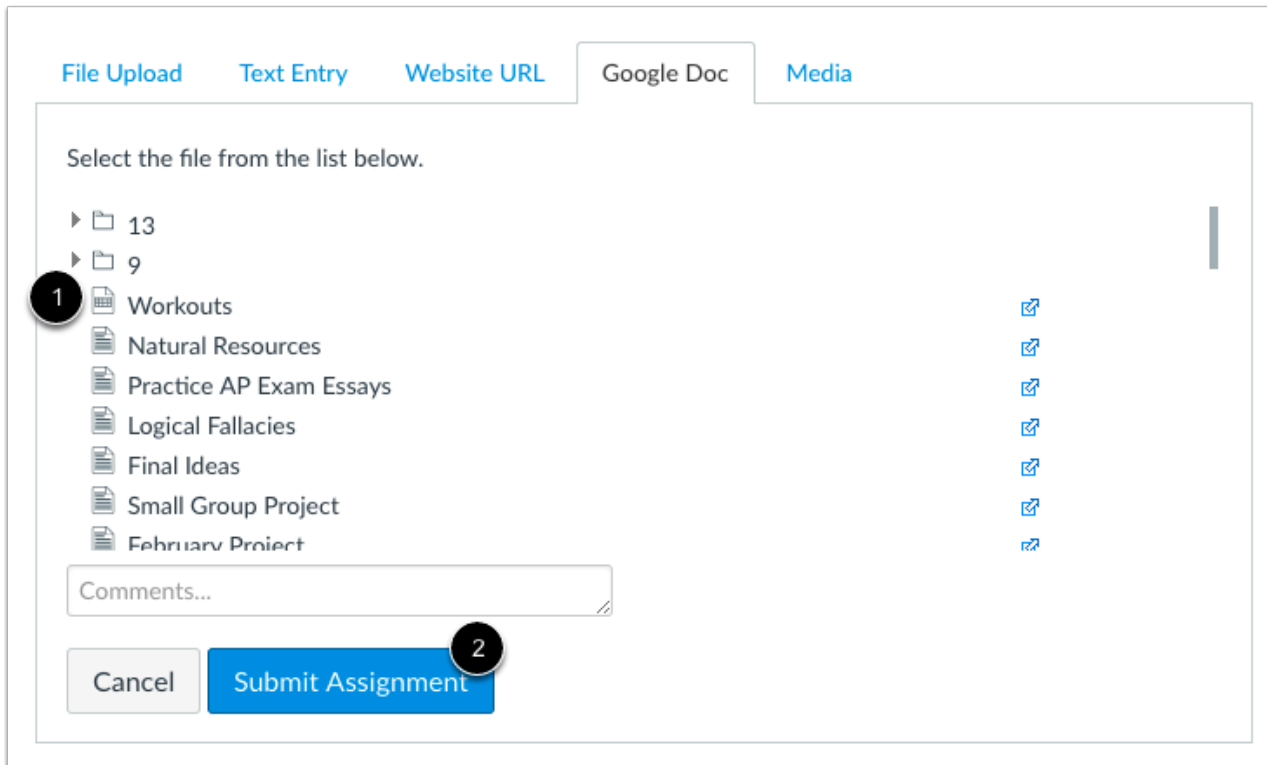
Google Drive will display a list of all allowed file types. Click the name of the file [1], then click the **Submit Assignment** button [2].

View Submission Notification

After you submit your assignment, Canvas displays a message notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload. You will also receive an email notification when your submission completes processing.

To clear the notification, click the **OK** button.

View Submission

View the confirmation of your assignment submission.

View Uploading and Failed Submission Icons

If your submission has been queued for upload, an uploading icon displays [1]. This icon also displays for your instructor if they access the assignment before it uploads.

If your submission failed to upload, an upload failed icon displays [2]. Click the download submission link to view the error.

How do I submit a cloud assignment with Google Drive?

If your instructor creates a cloud assignment with a Google Drive file, you can edit the document directly and submit your changes as your assignment submission.

When you open the assignment, Google Drive will create a copy of the file as your submission. You can make changes per the assignment instructions, and submit the assignment directly from the assignment page. The copied document is also added to your Google Drive folder for the course.

Cloud assignments are treated the same way as any other type of assignment submission. When you submit your assignment, your instructor will view the assignment exactly as it is when you click the Submit button. Even though cloud assignments can still be modified in the assignment page, any changes you make to the assignment after the submission cannot be viewed by your instructor unless you submit the assignment again as a resubmission.

Note: If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can **disable this feature option** in your user settings.

Open Assignments

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

Open Assignment

Click the name of the assignment.

View Assignment

View the assignment in the assignment page.

Edit Assignment
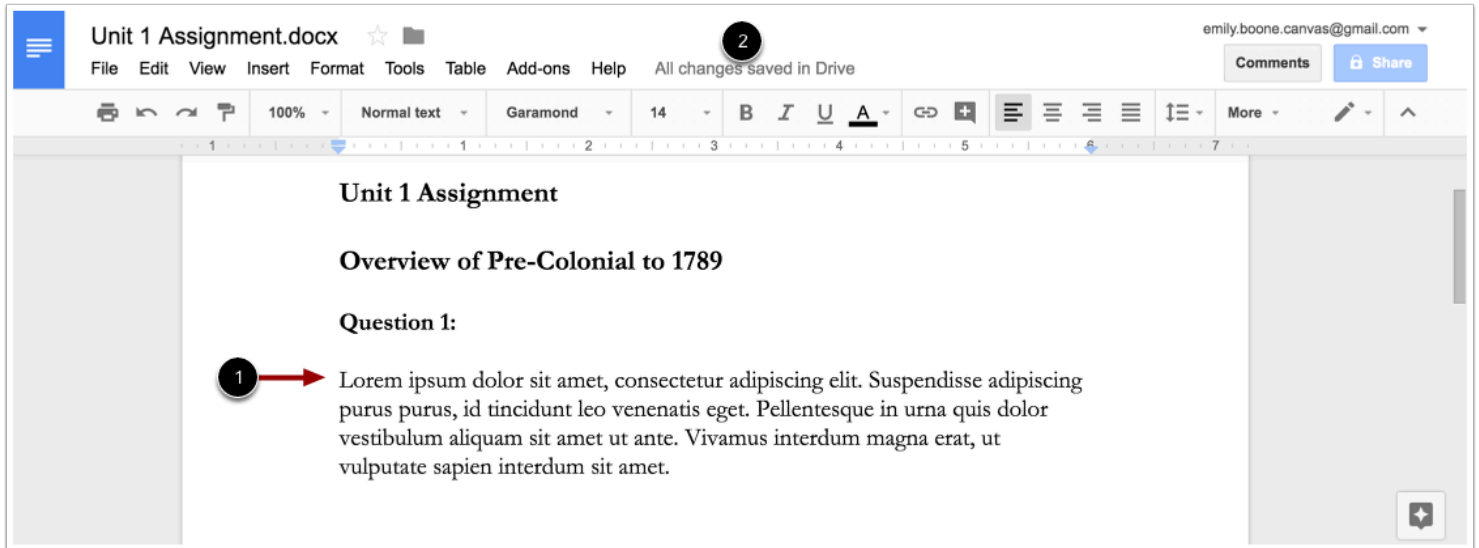
Make edits directly to the document as necessary to complete the assignment [1]. Google will periodically save your changes [2].

Submit Assignment

When you are ready to submit the assignment, verify that all edits have been saved, then click the **Submit** button.

Confirm Submission
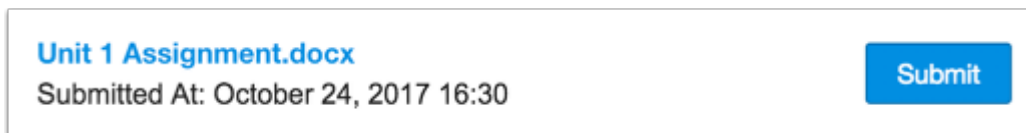
Confirm your assignment was submitted.

If you need to make changes, you can edit the assignment again and submit the assignment as a re-submission.

How do I upload a file from Microsoft Office 365 as an assignment submission?

If your course has enabled Microsoft Office 365, you can upload a file from your Microsoft OneDrive for an assignment.

Like other file upload submissions, files uploaded from Office 365 are uploaded into your Canvas user files submissions folder.

Canvas accepts Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and PDF types.

Notes:

- If the Office 365 tab is not available in your submission, your institution has not enabled this feature.
- Canvas will require you to authorize access to your OneDrive account.
- In Office 365 assignments, you can only submit one file for your submission.
- When Office 365 files are uploaded as a submission, later changes made to the file in OneDrive will not be updated in the submission.
- If enabled in your account, Canvas plays a celebration animation when you submit an assignment on time. However, if you prefer, you can **disable this feature option** in your user settings.

Open Assignments

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

Select Assignment

Click the title of the assignment.

Submit Assignment

Click the **Submit Assignment** button.

Open Office 365

Click the **Office 365** tab.

Note: If the **Office 365** tab is not available, your institution has not enabled this feature.
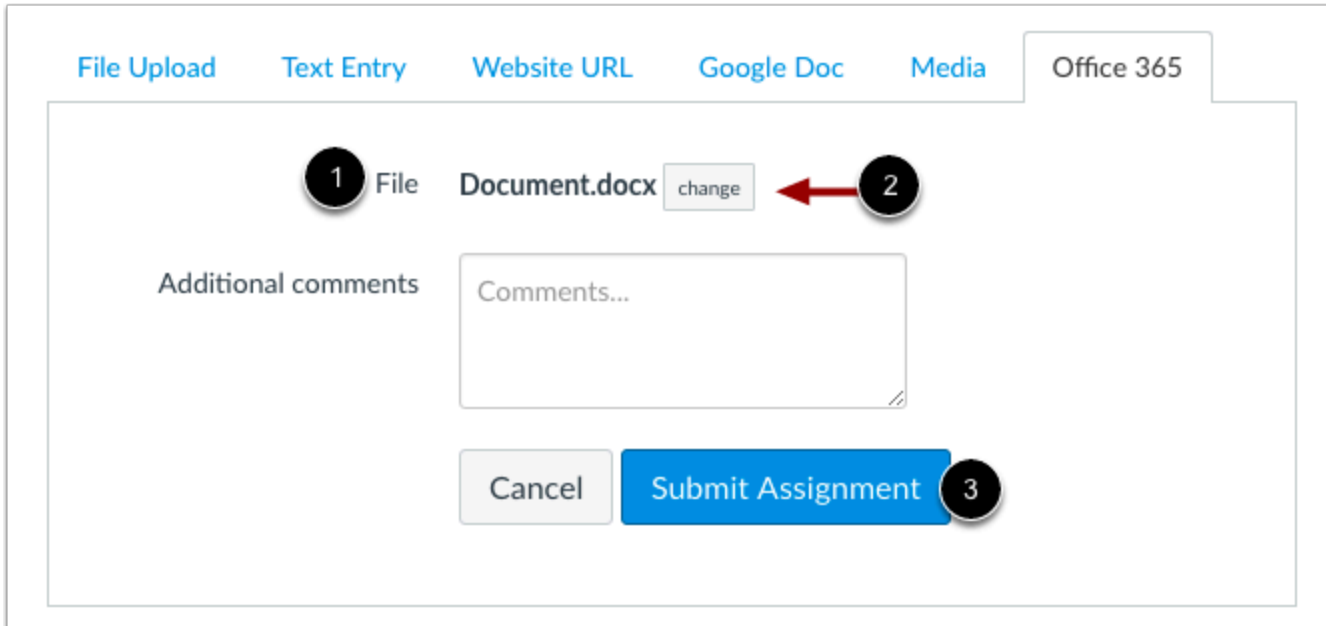
Attach File

Microsoft Office 365 will display a list of all allowed file types. Click the name of the file [1], then click the **Attach File** button [2].
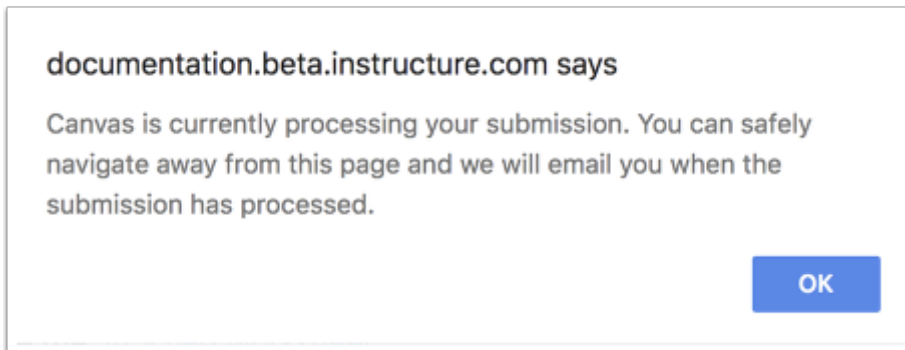
Submit Assignment

In the File field [1], confirm your selected file. To select a new file, click the **Change** button [2].

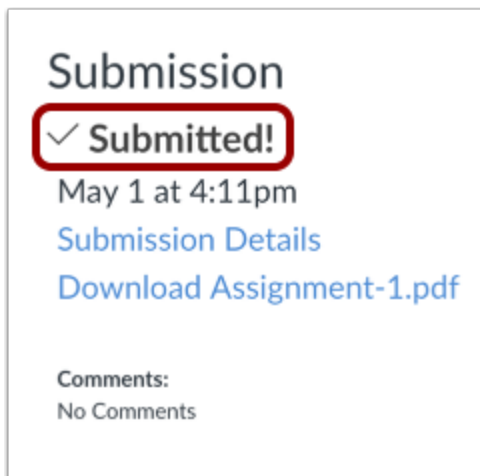Click the **Submit Assignment** button [3].

View Submission Notification

After you submit your assignment, Canvas displays a message notifying you that your submission is processing. You can navigate away from the assignment submission page without disrupting the file upload. You will also receive an email notification when your submission completes processing.
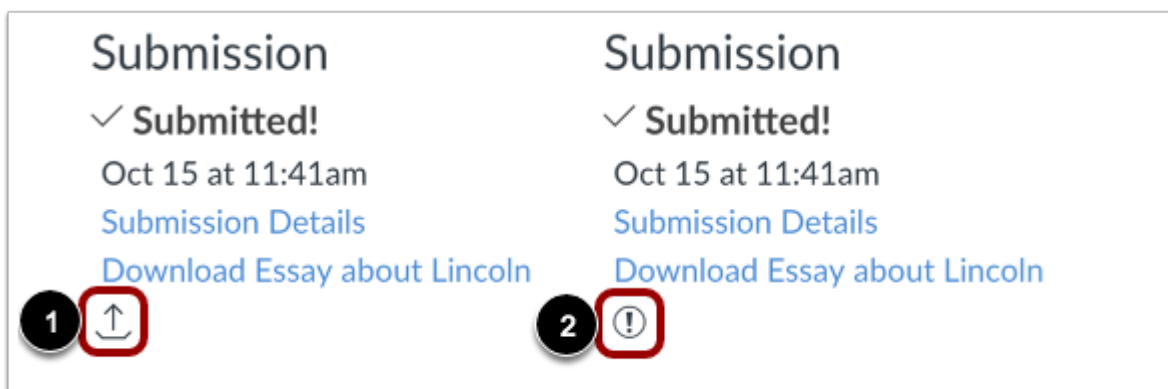
To clear the notification, click the **OK** button.

View Submission

View the confirmation of your assignment submission.

View Uploading and Failed Submission Icons

If your submission has been queued for upload, an uploading icon displays [1]. This icon also displays for your instructor if they access the assignment before it uploads.

If your submission failed to upload, an upload failed icon displays [2]. Click the download submission link to view the error.

How do I know when my assignment has been submitted?
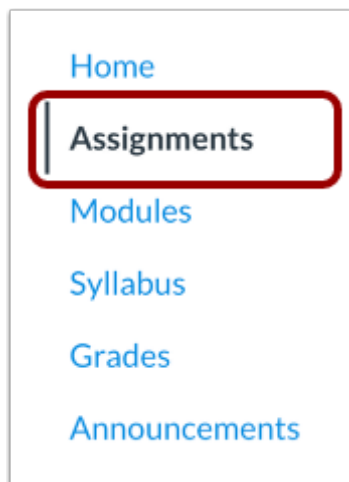
View the assignment submission details to know that you have turned in the assignment.

All file submissions also appear in your **personal unfiled folder**.

Open Grades

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

Select Assignment

Click the assignment name.

View Submission Details

View the submission confirmation for submitted assignments.

How do I manage celebration animations in Canvas as a student?

If enabled by your institution's Canvas admin, you will see celebration animations in Canvas.

Currently celebration animations display in the assignment submissions page when you add an on-time submission.

If you prefer not to see celebrations or would like to re-enable this feature, you can manage the feature option in your user settings.

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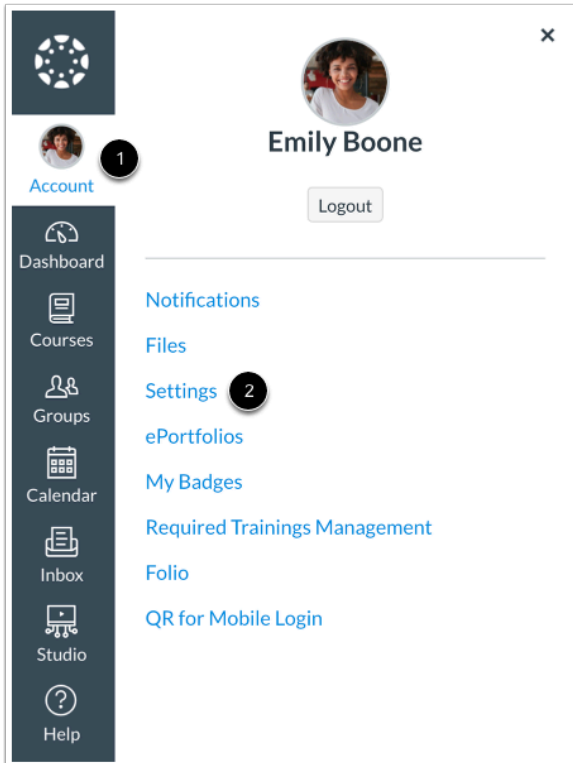
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Manage Celebration Animations
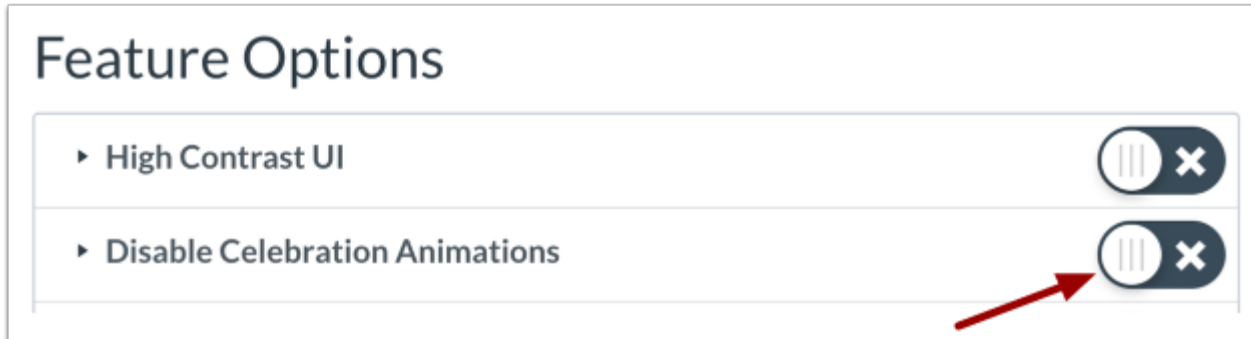
In the Feature Options section, use the **Disable Celebration Animations** toggle to enable or disable this feature.

Note: If the Disable Celebration Animations feature option does not display, it has not been enabled by your institution.

How do I know when my instructor has graded my assignment?

When a change is made to your course grades, the Grades link in Course Navigation adds a indicator representing the number of changes in a course since your last visit. The Grades page shows the details of your graded assignments.

Note: You can also set up notifications to know when your instructor grades an assignment.

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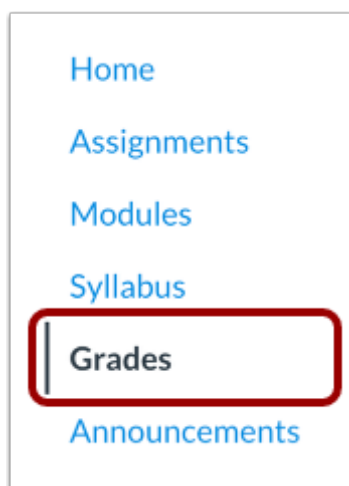
In Course Navigation, click the **Grades** link.

View Assignment Grade

A dot next to the assignment indicates the assignment that has been graded [1]. The indicator disappears when you navigate away or refresh the page.

The score column displays the score given to the assignment [2].

In the Grades page, you can also see if the assignment includes scoring details, comments, or rubrics.

How do I submit a cloud assignment with Microsoft Office 365?

If your instructor creates a cloud assignment with a Microsoft OneDrive file, you can open the assignment, edit the document directly, and submit your changes as your assignment submission.

When you open the assignment, Office 365 will create a copy of the file as your submission. You can open the document and make changes per the assignment instructions. When you are ready to submit the assignment, return to the Canvas assignment page and submit the assignment. The copied document is also added to your OneDrive folder for the course.

Cloud assignments are treated the same way as any other type of assignment submission. When you submit your assignment, your instructor will view the assignment exactly as it is when you click the Submit button. Even though cloud assignments can still be modified in the assignment page, any changes you make to the assignment after the submission cannot be viewed by your instructor unless you submit the assignment again as a resubmission.

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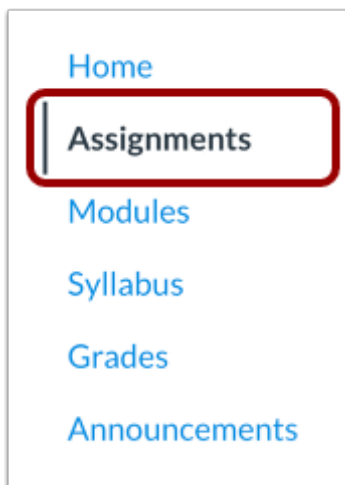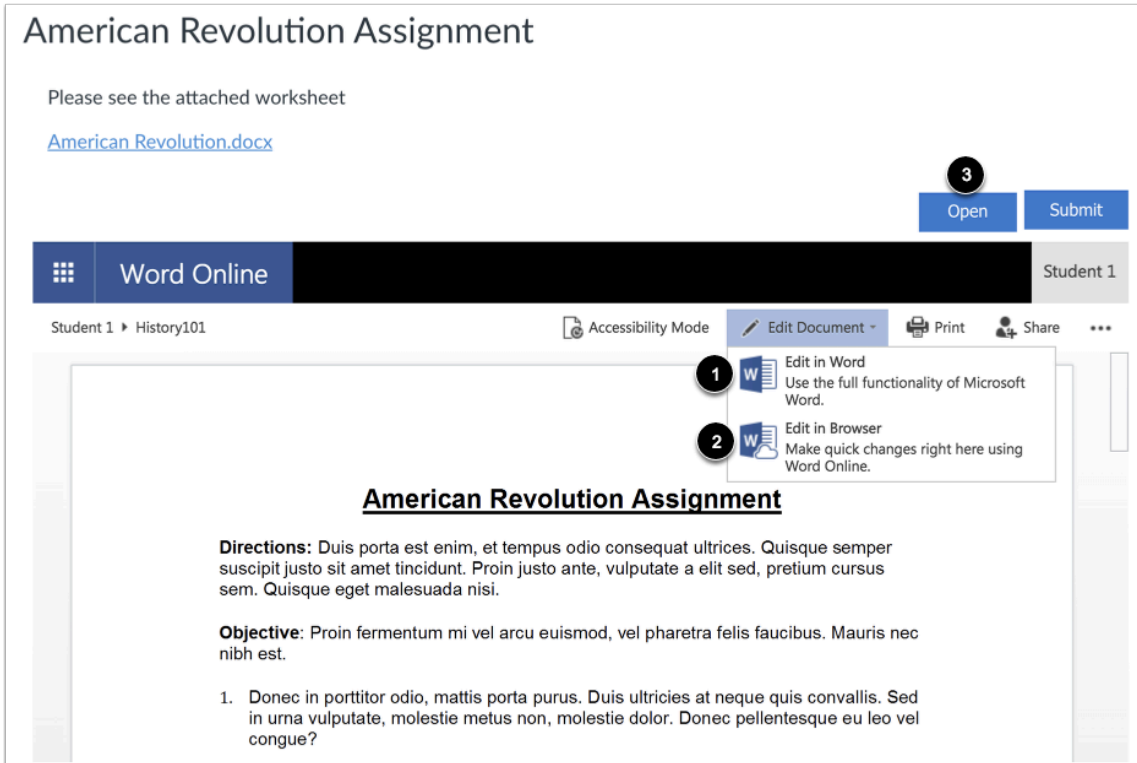
In Course Navigation, click the **Assignments** link.

Open Assignment

Click the name of the assignment.

Open Document Editor

To open the assignment in Microsoft Word, click the Edit Document drop-down menu and select **Edit in Word** [1].

To complete the assignment from the assignment page, click the Edit Document drop-down menu and select **Edit in Browser** [2].

To open the assignment in a separate window, click the **Open** button [3].

Edit Assignment
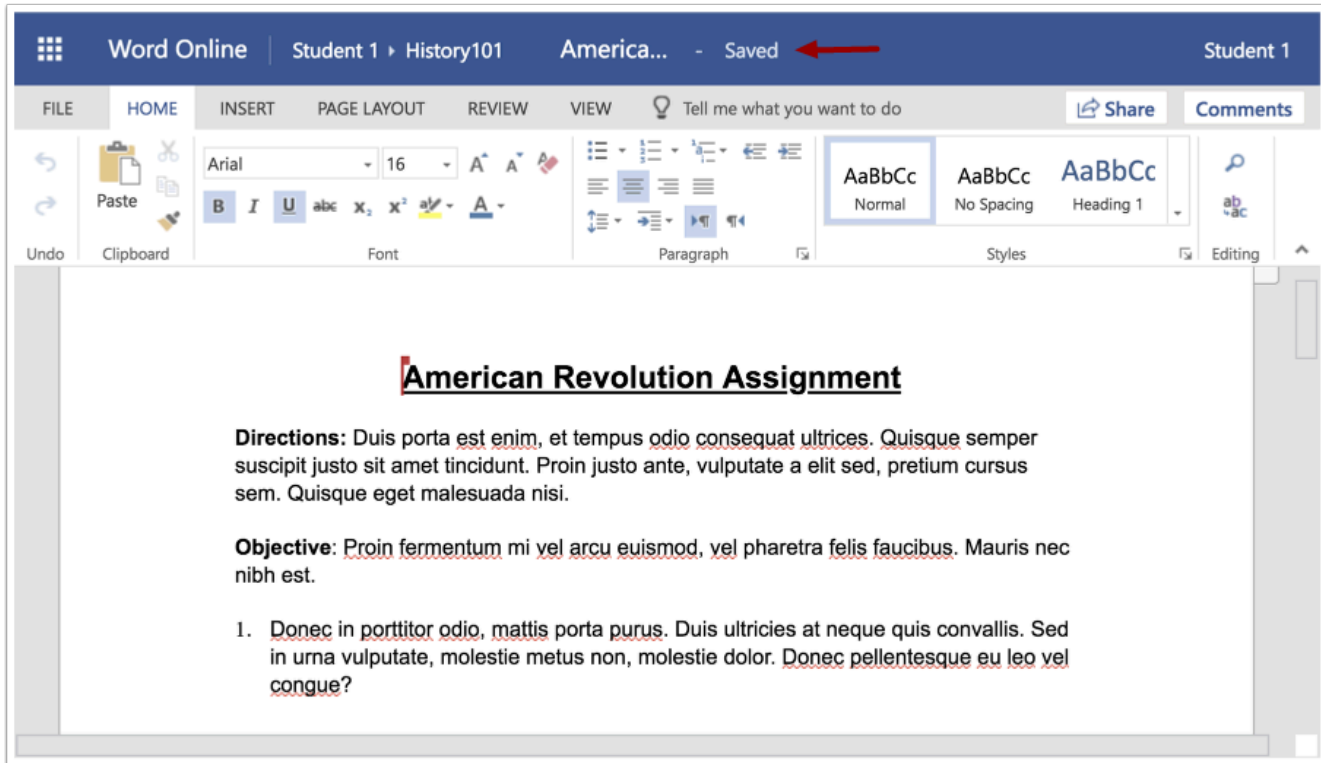
Make edits directly to the document as necessary to complete the assignment. Word will periodically save your changes.

Submit Assignment
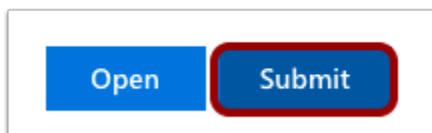
When you are ready to submit the assignment, verify that all edits have been saved, then close the Word Online window. In the assignment page, click the **Submit** button.

Confirm Submission

Confirm your assignment was submitted. Click the **Finished** button.

If you need to make changes, you can edit the assignment again and submit the assignment as a re-submission.

How do I view assignment comments from my instructor?

You can see comments from your instructor in the Grades page. Most comments are located in the assignment sidebar. However, your instructor may also leave comments in your assignment submission as annotations.

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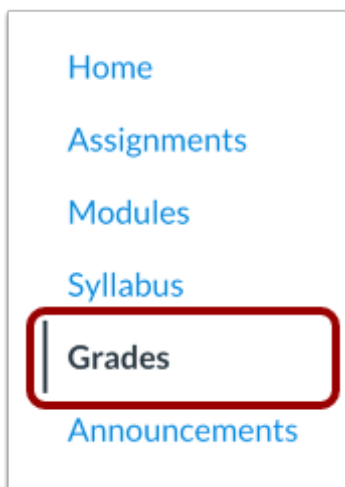
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In Course Navigation, click the **Grades** link.

View Assignment Comments

Road to Revolution: Patriotism or Treason Nov 8 by 11:59pm 10 (A) 10 **1**

Comments Close

2 Good job on the assignment! Doug Roberts, Oct 16 at 4pm
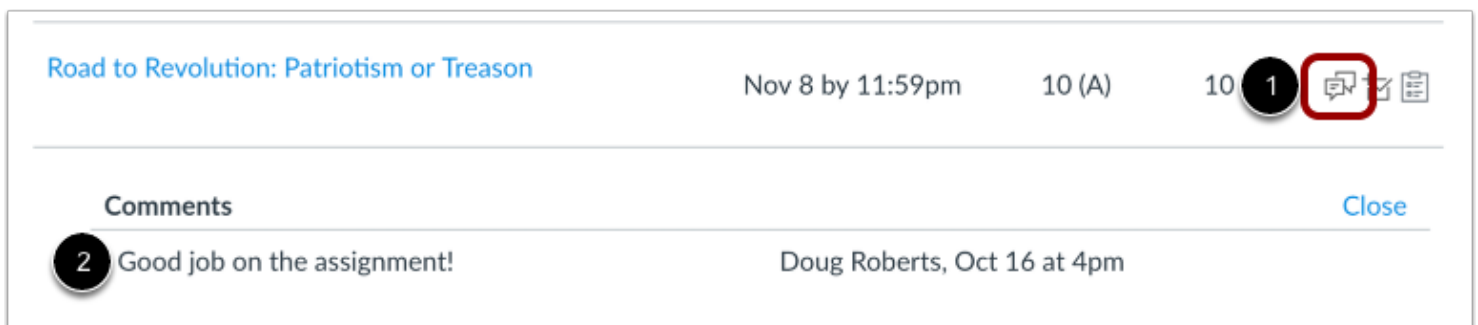
Locate the assignment and click the comment icon [1]. View the comments in the assignment [2]. You can also view the author, date, and time of the comment.

Open Assignment

Road to Revolution: Patriotism or Treason   Nov 8 by 11:59pm   10 (A)   10

Comments   Close
Good job on the assignment!   Doug Roberts, Oct 16 at 4pm

Your assignment submission also displays comments. Click the title of the assignment.

View Comments

Grade: 22 / 25
2   Show Rubric

Re-submit Assignment

1
Well done completing this
assignment!
                    Doug Roberts , Jan 16 at 2:33pm

Add a Comment:
Teachers and submitter will be
notified of all comments.

Media Comment   Attach File

Save

Any instructor comments added to your submission, as well as any comments added by you, appear in the Comments portion of the sidebar [1].

If your assignment includes a rubric [2], your instructor may also leave comments in the rubric.

View Annotated Comments

If you submitted the assignment with a file upload, your instructor may have included annotated feedback in your assignment.

Files that support annotations display a **View Feedback** button next to the submission. Learn how to view annotated comments.

Add Comments
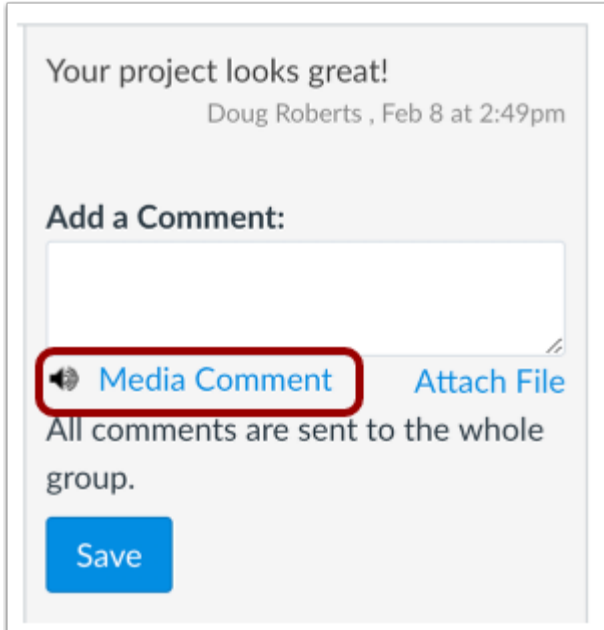
You can add comments to your assignment submission [1]. All comments left on a group assignment submission are sent to the instructor and the whole group.

If your group assignment submission includes commenting options, each member of your group is being graded individually. To send your comment to your instructor, select **Send comment to instructor only** [2]. To send your comment to your instructor and the whole group, select **Send comment to the whole group** [3].

To submit your comment, click the **Save** button [4].

Add Media Comment

To add a media comment to your submission, click the **Media Comment** link. You can record a video or record an audio comment to send to your instructor.

How do I use DocViewer in Canvas assignments as a student?

Canvas DocViewer is a tool that allows annotations on online assignment submissions in Canvas. You can use DocViewer to **view annotated feedback** in the assignment details section of the sidebar from your instructor or from other students in peer review assignments.

DocViewer has a 10-hour session limit that begins when you open a submission. If you start to make an annotation but do not submit it before the session expires, the annotation will not be saved. Submitted annotations are saved and are not affected by the session limit. Canvas will display a session expiration warning at 9 hours 50 minutes, followed by a 5-minute and 1-minute warning until the 10-hour limit has been reached. You can restart a DocViewer session at any time by refreshing the submission page.

If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer.

Compatible DocViewer Files

If a submission includes a file that can be rendered in DocViewer, but the submission preview is not yet complete, Canvas will generate a message stating the document is still processing.

Notes:

- If you cannot annotate a document in DocViewer, your institution may have restricted this feature.
- Files over 100 MB and password-protected files will not be converted by DocViewer.
- DocViewer annotations can be viewed in the Canvas Student app.
- Your instructor can delete any comment or annotation at any time.
- If your instructor anonymously grades an assignment, annotations in DocViewer will not be available until the assignment is unmuted.

View DocViewer Toolbar
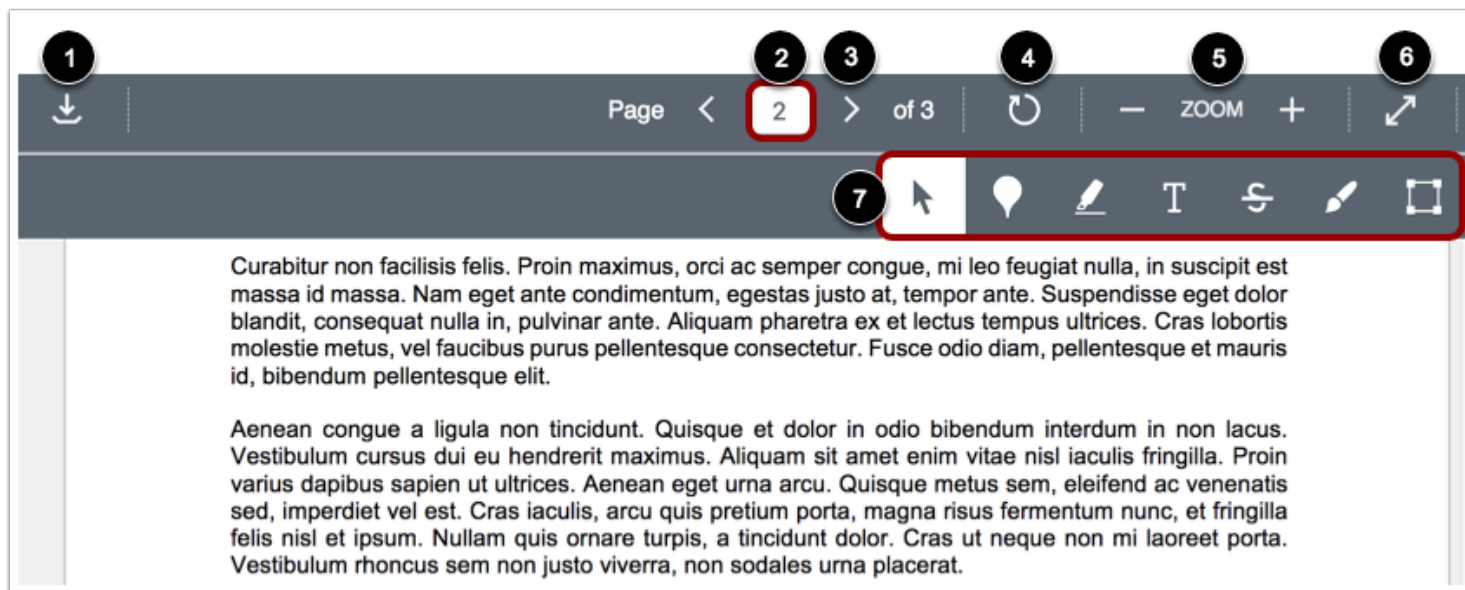
The DocViewer Toolbar helps you manage the assignment submission.

To download a PDF of the annotated submission, click the **Download** button [1].

If there are multiple pages, the **Page number** field [2] will let you advance through the submission to find the page you want to annotate. To go to another page, enter the page number in the Page field. You can also use the arrow icons [3] to advance through the submission.

To rotate the current page 90 degrees clockwise, click the Rotate button [4]. Pages with annotations cannot be rotated.

To zoom in and out on the submission, use the **Zoom** buttons [5].

To view the submission in full screen, click the **Full Screen** button [6].

To annotate the submission, use the annotation tools [7].

Note: If you cannot use the annotation tools in DocViewer, your institution may have restricted this feature.

Add Point Annotation
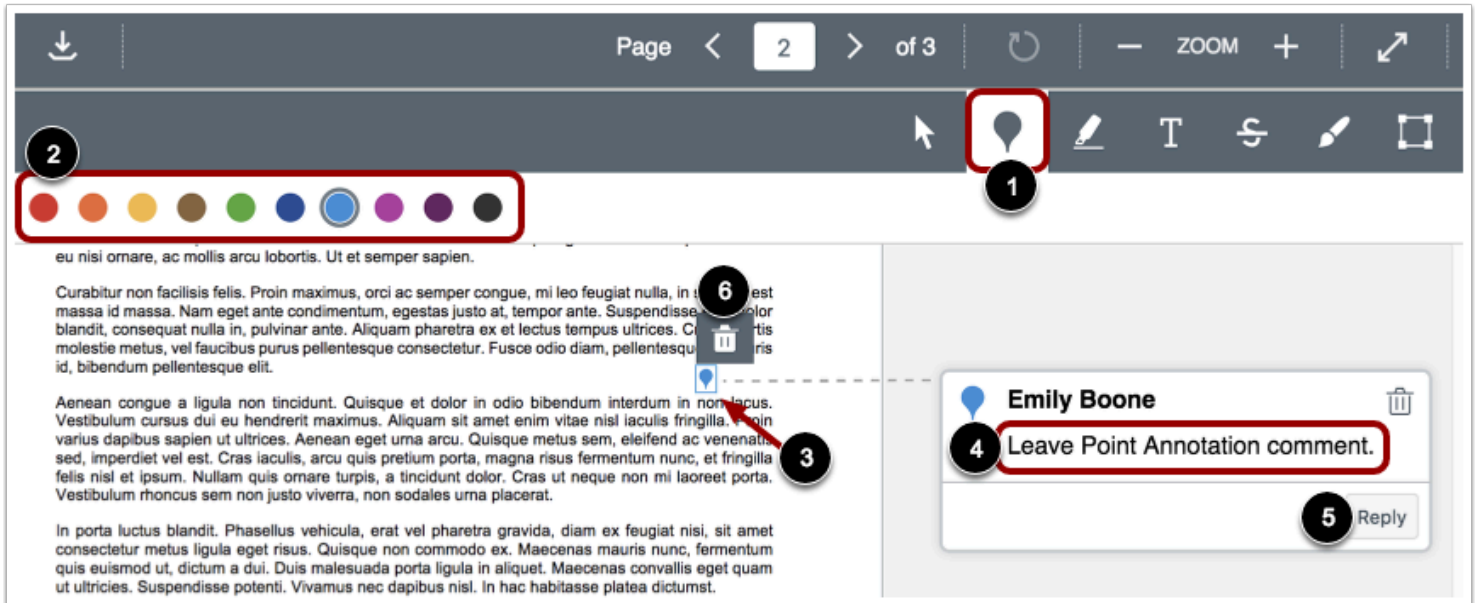
To leave a point annotation, select the **Point** annotation type [1].

Select the color for the point annotation in the color panel [2].

Click the desired area of the submission [3]. The point annotation icon will appear indicating the location of the annotation. To add a comment to the point annotation, type the comment in the Comment field [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the point annotation icon in the document. Click and drag the annotation to the new area.

To delete a point annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the annotation. Deleting an annotation will also delete any associated comments.

Add Highlight Annotation
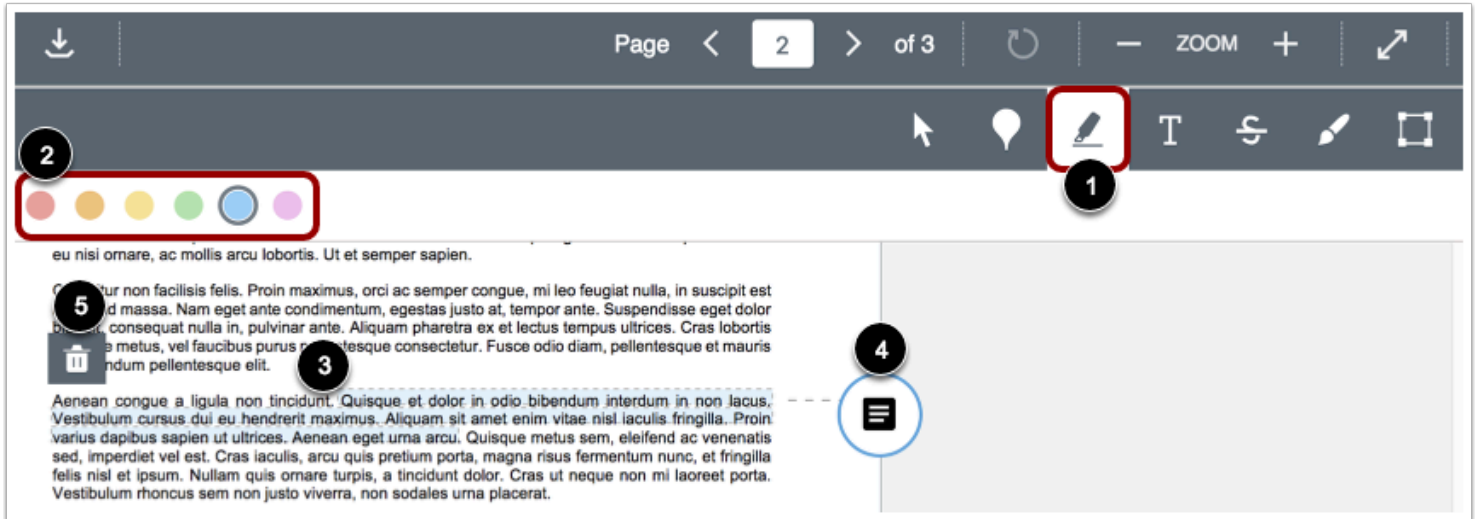
To highlight text within the document, select the Highlight annotation type [1].

Select the color for the highlight annotation in the color panel [2].

Click and drag to highlight text within the submission [3].

To add a comment to the highlight annotation, click the **Comment** button [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

To delete a highlight annotation, click the highlighted area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the highlight. Deleting an annotation will also delete any associated comments.

Add Text Annotation
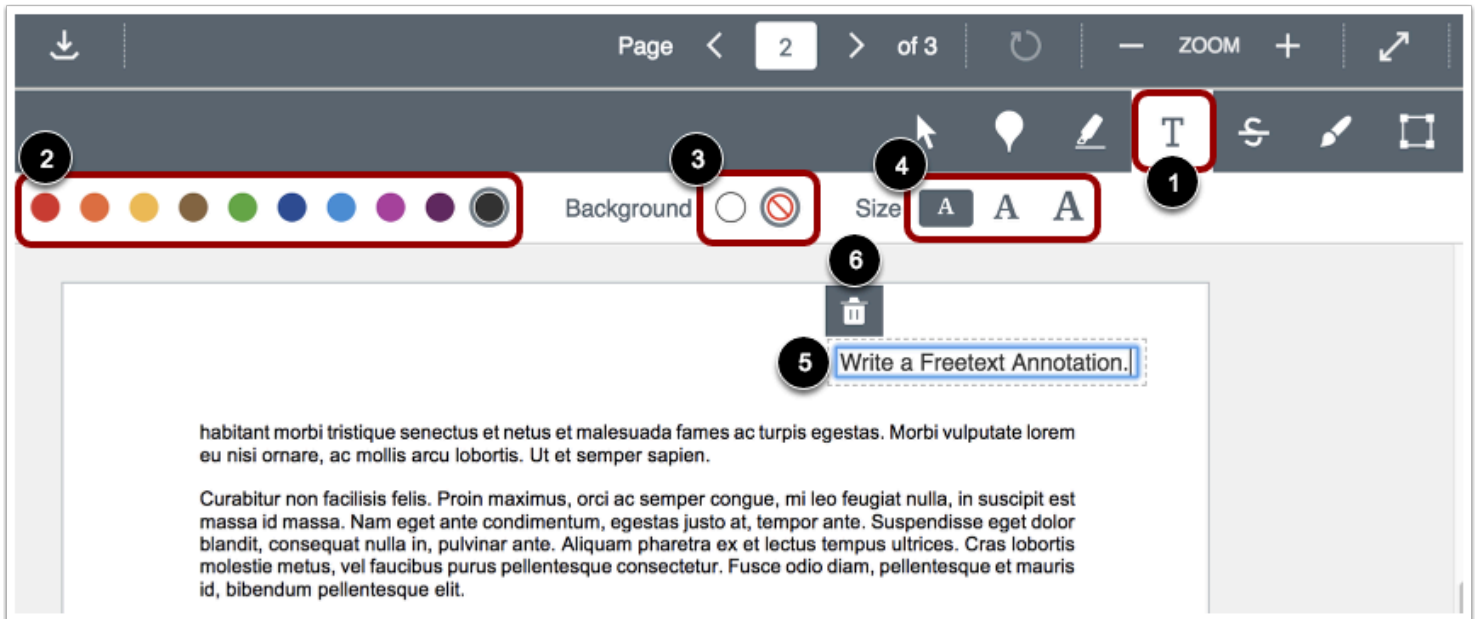
To add text directly in the submission, select the **Free text** annotation type [1].

Select the color for the text annotation in the color panel [2].

Select a white or transparent background for the text annotation [3] as well as the font size for the annotation [4].

Click in the desired area of the submission, then type your entry [5]. To start a new line in your comment, click the Shift+Enter key.

To move the annotation, hover over the text box in the document. Click and drag the annotation to the new area.

To delete the text annotation, click the text box and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the text box.

Add Strikeout Text Annotation
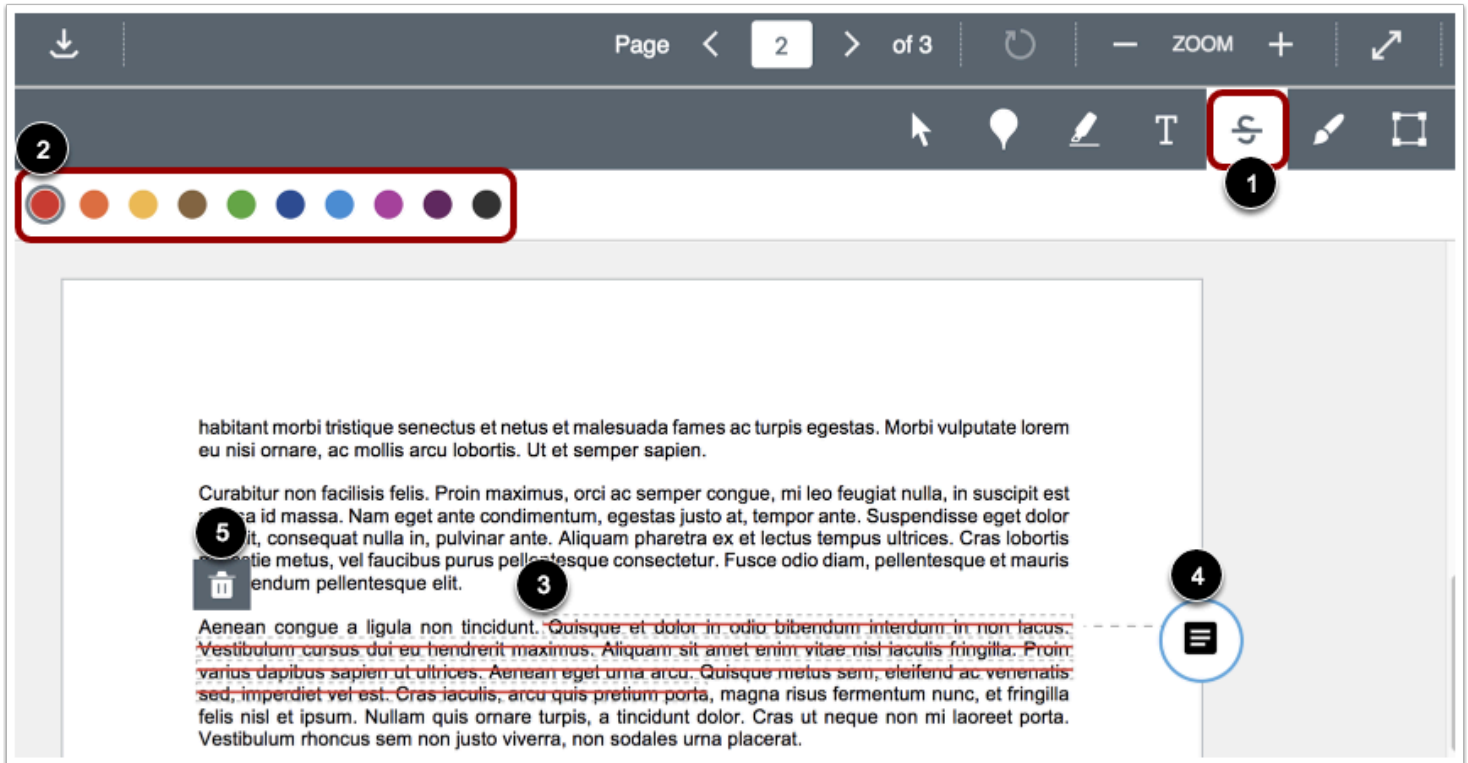
To indicate that text should be deleted, select the **Strikeout** annotation type [1].

Select the color for the strikeout line in the color panel [2].

Click and drag to strike out within the submission. A line will appear indicating the text has been struck out [3].

To add a comment to the strikeout annotation, click the **Comment** button [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

To delete a strikeout annotation, click the strikeout area and then click the **Delete** icon [5]. DocViewer will confirm you want to delete the strikeout line. Deleting an annotation will also delete any associated comments.

Add Draw Annotation

To make freehand drawings and annotations, select the **Free Draw** annotation type [1].

Select the color for the drawn annotation in the color panel [2].

Select your annotation line width from the line width panel [3].

Click and drag to start a drawing. Free-form lines will appear indicating the drawing area [4]. You can add multiple strokes to a drawn annotation.

To add a comment to your drawn annotation, click the **Comment** button [5]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

To accept the drawn annotation, click the **Check** icon [6].

To move a drawing, hover over the outline of the drawing, then drag and drop the drawing to the new area of the document.

To delete a drawing at any time, click the drawing and then click the **Delete** icon [7]. DocViewer will confirm you want to delete the drawing. Deleting an annotation will also delete any associated comments.

Note: Draw annotations can only have one line width per annotation. Individual annotations must be saved before creating a new line with a different width.

Add Area Annotation

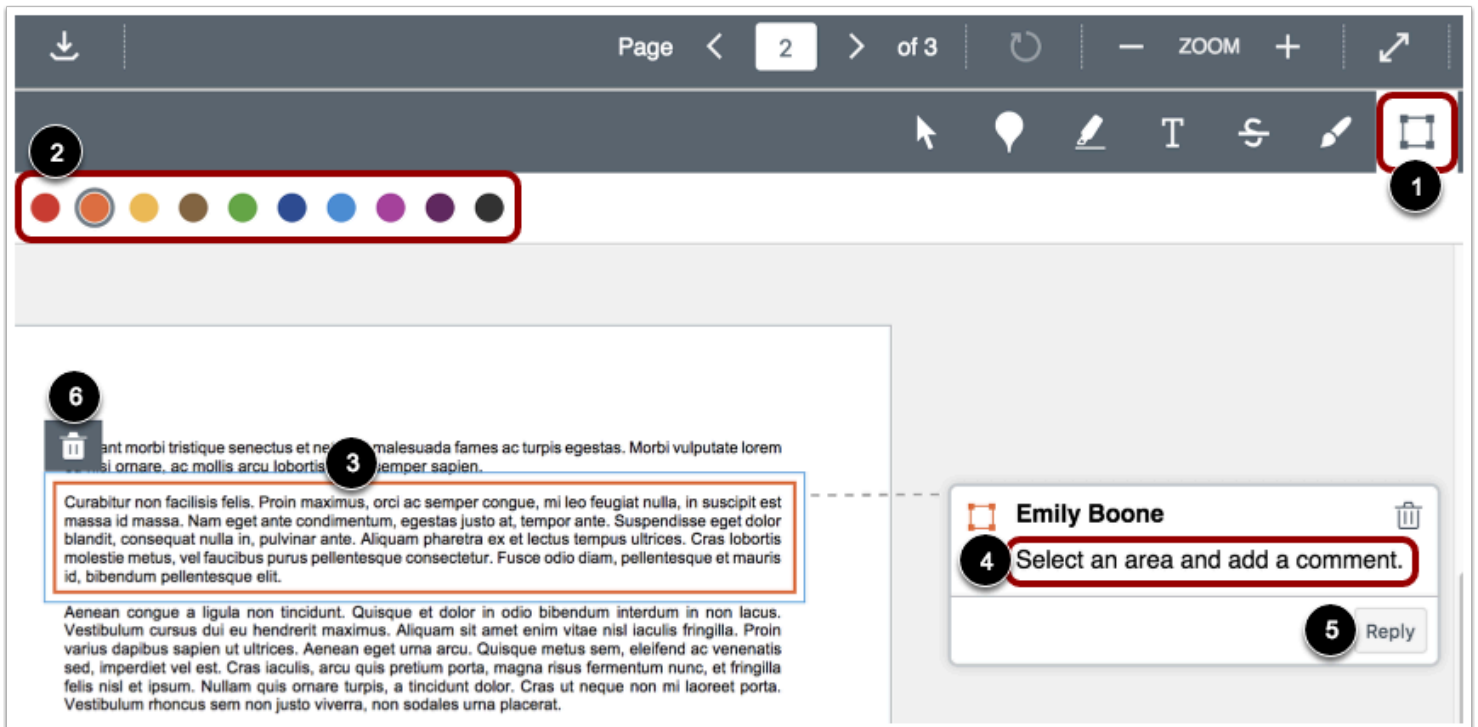
To leave an area annotation, select the **Area** annotation type [1].

Select the color for the area annotation in the color panel [2].

Click and drag the rectangle around an area of the submission [3]. A box will appear indicating the area for the annotation.

To add a comment to the area annotation, type the comment in the Comment field [4]. To start a new line in your comment, click the Shift+Enter/Return key. To submit your comment, click the Enter/Return key.

You can reply to DocViewer comments by clicking the **Reply** button [5].

To move the annotation, hover over the border. Click and drag the annotation to the new area of the document.

To delete an area annotation, click the annotation and then click the **Delete** icon [6]. DocViewer will confirm you want to delete the comment. Deleting an annotation will also delete any associated comments.

View Comments

Individual comments include an icon that displays the type and color of the annotation [1]. The annotation icon displays next to the commenter's name and only displays in the primary comment for an annotation. Replies to a comment do not include the icon.

Instructors may leave additional comments or reply to your comments. When an annotated comment includes more than five content lines, the content box displays an ellipses link [2]. To expand a comment, click the ellipses link. If a comment includes multiple replies, all replies will be expanded.

Comments with replies are stacked [3]. When you click on a comment, all replies are expanded in the group. The number of stacked replies is indicated below the first comment.

Comments remain on the page where the annotation was made. If there are too many comments to display on a single page, the comment section becomes scrollable and some comments are hidden. An indicator shows how many comments have been hidden [4].

You can delete your comments by clicking the delete icon [5].

View Anonymous Instructor Comments

If your instructor has enabled Anonymous Instructor Annotations, annotations and comments on your submission will not display the name of the instructor or grader.

View Other User Annotations
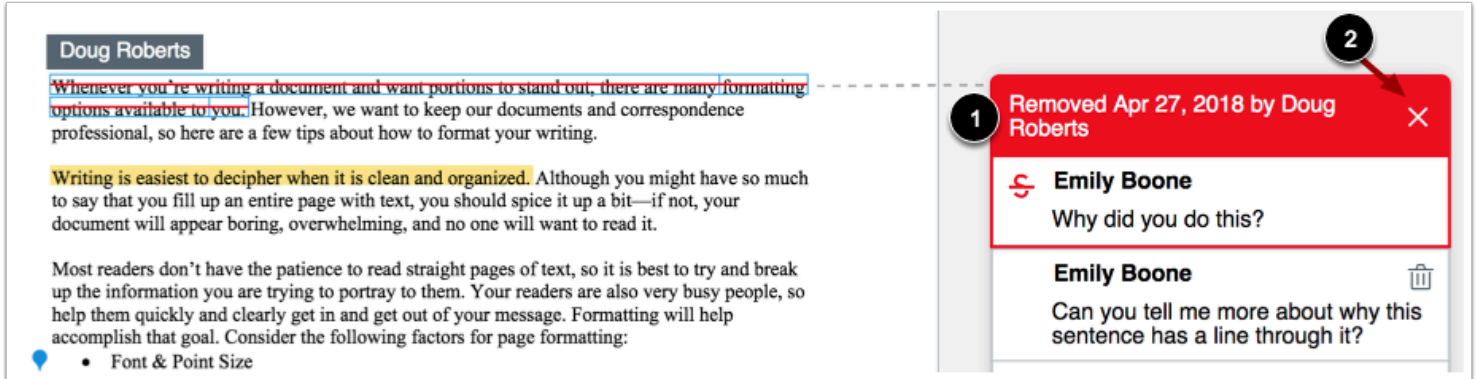
When another user adds an annotation within a document, you can view the author of the annotation by clicking the annotation [1].

You can also leave a comment on any annotation created by other users [2].

View Deleted Items

Your instructor can delete any comment or annotation at any time. If a comment or annotation is deleted, the deleted item displays in the sidebar [1]. You can view the name of the user who made the deletion and the date of the deletion. Items can only be deleted by instructors or admins.

If multiple comments or annotations are deleted, including comment replies with the same comment thread, each comment or annotation will include its own heading information about the deletion.

To permanently remove the deleted item, click the **Remove** icon [2].

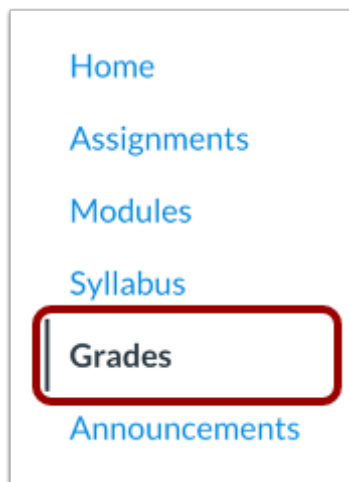**Note**: Permanently deleted items cannot be recovered.

How do I view annotation feedback comments from my instructor directly in my assignment submission?

Your instructor may choose to include comments directly in an assignment submission using inline comments, or annotations. If an assignment's submission details page includes a **View Feedback** button, you can view these annotated comments through a preview tool called Canvas DocViewer. You can also use [Canvas DocViewer](#) to reply to any comments or make your own annotations.

Some browsers may not initially render comments correctly when viewing feedback. If your browser includes a built-in PDF viewer, select the option to view the PDF in the system viewer. You can also download PDF files with comments to view on your computer. The settings required to view or print the annotations in the PDF vary based on the software installed on your computer.

Note: If the assignment attachment displays a **Preview** button instead of the **View Feedback** button, your file is not DocViewer compatible and will not include any annotated comments.

Open Grades

Home
Assignments
Modules
Syllabus
Grades
Announcements

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

View Assignment Details

Click the title of an assignment.

View Feedback
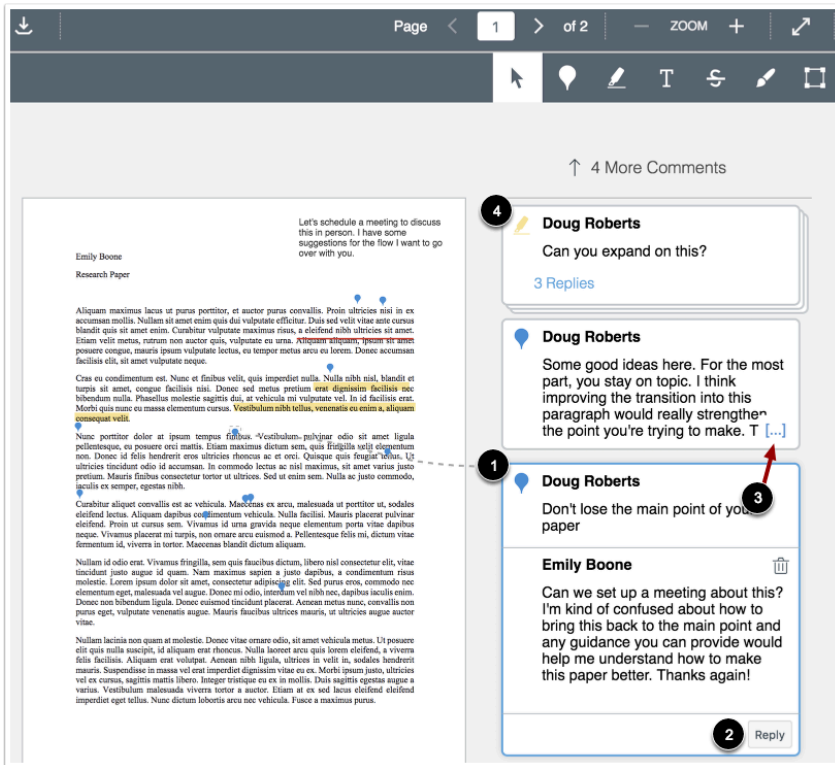

Click the **View Feedback** button.

Note: If the assignment attachment displays a **Preview** button, your file is not DocViewer compatible.

View Annotated Comments

View the annotated comments from your instructor [1]. To reply to a comment, click on the comment and click the **Reply** button [2]. When an annotated comment includes multiple content lines, the content box displays an ellipses link [3]. To expand a comment, click the ellipses link. To view stacked replies, click the comment to expand all replies [4]. You can also use DocViewer to make your own annotations on your assignment.
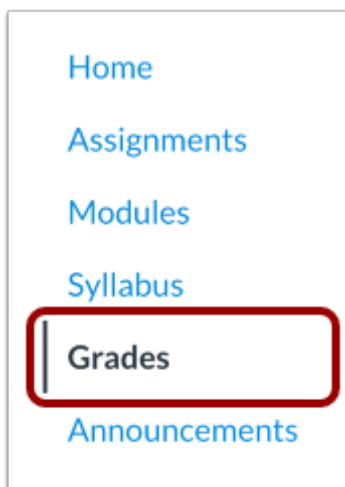
Download File

To download a PDF of the submission and annotations, click the **Download** icon.

How do I view rubric results for my assignment?

You can view your rubric results for your assignment in the Grades page. You can also view comments left by your instructor on the rubric.

Open Grades

Home

Assignments

Modules

Syllabus

Grades

Announcements

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

Open Rubric

A Closer Look: Response 2	Apr 6 by 11:59pm	23	25	📋
Road to Revolution: Patriotism or Treason	May 9 by 11:59pm	💬	10	
To Sign or Not to Sign Discussion	May 23 by 11:59pm	9	10	💬
Position Paper	May 25 by 3pm	🚫	25	

If an assignment has a rubric, the assignment will display the rubric icon. To open the rubric, click the **Rubric** icon.

View Rubric Results

View the rubric results for your assignment.

View Non-Scoring Rubric Results

If your instructor has removed points from the rubric, you can still view the rubric results for your assignment.

View Rubric Comments

If your instructor has left comments in your rubric, you can view them under the rubric criteria.

Note: This text will only appear if your instructor has left comments in the rubric.

How do I view my Roll Call Attendance report as a student?

If your Assignments page includes a Roll Call Attendance assignment, your instructor is taking attendance in your course. As part of the assignment, you can view your attendance record in your course. Like any other Canvas assignment, you can also view or leave comments in the submission details page.

If the Roll Call Attendance assignment is available to you, this lesson shows you how to view your attendance report through the Grades page. However, if your instructor allows you to view the Assignments link in Course Navigation, you can also access the submission details through the **Assignments page** by opening the Attendance assignment.

Note: If the Roll Call Attendance assignment does not appear in the Grades page, your instructor has chosen to not use Attendance for grading.

Open Grades

Home

Assignments

Modules

Syllabus

Grades

Announcements

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

Authorize Account

The first time you view the Roll Call Attendance assignment, you must authorize your account. Click the **Authorize** button.

View Submission Details

The submission details shows the first date that your instructor took attendance in your course [1]. You can also view an overview of your attendance record through a graph [2], with the graph key displayed to the right [3]. Attendance is identified by color, where green shows the days you were on time and present, yellow shows the days you were late, and red shows the days you were absent.

You can also view the total percentage of days you have been marked as on time in your class [3].

View Late and Absent Dates

Below the overview information, you can also view the specific days that you were marked late or absent. For each attendance record, you can view the date [1], day of the week [2], status [3], and percentage points earned [4].

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How do I download assignment submissions from all my courses?

As a student, you can download all your assignment submissions in Canvas. Submissions are for both current and concluded courses and only includes any files that were submitted to fulfill an assignment; they do not include any submissions modified by instructors, such as annotated submissions.

The download also includes submissions for group assignments, even if the submission was made by another student in your group.

When the export has finished generating, submissions are downloaded as a ZIP file.

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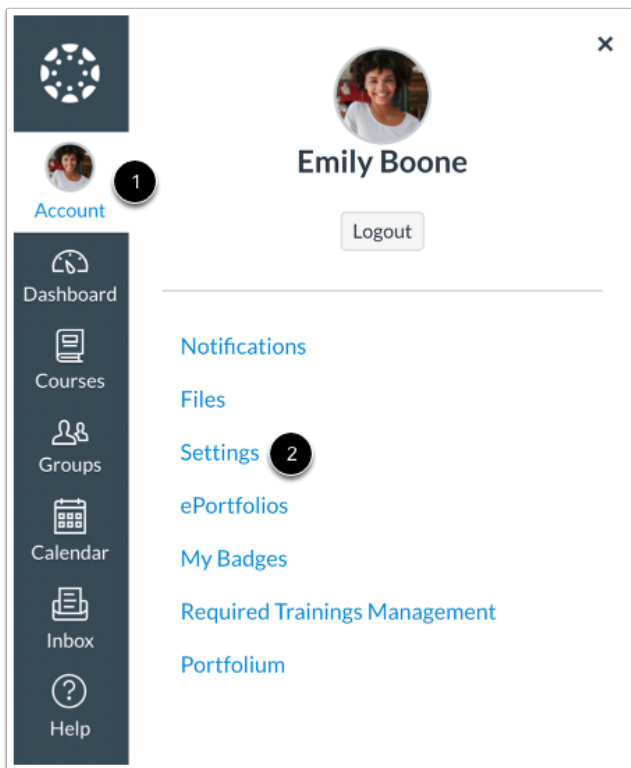
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Download Submissions
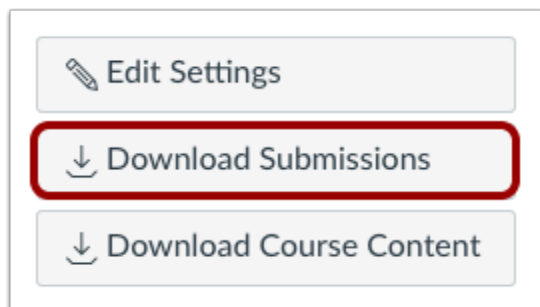
In the sidebar, click the **Download Submissions** button.

Create Export

Click the **Create Export** button.

Download Export

When the export has completed, click the **New Export** link.

Note: Content exports expire after 30 days and can no longer be downloaded.

The ZIP file will automatically download to your computer. If your computer asks you what to do with the file, you can choose to open the file directly, or save the file to your computer.

The filename of the ZIP file includes the date of your export.

Open ZIP File

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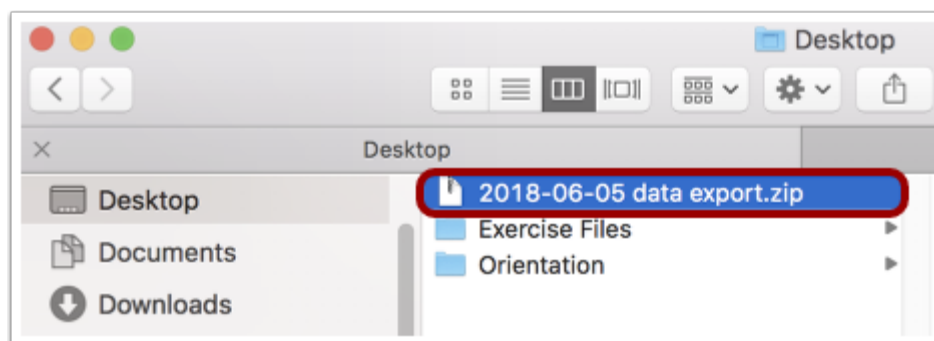
Once the file has been downloaded, locate the ZIP file on your computer. To open the file, either double click to open it (MAC users) or right-click the file and select Extract All (PC users).

View Submissions
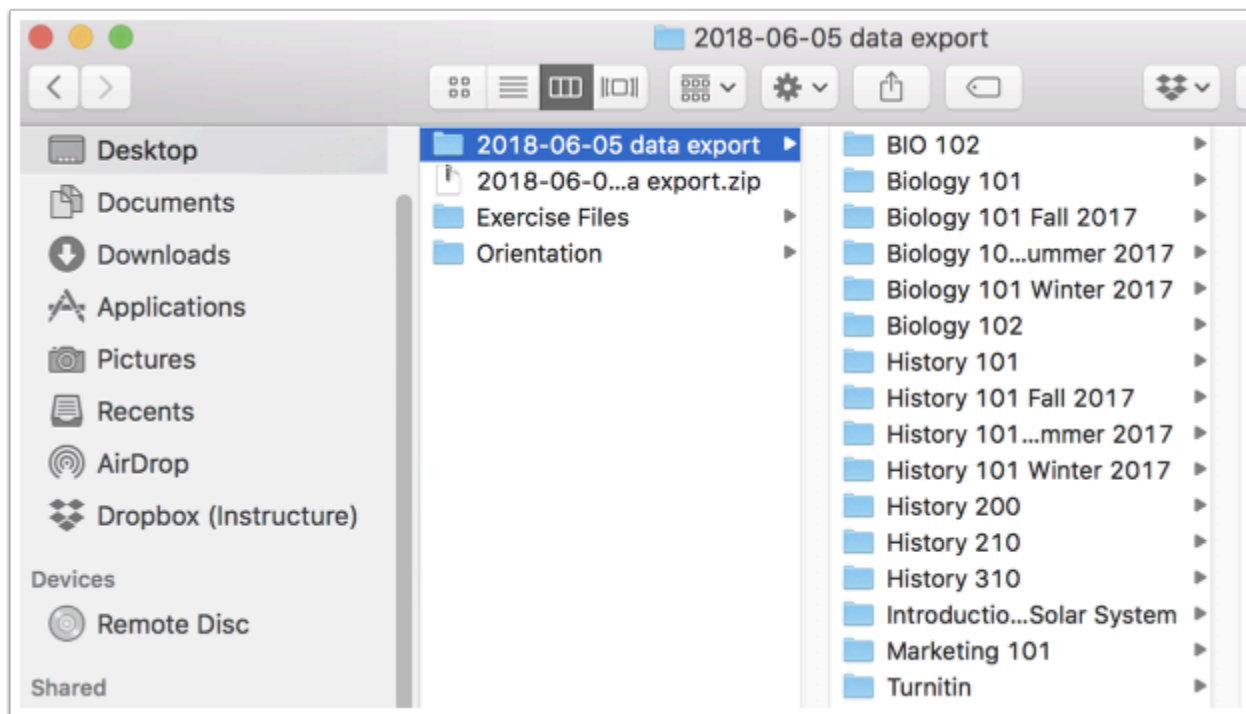
Open the expanded folder and view your assignment submissions by course.

Calendar

How do I use the Calendar as a student?

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

Note: If you change your language or locale preferences, the Calendar week start date may also change. Certain languages or locales change the Calendar week start date to Monday.

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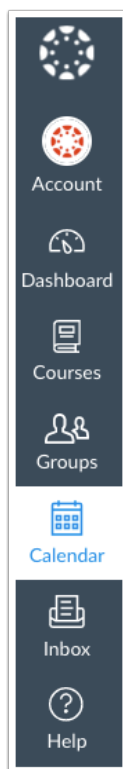
In Global Navigation, click the **Calendar** link.

View Calendar

The Calendar spans all courses and displays information for each of your enrolled courses and groups. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in **Month** view.

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

Add Calendar Items

Each calendar view shows any assignments or events that have been added to the calendar. You can add events and to-do items to your personal calendar at any time in the navigation bar by clicking the **Add** button.

View Calendar List

Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated calendar items for each course or group display when selected in the calendar view [1].

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

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

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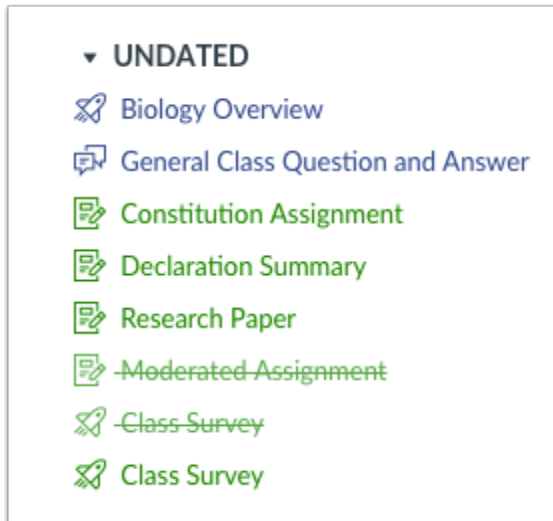
Expanding the **Undated items** link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.

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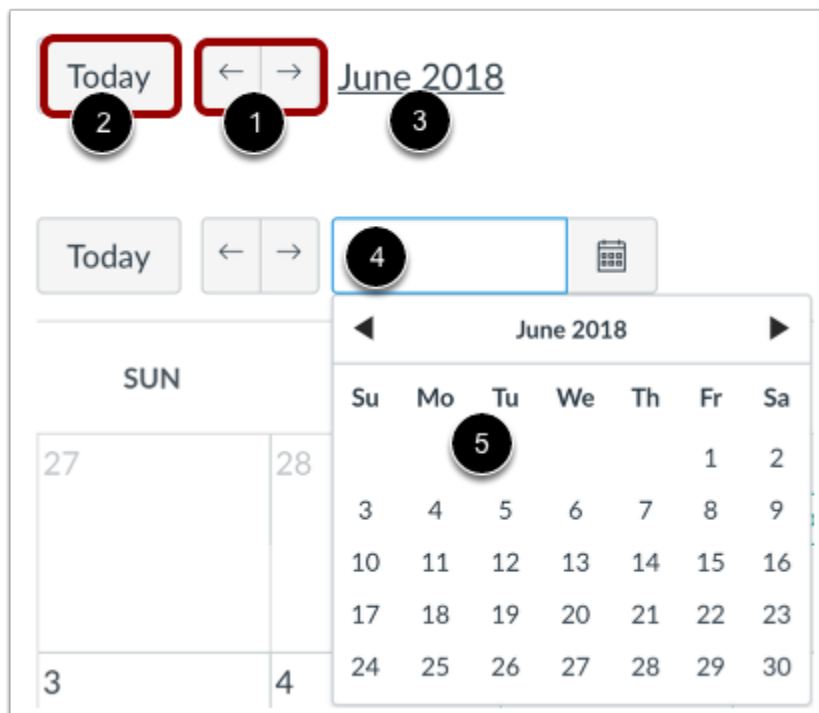
In the Month view, click the arrow buttons [1] to move from month to month. To view events for the current date, click the **Today** button [2].

To view a specific date, click the month link [3] and enter a date in the date field [4] or select a date from the calendar [5].

View Assignments and Events

Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4]. Non-graded items with a to-do date may display in the calendar for a course.

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

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

Calendar assignments can also be crossed out [6], which is a simple way to keep track of assignments. 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 All-Day Events

All-day events display the Events icon and do not include a specific event time.

If you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates in the current month.

View Wrapped Assignments and Events

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

View Calendar by Week

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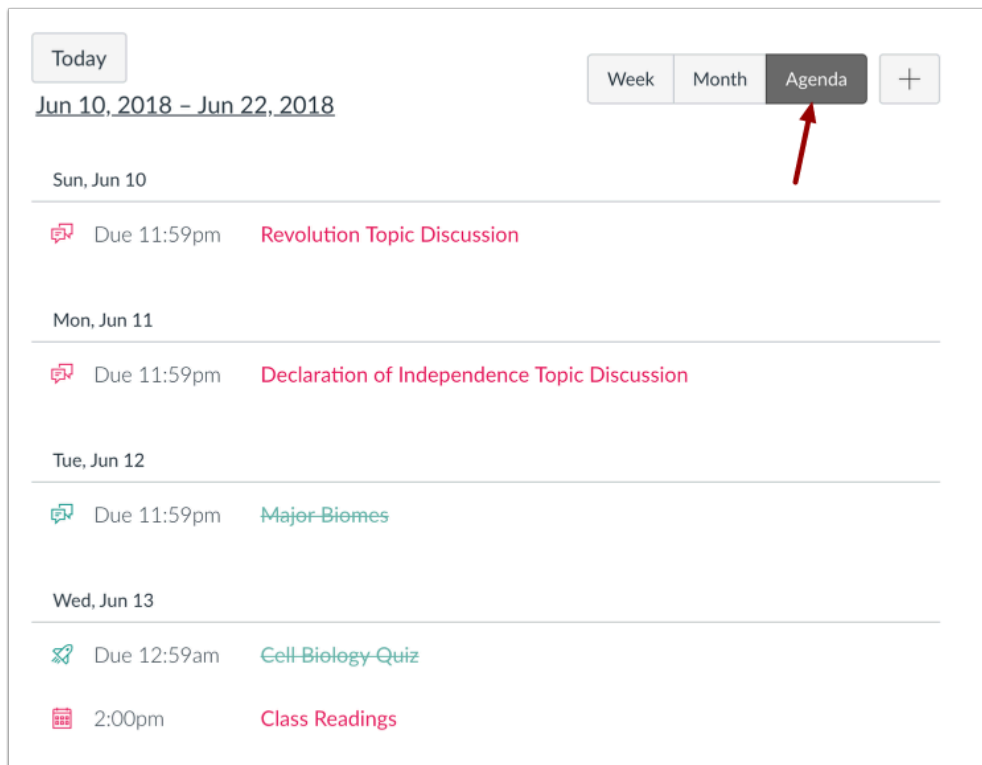
View All-Day Events

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

Like in the Month view, if you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates. In Week view, you can only drag your event to the end of the week that you are viewing.

View Calendar Agenda

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

Find Appointments

If your institution has enabled Scheduler appointment groups, you can sign up for an appointment in the Calendar sidebar.

How do I filter the Calendar view by course as a student?

By default, the Calendar displays your personal calendar and course calendars for each class in which you are enrolled. However, you can filter which calendars display, including group and course calendars as well as your personal calendar.

Open Calendar

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

View Calendar

After clicking the Calendar link, you will see the Calendar for all your enrolled courses and groups.

Choose Courses to View
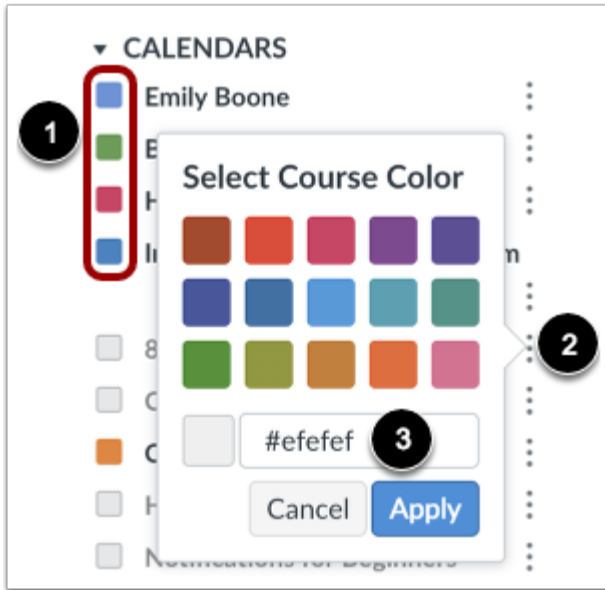
In order to filter your Calendar by courses or groups, click the color box next to the Calendar [1]. The calendar can show up to 10 courses and/or groups at a time. In this example, not all of the calendars are being shown.

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 create any color of your choice by selecting the **More** icon [2] and inserting a Hex code [3].

How do I view the Calendar iCal feed to subscribe to an external calendar as a student?

The Calendar iCal feed is located in the sidebar of your Calendar. You can import the iCal feed into any calendar app that accepts the iCal format, such as Google Calendar, Apple Calendar, Outlook, and Yahoo Calendar. You can also download the calendar feed as an ICS file. The calendar feed will contain events and assignments from all of your Canvas calendars.

Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to another calendar program. The calendar feed includes up to 1,000 items.
- To Do items are not included in the Calendar iCal feed.
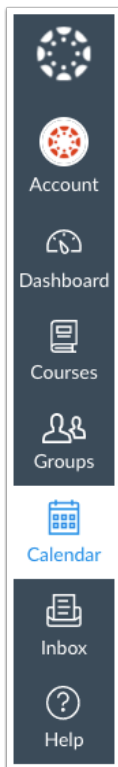
Open Calendar

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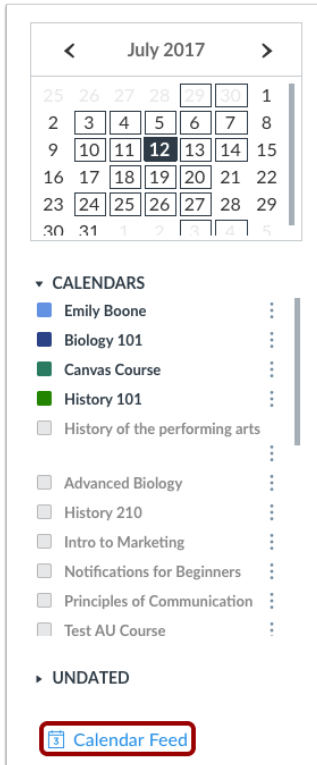
Open Calendar Feed

Click the **Calendar Feed** link.
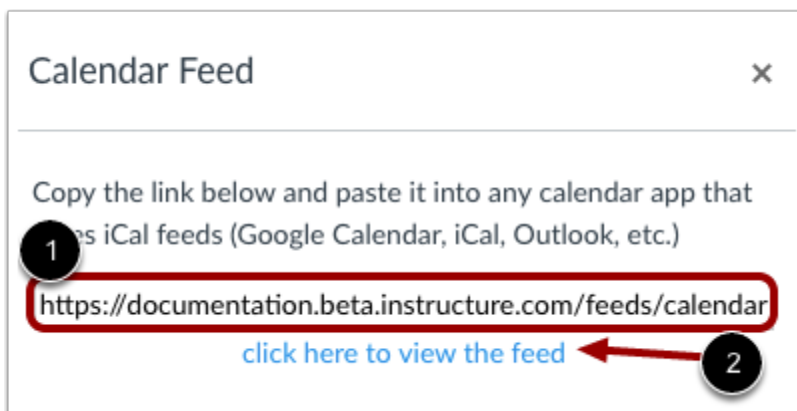
Copy Calendar Feed

To copy the link, copy the link in the text field [1].

To download the feed as an ICS file, click the **click here to view the feed** link [2].

How do I add an event to my calendar as a student?

You can add a personal reminder to your own Calendar for an upcoming event.

Open Calendar

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

Add Event

Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you don't want to manually locate the date, you can click the **Add** icon [3].

Add Event Details

Enter a title for the event [1].

Depending on how you added your event, the date may be populated for you. If not, enter a date in the date field [2].

The calendar times may also be populated for you in the From fields [3]. Edit or enter the start and end time for your event. To create an all-day event, leave the From fields blank so there is no start and end time for your event.

If a location is required, enter a location for the event [4].

Submit Event

To add additional details to your event, click the **More Options** button [1]. You can use the Rich Content Editor to add a description or resource links, add an address location, and [duplicate the event](#).

Otherwise, click the **Submit** button [2].

How do I add a to-do item in the Calendar as a student?

You can add a to-do item to your Calendar.

You can also create to do items from the Dashboard List View.

Notes:

- To Do items are not included in the Calendar iCal feed.
- Your personal calendar must be selected before you can add a to-do item in the Calendar.

Open Calendar

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

Add Event

Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you don't want to manually locate the date, you can click the **Add** icon [3].

Add To Do Details

Click the **To Do** tab [1].

In the **Title** field [2], enter a title for the To Do [2].

The Date field defaults to the current date [3]. To change the date when you want to complete the item, type the new date or select a date by selecting the Calendar icon.

If you want to set a specific time for the item, enter the time in the Time field [4]. If no time is entered, the Time field defaults to 11:59pm.

The To Do will associate with your personal calendar by default if your calendar is selected in the sidebar. You can also associate a To Do with a specific course. To select a course calendar for your To-Do item, click the Calendar drop-down menu [5].

In the Details field [6], any other details about your to-do item.

Submit To Do
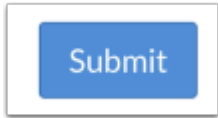
Submit

Click the **Submit** button.

View To Do

View your to-do item in the calendar.

Manage To Do
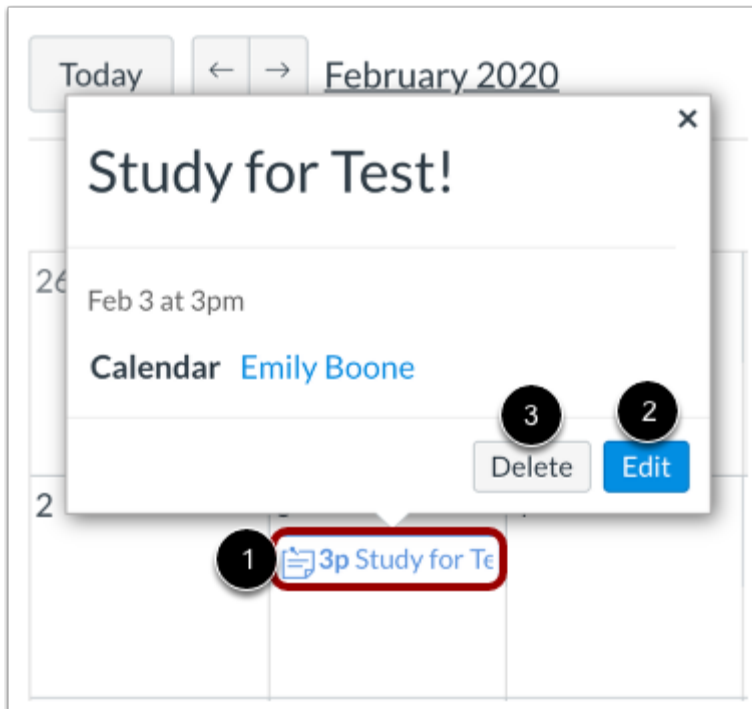
To edit or delete a to-do item, click the name of the item [1] and click the **Edit** button [2] or **Delete** button [3].

How do I add and duplicate an event in the Calendar as a student?

When creating a new event, if you want to create the same event multiple times for yourself or for a group, you can create a duplicate event. Duplicating events creates multiple copies of the event every day, week, or month. For example, you may create a duplicate group event for a weekly study group. This may help keep you organized and prepared for your course.

Once created in a calendar, duplicate events are not linked together and are independent events. Therefore, if you need to modify an event, each event has to be modified individually. Additionally, duplicate events can only be created when creating a new event; editing an existing event does not display the duplicate option.

Tips for duplicate events:

- Weekly events are duplicated on the day of the week of the first event. For instance, if an event is created on a Monday and repeats weekly, the next instance of the event will appear on the following Monday, regardless of the actual date.
- Monthly events are duplicated on the day of the month of the first event. For instance, if an event is created on July 6 and repeats monthly, the next instance of the event will appear on August 6.

Open Calendar

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

Add Event

Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

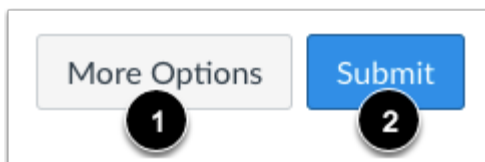If you don't want to manually locate the date, you can click the **Add** icon [3].

View More Options

Enter the details as you would when creating a personal reminder [1]. In the Calendar drop-down menu [2], select your calendar or the group calendar for the event. Click the **More Options** button [3].

Duplicate Event

Click the **Duplicate** checkbox.

Note: If you cannot see the checkbox, you selected the wrong calendar when creating the new event.

Add Duplicate Details

By default, events are set to repeat every week [1].

If you want to change the repeating event to daily or monthly, click the **Week(s)** drop-down menu and select your preferred time range. You may also have to change the number that precedes the time period.

By default, events are set to create one occurrence [2], meaning it will create the initial event plus one additional (two total events). If you want to change the number of additional occurrences, enter the number in the text field. The calendar event supports up to 200 additional occurrences.

If you want to automatically add a number to the end of each event title (such as Event 1, Event 2, etc.), click the **Count** checkbox [3].

Create Event
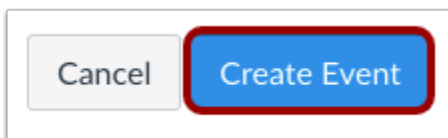
Click the **Create Event** button.

View Events

View the events in your calendar.

Remember, once created, duplicate events are not linked together and are independent events. Therefore, if you need to modify an event, each event has to be edited individually.

How do I view a group calendar?

If you have been added to a group, you can view the group calendar.

Open Groups
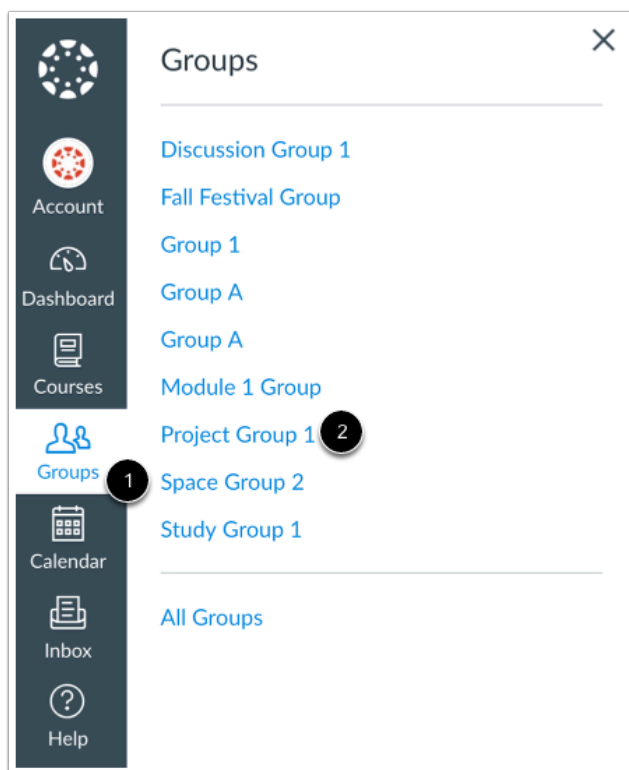
In Global Navigation, click the **Groups** link [1], then click the name of the group [2].

View Calendar

In the Group sidebar, click the **View Calendar** link.

Only your group calendar will be visible in the list of Canvas calendars. Feel free to add any events or reminders to your group calendar.

How do I subscribe to the Calendar feed using Outlook as a student?

You can subscribe to the Calendar Feed using Outlook on your desktop. The calendar feed will contain events and assignments from all of your Canvas calendars. Once you have subscribed to the calendar feed, you can remove the calendar feed at any time in Outlook by opening the Tools menu, clicking Account Settings, and selecting the Internet Calendars tab.

If you are using an earlier version of Outlook, these steps may differ.

You can also subscribe to the Canvas Calendar Feed using Outlook.com.

Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Outlook. The calendar feed includes up to 1,000 items.
- Outlook periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Outlook.
- If your institution/organization uses a Microsoft Exchange Server account, you can also subscribe to the calendar feed using the Outlook Web App in Exchange Server. This allows you to access your Outlook calendar online if you are away from your desktop. Please contact your IT administrator at your organization/institution for more information.
- For scheduler items, appointments must be viewed in the Canvas calendar for full appointment details.
- To Do items are not included in the Calendar iCal feed.

Open Calendar

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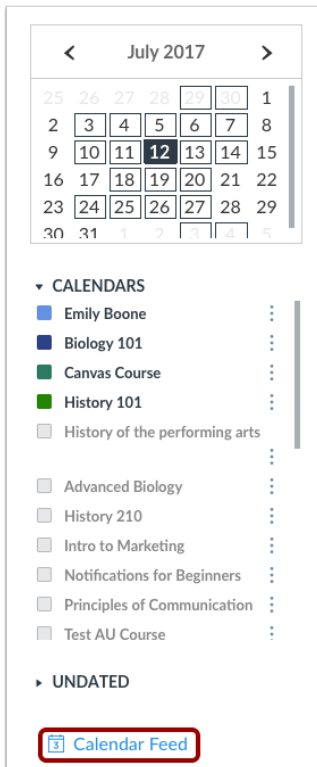
Open Calendar Feed

Click the **Calendar Feed** link.

Copy Calendar Feed

Copy the calendar feed link.

Open Outlook Calendar
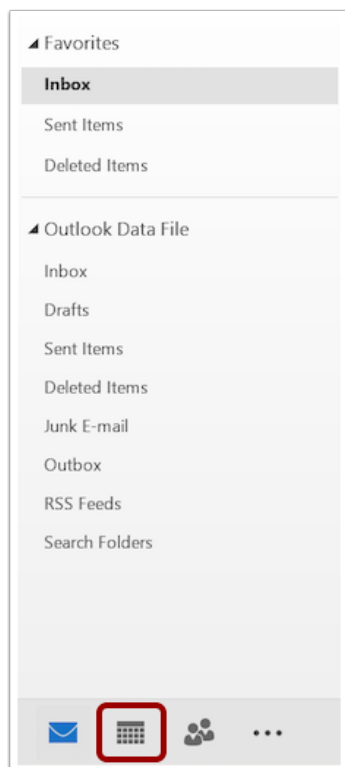
Open Outlook. In the sidebar, click the **Calendar** icon.

Open Other Calendars

Right-click the **Other Calendars** link.

Add Calendar from Internet

Hover your mouse over **Add Calendar** [1] and click **From Internet...** [2].

Paste Calendar Feed Link
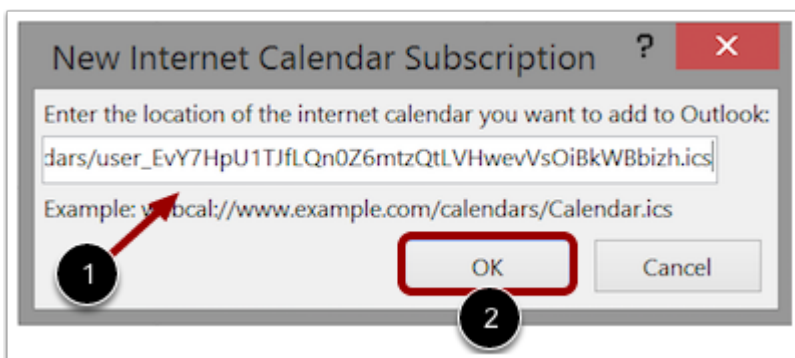
Paste the calendar feed link from Canvas in the calendar subscription field [1] then click the **OK** button [2].

Confirm Calendar Subscription
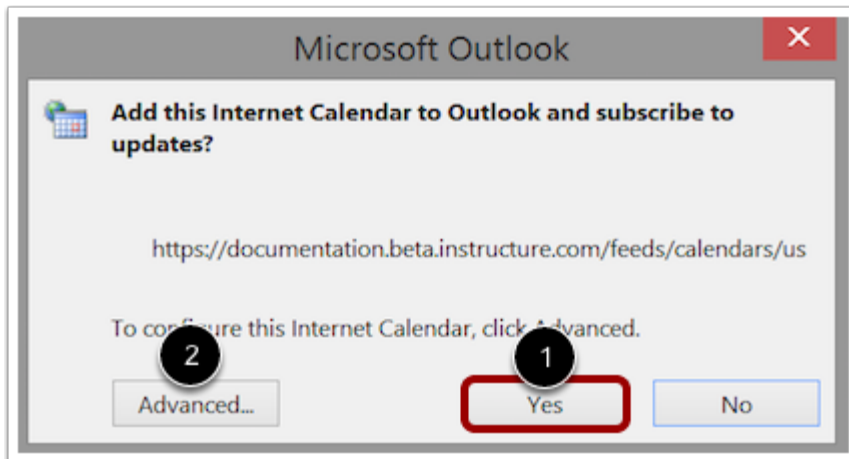
To confirm you want to add the internet calendar to Outlook and subscribe to updates, click the **Yes** button [1]. To configure the calendar options, click the **Advanced** button [2].

How do I subscribe to the Calendar feed using Outlook.com as a student?

You can subscribe to the Calendar Feed using the Outlook.com website. The calendar feed will contain events and assignments from all of your Canvas calendars, including reserved Scheduler appointment slots. Once you have subscribed to the calendar feed, you can remove the calendar feed at any time from Outlook.com by clicking the more options icon and selecting the remove option from the menu.

You can also add your calendar to the Outlook desktop program.

Notes:

- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Outlook.com. The calendar feed includes up to 1,000 items.
- Outlook.com may take up to 24 hours to sync with the Canvas Calendar. Canvas updates may not be immediately visible in the Outlook.com calendar.
- If your institution/organization uses a Microsoft Exchange Server account, you can also subscribe to the calendar feed using the Outlook Web App in Exchange Server. This allows you to access your Outlook calendar online if you are away from your desktop. Please contact your IT administrator at your organization/institution for more information.
- For scheduler items, appointments must be viewed in the Canvas calendar for full appointment details.
- To Do items are not included in the Calendar iCal feed.
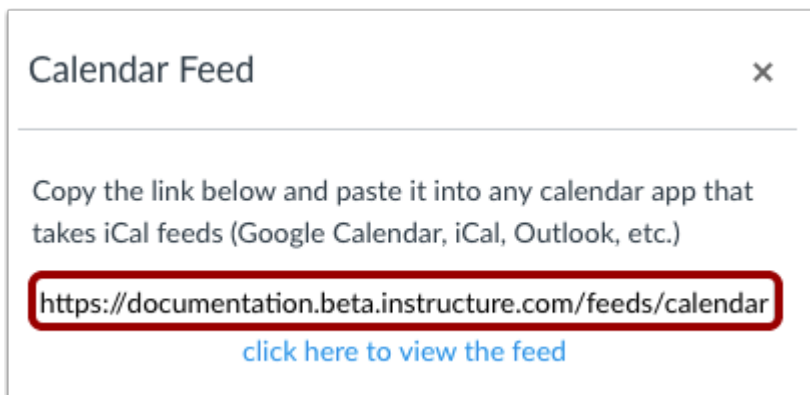
Open Calendar

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

Open Calendar Feed
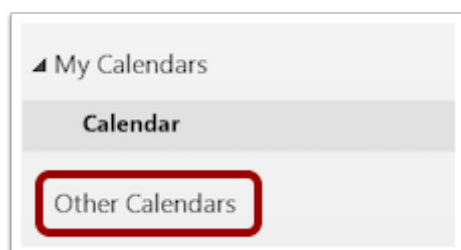

Click the **Calendar Feed** link.

Copy Calendar Feed
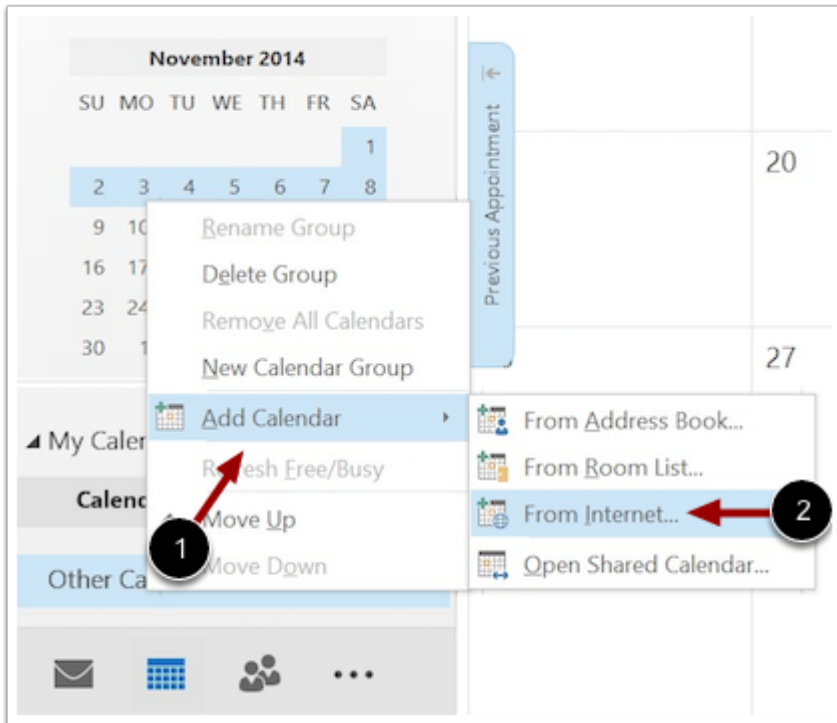

Copy the calendar feed link.

Open Outlook.com Calendar

Open Outlook.com. In the sidebar, click the **Calendar** icon.

Add Calendar
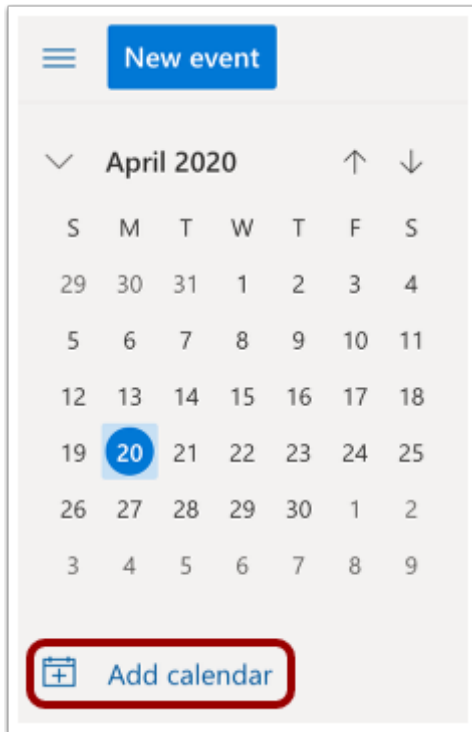
In the sidebar, click the **Add calendar** link.

Subscribe to Calendar from Web
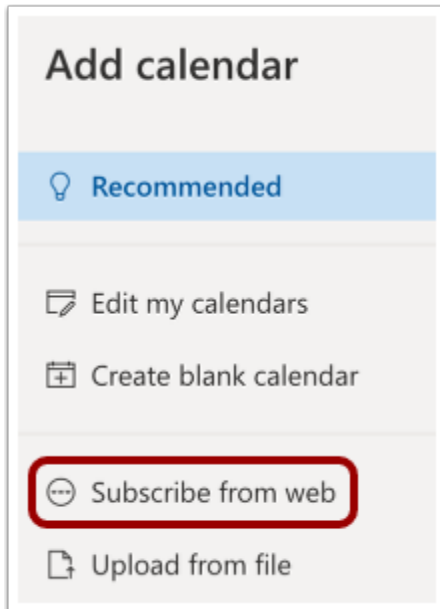
To subscribe to a calendar from the web, click the **Subscribe from web** link.

Paste Calendar Feed Link
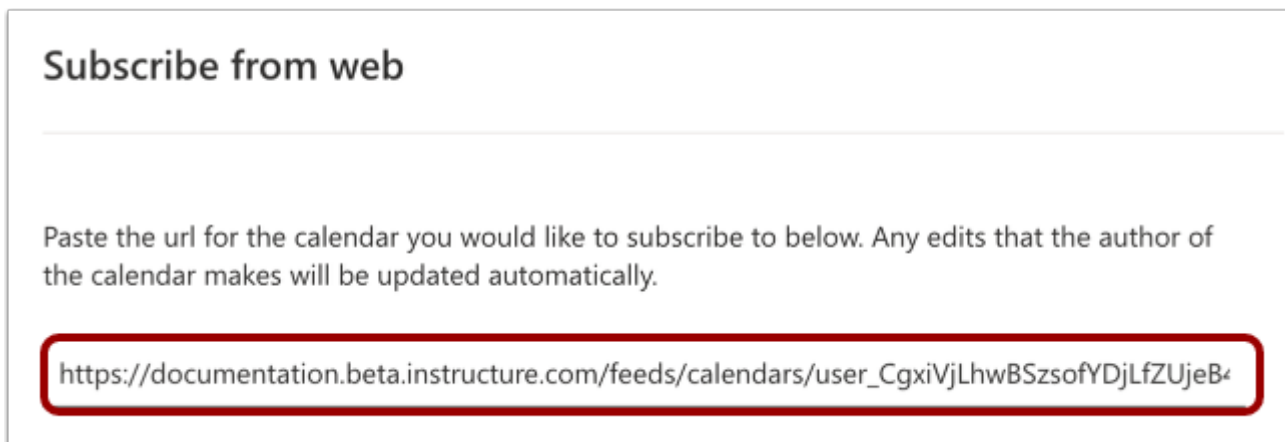
Paste the calendar feed link from Canvas in the **calendar url** field.

Import Calendar
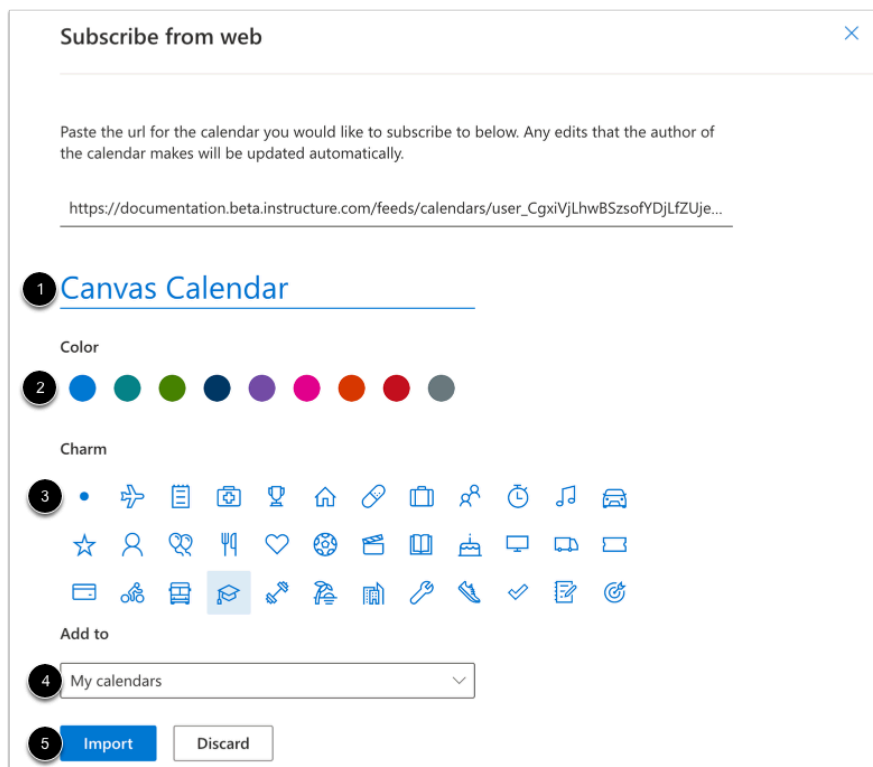
Customize your calendar subscription with a calendar name [1], calendar color [2], and calendar charm (icon) [3]. Select an option from the **Add to** drop-down menu [4].

To import the calendar, click the **Import** button [5].

How do I subscribe to the Calendar feed using Google Calendar as a student?

You can import your Canvas calendar to Google Calendar. The calendar feed will contain events and assignments from all of your Canvas calendars.

The steps in this lesson are also relevant for those using Gmail via Google Apps for Education. Google Apps for Education provides an Institution Email Account to those institutions participating in the program. To learn more, visit the **Google Edu website**.

Once you have subscribed to the calendar feed, you can **remove or unsubscribe from the calendar feed** at any time.

Notes:
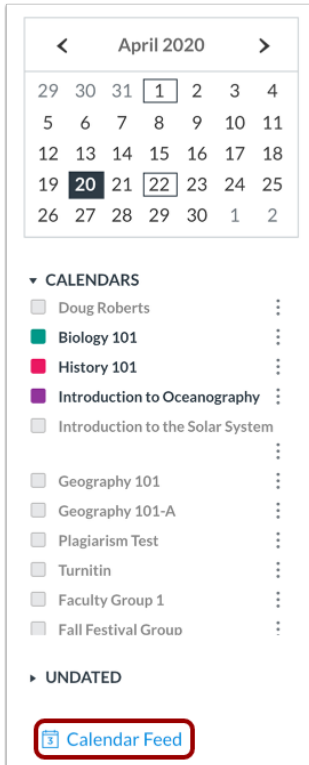
- Future events up to 366 days in the future, and past events within 30 days, are included when exporting a Canvas calendar to Google Calendar. The calendar feed includes up to 1,000 items.
- Google Calendar periodically updates but may take up to 24 hours to sync with the Canvas Calendar. Canvas update may not be immediately visible in Google Calendar.
- To Do items are not included in the Calendar iCal feed.

Open Calendar

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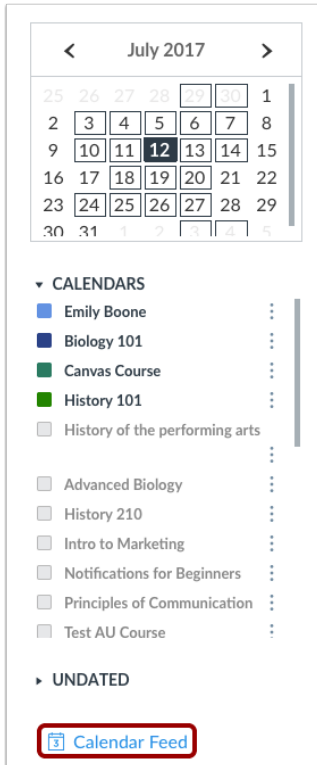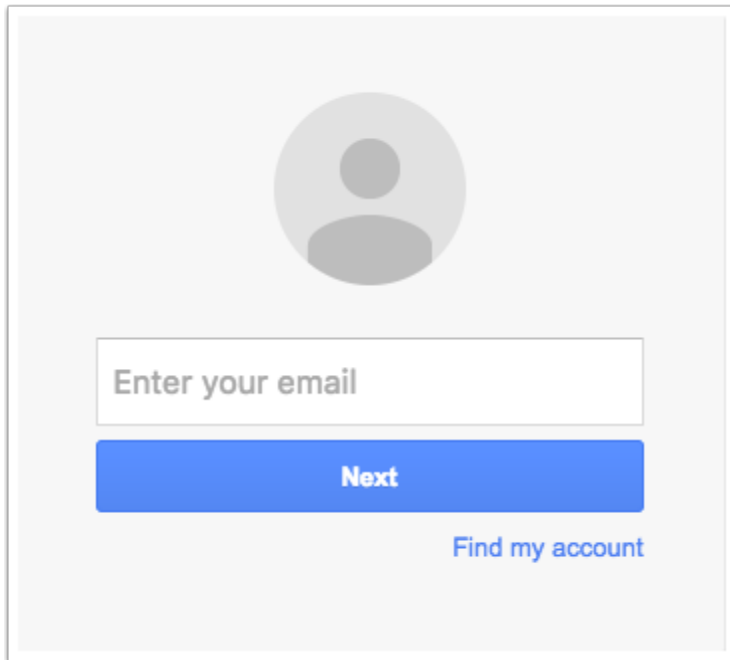
Open Calendar Feed

Click the **Calendar Feed** link.
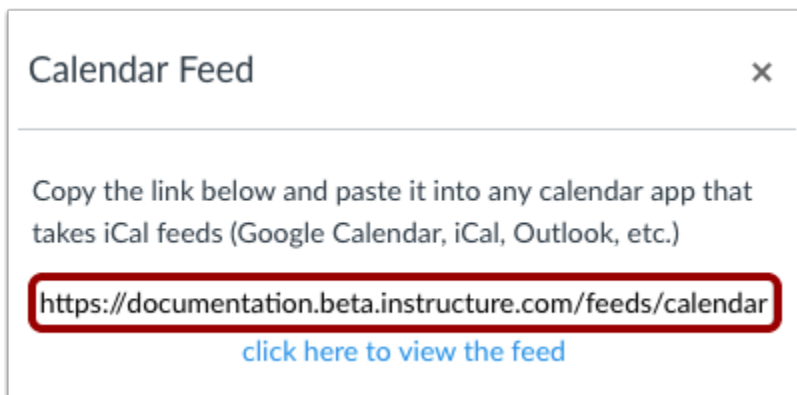
Copy Calendar Feed

Copy the calendar feed link.

Log in to Google Account

In a new browser, log in to your Google Account.

Note: If you are participating in Google Apps for Education, log in to your Institution Email Account to subscribe to the Calendar Feed.

Locate Calendar
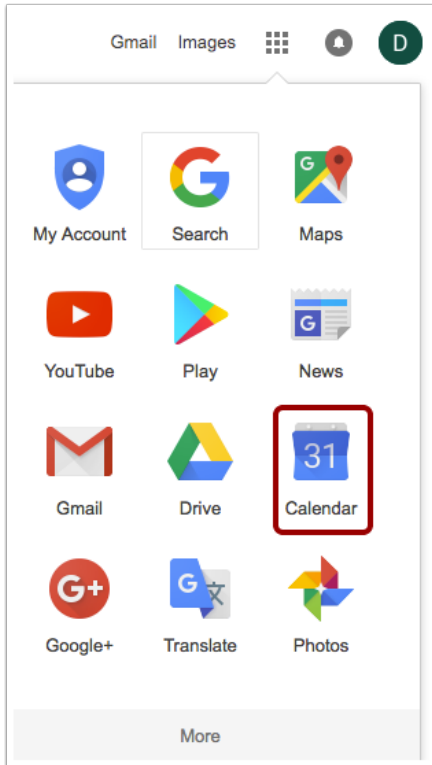
Click the Calendar link.
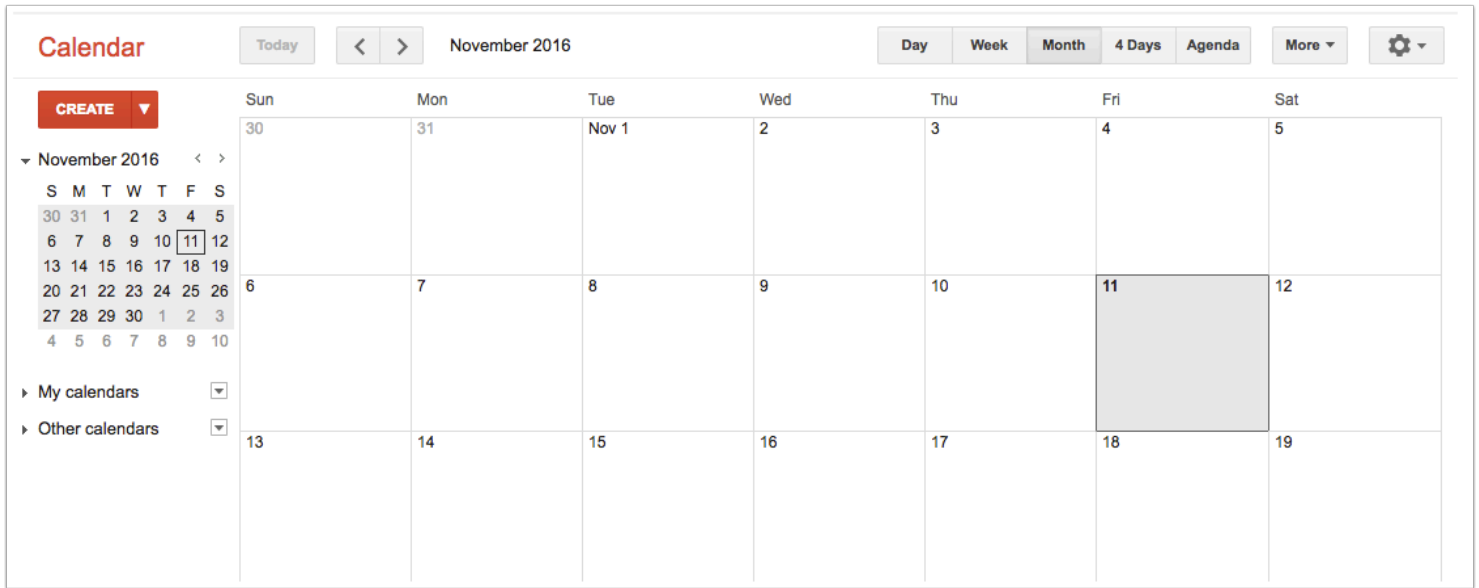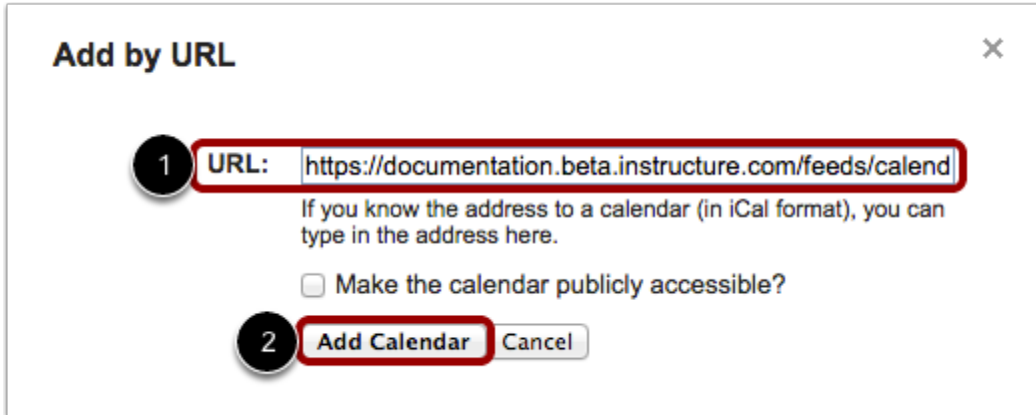
View Calendar

Once you click the Calendar link, you will view your Calendar.

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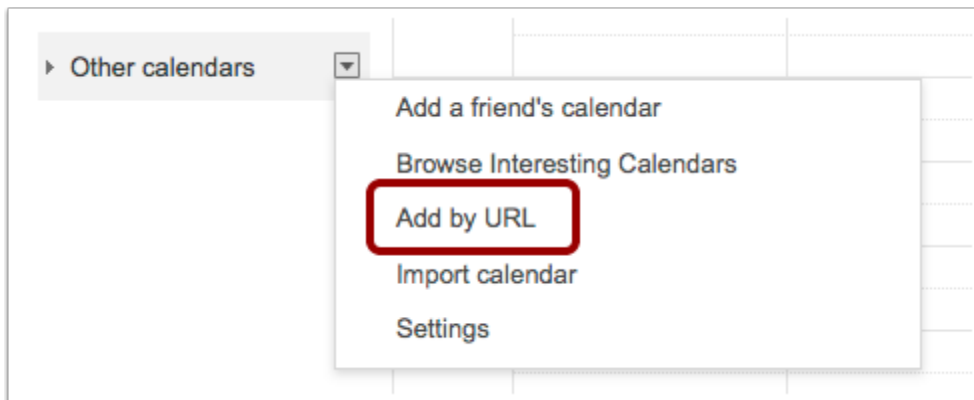
Locate the **Other Calendars** drop-down menu to find the **Add by URL** option.

Add Calendar by URL

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

How do I sign up for a Scheduler appointment in the Calendar?

If your institution has enabled the Scheduler tool, you can sign up for any appointments that are created for your course using the Calendar sidebar. Appointments can include office hours, group presentation time slots, and lunch with an alumnus.

Scheduler is an optional feature that may not be available to you in the Calendar.

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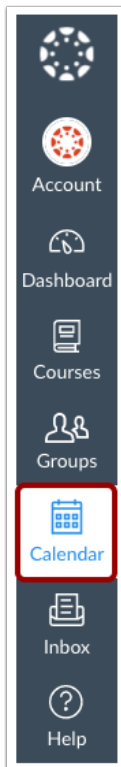
In Global Navigation, click the **Calendar** link.

Find Appointment
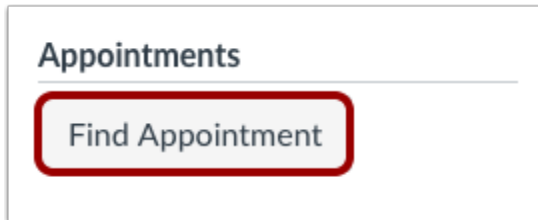
In the Calendar sidebar, click the **Find Appointment** button.

Select Course
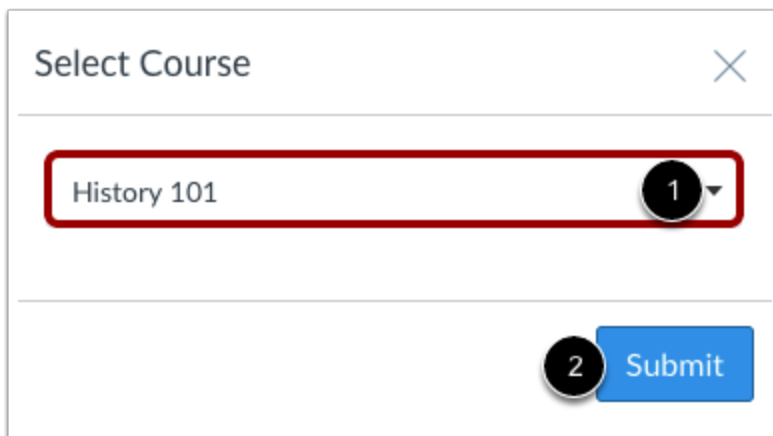
If a course includes an appointment, the name of the course displays in the Course drop-down menu. Select the course where you want to look for an appointment [1], then click the **Submit** button [2].

View Appointments
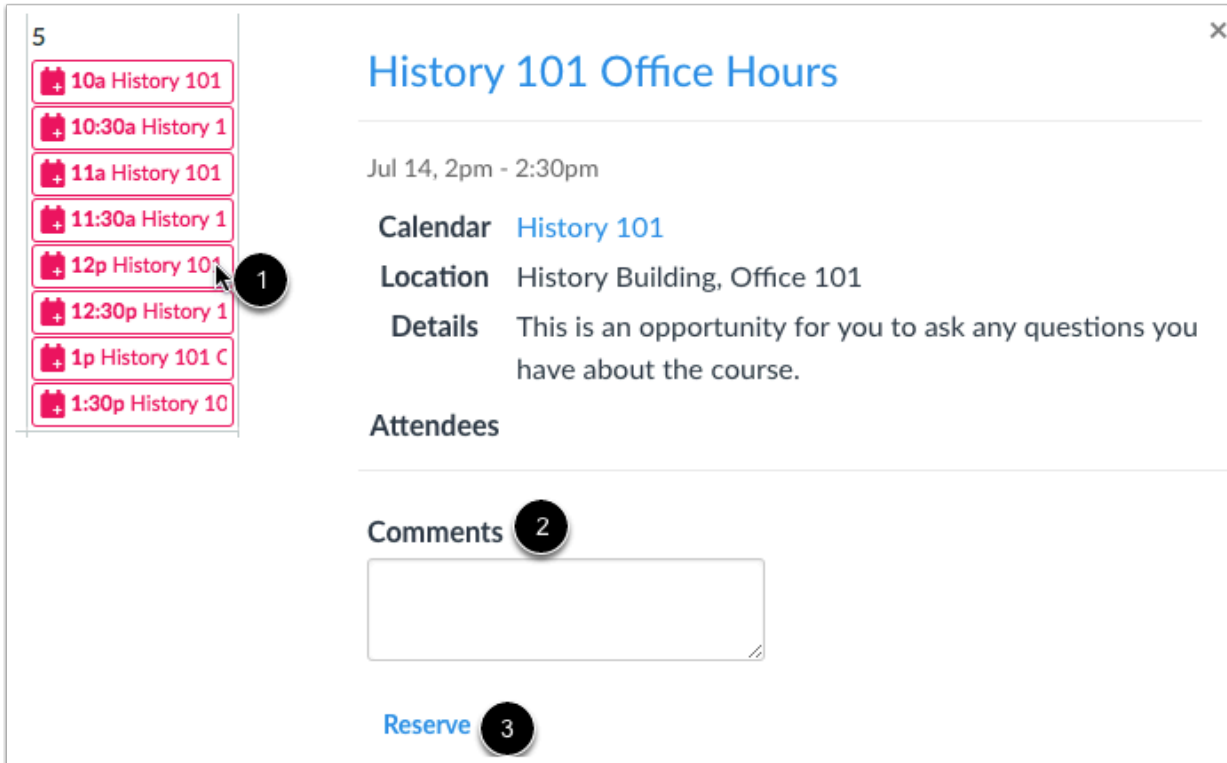
View the appointments available for the course. Faded time slots indicate the time slot has been reserved.

View Next Available Appointment

If your calendar is set to either the Week or Month view, and there are no available appointments in the visible date range, the Calendar will let you know the date of the next available appointment. You can click the date in the window to view available appointments.

Reserve Appointment

In the calendar, click the time slot you want to reserve [1]. In the appointment window, you can view the appointment time, calendar, and details. If you want to leave any comments for your instructor, you can type them in the **Comments** field [2].

To sign up for the time slot, click the **Reserve** link [3].

View Updated Appointments

Once you have reserved a time slot, the time slot fades in the calendar.

If you want to choose another time slot instead, click the new time slot and repeat the reservation process.

Confirm New Appointment
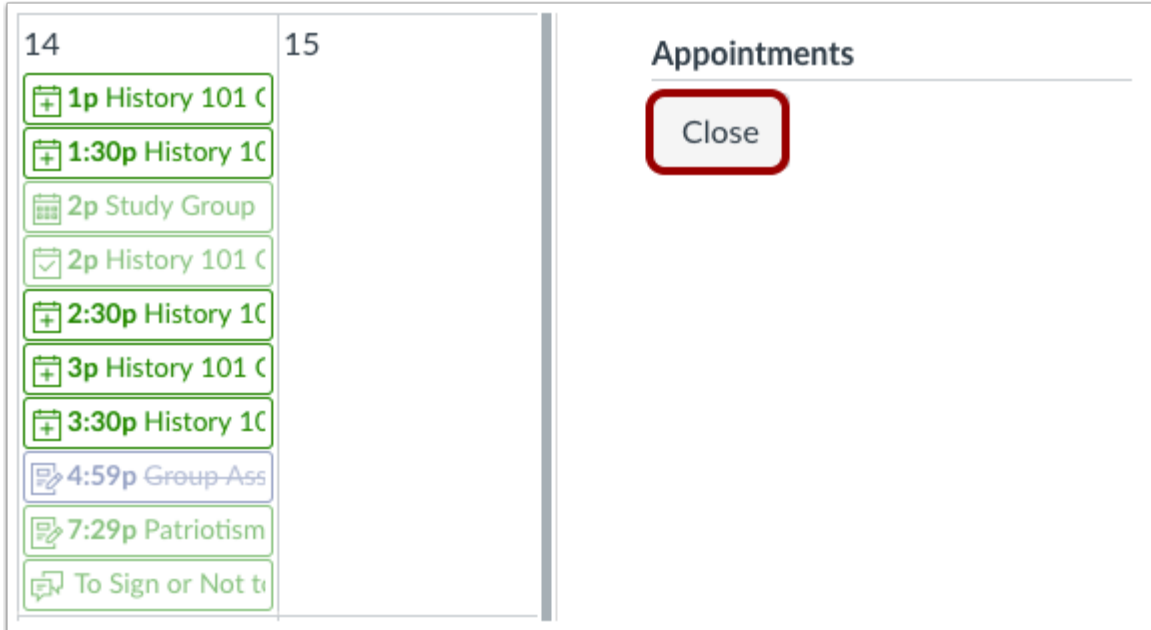
If you choose another time slot, the Calendar will confirm you already have a reserved appointment. If you want to reschedule with the new appointment time, click the **Reschedule** button [1]. However, if you want to keep your original appointment, click the **Do Nothing** button [2].

Close Appointments

When you are finished with course reservations, click the **Close** button.

View Calendar
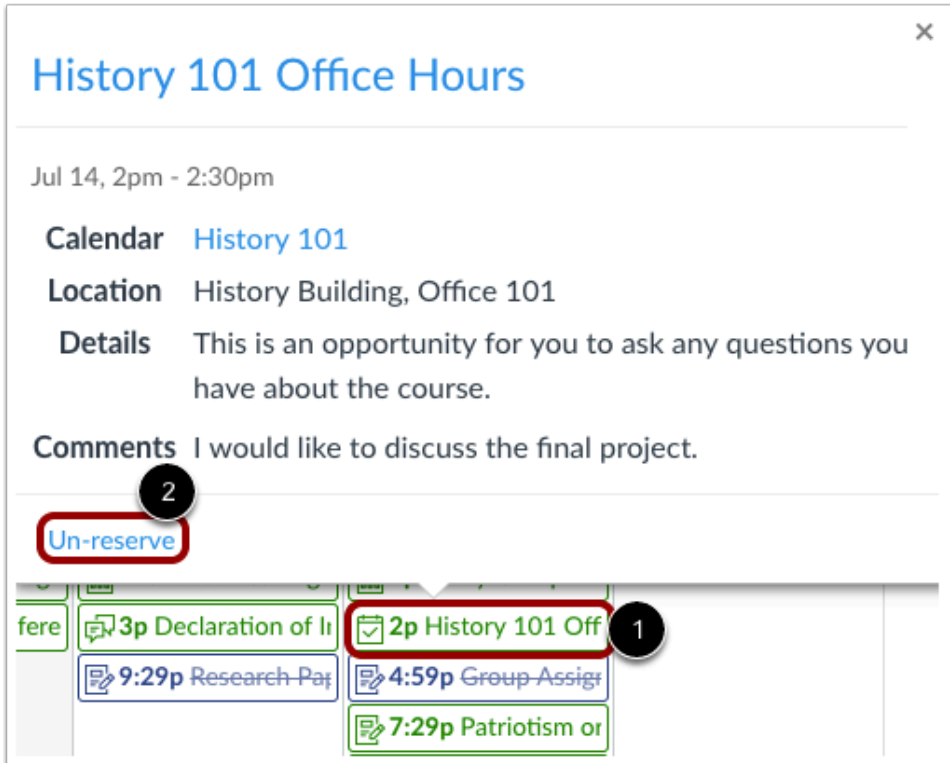
View the appointment added to your course calendar.

Change Appointment

View the appointment added to your course calendar.

Unreserve Appointment

To completely cancel your appointment, click the appointment time [1] and click the **Un-reserve** link [2].

Delete Reservation

In the comment field [1], let your instructor know why you need to delete your reservation. Click the **Delete** button [2].

Chat

How do I use Chat as a student?

The Chat tool can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation. All content in a course chat can be viewed by anyone in the course. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

A user must be actively viewing the chat tool to appear in the chat list. You can open Chat in a new browser window while viewing other areas in Canvas.

Note:
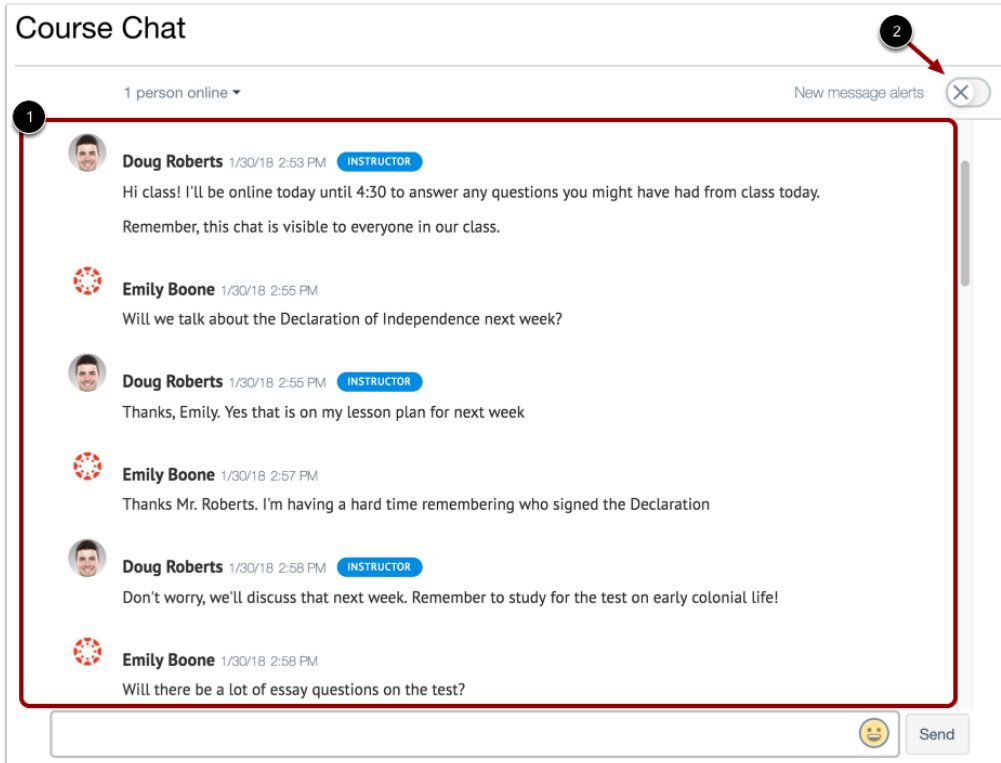
- If you cannot view the Chat tool, Chat has not been enabled for your institution.
- You cannot delete chat messages.
- Safari 13.1 contains an update that may cause issues with chat alerts. You can avoid errors with files and images by disabling cross-site tracking prevention in Safari when using Canvas.

Open Chat
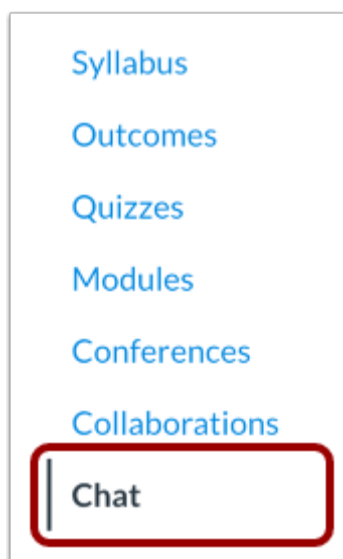
In Course Navigation, click the **Chat** link.

View Chat

When you open the Chat page, you immediately join the chat. Chat discussion appears in the content window [1].

To receive alerts for new chat messages, click the **New message alerts** button [2]. If this option is turned on, you will receive alerts if Chat is open in Canvas but your browser window is minimized or you are viewing another browser tab. Alerts will not send if you leave Chat to view another area in Canvas.

Message history each course is included in the chat. Chat history can be accessed indefinitely by loading more results and scrolling through previous course chats.

View Online Users
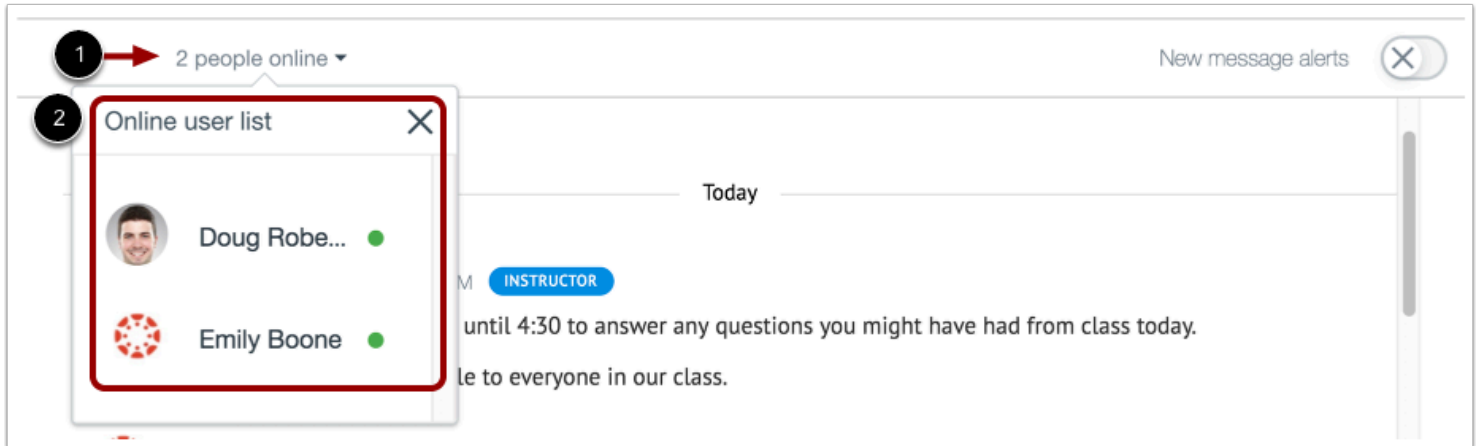
Chat displays the number of users who are in the chat [1]. To view a list of these users [2], hover your cursor over the number.

View Time Stamp
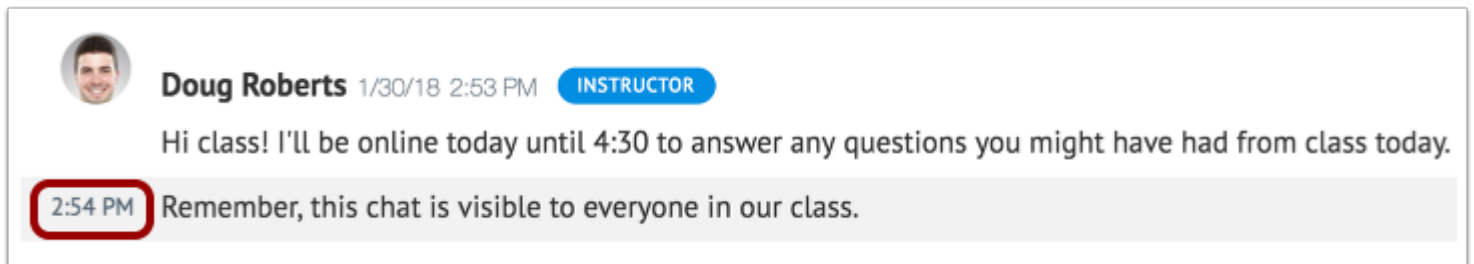
When a user sends multiple chat messages without another user sending a message, all messages will appear under the first message's time stamp. To view additional time stamps, hover your cursor over the message.

Send Message

To send a chat message, enter your message in the chat window [1]. To add an emoji to your message, click the **Emoji** icon [2]. Then click the **Send** button [3].

How do I use inline chat as a student?

If configured for your institution, inline chat allows you to communicate with other users in a course from areas other than the Chat page.

When inline chat is enabled, any user viewing the course will appear as online on the Chat page. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

You can also chat with course users from the Chat page.

Notes:

- If you cannot view inline chat, it has not been enabled for your institution.
- Chat alerts are not available for inline chat.

Open Course
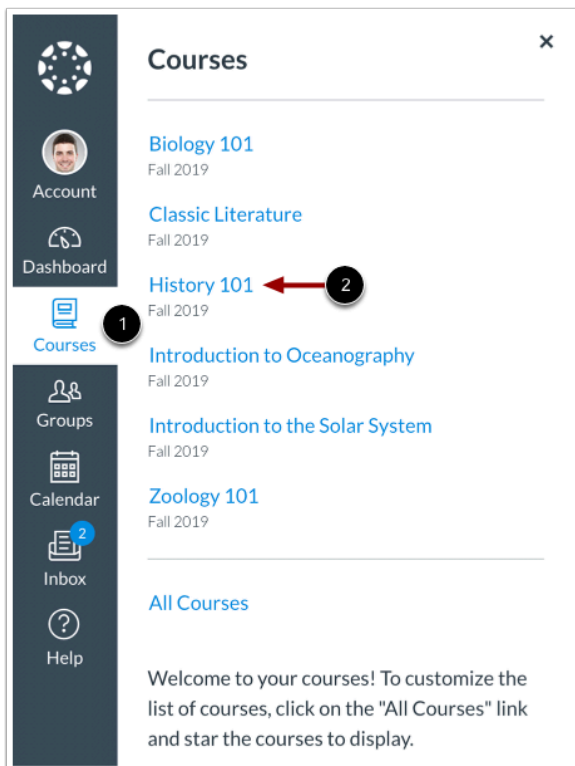
In Global Navigation, click the **Courses** link [1] and click the name of your course [2].

Open Chat

View inline chat in your course [1]. To open your chat, click the **Expand** icon [2]. Chat must be reopened whenever you navigate to a new page within your course.

View Chat
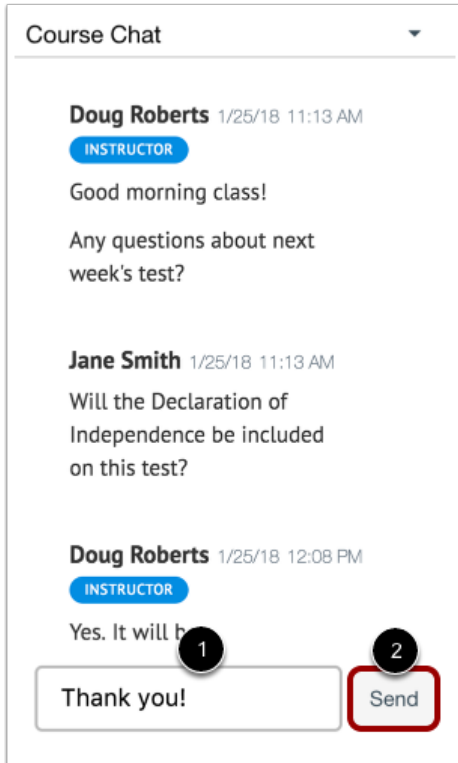
Chat messages appear in the content window.

Send Message

To send a chat message, enter your message in the chat window [1]. Then click the **Send** button [2].

Hide Chat

To hide the chat window, click the **Collapse** icon.

Collaborations

How do I view Collaborations as a student?

If you've been invited to join a collaboration, you can access the collaboration from Canvas. Collaboration files can also be viewed your online account for the collaboration type (OneDrive or Google Drive, respectively).

If your institution grants permission, you can create collaborations in the course. Your instructor can always view any collaboration you create, though other students can only view collaborations that have been shared with them. If your instructor has added you to a course group, you can always create collaborations within a group.

You can choose to receive notifications about collaborations in your Canvas notification preferences.

Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations
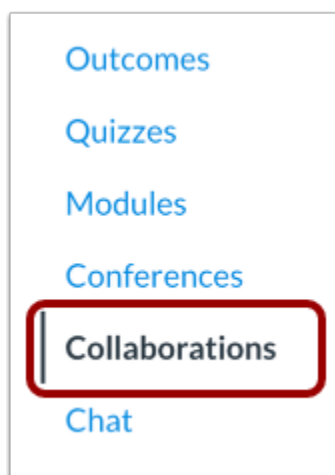
In Course Navigation, click the **Collaborations** link.

View Collaborations

The Collaborations page displays all collaborations where you have been invited to participate. For each collaboration, you can view the name of the collaboration [1], the description [2], the person who created the collaboration [3], and the date and time the collaboration was created [4].

Add Collaboration
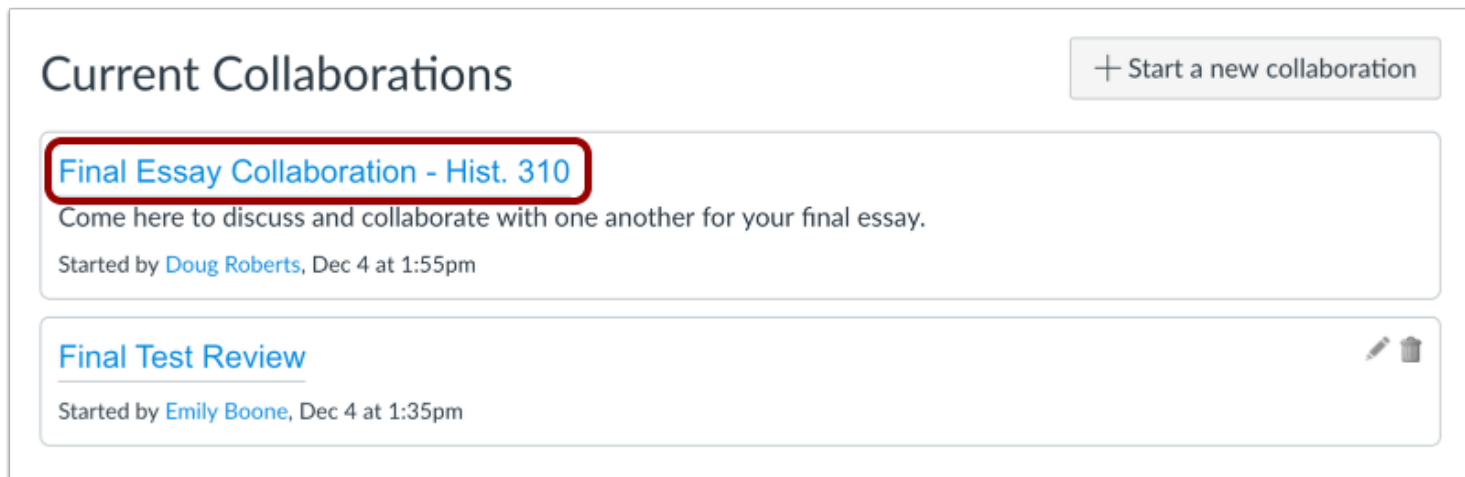
If you have permission, your institution may allow you to create collaborations in your course.

To create a new collaboration, click the **Start a new collaboration** button.

Depending on your institution's preference, you may be able to [create a Google Drive collaboration](#) or [create a Microsoft Office 365 collaboration](#).

If your collaborations page does not match the image shown in this lesson, you can still [create a Google Docs collaboration](#).

Open Collaboration
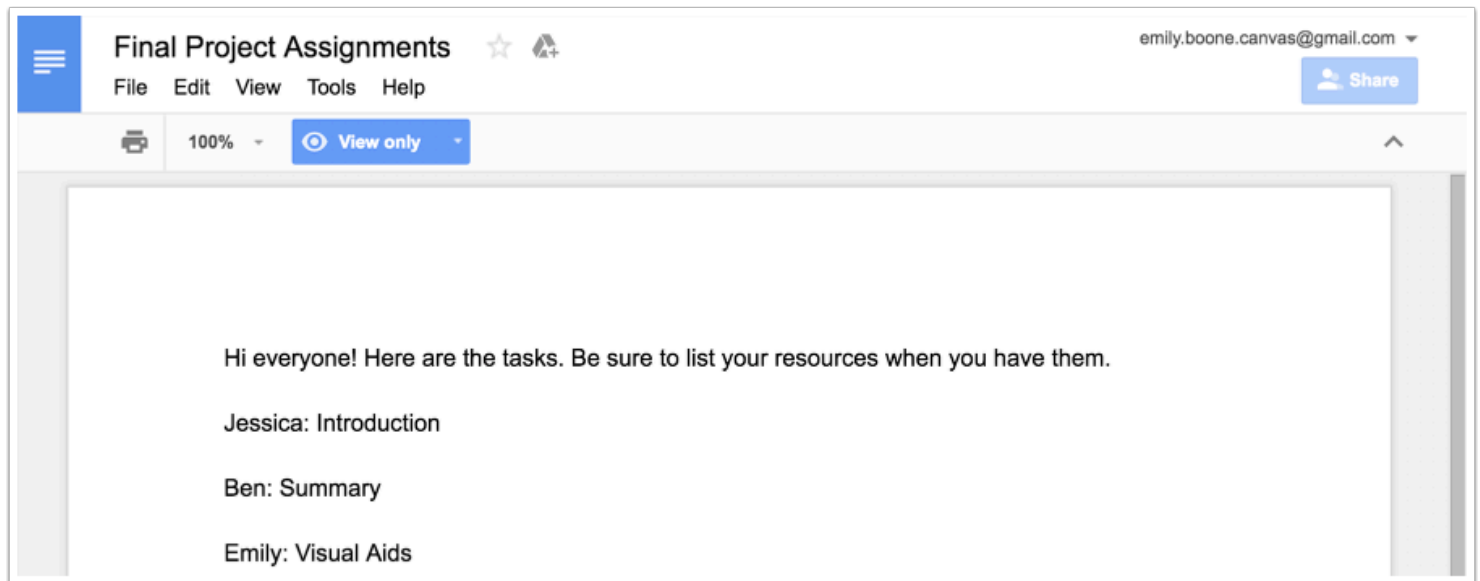
To open a collaboration, click the name of the collaboration.

Note: The collaboration will open in a new tab. You may be asked to sign in to view the file.

View File

View the file in Google Drive or OneDrive, respectively.

How do I create a Google Docs collaboration as a student?

You can start a new collaboration using Google Docs in Canvas. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Google Docs collaborations are separate from Google Drive collaborations. If your collaboration options include Google Spreadsheets and Presentations in addition to Documents, your course has enabled **Google Drive collaborations**.

Notes:

- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- When creating a collaboration you cannot link to a previously created collaboration.
- Each collaborator will need a Google account and will need to **connect Google Drive as a registered service in Canvas**.
- Google Apps for Education (integration with your school) works with Google Docs in Canvas. Please note, if your school email does not allow access to Google Docs, you will need to use a regular Google account (i.e. example@gmail.com).
- Email notifications for collaborations relate directly to the account used to connect to Google Drive.

Open Collaborations
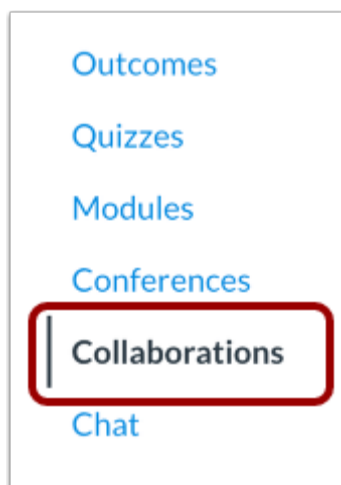
In Course Navigation, click the **Collaborations** link.

Start a New Collaboration

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

Authorize Google

If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the **Authorize Google Drive Access** button to log in to Google.

Collaborate Using Google Docs

Click the **Collaborate using** drop-down menu and select Google Docs.

Create Collaboration Document
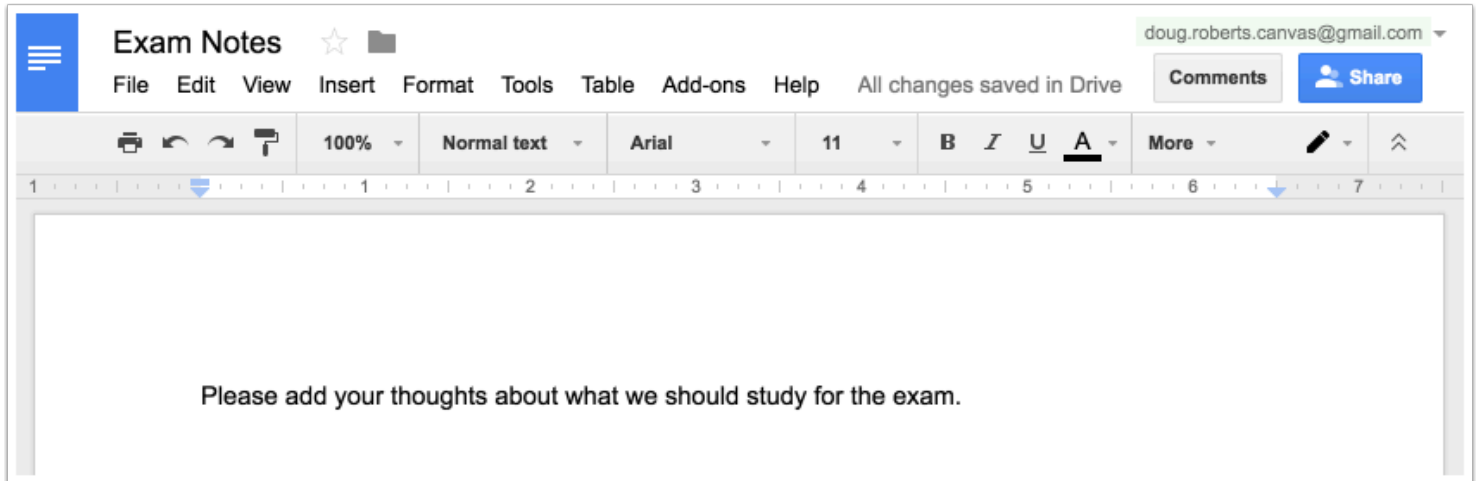
To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select collaborators [3]. By default, you can view the list of people in the course and can collaborate with individual or multiple users in the course. You can also click the Groups tab and collaborate with a group.

Click the **Start Collaborating** button [4].

Notes:

- Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration from groups.

Edit Document

View the newly created document in a new browser window.

Note: By default, any collaborator can share the document. The document owner can manage the document's share settings from within the Google Doc.

How do I create a Google Drive collaboration as a student?

You can use Google Drive to create a collaboration with a Google Document, Spreadsheet, or Presentation. You can select individual users, groups, or both as part of a collaboration.

Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.
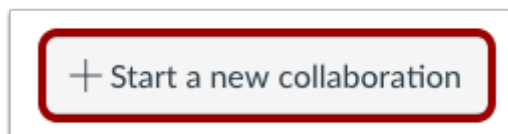
Notes:

- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- When creating a collaboration you cannot link to a previously created collaboration.
- Google Drive collaborations are separate from **Google Docs collaborations**.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Google Drive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- Once a you have created a Google Drive collaboration, only users invited to participate in the collaboration may access and edit the document. The document's share settings cannot be modified from within the Drive document. The only way to add a collaborator is by adding them to the collaboration in Canvas.

Open Collaborations
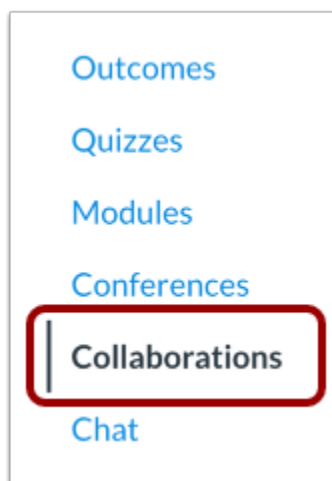
In Course Navigation, click the **Collaborations** link.

Start a New Collaboration
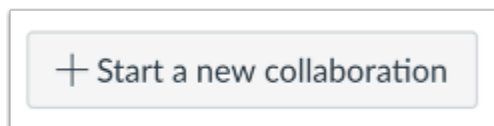
Click the **Start a new collaboration** button.
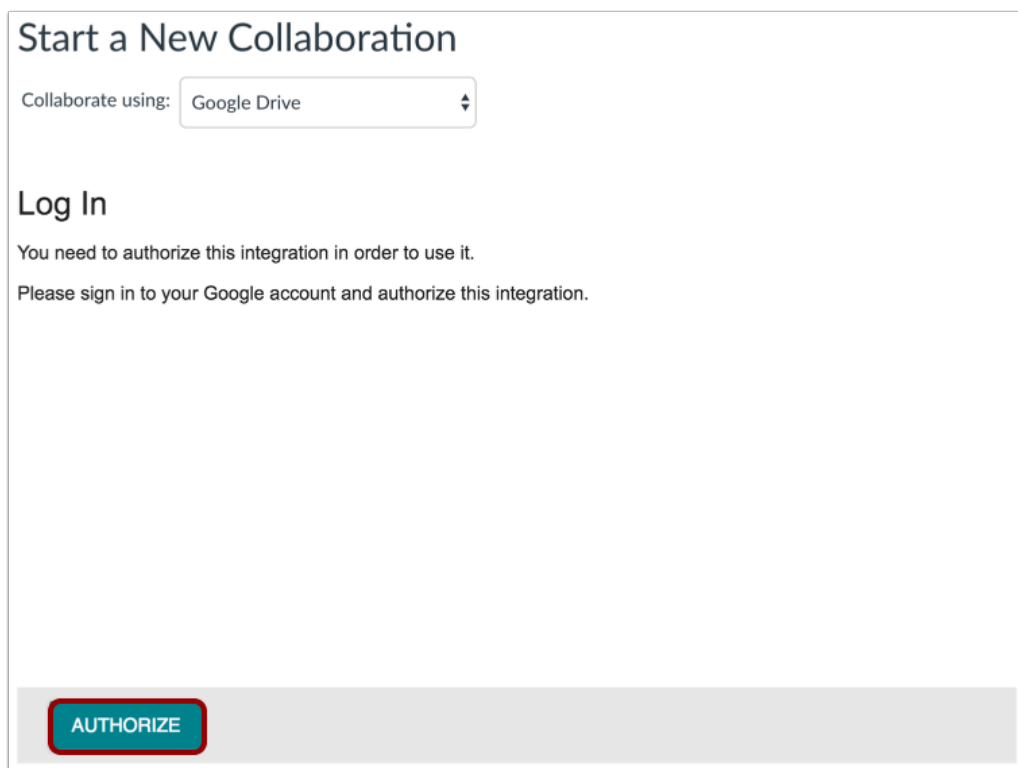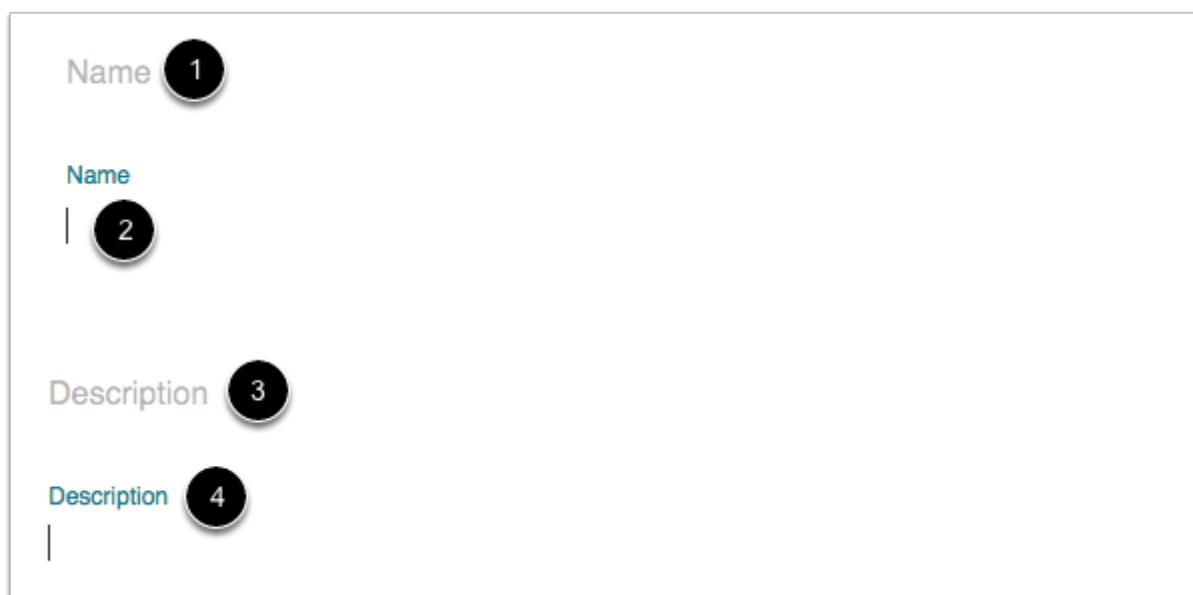
Authorize Google

If you have not previously authorized Google Drive access in Canvas, you may be prompted to authorize access. Click the **Authorize** button.

Select Type

In the Kind drop-down menu, select the type of collaboration you want to create. You can create a Document, Spreadsheet, or Presentation.
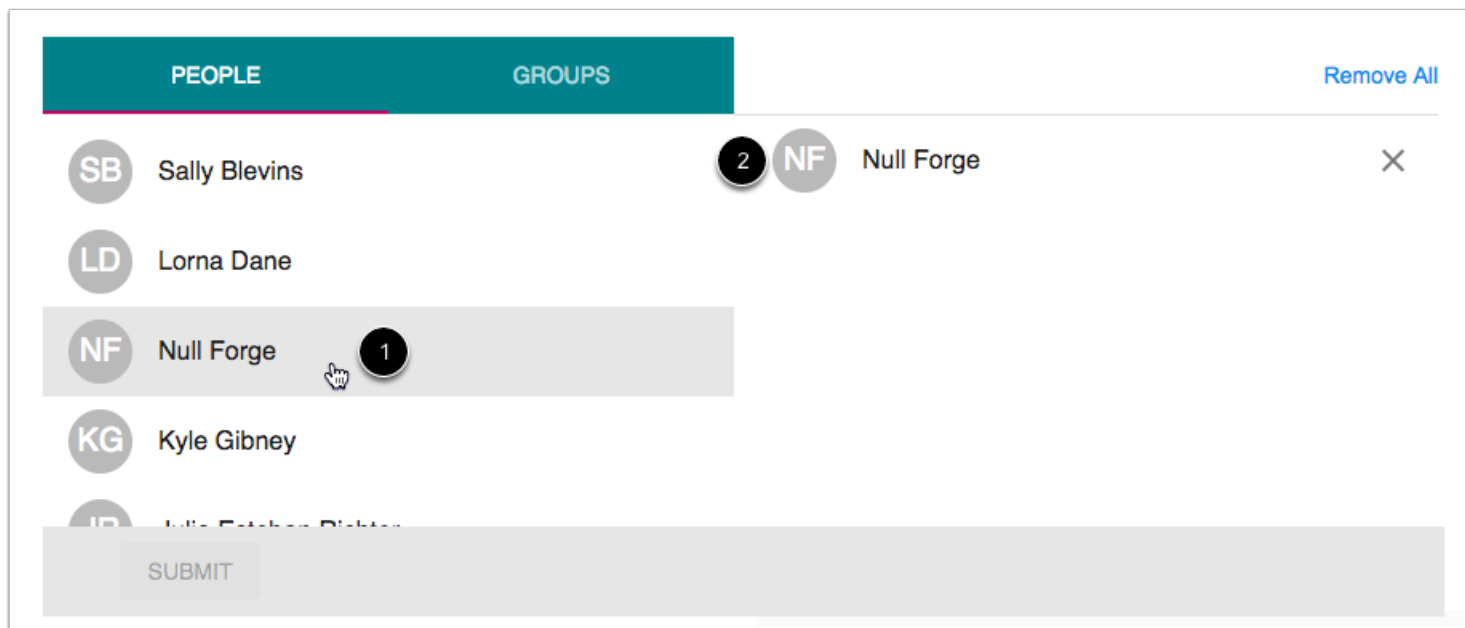
Add Details

To create a name for the collaboration, click the **Name** header [1]. The page will create a text field for you to enter the name [2].

To create a description for the collaboration, click the **Description** header [3]. The page will create a text field for you to enter the description [4].

Add People

The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

Notes:

- Your instructor can view and access all collaborations added in the course, even if you do not add your instructor to the collaboration directly.
- Collaborators must have a Google account and will need to authorize Canvas before they can view the collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration from groups.

Remove Collaborators
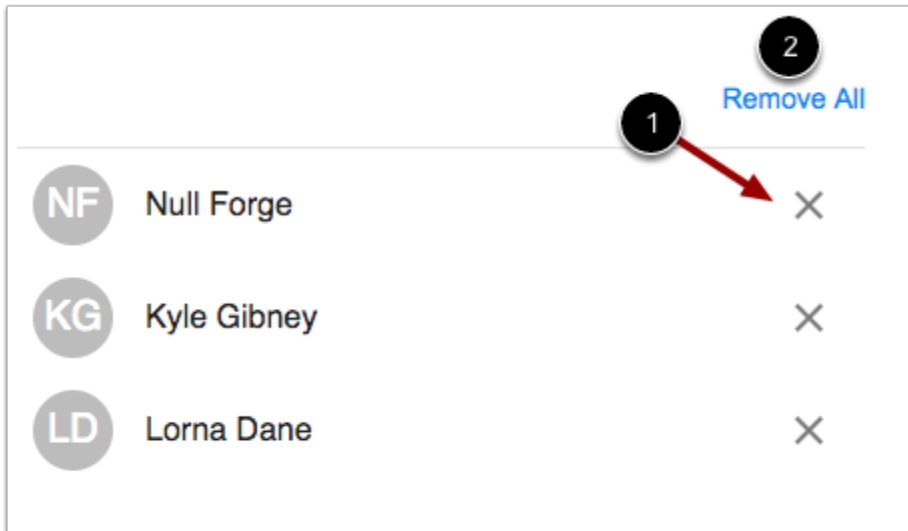
To remove a collaborator, click the **Remove** icon [1]. To remove all users, click the **Remove All** link [2].

Add Groups
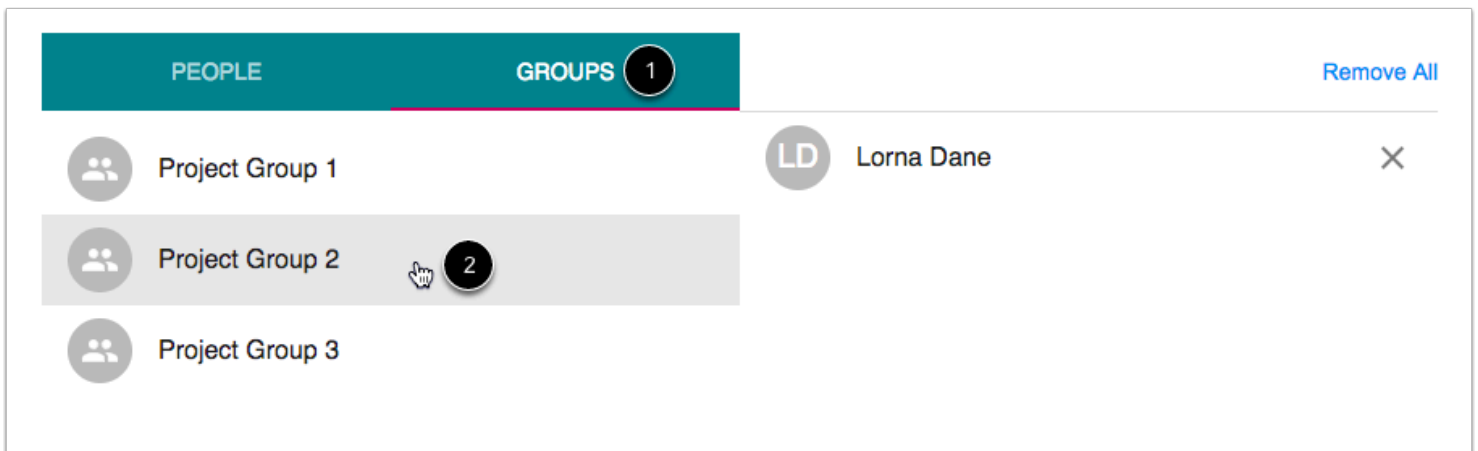
You can also create collaborations with groups. To select an entire group, click the **Groups** tab [1]. Select the group(s) you want to add to the collaboration [2].

Notes:

- You can select individual users as well as a group in a collaboration.

- Collaborators must have Google account and will need to authorize Canvas before they can view the collaboration.

Submit Collaboration
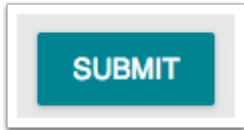
Click the **Submit** button.

View Collaboration

View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

How do I create a Microsoft Office 365 collaboration as a student?

You can use Microsoft Office 365 to create a collaboration with a Microsoft Word, Excel, or PowerPoint file. You can select individual users, groups, or both as part of a collaboration.

Notes:

- This lesson is for creating a collaboration in a course; when collaborations are created in a group, only group members and users with instructor-based roles (including TAs) can be selected as collaborators. However, your instructor can always view your collaboration.
- Creating a collaboration is a course permission. If you cannot create a collaboration in a course, your institution has restricted this feature.
- Once you invite a user to a collaboration, the collaboration is available to the user in the user's Microsoft OneDrive. Uninviting the user or deleting the collaboration does not remove access to the collaboration once a user has been added.
- When creating a collaboration you cannot link to a previously created collaboration.

Open Collaborations
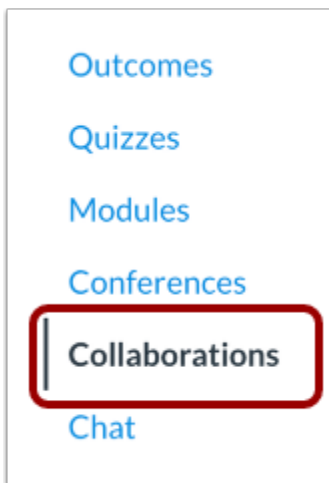
In Course Navigation, click the **Collaborations** link.

Add Collaboration
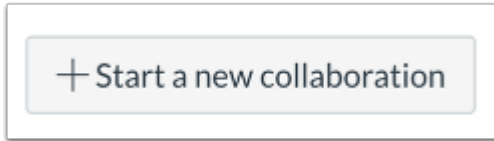
To add a collaboration, click the **Start a new collaboration** button.

Note: If you do not have any existing collaborations, this button will not display in the Collaborations page.

Select Office 365
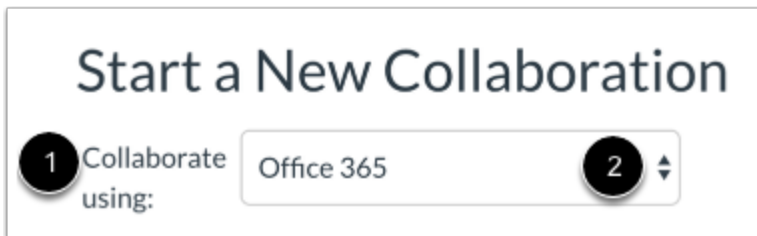
In the **Collaborate using** drop-down menu [1], select the **Office 365** option [2].

Log in to Office 365
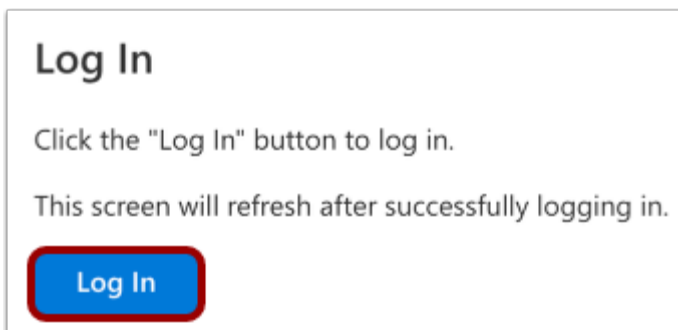
You may be asked to authenticate your account. Click the **Log In** button.

In an external window, enter your Office 365 email (or phone number) and password.

Select Type
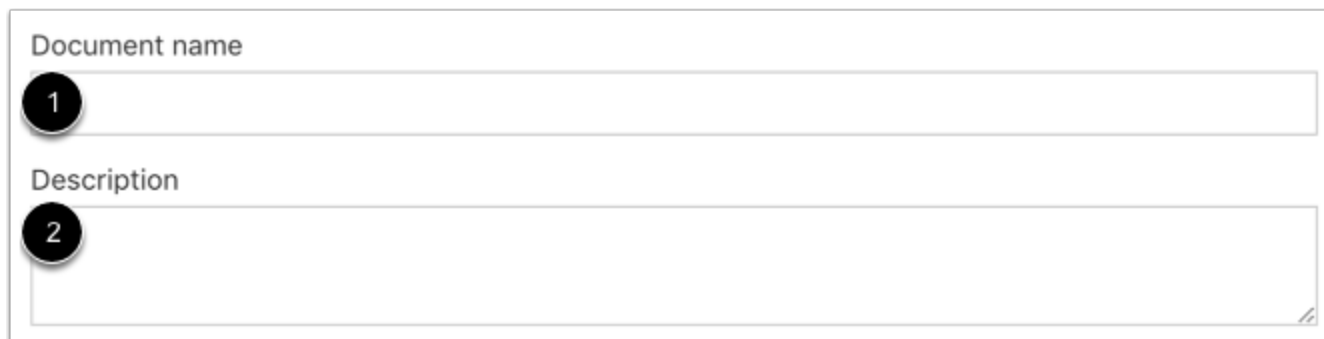
In the **Type** drop-down menu, select the type of collaboration you want to create. You can select Word, Excel, or PowerPoint.

Add Details

In the **Document Name** field [1], enter the name of your document.

In the **Description** field [2], enter a description for the collaboration.

Add People
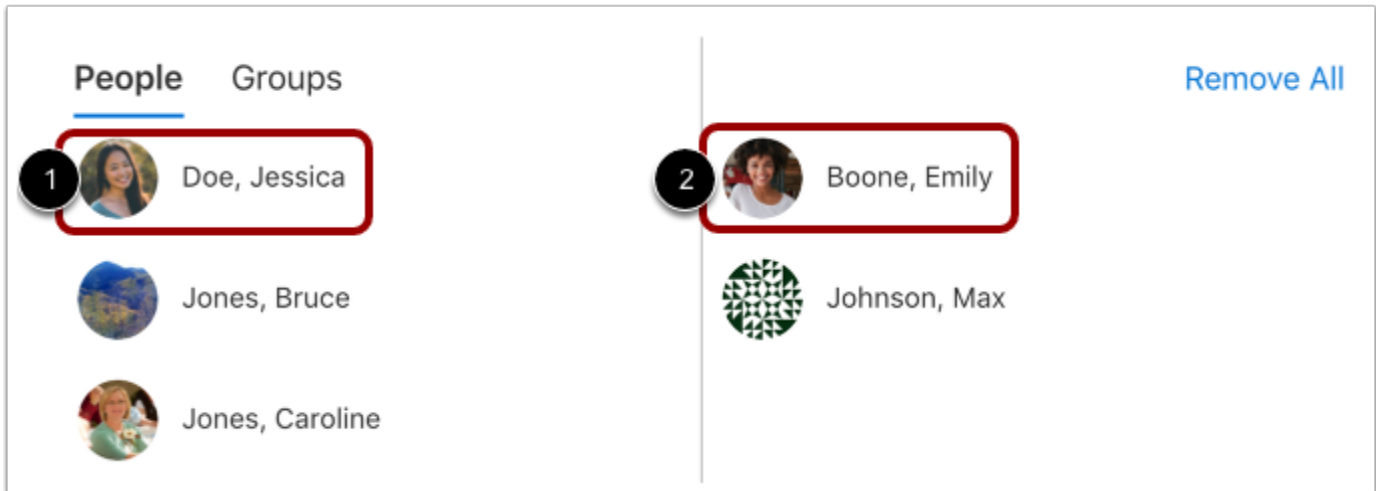
The collaboration defaults to the People tab. If you want to collaborate with individual people in your course, click the name of a user you want to add to the collaboration [1]. The user's name will move to the right side of the window [2].

Add as many users as necessary.

Note: Your instructor can view and access all collaborations added in the course, even if you do not add your instructor to the collaboration directly.

Remove Collaborators
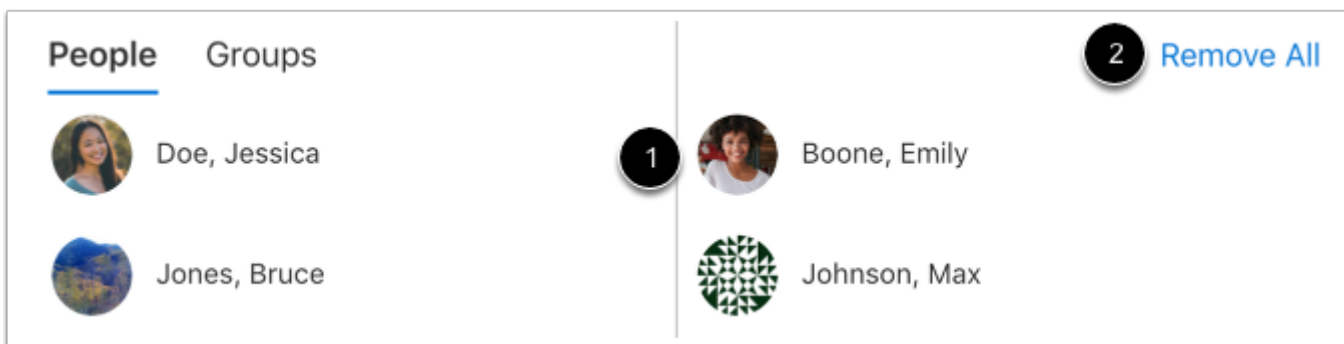
To remove a collaborator, click the **Remove** icon [1]. To remove all users, click the **Remove All** link [2].

Add Groups
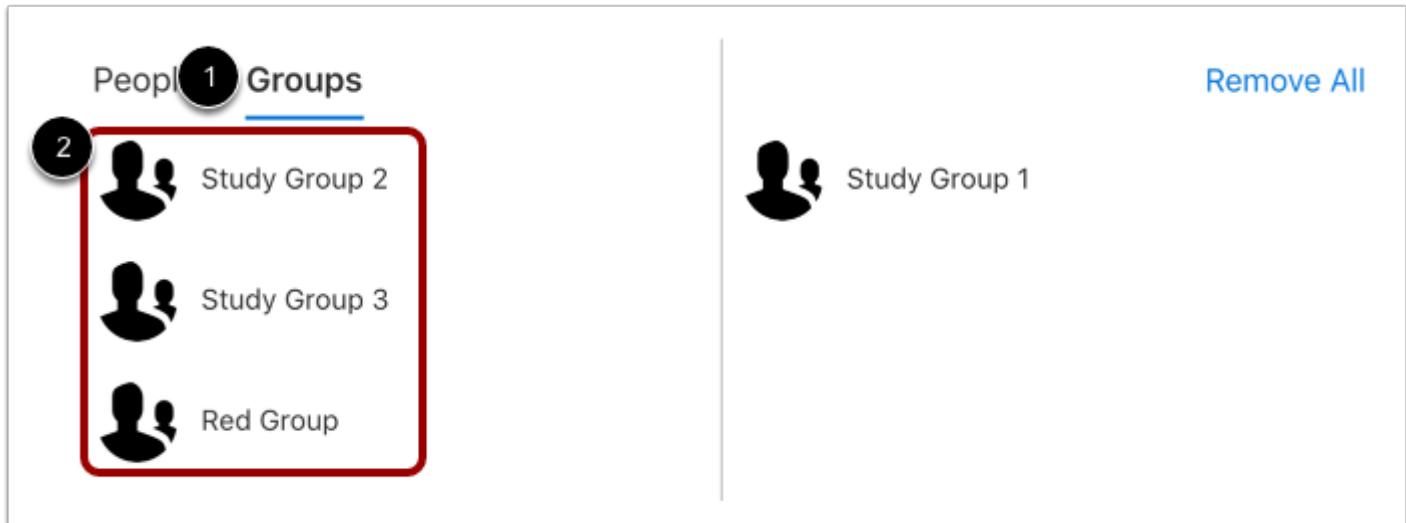
You can also create collaborations with groups. To select an entire group, click the **Groups** tab [1]. Select the group(s) you want to add to the collaboration [2].

Note:

- You can select individual users as well as a group in a collaboration.
- You can add multiple groups to a collaboration, but all groups will collaborate in the same document. For group-specific collaborations, consider creating a new collaboration for each group or creating a group collaboration from groups.

Save Collaboration

Click the **Save** button.

View Collaboration

View your collaboration. To edit the collaboration, click the **Edit** icon [1]. To delete the collaboration, click the **Delete** icon [2].

How do I delete a collaboration as a student?

If you are the creator of a collaboration, you can delete the collaboration from Canvas. Deleting the collaboration only removes access to the collaboration in Canvas. Users can still view the collaboration in their online account for the collaboration type (OneDrive or Google Drive, respectively).

Once a term ends or a course is concluded, the collaboration document will still be available from Canvas and the collaboration's source drive. if the document settings remain unchanged, users can still access the collaboration file, but any updates are not reflected in course notifications.

If you want to retain the collaboration document as part of the course or for your records, you may consider changing the sharing settings so the document is only available for viewing (and possibly disabling options to download, print, and copy). You can also change the sharing settings so that the document is no longer available to any users.

Google Drive and OneDrive

When deleting a Google Drive or OneDrive collaboration, the collaboration is immediately removed from the course. However, users can still access the file in their online account for the collaboration type.

Google Doc

If you are deleting a Google Doc, you can choose to delete the collaboration only from the course, or you can delete it from the course as well as Google Docs. However, deleting the document from Google Docs immediately deletes the collaboration and cannot be recovered.

Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations
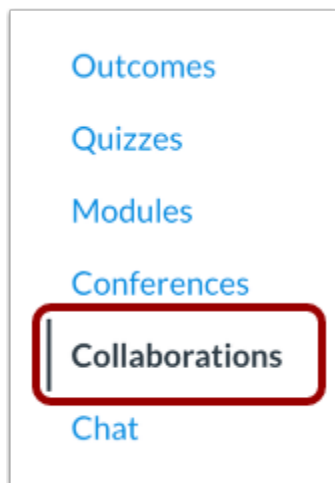
In Course Navigation, click the **Collaborations** link.

Delete Collaboration

Locate the collaboration and click the **Delete** icon.

Delete Google Doc
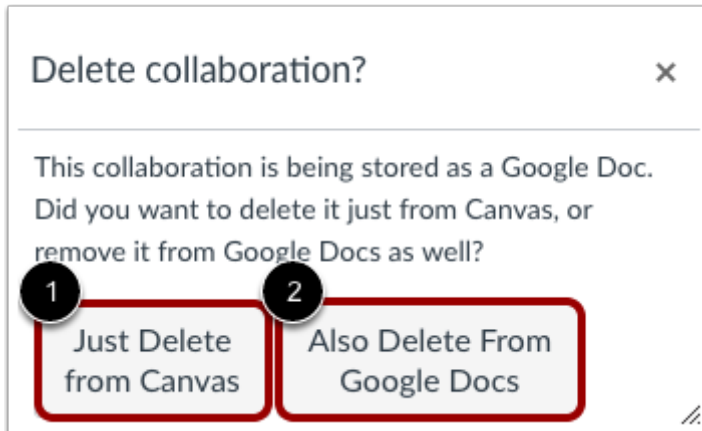
If you are deleting a Google Doc, Canvas will ask you if you want to delete the collaboration from Canvas or also delete from Google Docs.

If you only want to delete the Google Doc link from Canvas, click the **Just Delete from Canvas** button [1]. This option removes the Google Doc link from Canvas, but users can still access the document in their Google account.
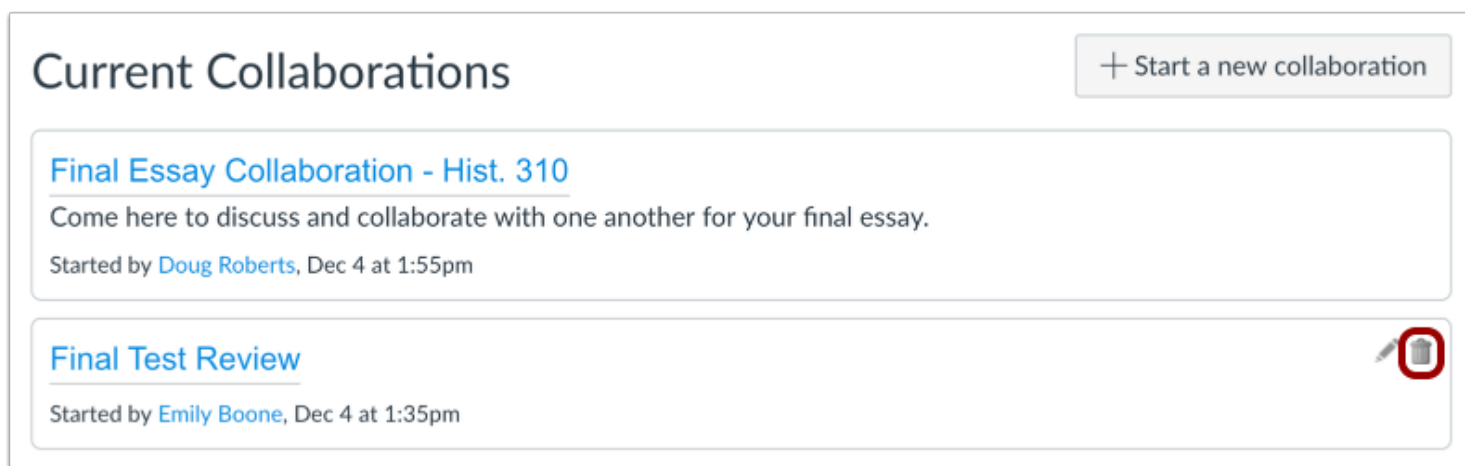
If you want to remove the document from Google Docs as well, click the **Also Delete From Google Docs** button [2].

Note: The Also Delete From Google Docs option immediately deletes the document from Google Docs, and the document cannot be recovered. If you want to retain the document for your records, open the Google Doc and change the sharing and owner settings, or create a copy of the document before deleting.

Conferences

How do I use Conferences in a course as a student?

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

In student groups, you can create new conferences, start conferences, and manage concluded conferences.
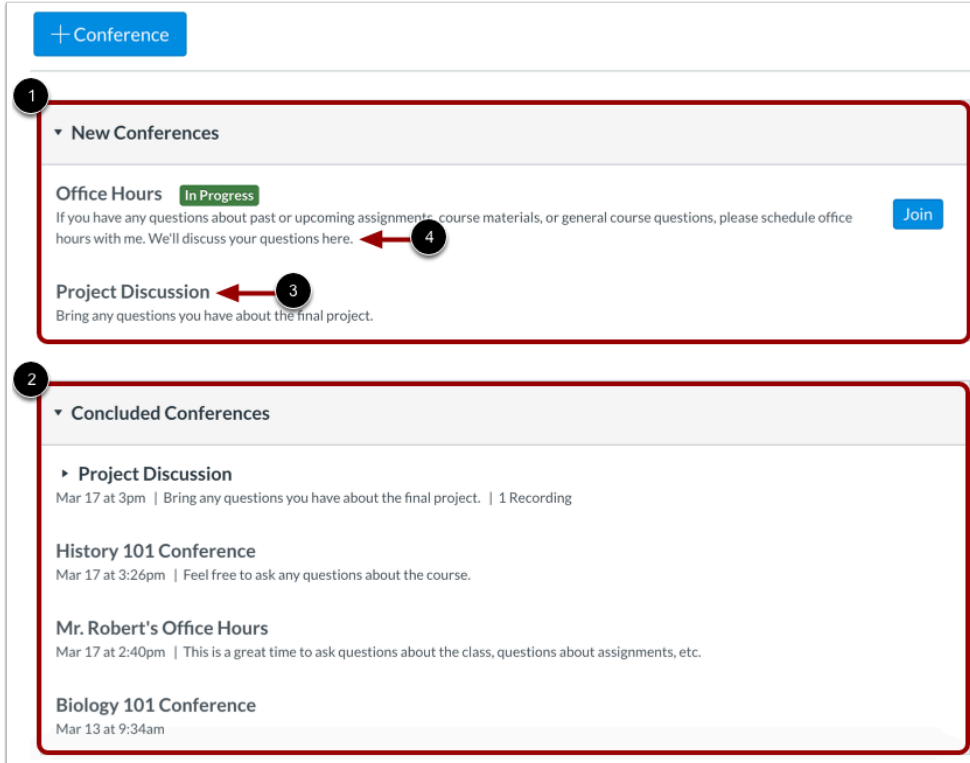
Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
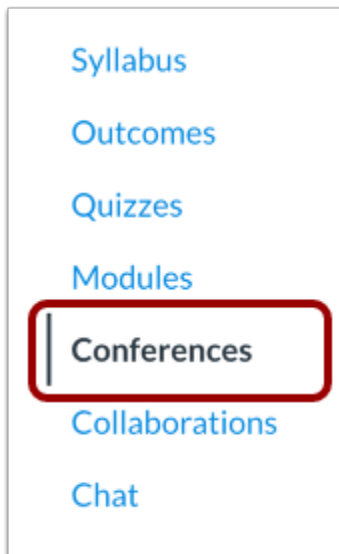
Open Conferences

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

View Conferences

You can view conferences where you have been invited to participate.

Conferences are grouped in two parts: New Conferences [1] and Concluded Conferences [2]. Both always display the conference name [3] and description [4].

View In Progress Conference

New conferences will be listed in the index, but they cannot be accessed until the host has started the conference. When the conference is available, click the **Join** button [1]. Once the conference has started, the conference status shows as in progress [2].

You can join the conference for as long as the Join button is available. Some conferences only allow you to join the conference for a specific amount of time.

View Concluded Conferences

Concluded conferences display in the Concluded Conferences section. Each concluded conference shows the title, date, and description of the conference.

View Recorded Conference
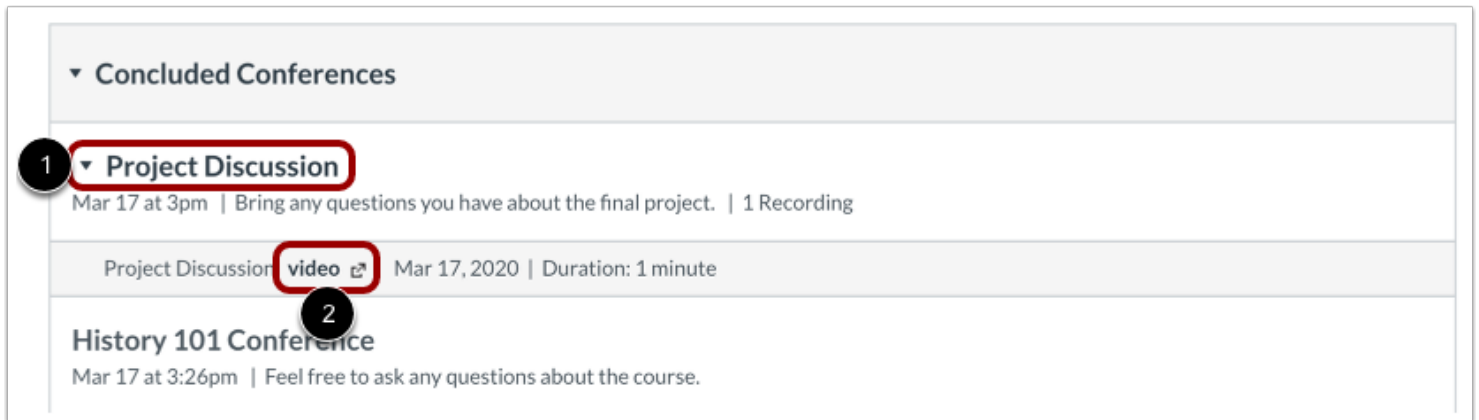
When your conference has concluded, click the name of the recorded conference [1]. To replay the conference, click the recording format link [2]. The recording format displays as either a presentation or a video.

The recording format link does not appear until the conference has been rendered for playback. The rendering process may take some time to complete. The length of the conference is indicated in hours:minutes (e.g. 0:18 is 18 minutes).

If your conference included closed captioning, the playback bar for the video displays a CC button to view the available captions.

Note: For all basic Conference accounts, recordings are automatically deleted 7 days after the conference ends.

View Statistics and Notes
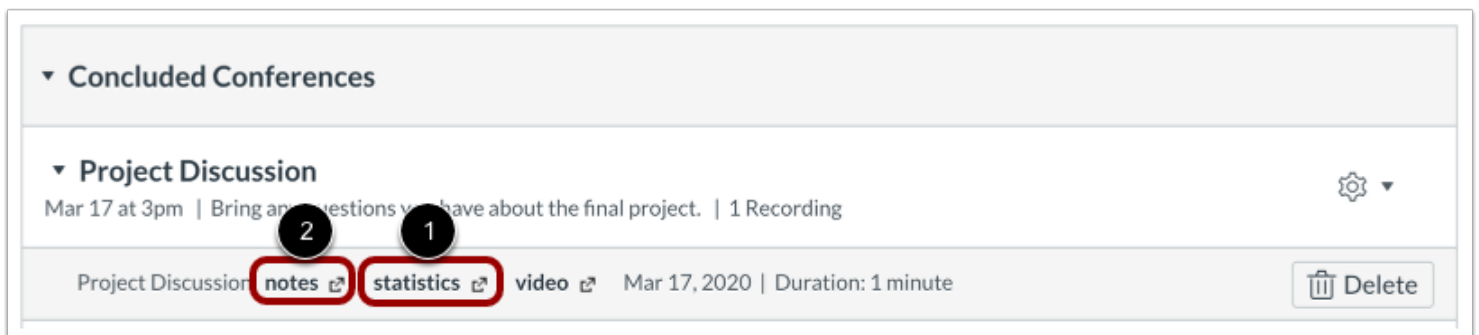
If you created a conference in a group, you may be able to view statistics and notes for your conference.

If your institution has upgraded to the Canvas Conferences premium tier, you can view conference statistics by clicking the **Statistics** link [1].

If your conference included shared notes, you can view the notes by clicking the **Notes** link [2]. The shared notes will display in a new browser tab, where they can be viewed and copied.

Note: Notes are only available for recorded conferences.

How do I create a conference in a student group?

You can create a conference in your student group. Conferences can be created with as many users as needed, though the recommended guideline is a limit of 100 users.

You can create multiple conferences, which are listed in chronological order by the date they were created. The most recently created conference will appear at the top of the list.

Notes:

- Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
- Users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via email, text, and/or push notifications. To notify group users of a conference in Canvas, consider adding a group announcement or calendar event.

Note: If your institution is likely to need more than 10 concurrent Conferences powered by BigBlueButton, consider upgrading to Premium BigBlueButton or exploring alternative conferencing solutions Canvas partners with, such as Zoom, Hangouts, Teams, and other video conferencing tools who are offering free or discounted services.

Open Conferences
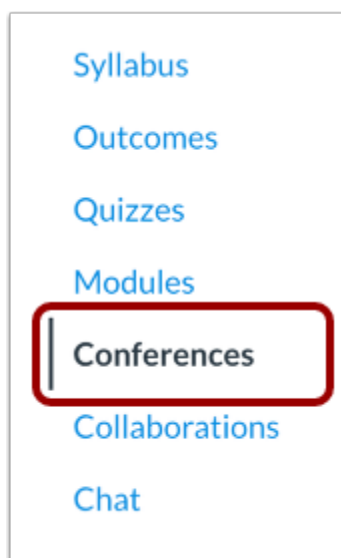
In Group Navigation, click the **Conferences** link.

Create New Conference
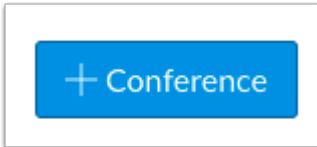
Click the **Add Conference** button.

Add Conference Details

To create a new conference, type a name for the conference in the name field [1].

If you want to set a time limit on how long invited members are able to join the conference, enter the number of minutes in the duration field [2]. The time limit will begin when the presenter starts the conference. Once the duration has expired, new participants will be unable to join and the conference will continue until the last person leaves the conference room or the conference organizer concludes the conference.

If you want to enable [recording options](#) for this conference, select the **Enable recording for this conference** checkbox [3].

If you don't want to set a time limit for the conference, you can create a long-running conference by selecting the **No time limit (for long-running conferences)** checkbox [4].

To create a description of your conference, type a description in the description field [5].

Invite Course Members
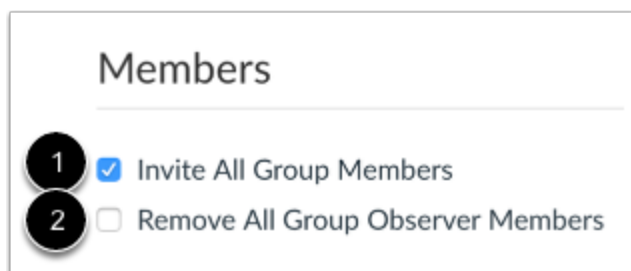
You can add any user in your group to your conference. However, once a user has been invited, the user cannot be removed from the conference.

By default, all members in the group will be invited to the conference [1].

To remove all group observer members from the conference invitation, select the **Remove All Group Observer Members** checkbox [2]. When this checkbox is selected all course members except observers are invited to the conference.

Notes:

- Conferences can accommodate as many users as needed, though the recommended guideline is a limit of 100 users. If your group contains more than 50 people, you will have to invite group members individually.
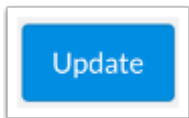- If the Remove All Group Observer Members checkbox does not display, observers are unable to access groups in the course.

Select Individual Members

If you want to select specific members of your group, deselect the **Invite All Group Members** checkbox [1]. Select the checkbox(es) for the individual member(s) you would like to invite [2].

Update Conference

To save, click the **Update** button.

Note: Users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via email, text, and/or push notifications. To notify group users of a conference in Canvas, consider adding a group announcement or calendar event.
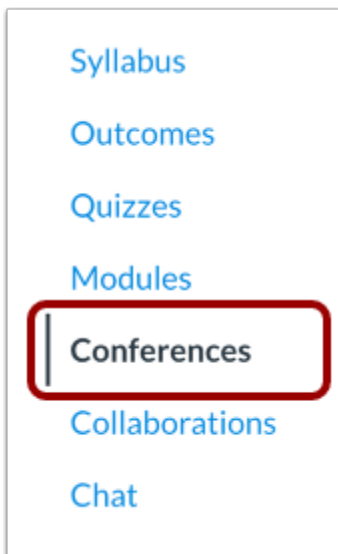
View Conference

View your created conference.

How do I delete a conference in a student group?

You can delete new and concluded conferences.

Note: Deleting a concluded conference also immediately removes the conference from the server, in addition to all associated recordings.
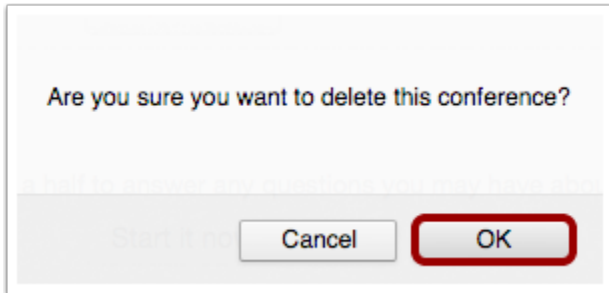
Open Conferences

In Group Navigation, click the **Conferences** link.

Delete Conference

Click the settings icon [1] and click the **Delete** link [2].

Confirm Deletion

Click the **OK** button.

How do I edit a conference in a student group?

You can edit conferences within your student groups. Conferences can be edited by any group member. You can add new users to the conference, but you cannot remove any users who have already been invited.
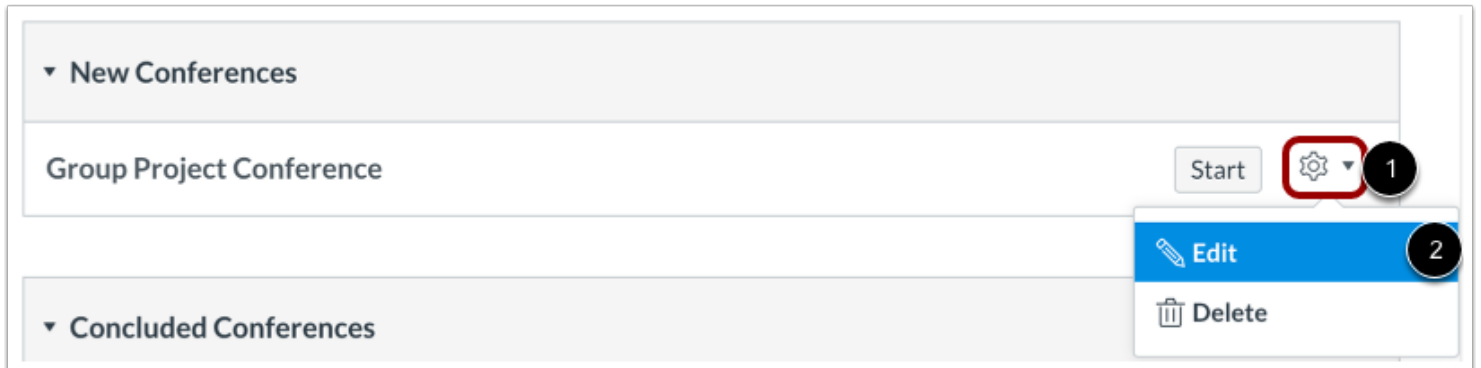
Notes:

- When a conference has been recorded and the conference is concluded, you cannot edit the conference recording.
- New users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via email, text, and/or push notifications. To notify group users of a conference in Canvas, consider adding a **group announcement** or **calendar event**.

Open Conferences
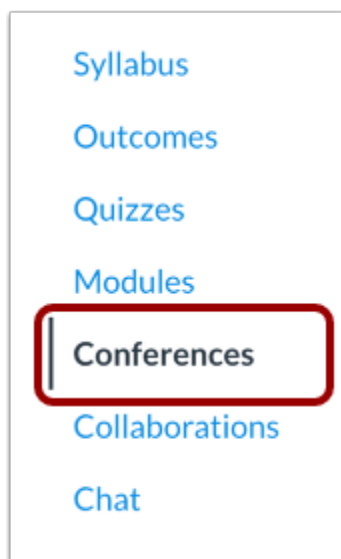
In Group Navigation, click the **Conferences** link.

Edit Conference

Click the settings icon [1] and select the **Edit** link [2].
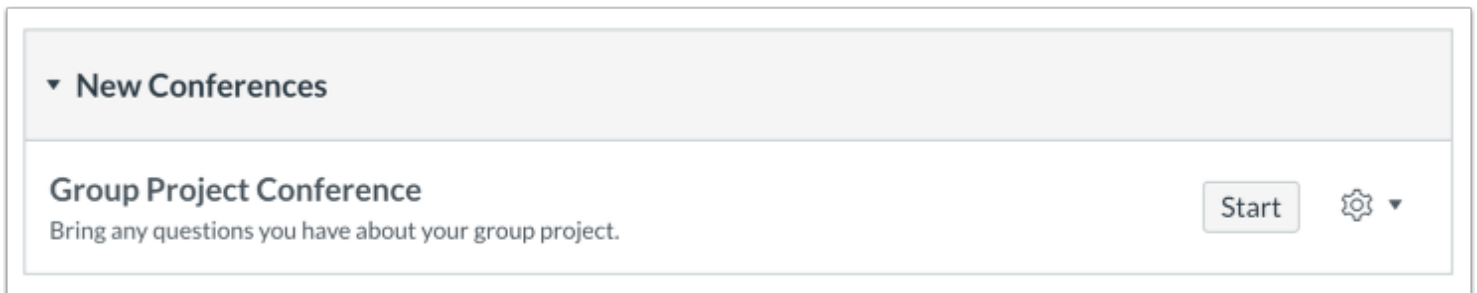
Edit Conference Details

Edit the fields you'd like to change.

Update Conference
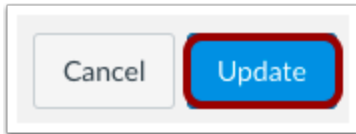
Click the **Update** button.

View Conference

View the updated Conference.

How do I record a conference in a student group?

As part of creating or editing a conference, you can choose to set up your conference to be recorded. Once this setting is enabled, you can start and stop the recording as necessary in the Conferences interface.

After the conference has concluded, you can view recorded segments in the group Conferences page. If you recorded multiple segments in your conference, each segment will be a separate recording.

Recording Restrictions

- When creating your conference, you must select the record option to record the conference.
- Canvas' standard recording feature will store your recordings in Conferences for 14 days and then remove them automatically.
- Recorded conferences cannot be downloaded.
- Recorded conferences can only be viewed inside the group where the conference was recorded; URLs cannot be shared outside Canvas.
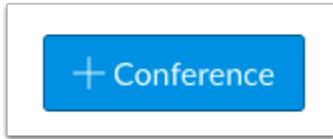
Note: Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
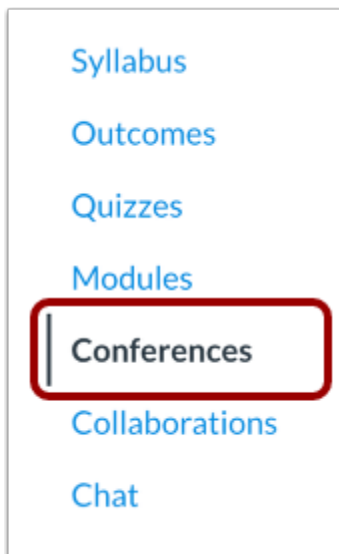
Open Conferences

In Group Navigation, click the **Conferences** link.

Create New Conference

Click the **Add Conference** button.

Enable Recording

While completing the details for the conference, click the **Enable recording for this conference** checkbox.
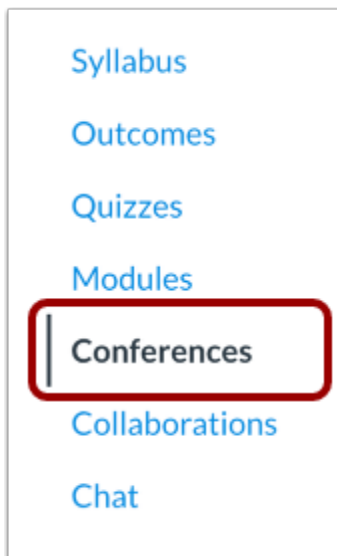
Update Conference

Click the **Update** button.

Once you start your conference, you can start and stop the recording as necessary in the Conferences interface.

How do I start a conference in a student group?

You can start conferences that you have created for your group.

Open Conferences

In Group Navigation, click the **Conferences** link.

Start Conference

Next to the conference you want to start, click the **Start** button.

Canvas will direct you to the conference room for your conference.

How do I join a conference in a course as a student?

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

To use your microphone, you must give Conferences access to your microphone settings. As part of joining the conference, you must verify these settings in your browser.

Note: It is recommended that users use Chrome or Firefox browsers to access the Conferences interface.

Open Conferences
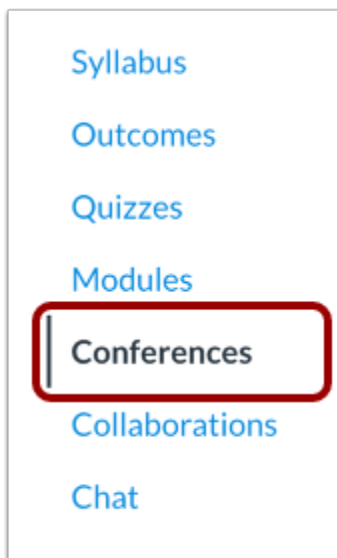
In Course Navigation, click the **Conferences** link.

Join Conference

Next to the conference you want to join, click the **Join** button.

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

Join Audio
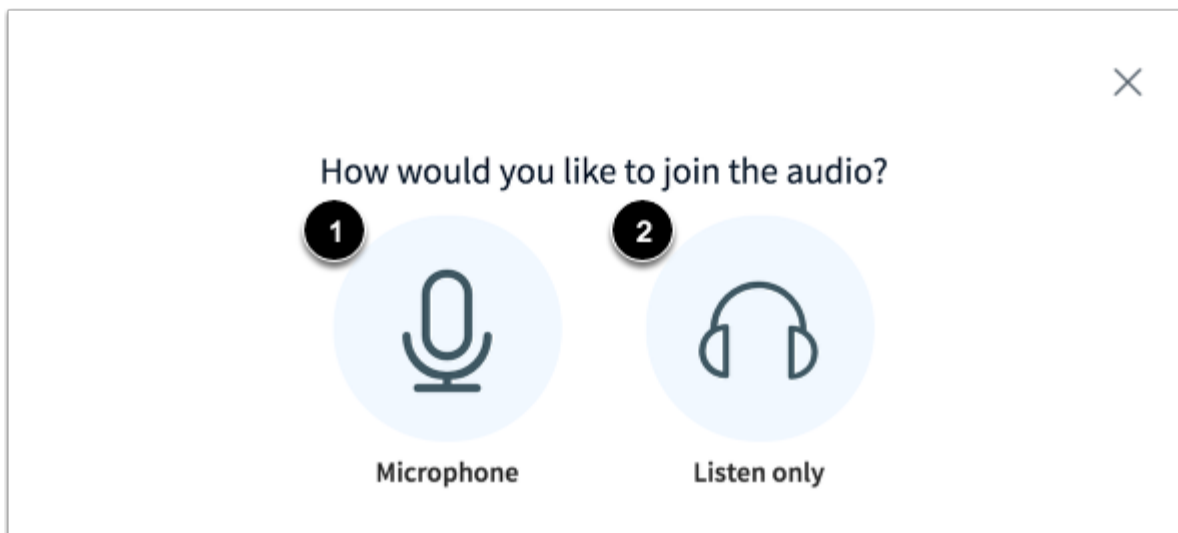
To use your microphone during the conference, click the **Microphone** icon [1]. To join the conference without enabling a microphone, click the **Listen only** icon [2]. You will be able to change your audio preference once you've joined the conference.

View Chrome Microphone Permissions
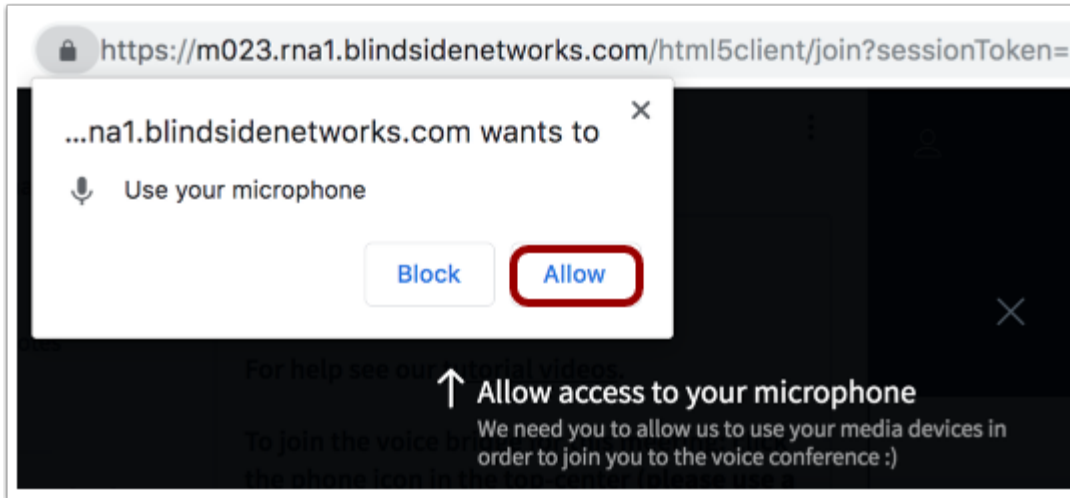
To enable a microphone in a Chrome browser, click the **Allow** button.

View Firefox Microphone Permissions
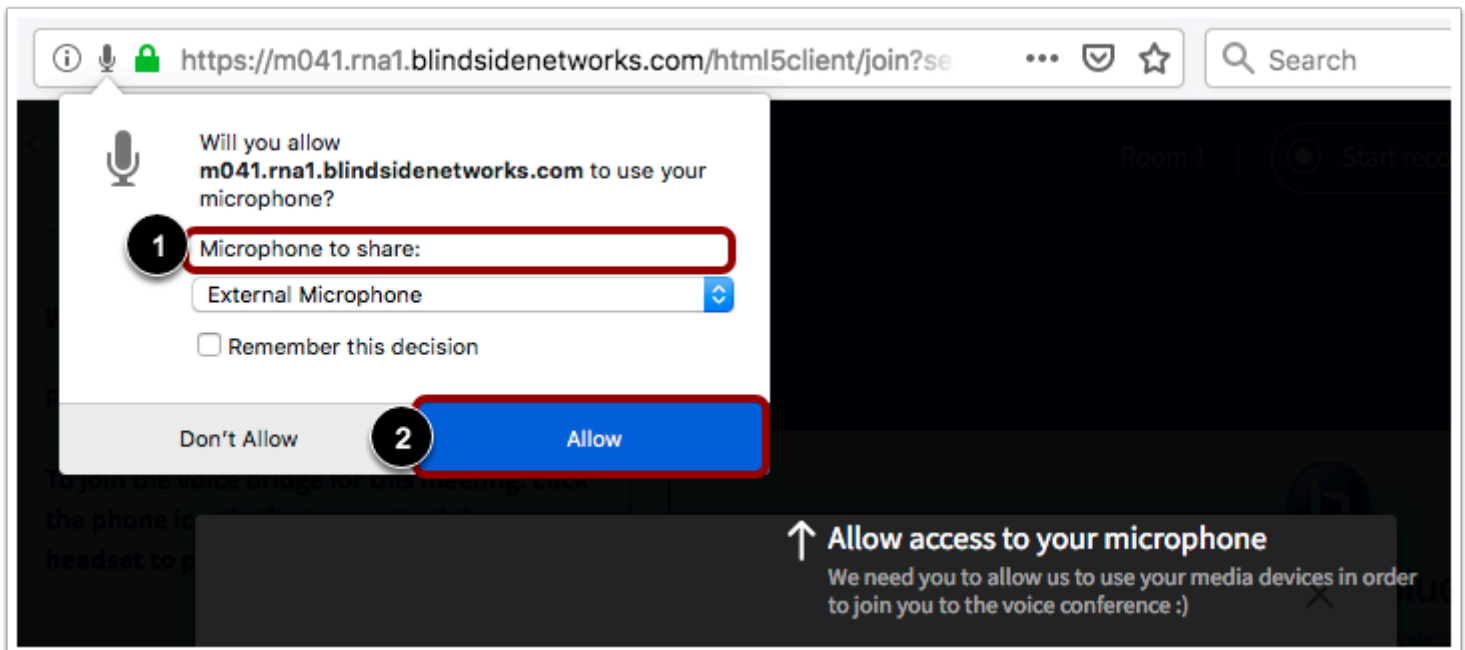
To enable a microphone in a Firefox browser, select your microphone in the **Microphone to share** menu [1]. Then click the **Allow** button [2].

Audio Test
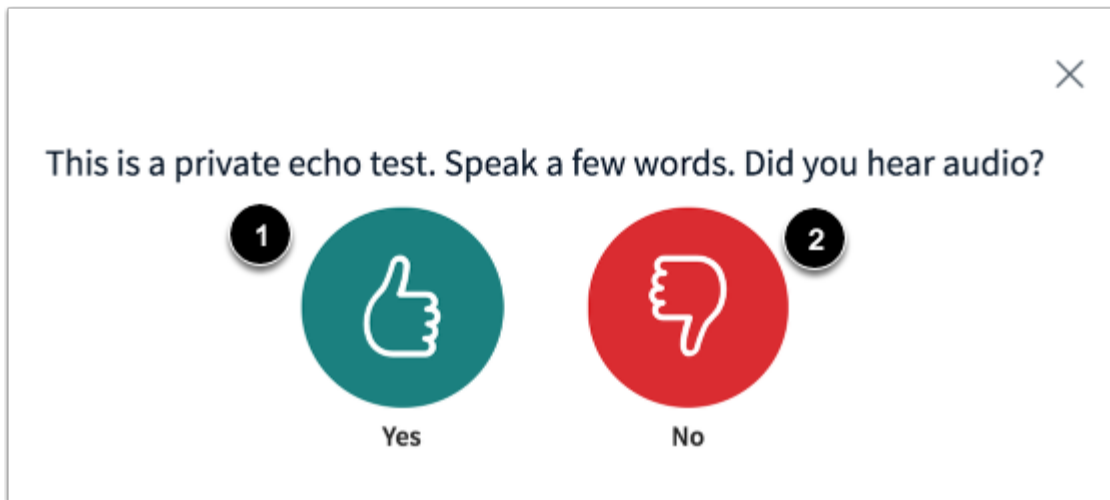
To ensure your audio is working correctly, complete the private audio echo test. Speak a few words and if you hear audio, click the **Yes** icon [1]. To choose a different microphone and repeat the audio test, click the **No** icon [2].

Note: It is recommended that you use a headset with a microphone for best audio experience.

View Conference
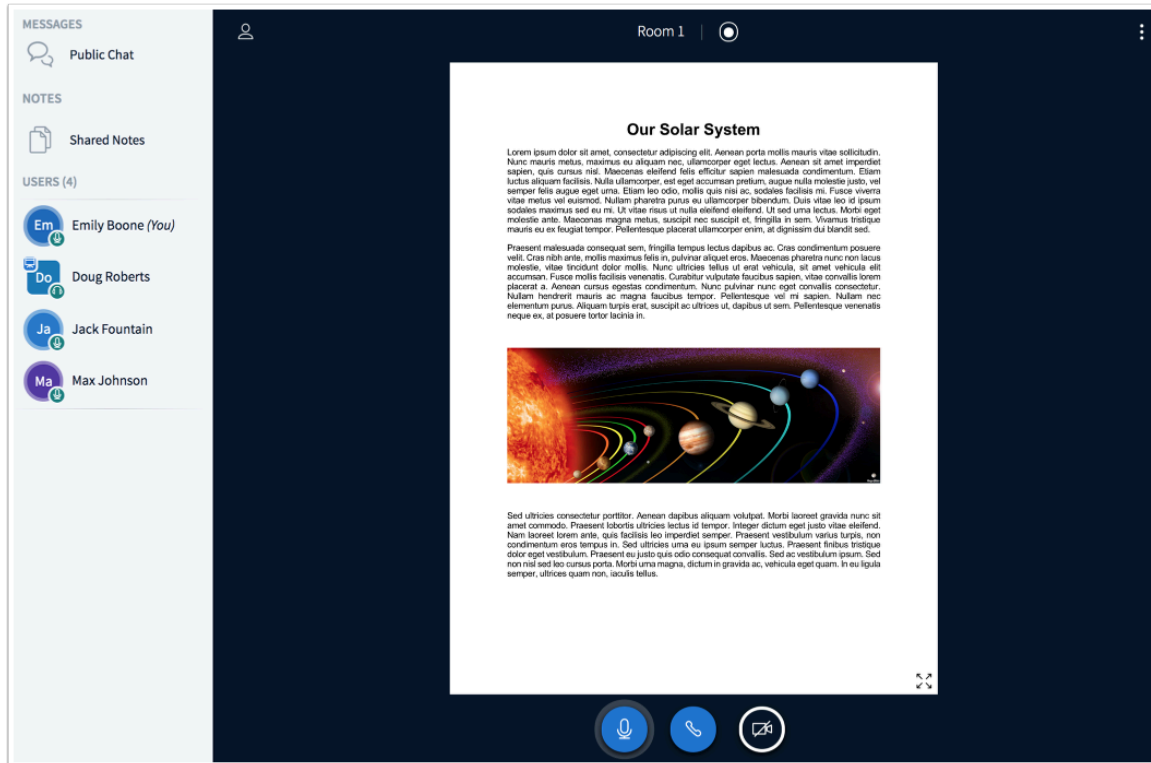
View the conference.

Learn how to [use the Conferences interface](link).

How do I use the Conferences interface as a participant?

Once you have joined a conference as a participant, the Conferences interface contains multiple tools to help you participate in the conference. Any student who joins a conference that ws started by someone else will be considered a participant.

You may also start a conference or be given the role of presenter or moderator. Learn more about using the Conferences interface as a moderator or presenter.

The Conferences interface is displayed using BigBlueButton's HTML5 conferencing system. This guide provides a basic overview of the Conferences interface. To learn more about specific features, view BigBlueButton's HTML5 user documentation.

It is recommended to use Chrome or Firefox browsers to access the Conferences interface. Screen sharing is not supported on Safari browsers.

View Conferences Interface

View Presentation Window

The Presentation Window displays the presentation that has been uploaded by the moderator or presenter [1]. If the conference is being recorded, the recording time will display at the top of the screen [2].

The Presentation Window also includes several tools that control how you can participate in the conference. To mute or unmute your microphone, click the **Microphone** button [3]. To leave or join the conference audio, click the **Audio** button [4].

To enable your webcam, click the **Webcam** button [5]. If webcams are enabled, you can hide the presentation window and display only webcams by clicking the **Hide** icon [6].

View Annotation Tools
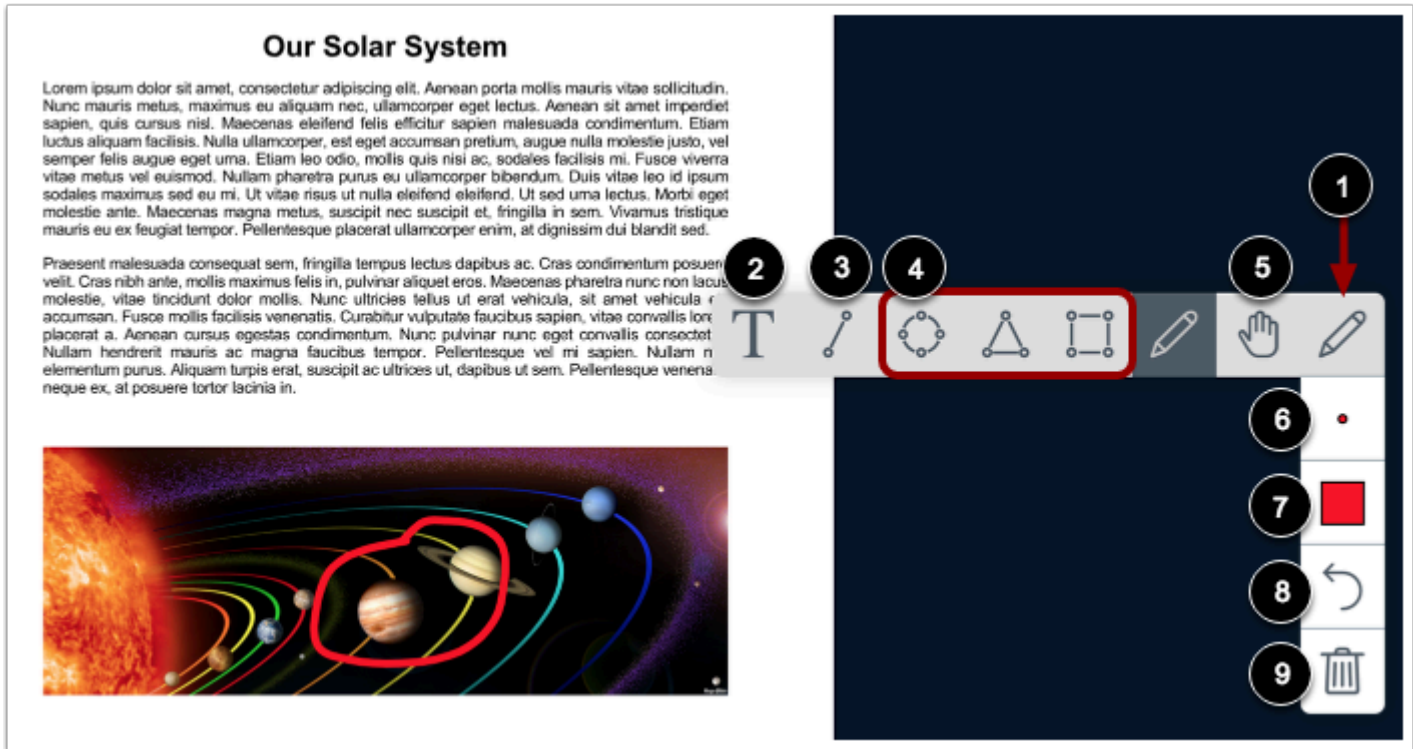
If the moderator allows, participants can use tools to annotate the presentation window. To use a pencil to draw in the presentation window, click the **Pencil** icon [1].

To view all annotation tools, click and the hold the Pencil icon. In addition to the pencil tool, you can also create text annotations [2], line annotations [3], or shape annotations [4].

To pan a document that has been zoomed in, click the **Pan** icon [5].

To adjust the thickness of an annotation, click the **Thickness** icon [6]. To adjust the color of the annotation, click the **Color** icon [7].

To undo the most recent annotation, click the **Undo** icon [8]. To delete all annotations that you have created, click the **Delete** icon [9].

Note: If you cannot view the annotation tools, they are not enabled for participants in your conference.

Open Options Menu
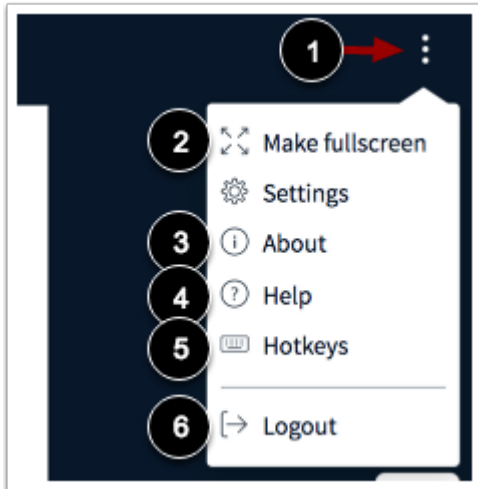
To open the Options menu, click the **Options** icon [1].

To view the conference in fullscreen mode, click the **Make fullscreen** option [2].

To view information about the interface, click the **About** option [3]. To view help tutorials, click the **Help** option [4]. To view hotkeys, click the **Hotkeys** option [5].

To logout of the conference, click the **Logout** option [6].

View Settings Menu
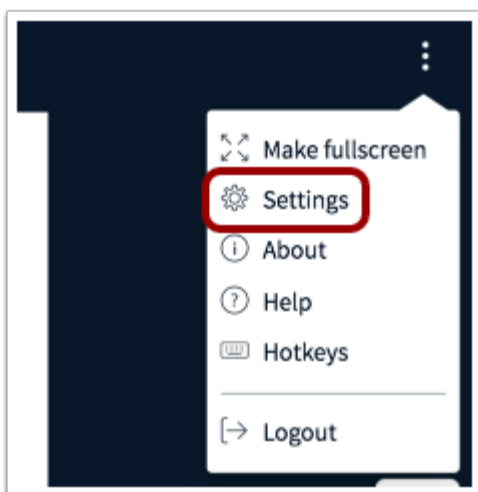
To open the Settings menu, click the **Settings** link.

Manage Application Settings
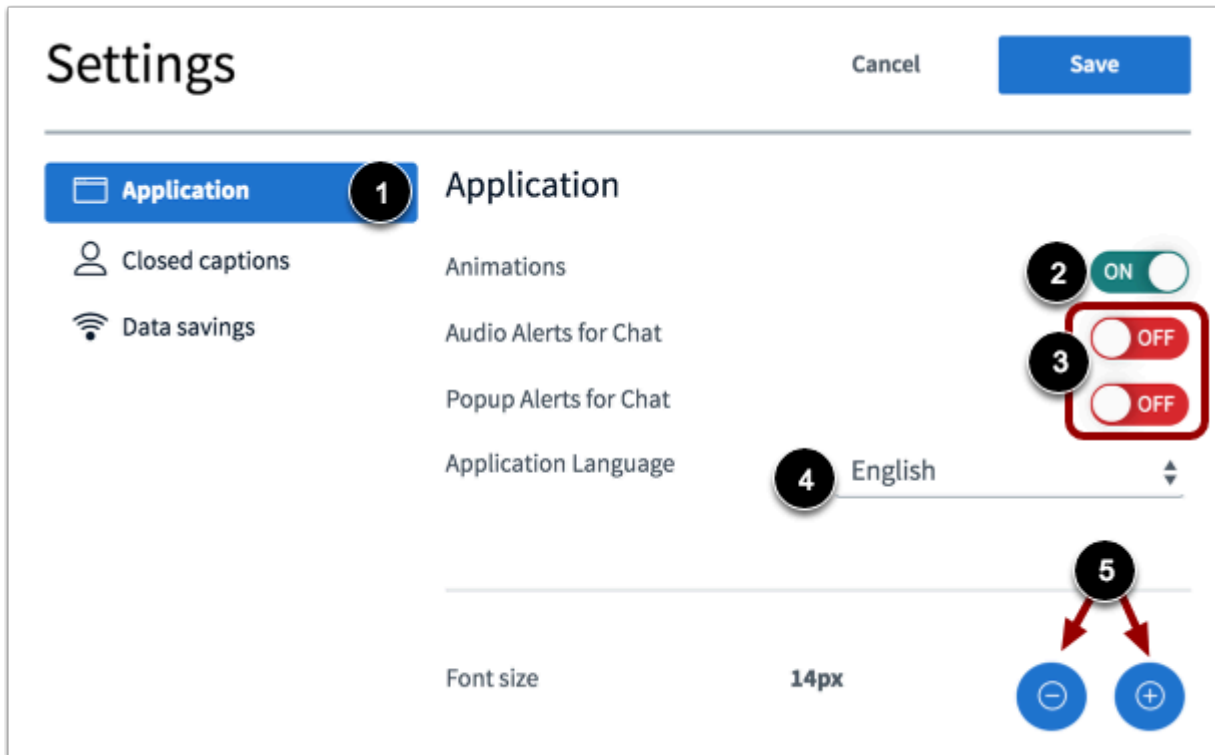
To manage applications settings, click the **Application** link [1].

To enable or disable animations that display when a user is speaking, click the **Animations** button [2].

To enable or disable chat alerts, click the **Audio Alerts for Chat** or **Popup Alerts for Chat** buttons [3].

To select a language for the interface, click the **Application Language** drop-down menu [4] and select the language. To adjust the font size, click the **Decrease** or **Increase** buttons [5].

Note: Chat alerts only function within the same browser in which the Conferences interface is open.

Manage Data Savings Settings
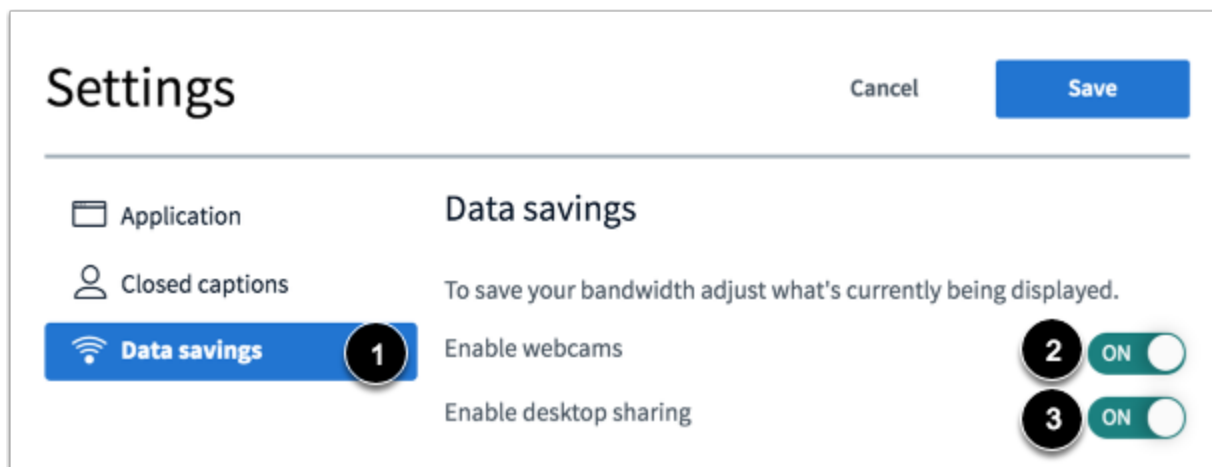
To manage data saving settings, click the **Data savings** link [1].

To enable or disable webcams, click the **Enable webcams** button [2]. To enable or disable desktop sharing, click the **Enable desktop sharing** button [3].
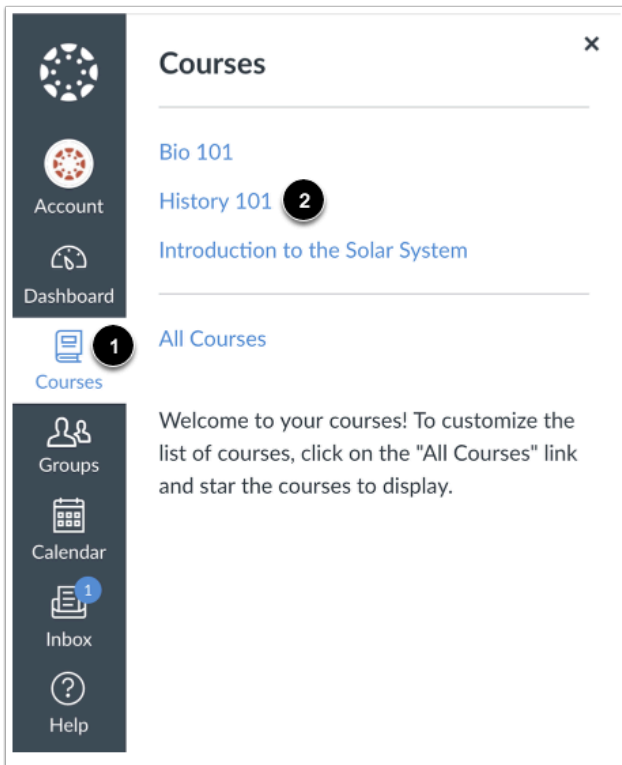
Course Navigation

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

> If you are enrolled in a course as a student, the Course Home Page helps you navigate your course and manage your coursework.
>
> **Note:** Your instructor may choose to display a different font for your course.

Open Course

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

View Course Home Page

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

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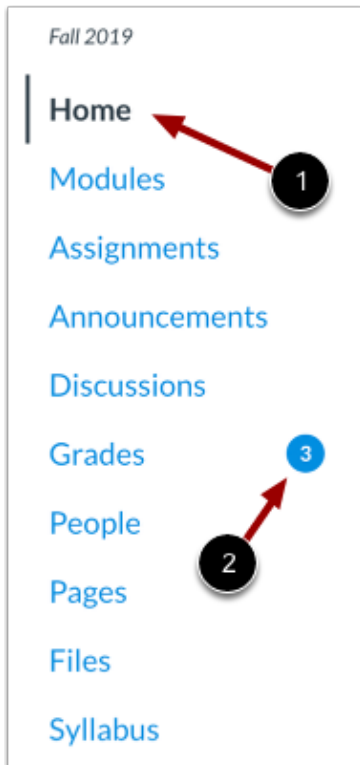
The Course Home Page is viewed from the Course Navigation **Home** link [1].

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 with different color text and a line indicator. 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
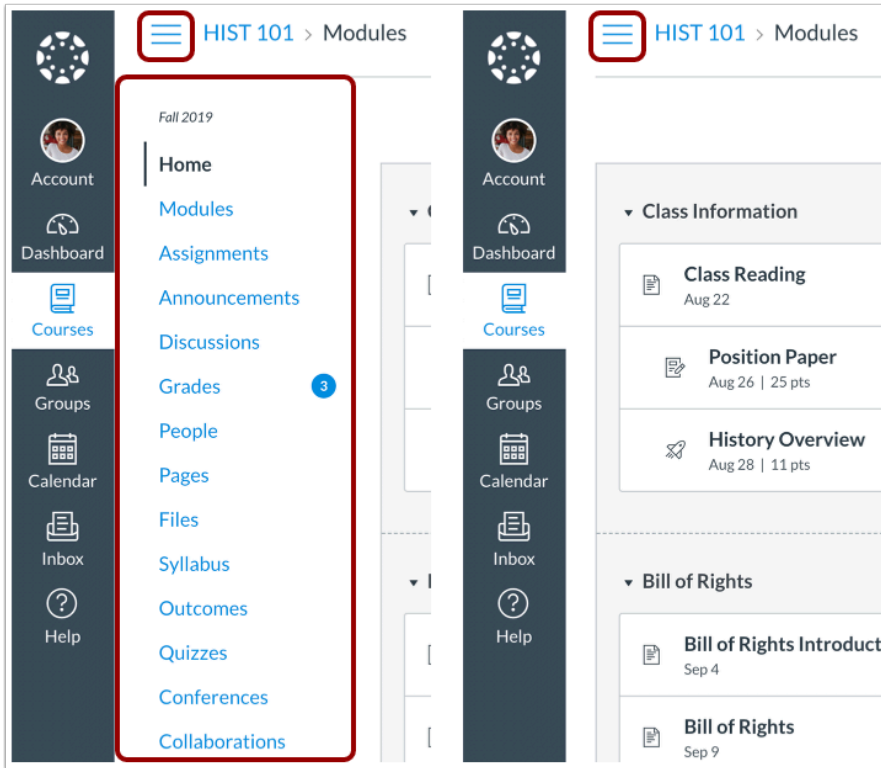
To expand or collapse the Course Navigation Menu, click the **Menu** icon.

View Content Area

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 [1]. The content can also show the Course Activity Stream, which is a list of all recent activity in the course. Your Home Page may also display recent announcements at the top of the page [2].

The Home Page content also defines what sections display in the sidebar.
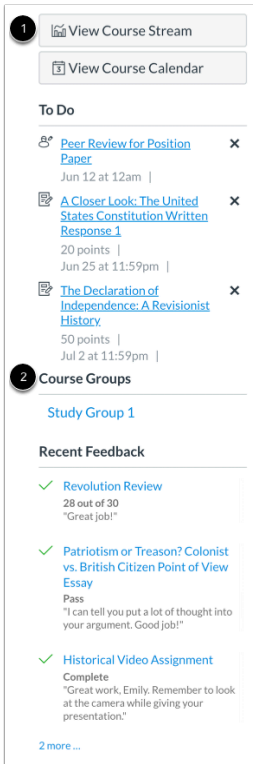
View Breadcrumbs
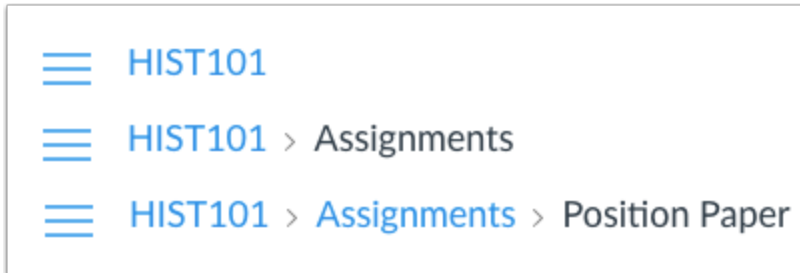
Breadcrumbs appear above the course content area.

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.

View Sidebar

The sidebar functions the same as the [Dashboard sidebar](#) but only shows content for the specific course and includes additional options.

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** button [1]. When the Home Page is set as the Course Activity Stream, this button will not appear.

If you have been added to a group in your course, the **Course Group** section [2] includes links to your course groups.

View Sidebar Sections
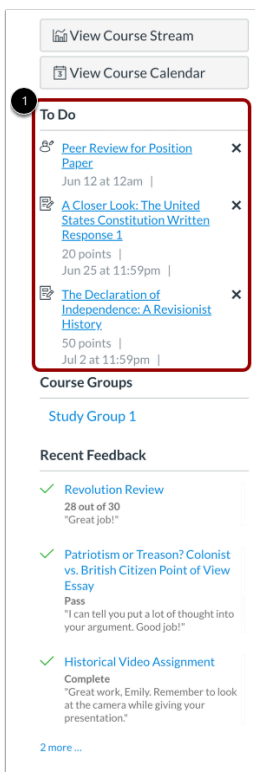
The sidebar always shows the To Do section [1], which shows all recent announcements and up to seven assignments that are due in the upcoming weeks, including ungraded quizzes and assignments that do not require a submission. Each item in the To Do list displays the assignment name, the number of points, and the due date for the assignment. Once the due date has passed, items remain in this section for four weeks.

The sidebar can also include a variety of other sections, depending on the layout your instructor sets for the Course Home Page. Additional sidebar options include the Assignment list, Calendar and Assignment Groups, and Recent Feedback.

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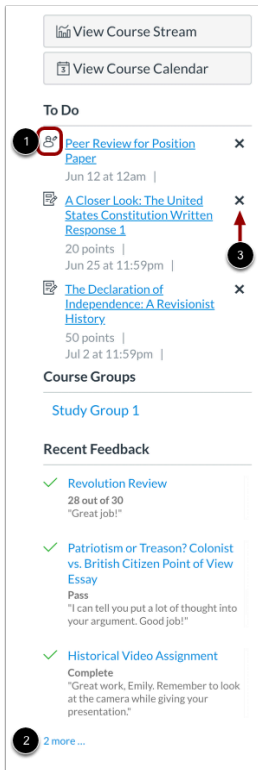
Each section item displays an icon [1] to differentiate between assignments and peer review assignments.

If a section contains more items than are listed, a link will appear under the list that you can use to view additional items [2].

The To Do section shows up to seven items with due dates in the upcoming weeks. To view more items, you must manually remove items from the list. To remove a To Do item, click the **remove** icon [3].

Note: Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually.

How do I use the Course Activity Stream as a student?

The Course Activity Stream shows you important recent activities from a single course including announcements, discussions, assignments, and conversations. This stream is similar to the Global Activity Stream in the Dashboard when you first log in to Canvas.
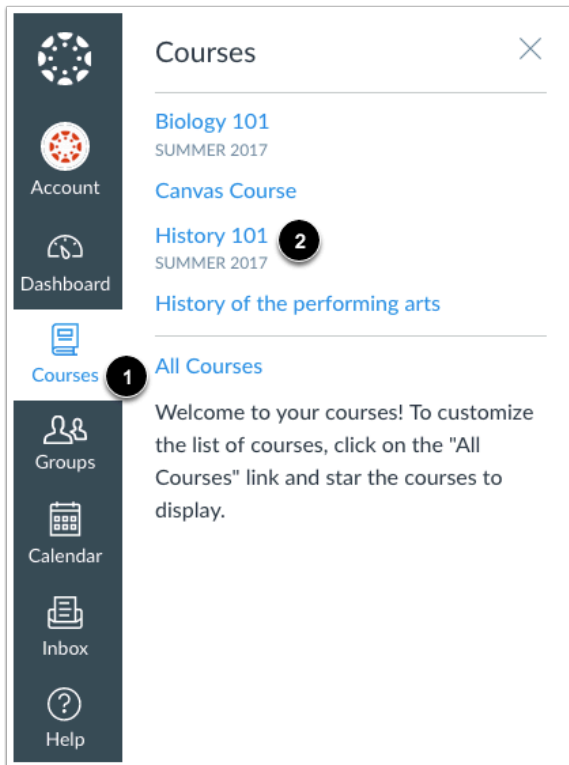
The following activities will cause notifications to appear in the Course Activity Stream:

- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

Notes:

- Notifications in the Course Activity Stream will not appear for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only appear in the Course Activity Stream when the **Notify users that this content has changed** button has been selected.
- If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.

Open Course

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

Open Course Activity

In the Home Page sidebar, click the **View Course Stream** button.

Note: If your Course Home Page is already set to view the course stream, the View Course Stream link does not appear in the course sidebar.

View Course Activity

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

You can manage recent activity in a course the same way you can on the Dashboard. Activities are indicated by activity type and display an icon [1] for the activity. New activity in your account is indicated by a blue dot [2]. Discussions and Announcements indicate new activity items published in a course, and Conversations indicate a new message received from a user in a course. Recent Activity items remain for four weeks.

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

Expand and Collapse Notifications

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

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

How do I drop a self-enrolled Canvas course?

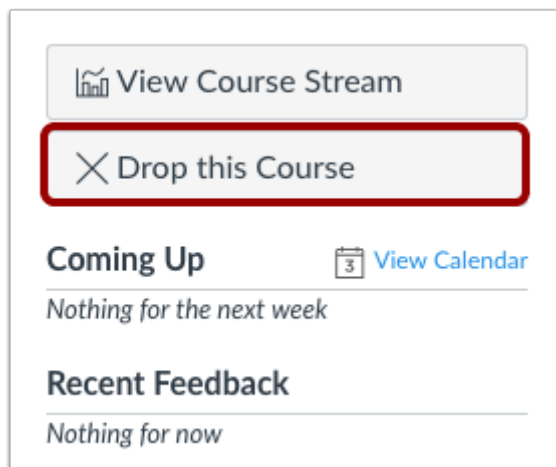If you decide you want to drop a course you self-enrolled in using Canvas, follow these steps.

Note: You can only drop a self-enrolled Canvas course while it is in progress (between the course start date and end date). Also, if you did not enroll in the course using the given URL or join code, meaning you were manually or automatically added to the course, you will have to ask your teacher or institution to be removed from the course.
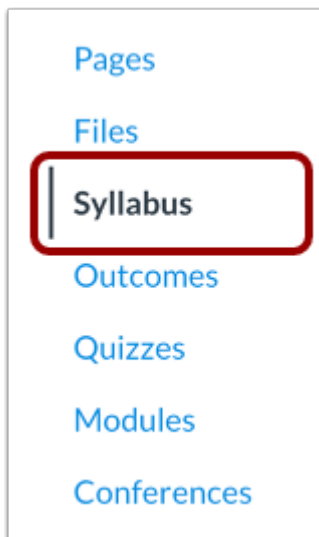
Open Course
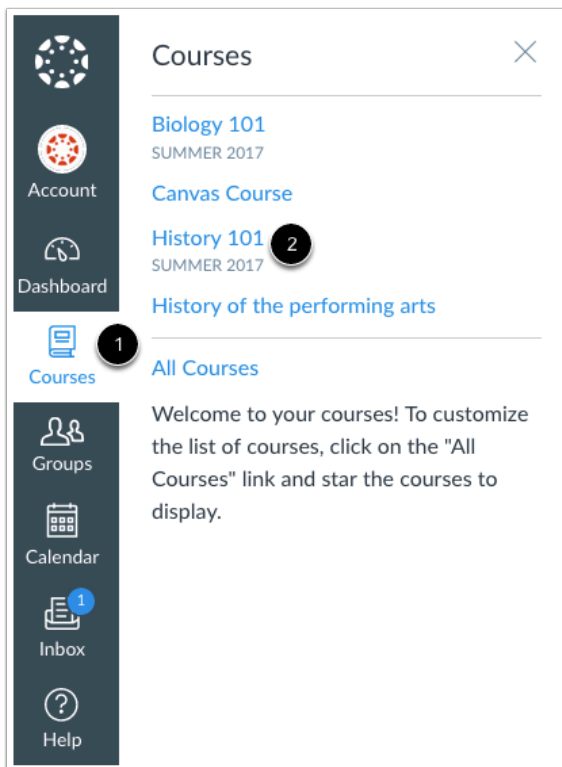
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Drop this Course

In the sidebar, click the **Drop this Course** button.

Note: You can only drop a self-enrolled Canvas course while it is in progress (between the course start date and end date). Also, if you did not enroll in the course using the given URL or join code, meaning you were manually or automatically added to the course, you will have to ask your teacher or institution to be removed from the course.

Confirm Un-enrollment
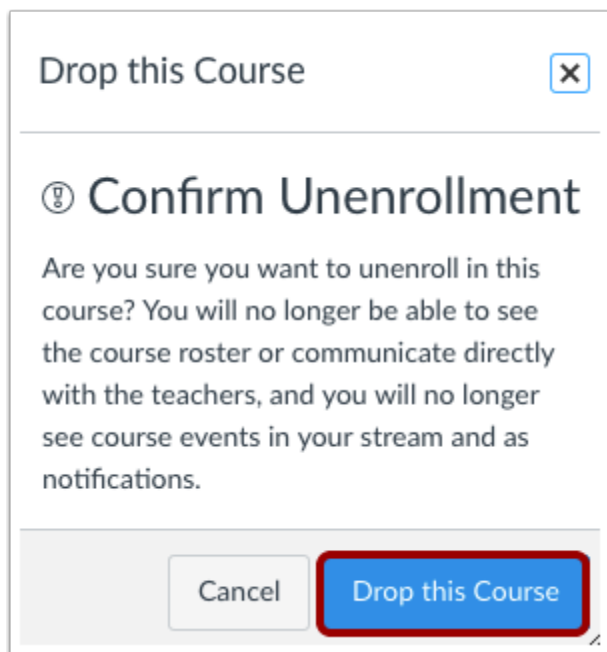
Click the **Drop this Course** button to un-enroll from the course. You will no longer be able to see the course roster, communicate with people in the course, and see course events or notifications.

How do I use the Syllabus as a student?

The Syllabus helps your instructor communicate course expectations and information. The Syllabus is automatically populated by assignments and events in the course.

Your instructor has the option to set the Syllabus to be the home page for your course as well.

Open Syllabus

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

View Syllabus

The syllabus includes the syllabus description [1], the syllabus table [2], and the sidebar [3].

View Syllabus Description

The syllabus description may contain the course description, a brief introduction, class guidelines, weekly reminders, and other important information from your instructor.

View Syllabus Table

The Syllabus is automatically generated for the course and contains a list of assignments and events. Assignments are indicated by the Assignments icon [1], and events are indicated by the Calendar icon [2]. Non-graded items with a to-do date show the to-do date in the syllabus [3].

Click the title to view the details of the assignment or event. Any assignments or events that are past the due date are highlighted in gray. Undated items [4] are listed in alphabetical order.

CANVAS
Canvas Student Guide
View Time Zones

Date	Details	
Wed Jul 4, 2018	📅 Holiday - No Class	2am
Sat Jul 7, 2018	📝 Position Paper	due by 1:59am
Thu Aug 2, 2018	📝 Road to Revolution: Patriotism or Treason	due by 1:59am
	📄 Revolutionary War Required Reading	to do: 1:59am

Local: Aug 2 at 1:59am
Course: Aug 1 at 11:59pm

If you have set a specific time zone in your User Settings, all course dates and times will display in your local time, but if you hover over the time, you can also see the course date and time.

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View Sidebar

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

The Syllabus sidebar includes a mini calendar [1]. Any date that includes an event or assignment due date are shown with a gray background. To view an associated assignment or event in the Syllabus table, click the calendar date.

If your course includes weighted assignment groups, the sidebar may also shows the percentages of each group [2].

Note: If you cannot view assignment group totals, your instructor has restricted this feature.

## How do I view New Analytics in a course as a student?

As a student, you can view New Analytics in a course.

Available analytics include course grade, weekly online activity, and communication. By default, the analytics page displays an interactive chart graph of all data. However, you can view data within a table at any time.

Notes:

- If you cannot view an option to access New Analytics, your instructor may not have enabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time data was last updated in the course, as content may be outdated compared to recent activity and submissions.

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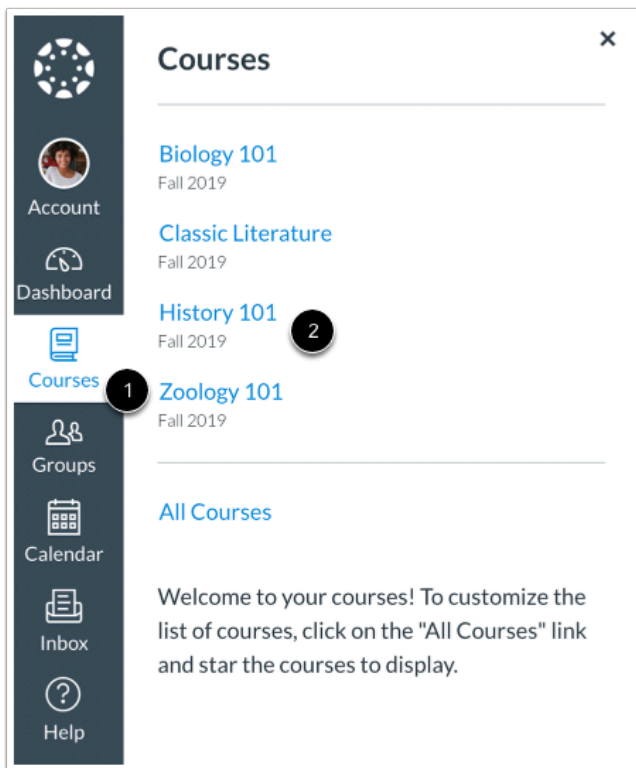
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].
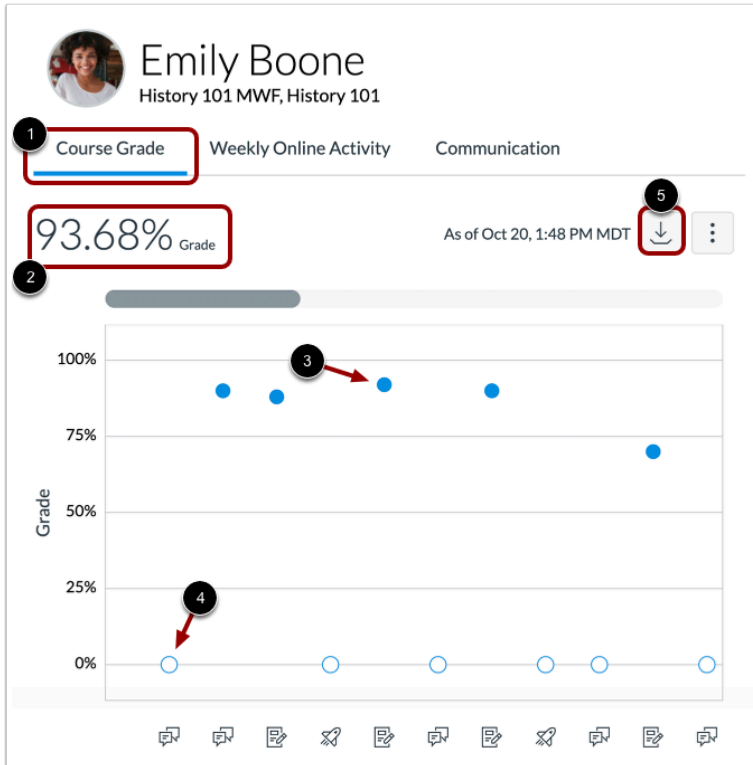
Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or the **New Analytics** button in the Course Home page [2].

Note: If you cannot view an option to access New Analytics, your instructor may not have enabled this feature.
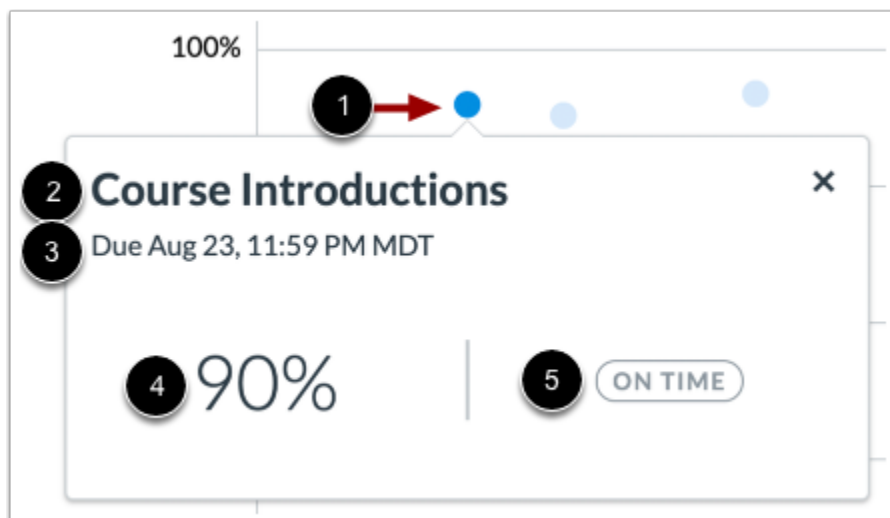
View Course Grade Graph

By default, student analytics opens to the **Course Grade** tab [1]. The Course Grade graph shows your submission status and grade for all the assignments in the course. Your current course grade is shown above the chart graph [2].

The x-axis displays an icon to indicate if the activity is an assignment, quiz, or discussion. The y-axis indicates the grade percentage.

A solid dot [3] represents a graded assignment and an empty dot [4] represents an ungraded assignment.

To download a CSV of your course grade data, click the **Download** button [5].

View Assignment Details

To view more details about an assignment, click the dot [1].

Each assignment will display the title [2], due date [3], grade [4], and status label [5]. The status label may display as on time, missing, late, or excused.

View Course Grade Data Table

To view course grade data in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the assignment name [3], due date [4], status [5], and grade [6]. The table can be sorted by clicking any column heading.

View Weekly Online Activity Graph
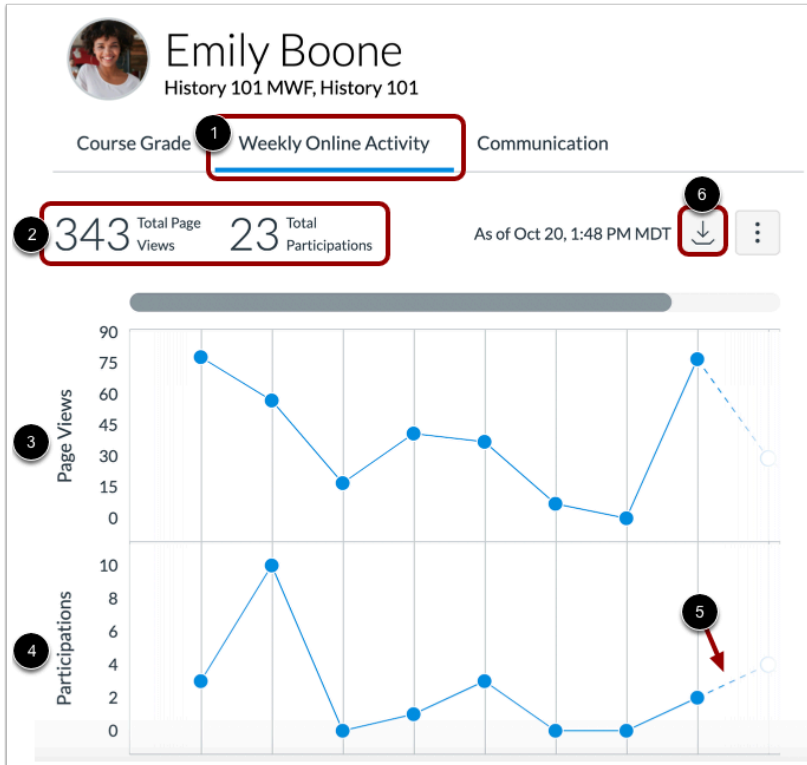
To view your weekly online activity, click the **Weekly Online Activity** tab [1]. Your total page views and total participations are displayed above the chart [2].

Data is displayed as a chart with two rows: average page views [3] and average participations [4]. The following actions will generate participations:

- Announcements: posts a new comment to an announcement
- Assignments: submits an assignment
- Collaborations: loads a collaboration to view/edit a document
- Conferences: joins a web conference
- Discussions: posts a new comment to a discussion
- Pages: creates a page
- Quizzes: submits a quiz
- Quizzes: starts taking a quiz

Data for the week that is currently in progress is indicated by a dotted line [5].

To download a CSV of the weekly online activity data, click the **Download** button [6].

View Weekly Online Activity Data Table

To view weekly online activity in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the week start date [3], number of page views [4], and number of participations [5]. The table can be sorted by clicking any column heading.

View Communication Graph
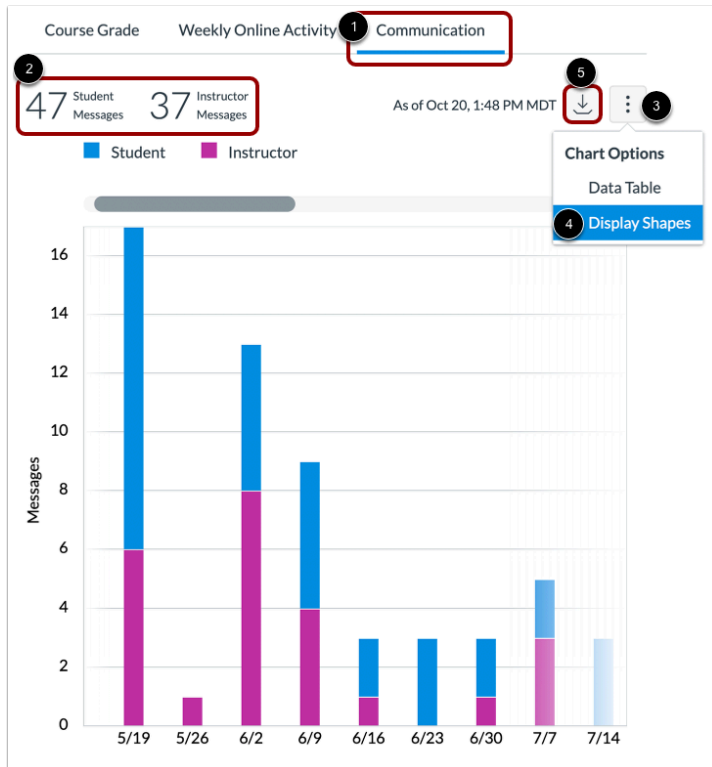
To view an overview of messages, click the **Communication** tab [1]. The Communication graph shows the number of conversations that have taken place between you and your instructor(s) in the Canvas Inbox. The total number of messages sent by you and your instructors is displayed above the graph [2].

The x-axis shows the date range and the y-axis shows the number of messages sent. Student and instructor messages are differentiated by different colors. To improve contrast in the chart, click the **Chart Options** icon [3] and select the **Display Shapes** option [4].

To view the details of the bar graph, hover over the specific bar you want to view. You can view the total number of messages sent for the date range. Click the bar to view the specific days and number of messages that were sent in the range.

To download a CSV of the communication data, click the **Download** button [5].

View Communication Data Table

To view communication activity in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the week start date [3], number of student messages [4], and number of instructor messages [5]. The table can be sorted by clicking any column heading.

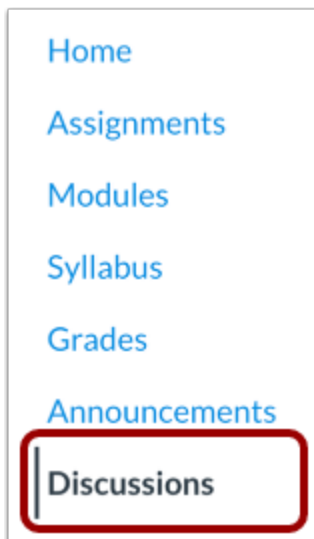To view details of a specific date range, click the date [6].

Discussions

How do I view Discussions as a student?

The Discussion Index page allows you to view all the discussions within a course.
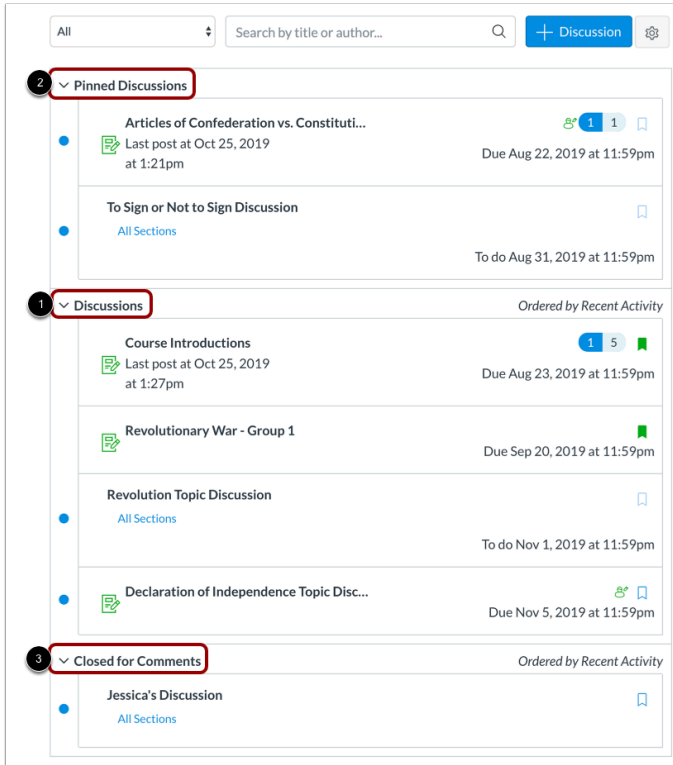
Note: Your instructor may choose to hide the Discussions link in Course Navigation. If the Discussions link is not available, you can still access Discussions through other areas of Canvas.

Open Discussions

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

View Discussions

Discussions are organized into three main areas.

Discussions [1]: These are current discussions within the course. Discussions are ordered by most recent activity. You will only see this section heading if there are discussions within this section.

Pinned Discussions [2]: These are discussions that your instructor wants you to pay specific attention to and will appear at the top of the Discussions page. *You will only see this section heading if there are discussions within this section as designated by your instructor.*

Closed for Comments [3]: These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by most recent activity. You will always see this section heading, even if there are no discussions within this section.
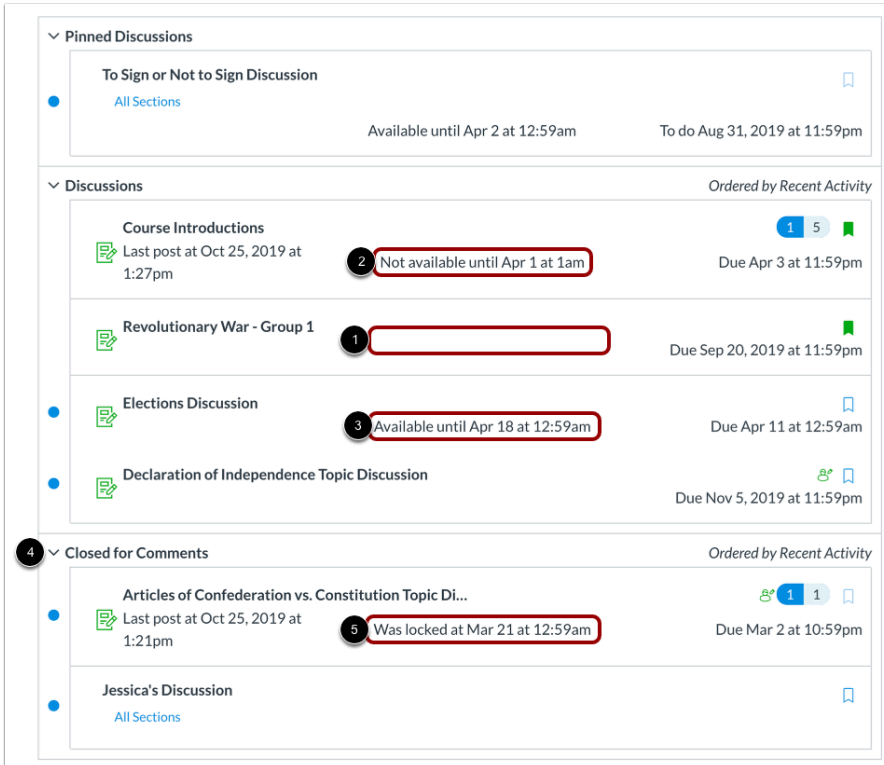
View Individual Discussion

Each discussion displays whether or not it is a graded discussion [1], the name of the discussion [2], the date on which the last discussion reply was posted [3], the due date (if any) [4], the number of unread/total posts in the discussion [5], and whether or not you are subscribed to the discussion [6].

You can also view availability dates for individual discussions [7].

An unread icon next to a discussion indicates an unread discussion [8]. The number of unread/total posts will not appear for group discussions and discussions that have no discussion replies [9].

There will also be a peer review icon if a graded discussion has been assigned peer reviews [10].

View Availability Dates

The first dates you may see are the availability dates. Your instructor may use availability dates to restrict discussion replies to a specified date range. The availability dates are the range of time that the discussion is accessible to you. Availability dates also appear on the Assignments page for all discussions with assigned availability dates.

- If the discussion does not have a date listed, the discussion is open; you can reply to the discussion at any time during your course [1].
- If the discussion says **Not Available Until** [date], the discussion is locked until the specified date [2].
- If the discussion says **Available until** [date], you can reply to the discussion until the specified date [3].
- If the discussion is in the **Closed for Comments** section, the discussion cannot accept submissions [4]. Discussions in this section may show a "Was locked at [date]" to indicate when the discussion was closed for comments [5].

Note: If a date does not include a time, the listed date defaults to 12 am. Therefore, the last day for the discussion is the full day before the listed date. For instance, if a discussion is Available until March 29, you can access the discussion until March 28 at 11:59 pm.

View Due Dates

The second set of dates are the due dates [1] for each respective discussion. However, **due dates only apply to graded discussions**. Any replies to discussions after the due date are marked as late; some instructors may deduct points for late replies. You can still reply to late discussion before the **Available until** date.

*Please be aware that the Due date may be **before or on** the Available date.*

Due dates also include a time [2]. If your instructor does not set a specific due time, the graded discussion due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

Filter Discussions

There are a few ways to filter Discussions:

1. View All or only unread discussions by selecting an option from the drop-down menu.
2. Search for a discussion by typing a discussion title, a user name, or a keyword in the **Search** field.
3. [Start a new discussion](#) by clicking the **Add Discussion** button. (**Note:** Some instructors may choose to disable this option.)
4. Change the discussions settings to [manually mark posts as read](#) by clicking the **Settings** icon.

Open Discussion

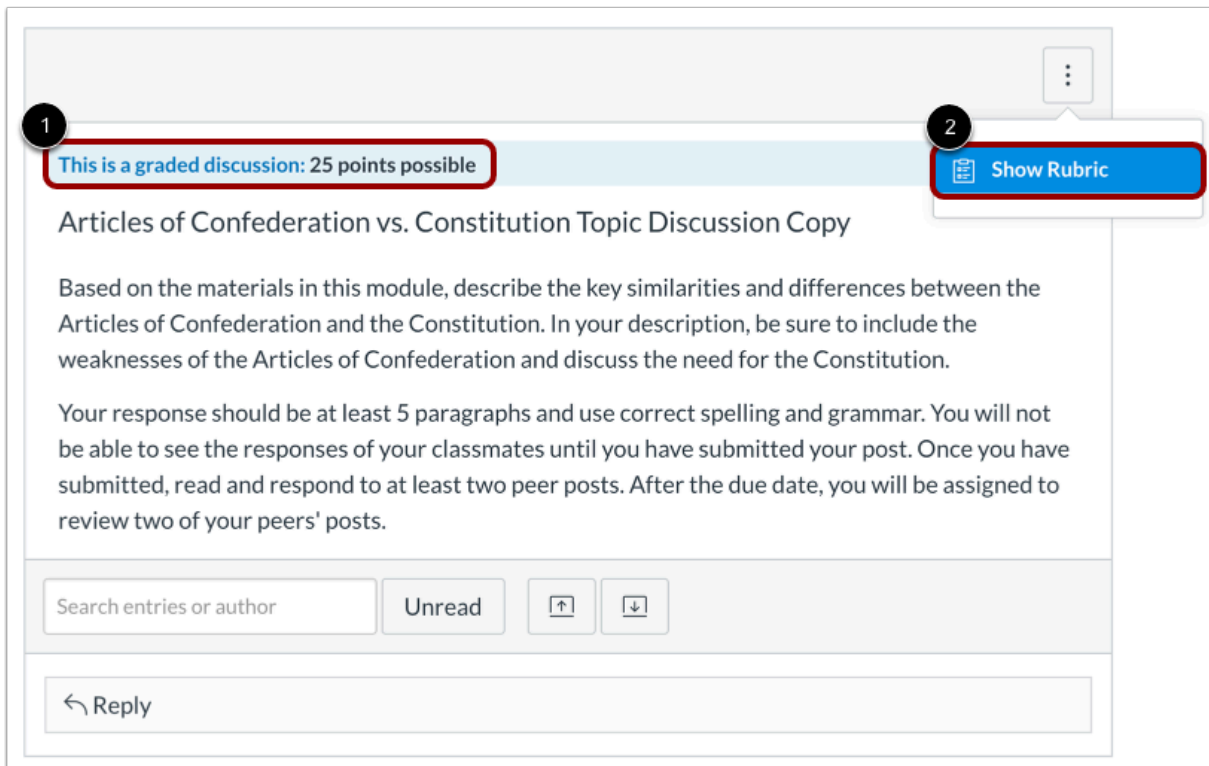To view the details of a discussion, click the name of the discussion.

View Open Discussion

When a discussion is available for participation, you can view the Reply field beneath the discussion topic [1]. To reply to the discussion, click the Reply button.

The discussion also shows the discussion topic [2] and the name of the person who created the discussion [3].

Note: The Discussions page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press **Alt+F8** (on a PC keyboard) or **Option+Fn+F8** (on a Mac keyboard) simultaneously on your keyboard.

View Graded Discussion
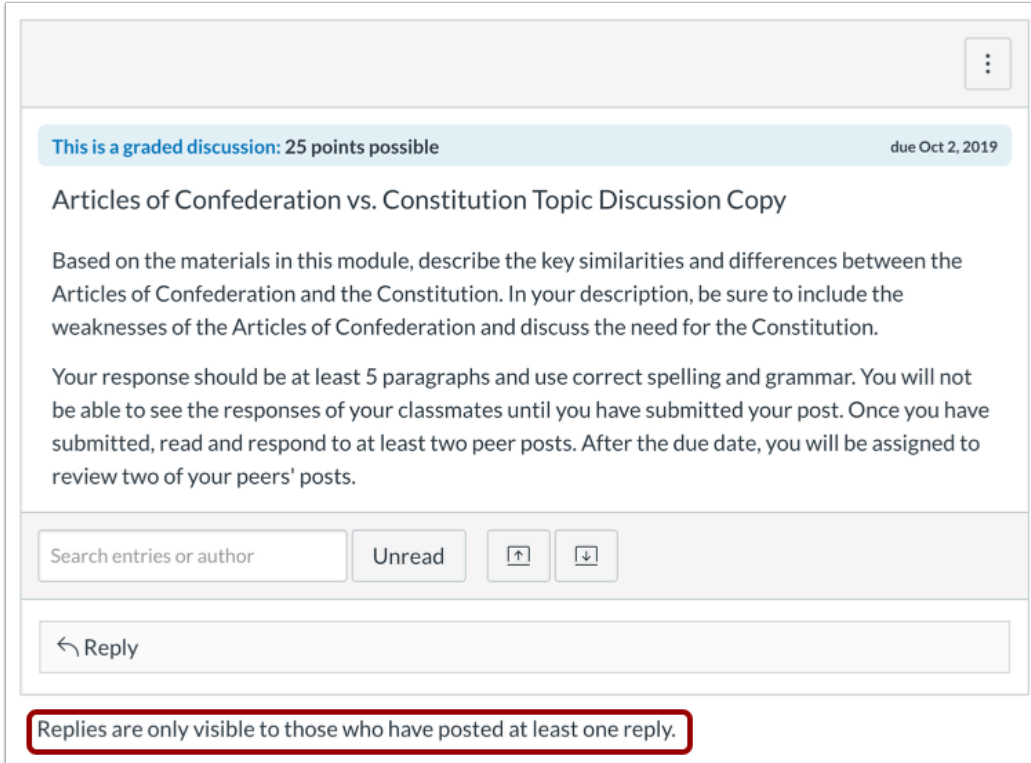

If your discussion is a graded discussion, you can view the discussion the same way as regular discussions with additional information:

- **Graded Discussion details** [1]: points and due date for the graded discussion, if any. Not all graded discussions may have a due date.
- **Rubric** [2]**:** any grading criteria that your instructor has provided for the graded discussion. A graded discussion may or may not include a rubric. Before submitting your reply, you may want to review the discussion rubric.

If you were to miss the due date, you may be able to submit a reply to the discussion before the last day of the course. If the graded discussion does not have a due date, you can submit a reply any time before the last day of the course.
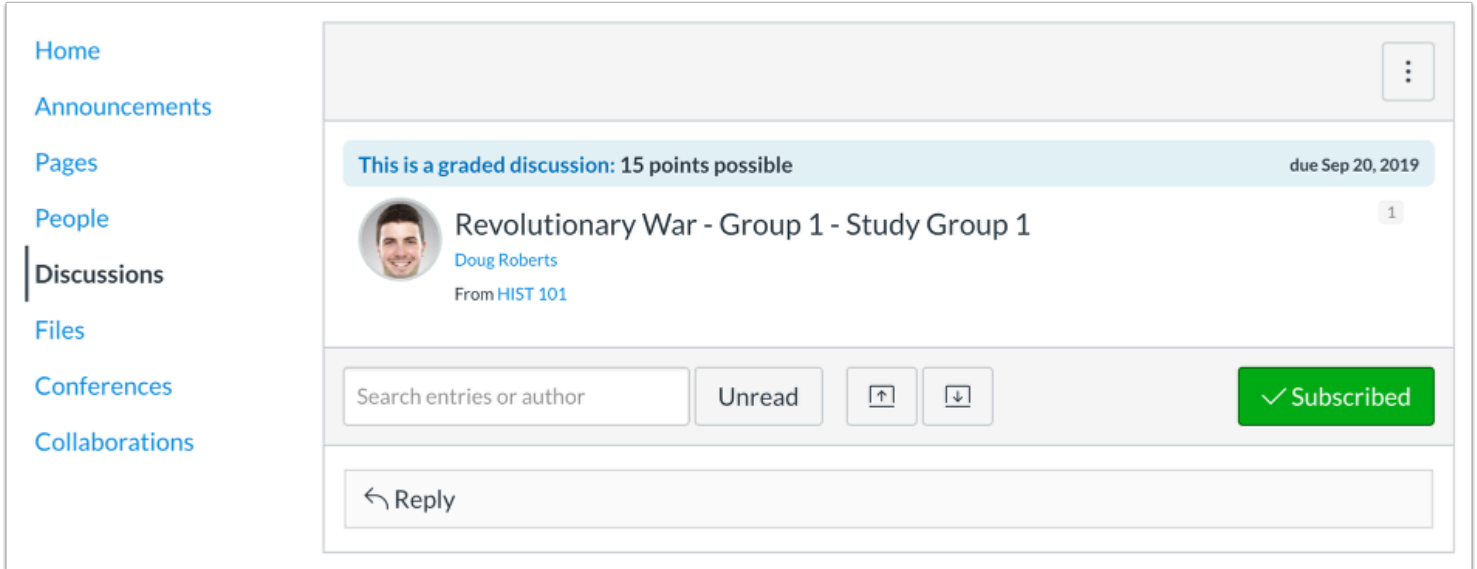
View Discussion with Required Replies

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

View Group Discussion

If a discussion is a group discussion, you will be directed to Discussions in your group.

View Locked Discussion

When a discussion is locked, you can't view any details in the discussion topic. However, you can view the date when the discussion will be open.

View Closed Discussion

Both graded- and non-graded discussions can be closed at any time. Your instructor may note in the description topic or syllabus if a discussion is only scheduled to be available for a specific period of time.

When a discussion has been closed for comments, you can still view the details of the discussion topic and any replies, but you can no longer reply to the discussion.
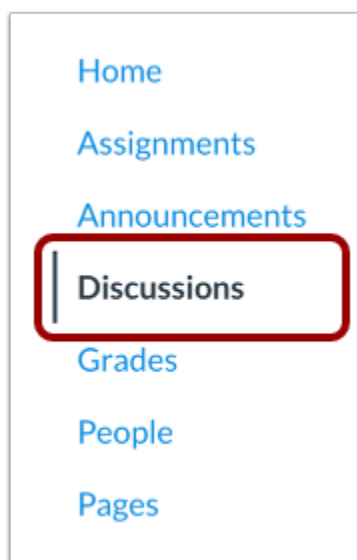
The discussion was either available until a specific date, or your instructor manually closed the topic.

How do I view the rubric for my graded discussion?

Your instructor may include a rubric as part of a graded discussion. The rubric is a set of criteria that your instructor will use to grade your discussion. Before submitting your discussion, you can use the rubric to evaluate your own work and make sure your discussion fulfills your instructor's requirements.

Note: Not all graded discussions may include a rubric.

Open Discussions

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

Open Discussion

Click the name of a graded discussion.

Show Rubric

Click the **Options** icon [1] and select the **Show Rubric** button [2].

Note: If the **Show Rubric** button does not display, there is no rubric for your discussion.

View Rubric

View the graded discussion rubric.

The rubric includes criteria [1], ratings [2], and full point values [3]. A rubric criterion may include up to five different ratings and individual point values.

View Rubric Details

If a criterion includes a longer description with more details, click the **view longer description** link [1].
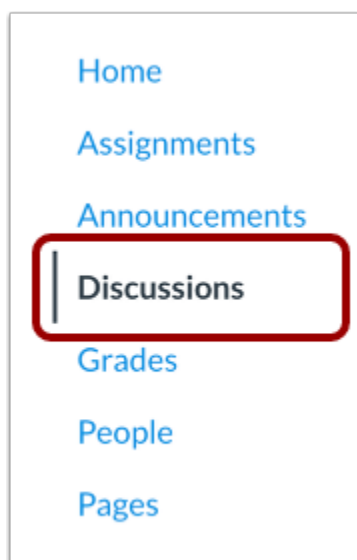
The rubric may also include an outcome associated with the course [2]. Outcomes are identified by a small flag and are used to assess learning mastery in a course. The outcome also shows the threshold for the outcome, or the number of points you must achieve to meet expectations. Your instructor may allow you to view outcomes results in your course grades.

How do I subscribe to a discussion podcast as a student?

If your instructor has enabled a podcast in a discussion, you can subscribe to receive the feed in a podcast capturing program. This lesson explains how to add a podcast to iTunes (minimum version 11.0).

Note: The Record/Upload Media Comment tool in the Rich Content Editor must be used for updates to be added to the podcast feed. Text-only discussion posts are not included in the feed.

Open Discussions

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

Open Discussion

Click the title of the discussion.

Open RSS Feed

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

Copy URL Link
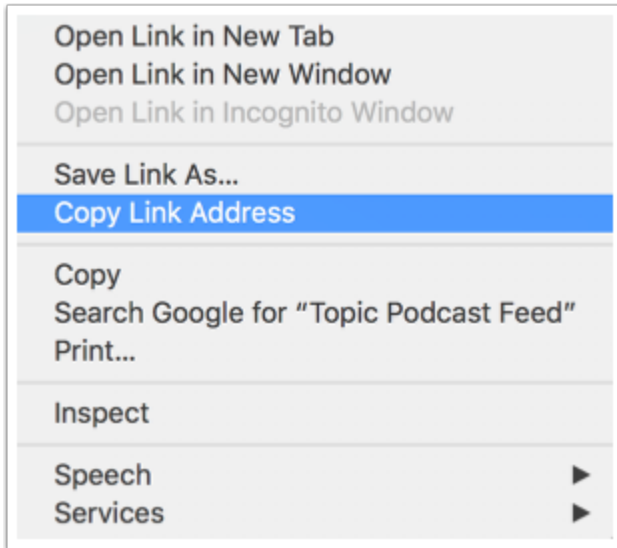
Click the **Copy Link Address** link.

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

Open iTunes

Open iTunes or podcast capturing program.

Subscribe to Podcast

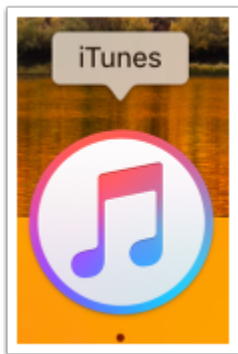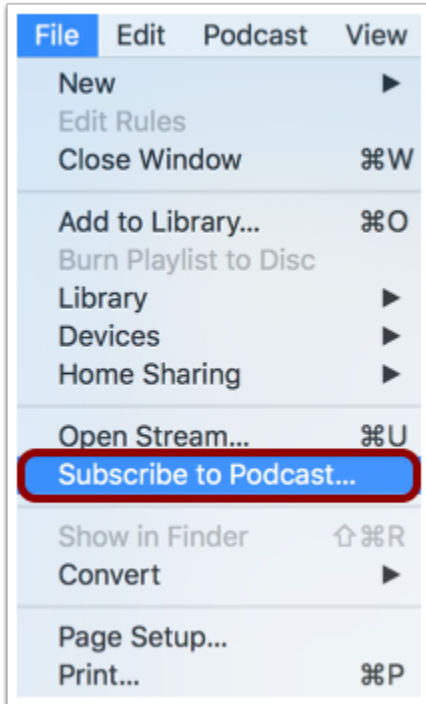Open the File options and click the **Subscribe to Podcast** link.

Paste URL

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

Select Podcasts

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

Listen to Podcast

Listen to the podcast when episodes are available.

How do I know if I have a peer review discussion to complete?

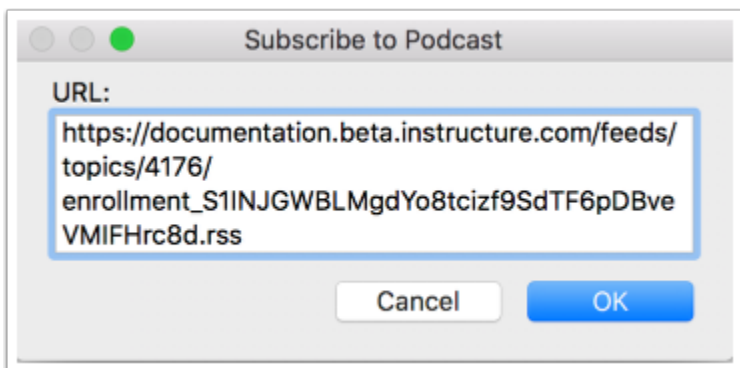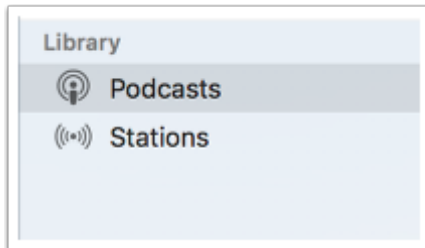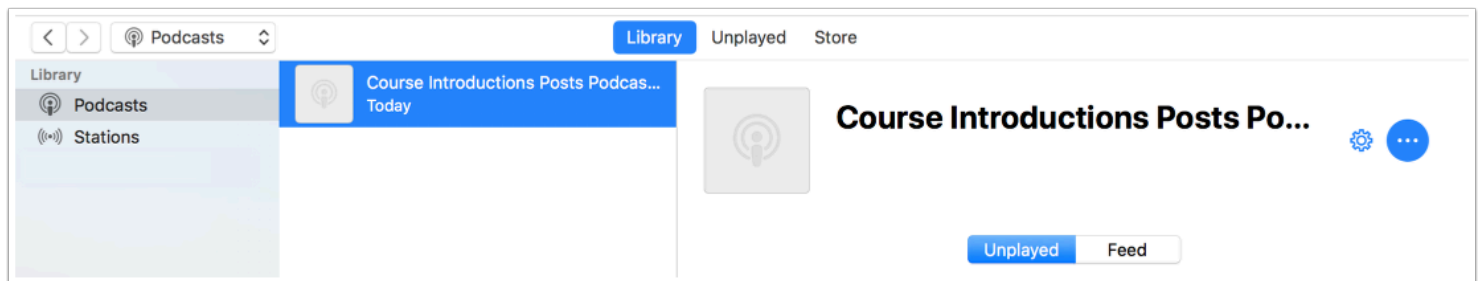Your instructor can assign you to review another student's discussion post. You can view peer review notifications in Canvas in the Recent Activity Stream, the To Do list, and from the individual discussion page. Once peer reviews are assigned, you can also be notified according to your Canvas notification preferences.

Learn how to submit a [peer review discussion](#).

View Dashboard

Once a peer review is assigned to you, a notification will appear in several dashboard areas.

View Recent Activity
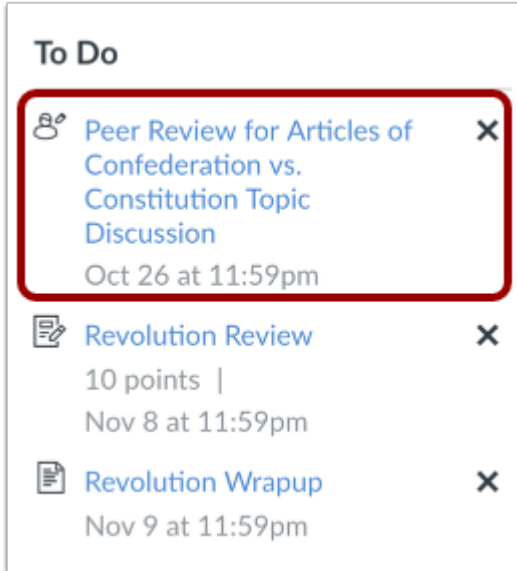

On your Dashboard, you can view recent activity in your [Global Activity Stream](#). Recent activity will display a peer review and the name of the course. Click the Show More link to access the assignment and view the name of the peer review student.

If a peer review is anonymous, the name will show as Anonymous User.

View To Do List

On both the Dashboard and the Course Home Page sidebar, the To Do list shows the peer review discussion. Peer reviews are identified with the Peer Review icon. To review the discussion, click the **Peer Review for [Discussion Name]** link.

Note: Currently the Due Date in the To Do List does not accurately display the due date for completing your peer review. If details about your peer review are not already included in the details of your graded discussion, please contact your instructor.

Open Discussions
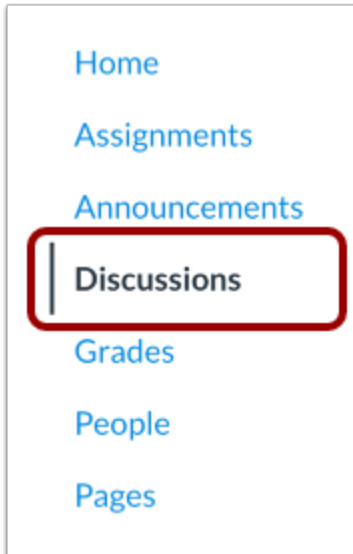
You can also view peer reviews when viewing discussions. In Course Navigation, click the **Discussions** link.
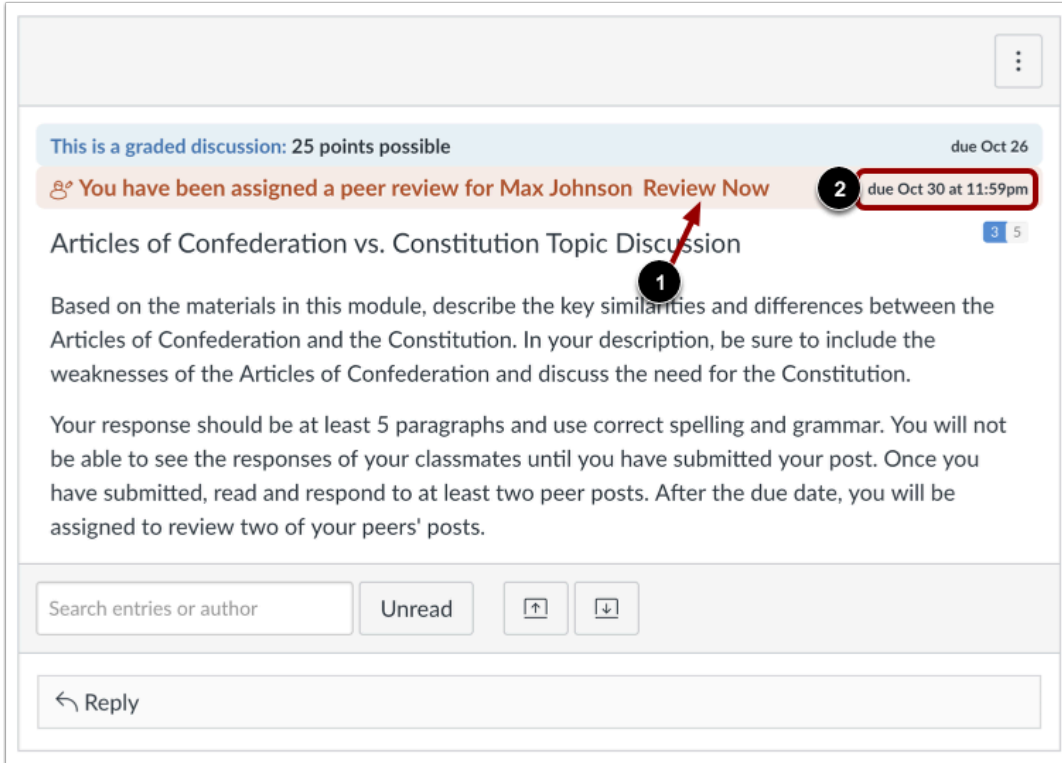
Note: You can also access your Assignments through your Dashboard, Course Activity Stream, Assignments, the Syllabus, Gradebook, Calendar, or Modules.

Open Discussion

Peer review discussions display the peer review icon [1]. Click the title of the discussion [2].

View Assigned Peer Review

The peer review assignment is highlighted at the top and includes a direct link to the peer review [1].

If a specific due date is assigned to the peer review, the date also appears as part of the message [2]. Otherwise, it displays the due date for the graded discussion, if any.

How do I submit a peer review to a discussion?

Your instructor may require you to submit a peer review of another student's discussion reply. To complete the peer review, you must review the student's discussion reply and add a comment in the comment sidebar.

If your instructor includes a rubric, which is a pre-determined outline of how an assignment is graded, you must assign a grade using the rubric. However, your instructor may also ask you to leave a comment in the comment sidebar.

Discussion peer reviews cannot be anonymous.

Learn how to see if have been assigned a peer review discussion.

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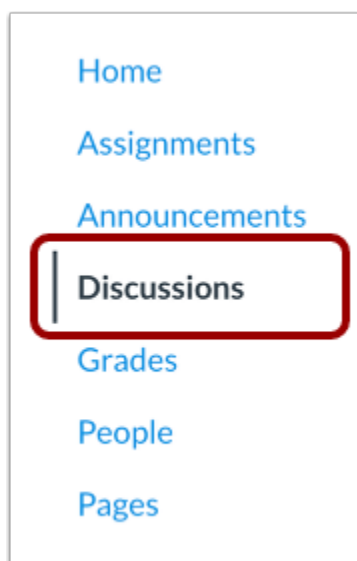
In Course Navigation, click the **Discussions** link.

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

View Discussions

Click the title of the discussion.

Open Assigned Peer Review

Click the **Review Now** link.

Complete Rubric

If the assignment has a rubric attached, you are only required to complete the attached rubric for the peer review to be considered finished. To view the rubric, click the **Show Rubric** link [1] and enter a score for each criterion in the **Points** column [2]. Each rubric score will create the total points for the assignment [3].

When you're finished, click the **Save Comment** button [4].

Add Discussion Comment

If your assignment does not include a rubric, you are required to add at least one comment. You cannot view any existing feedback submitted by another student or the instructor.

Type a comment in the comment field [1], leave a media comment [2], or attach a file [3]. Click the **Save** button [4].

Confirm Completed Peer Review

A message will appear on your discussion to confirm you have completed the peer review.

Note: You may need to refresh your browser to see that you've completed the required steps for the peer review.

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

You can find your peers' feedback for peer reviewed assignments in the sidebar of your Canvas course and on the submission details page.

View Recent Feedback

Under **Recent Feedback** in the sidebar of your Canvas course, you can view recent comments from peer reviewed discussions. Click the title of the discussion to view all submission details and comments.

View Submission Details Page

You can view the comment directly in the submission details page.

View Grades

The comment can also be viewed on your Grades page.

How do I create a course discussion as a student?

You may be able to create new discussions in your course. These discussions are part of the course and are separate from creating a discussion in a group.

Note:

- If the **Add Discussion** button does not display, your instructor has restricted this setting in your course. However, this setting does not affect discussions in course groups.
- If you add a file to your discussion, it will be stored in course files in the unfiled folder.

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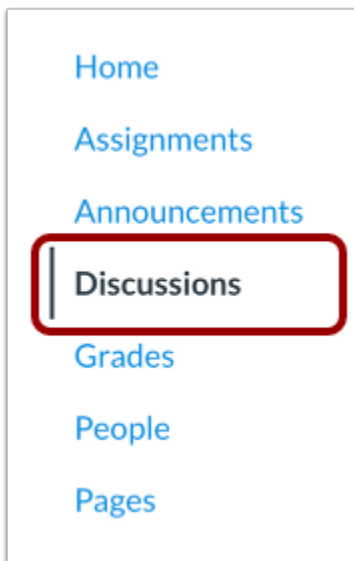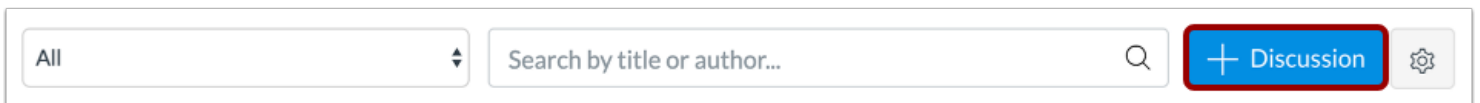
In Course Navigation, click the **Discussions** link.

Add Discussion

Click the **Add Discussion** button.

Create Discussion

Create your discussion by utilizing the following options:

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content. The Rich Content Editor includes a word count display below the bottom right corner of the text box.
3. Attach a file to your discussion. (If the attachment option does not display, your instructor has restricted this setting. Depending on your browser you may also see the **Browse** button instead of the **Choose File** button.)
4. Create a threaded reply by clicking the **Allow threaded replies** checkbox.
5. Require users to post to the discussion before viewing other replies by clicking the **Users must post before seeing replies** checkbox.
6. Allow users to like discussion posts by clicking the **Allow liking** checkbox.
7. Set specific dates the discussion can be viewed. Select the date you want the discussion to be show in the **Available From** field and the date the discussion should be hidden in the **Until** field. If you do not enter any dates, the discussion will be show during the entire duration of the course.
8. Use the Content Selector to add additional content to your discussion post.

Save Discussion
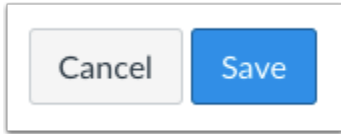
Click the **Save** button.

How do I subscribe to a discussion as a student?

You can subscribe to entire discussion threads in your courses and be notified when new comments are posted to the topic. If you reply to a discussion, you will automatically be subscribed to discussions and will be notified of updates unless you manually unsubscribed to that discussion. Please note that you cannot subscribe to individual threads within a threaded discussion.

You will automatically be subscribed to discussions you create in your **student groups**. You will also be subscribed to any new discussions you create in your course, if your instructor has set course permissions that allow you to do so.

Note: You must specify your notification preferences to receive updates for subscribed discussions.

View Discussion Notification Preferences
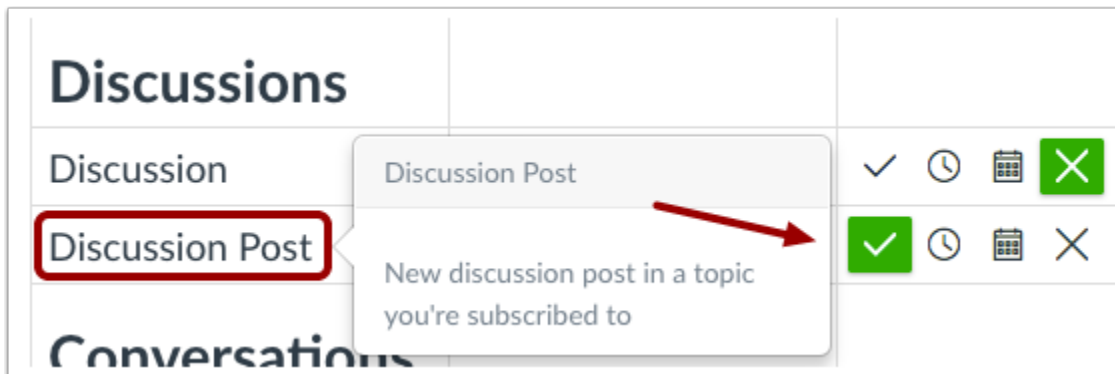
In Notification Preferences, you can change the method and frequency of subscribed discussion posts.

Open Discussions
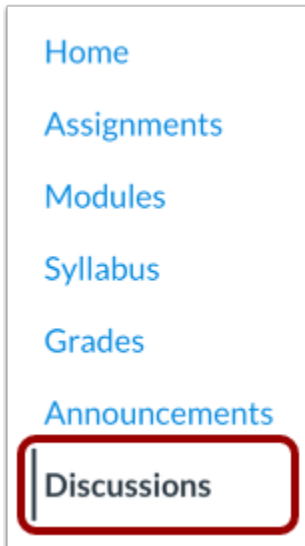
In Course Navigation, open the **Discussions** link.

Subscribe on Discussions Index Page
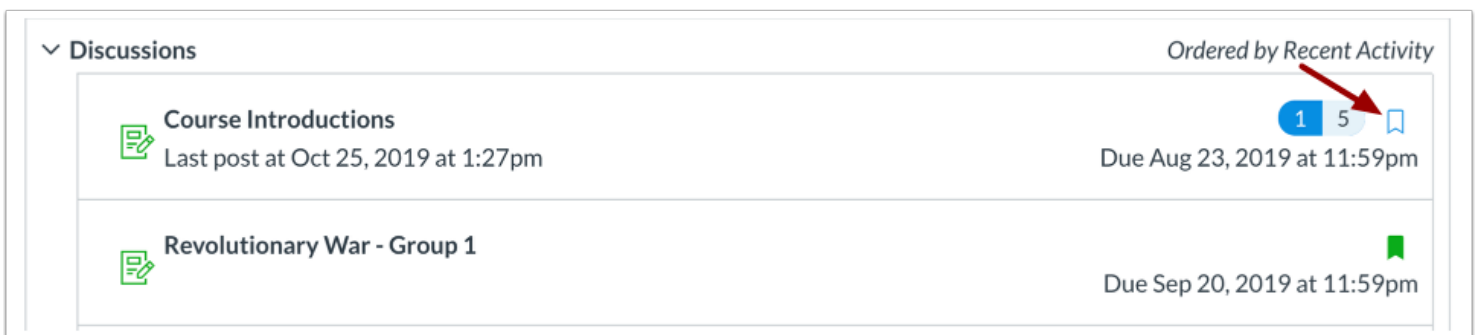
You can subscribe to an entire discussion from the Discussions page. Locate the discussion you want to subscribe to and click the **Subscribe** icon.

The Subscribe icon will turn green when you are subscribed.

Unsubscribe on Discussions Index Page

To unsubscribe from a discussion, locate the discussion you want to unsubscribe from and click the **Subscribe** icon.

The Subscribe icon will appear as an outline when you are unsubscribed.
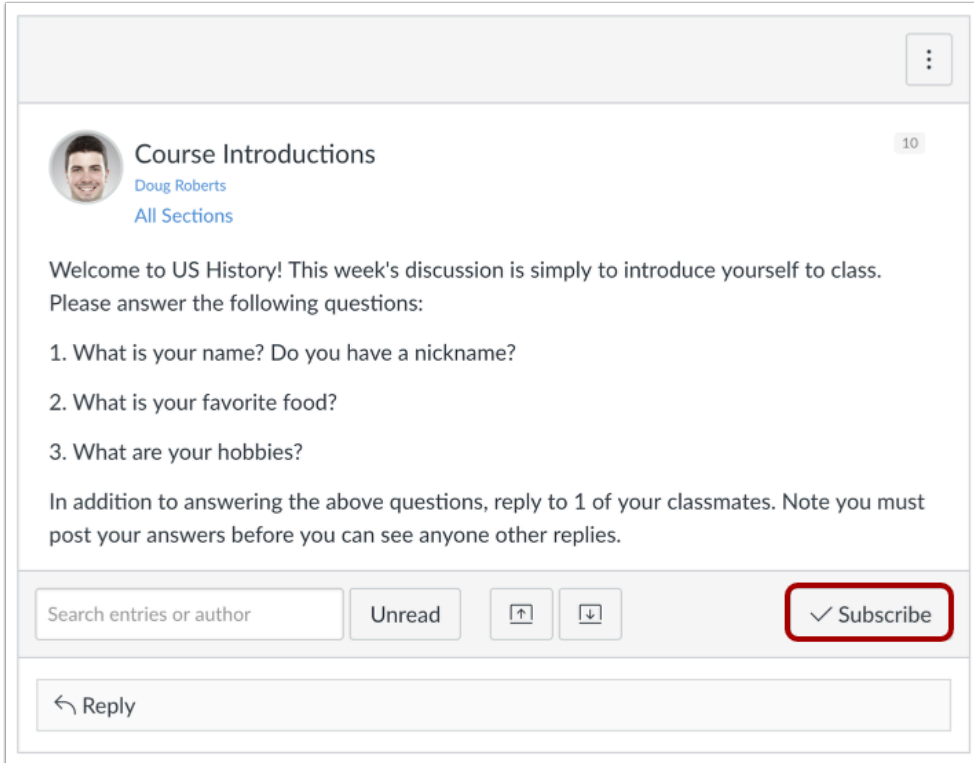
Subscribe within Discussion

You can also subscribe within a discussion. Click the title of the discussion you want to subscribe to.

Subscribe to Discussion
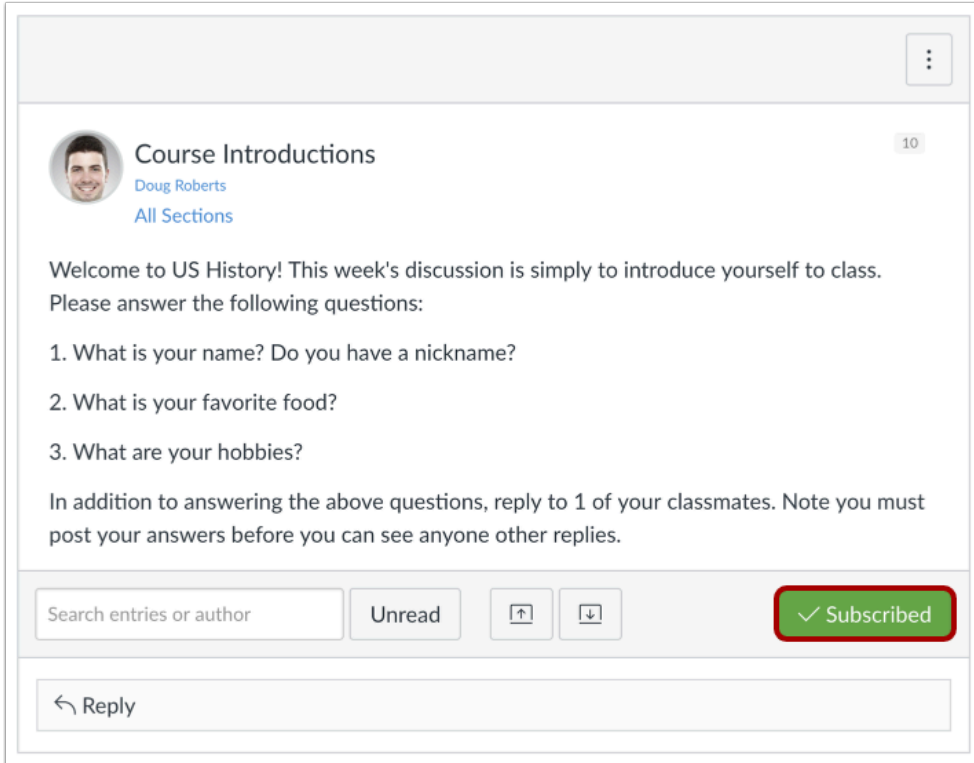
Click the **Subscribe** button.

The Subscribe button will become green when you are subscribed to the discussion topic.

Unsubscribe from Discussion

To unsubscribe from a discussion, open the discussion and click the green **Subscribed** button.

The Subscribed button will become a gray Subscribe button when you are unsubscribed from a discussion topic.

How do I view and sort discussion replies as a student?

You can view all replies in a discussion by scrolling or searching content. Focused discussion replies are shown in hierarchal order; threaded discussions are hierarchal, collapsable, and expandable.

You can also search for discussion replies and copy a direct link to a discussion reply.

Open Discussions

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

Open Discussion

Click the title of the Discussion.

View Discussion

In a discussion, you have several options to view and sort discussions. Use the search field [1] to search for replies or specific authors. To filter by unread replies, click the **Unread** button [2]. You can also collapse and expand [3] all discussion replies.

To subscribe to a discussion, click the **Subscribe** button [4]. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification preferences. You are automatically subscribed to any discussions you reply to. When you create a discussion in a group—or in a course if you have permission—you are also automatically subscribed to the discussion. If you are subscribed, the button will have a green background. To unsubscribe, click the **Subscribe** button and the background will turn gray.

To open options for the discussion, click the **Options** button [5]. Options allows you to mark all existing posts (replies) as read. If your discussion is graded, you can view the rubric for the discussion, if any.

You can view how many unread and replies are in a thread [6]. The number on the left indicates unread replies, while the number on the right indicates the total number of replies.

View Graded Discussion

If your discussion is a graded discussion, you can view the discussion the same way as regular discussions. However, you can view the number of points the discussion is worth [1], and if there is a due date [2]. The Options button [3] will show the rubric for the graded discussion, if any.

View Group Discussion

If a discussion is a group discussion, you'll be redirected to Discussions for the appropriate group.

View Replies
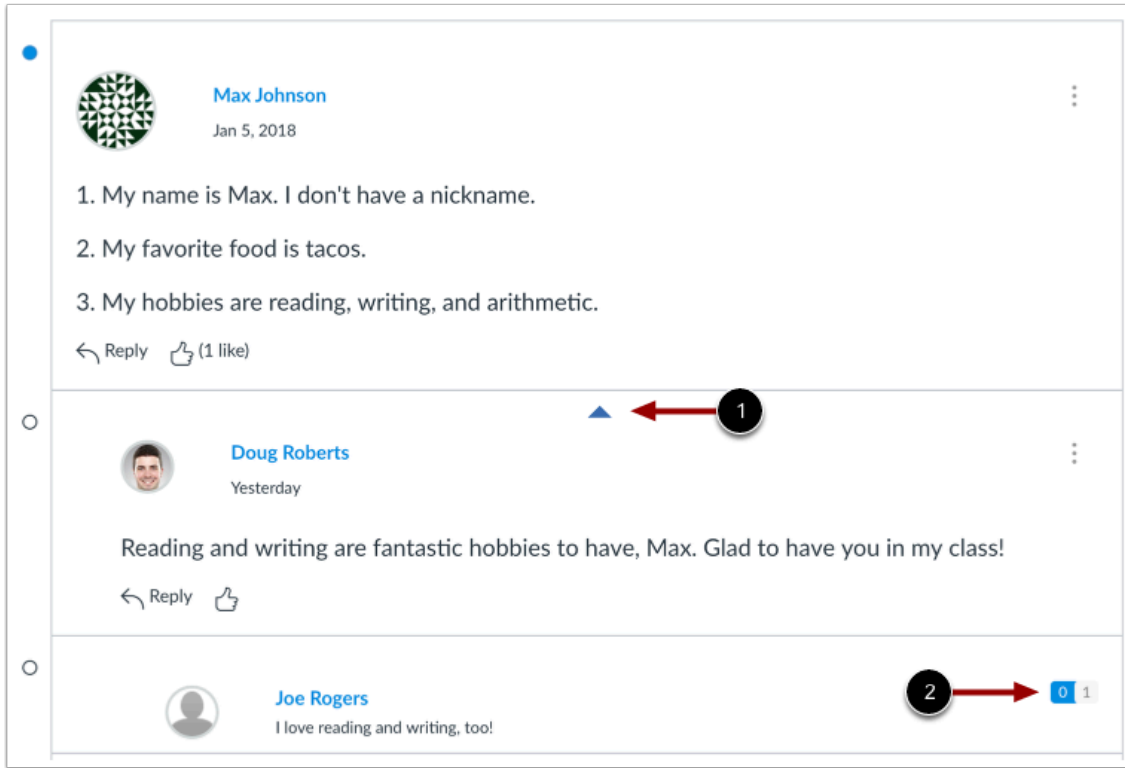
Discussion replies are shown in order of post date. In discussion replies, the unread icon indicates the reply is new and unread [1]. The read icon indicates a reply is read [2]. When you navigate away from the Discussion or refresh the page, Canvas automatically marks the replies as read. After Canvas has changed the reply status, you can manually mark discussion replies as read or unread at any time.

You can also change your Discussion Settings so you can manually mark discussion replies as read.

View Threaded Discussions
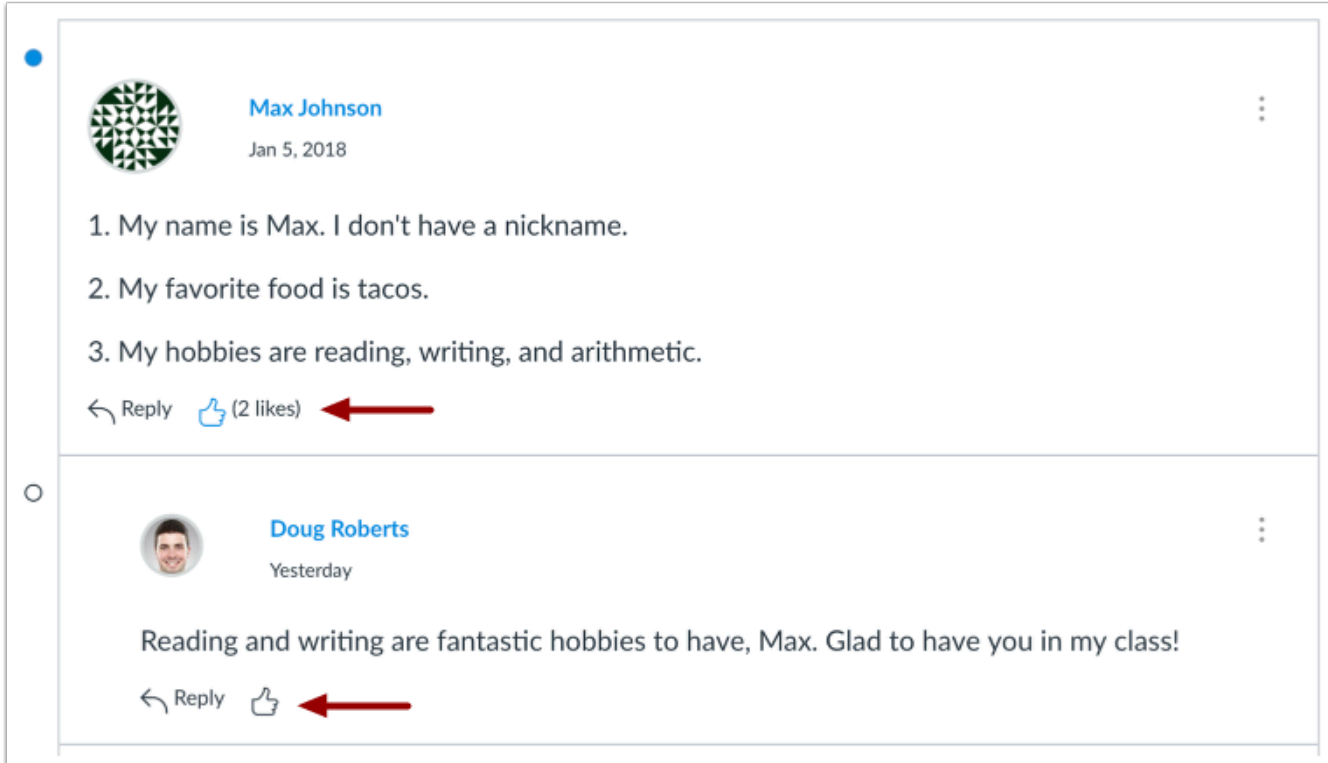
Threaded Discussions are discussions with replies within replies. In addition to post date, replies are shown in hierarchal order, with replies naturally indented to indicate when a student replies to another student's reply.

When viewing threaded discussion replies, you can collapse and expand individual threaded discussions. Hover over the top of a discussion reply and click the up arrow to expand or collapse a threaded discussion reply [1]. When a threaded discussion reply is collapsed, you can view the reply indicators showing the number of unread and total replies [2].

View Liked Discussions
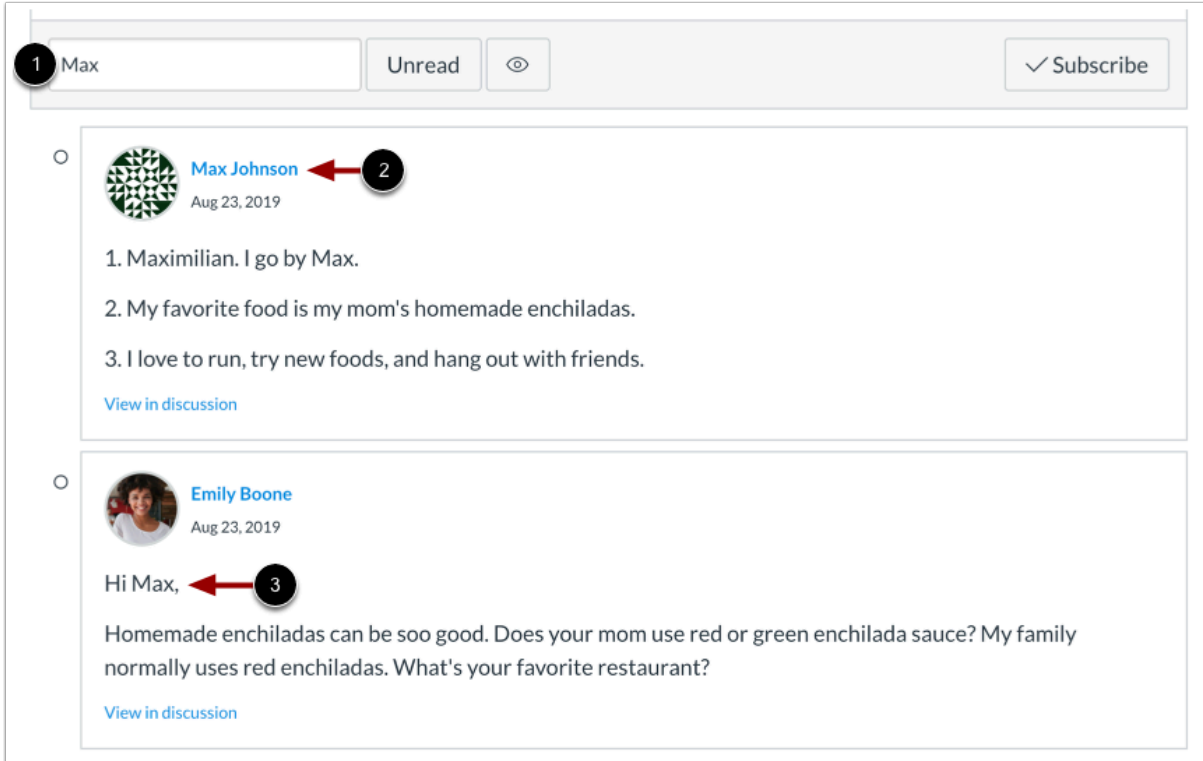
If your instructor allows you to [like replies in a discussion](link), a Like icon appears next to each reply in the discussion. Blue icons indicate replies that you've liked. The number of total likes also appears next to the icon.

The discussion may also be set up to sort automatically according to the number of likes. In threaded discussions, likes are retained with the original discussion reply. Original replies will always sort first, and any associated replies will be reordered beginning with the highest-liked reply.

Search for Reply

To search for a discussion reply, enter any term in the **Search** field [1]. Search results include matches for user names [2] and reply text [3].

View Reply in Discussion
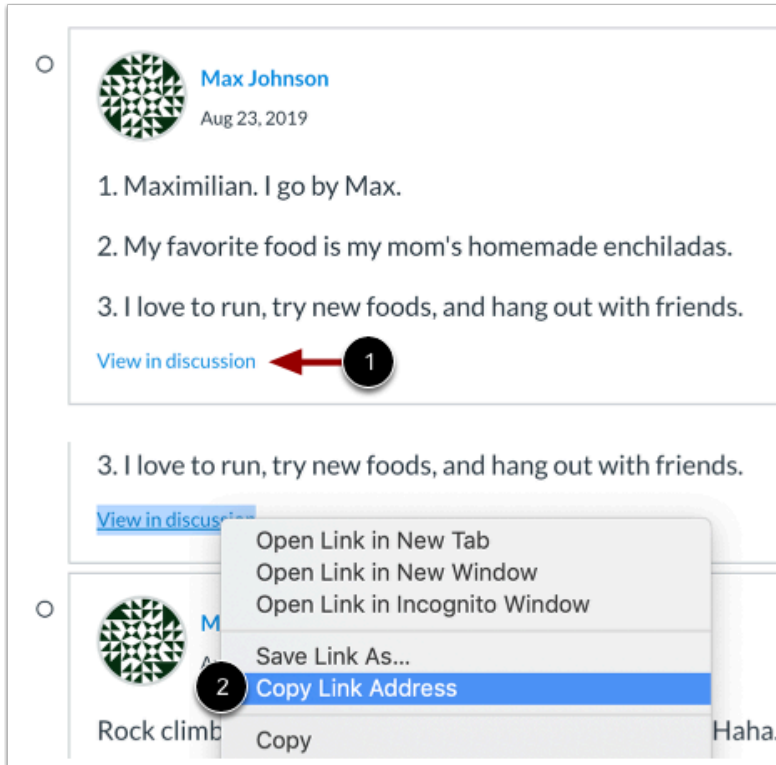
To clear search results and view the reply as part of the entire discussion, click the **View in discussion** link [1].

To copy a direct link to the discussion reply, right click the View in discussion link and select the **Copy Link Address** option [2].

View Reply Settings

Each discussion reply has its own options menu.

In original discussion replies, you can return to the main discussion topic by clicking the **Go to Topic** link [1].

In threaded discussions, if you are viewing a reply within a reply, return to the original reply by clicking the **Go to Parent** link [2].

If you are allowed to edit and delete your own discussion posts, you will also view **Edit** and **Delete** options [3].

Reply to Discussion

To [reply to a discussion](link), reply to the main discussion topic by clicking the Reply field [1]. If your discussion is threaded, you can reply to any other post in the discussion by clicking the **Reply** link [2].

How do I change discussion settings to manually mark discussion replies as read as a student?

In discussion replies, a blue dot indicates the reply is new and unread. A white dot indicates a reply is read. When you navigate away from the discussion or refresh the page, the blue dots will change to white dots indicating the replies are read.

You can tell Canvas not to automatically mark your discussion replies as read so that you can manually control which replies you haven't viewed. Your selection for this option will apply to the Discussions settings for all of your courses. By default, manually marking posts as read is turned off.

You can manually mark discussion replies as read or unread at any time.

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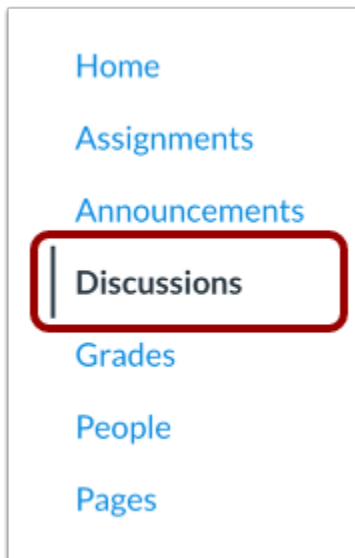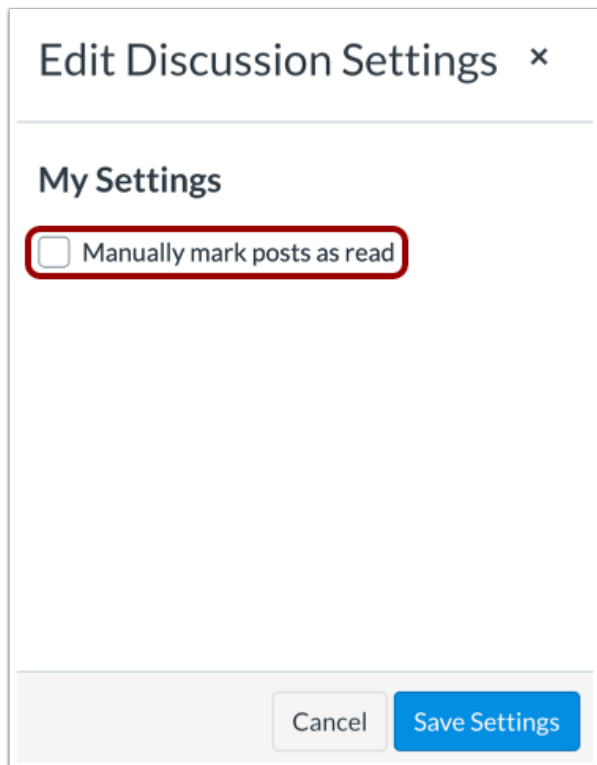
In Course Navigation, click the **Discussions** link.

Open Settings

All

Search by title or author...
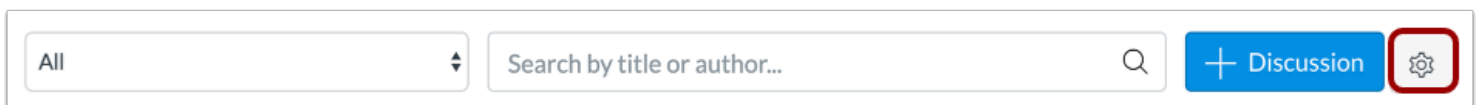
+ Discussion

Click the **Settings** icon.

Manually Mark Posts as Read
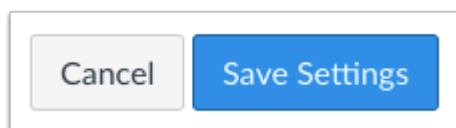
Click the **Manually Mark Posts as Read** checkbox.

Note: Selecting this option will require you to manually mark posts as read for all of your courses.

Save Settings

Click the **Save Settings** button.

How do I mark discussion replies as read or unread as a student?

By default, as you read new Discussion posts, Canvas will mark them as read (changing the indicators from blue to white) as you scroll down the page. However, you can manually mark each posts back to a read or unread state.

You can tell Canvas not to automatically mark all your posts as read in your **Discussion settings**.

Note: Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.

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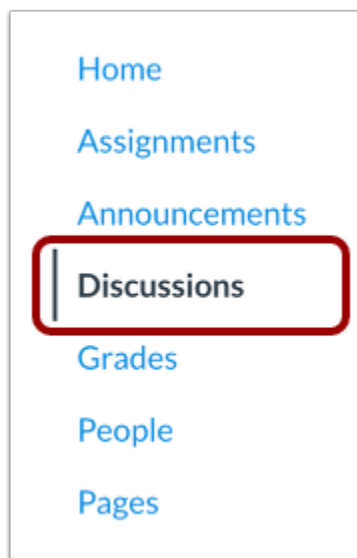
In Course Navigation, click the **Discussions** link.

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Open Discussion

Click the discussion you want to view.

View Posts

The read icon indicates the reply has been read [1]. The unread icon indicates a reply is new or unread [2].

Mark Post as Unread

To change a read post to unread, click read icon next to the post you wish to change.

Verify Post as Unread
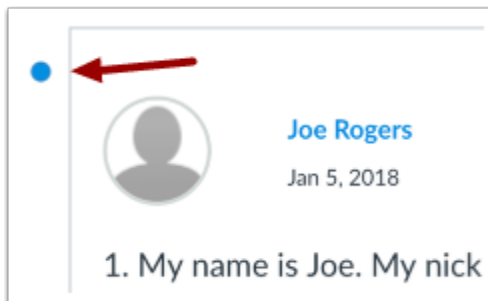
View the post now marked as unread.

Mark Post as Read
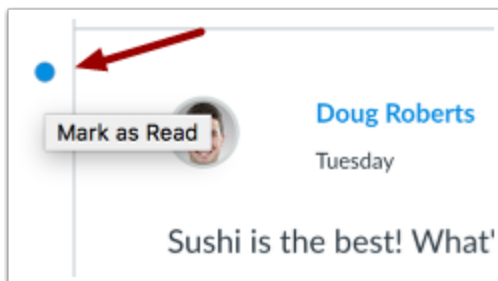
To change an unread post to read, click the unread icon next to the post you wish to change.

Verify Post as Read
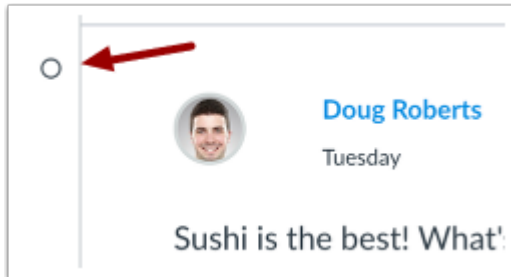
View the post now marked as read.

Note: If a post's state is manually changed, the post will not change states (become read or unread) unless you manually change it again.

How do I reply to a discussion as a student?

You can easily reply to any discussion. However, the reply option may vary depending upon how your instructor set up the discussion. Discussion replies can be edited or deleted, as long as your instructor has not restricted this setting in your course.

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

Note: The discussion reply Rich Content Editor includes a word count display below the bottom right corner of the text box.

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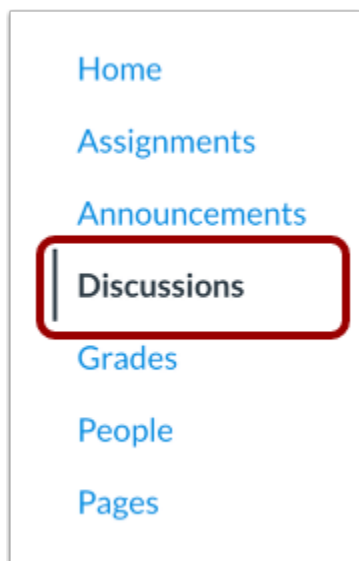
In Course Navigation, click the **Discussions** link.

Open Discussion

Click the title of the discussion.

Reply to Discussion

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].

Note: If you post your discussion response before an attached image finishes uploading, Canvas will display a warning message.

View Your Reply

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash indicating it has been newly posted. The unread icon next to your post will immediately change to the read icon if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the unread icon will remain until you manually mark it as read.

Reply to a Comment
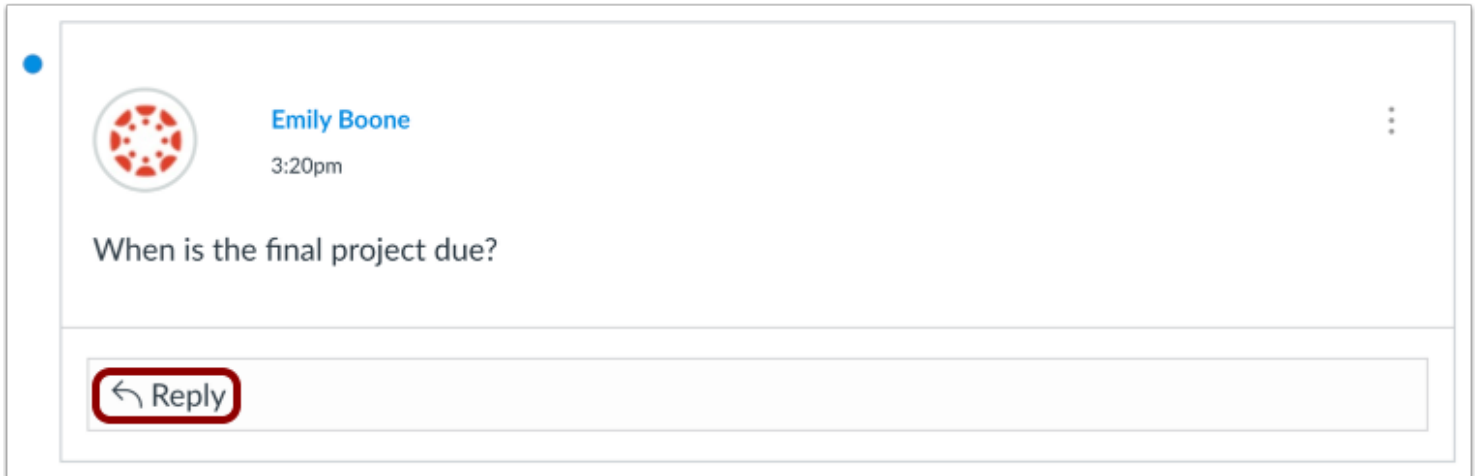
You can reply to a comment already posted by another student by clicking in the **reply** field below the post.

Note: Depending on how your instructor set up the discussion, the reply field may look slightly different.

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].

Note: If you post your discussion response before an attached image finishes uploading, Canvas will display a warning message.

View Your Reply

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash indicating it has been newly posted. The unread icon next to your post will immediately change to the read icon if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the unread icon will remain until you manually mark it as read.

How do I attach a file to a discussion reply as a student?

If your instructor allows file attachments, you can attach a file to a discussion reply using the attachment icon. Attachments can be added to both graded and non-graded discussions.

Any attachments added as part of discussions are copied to your user files. Attachments for graded discussions are not counted against your user quota and cannot be deleted.

Notes:

- If the attachment icon does not display, this option is not available in your course.
- If your attachment causes you to exceed your user file quota, the file may fail to attach to an ungraded discussion.
- If you have permission to **edit or delete discussion replies**, editing a reply also allows you to remove an attachment.

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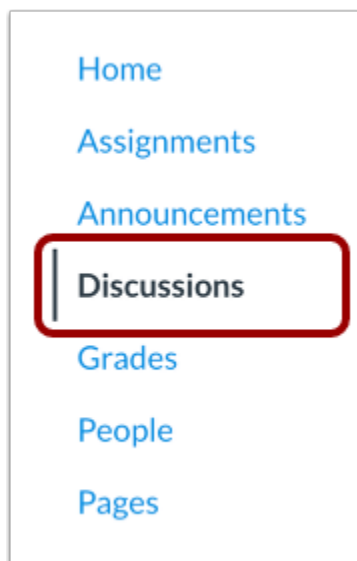
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In Course Navigation, click the **Discussions** link.

Open Discussion

Click the title of the discussion you want to participate in.

Create Reply

Click the reply field.

Attach File
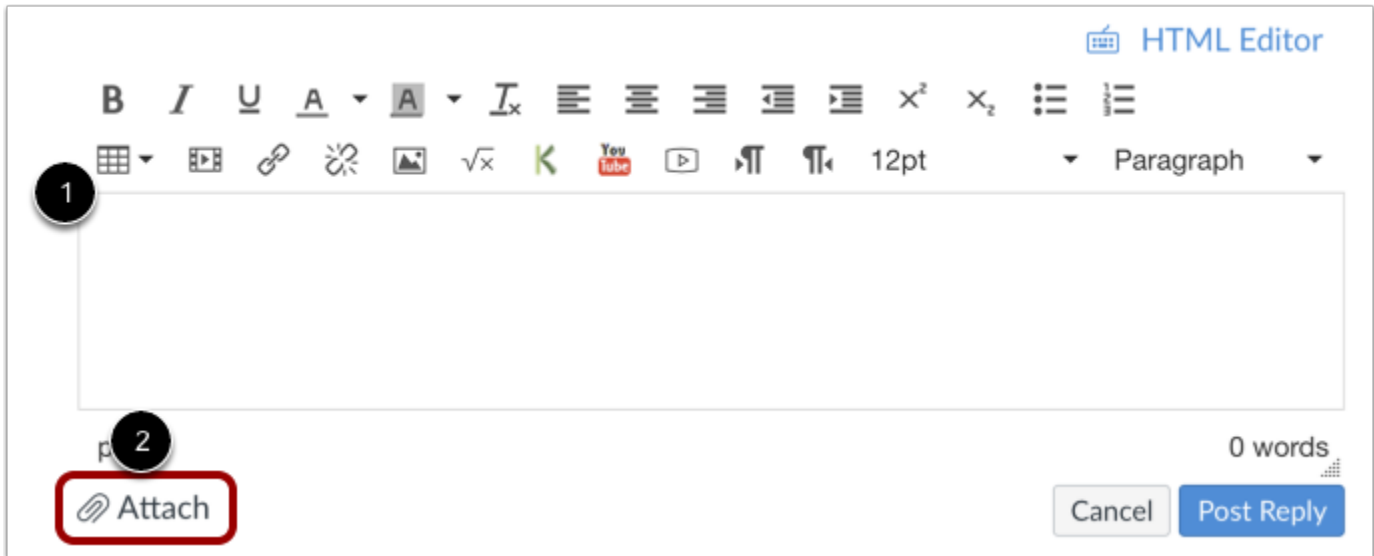
After adding content using the Rich Content Editor to the discussion reply [1], click the **Attach** link [2].

Note: If you do not have a file attachment icon in your Discussion reply, your instructor has disabled this feature.

Browse for File
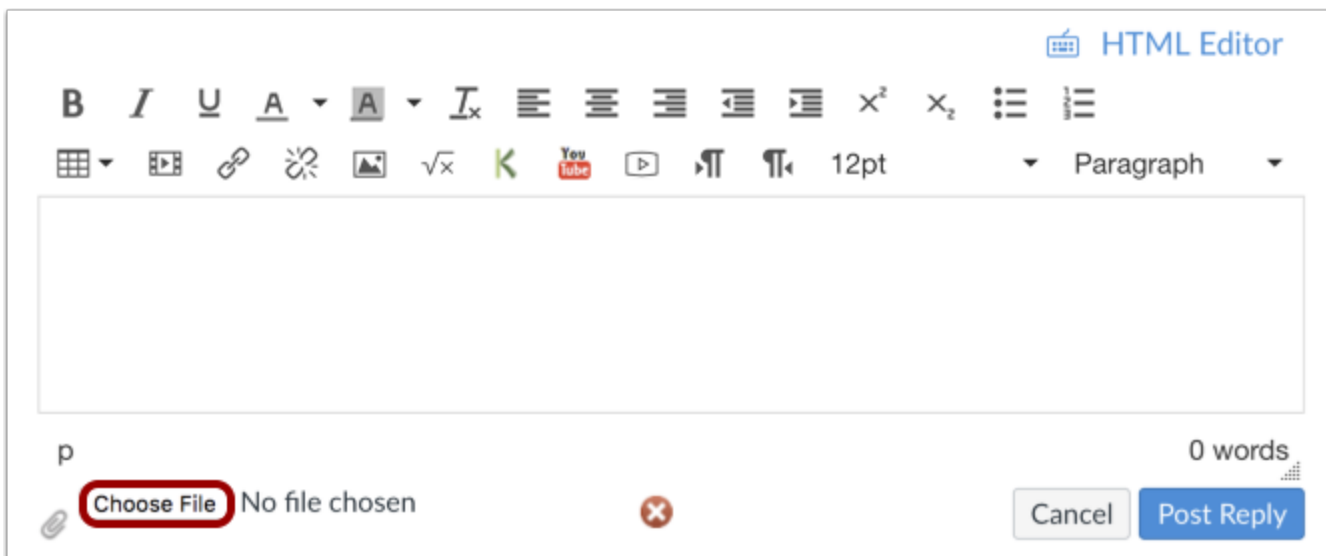
Depending on your browser, click the **Choose File** or **Browser** button to locate personal files on your computer.

Note: Once an attachment is posted to a discussion post, the attachment cannot be deleted.
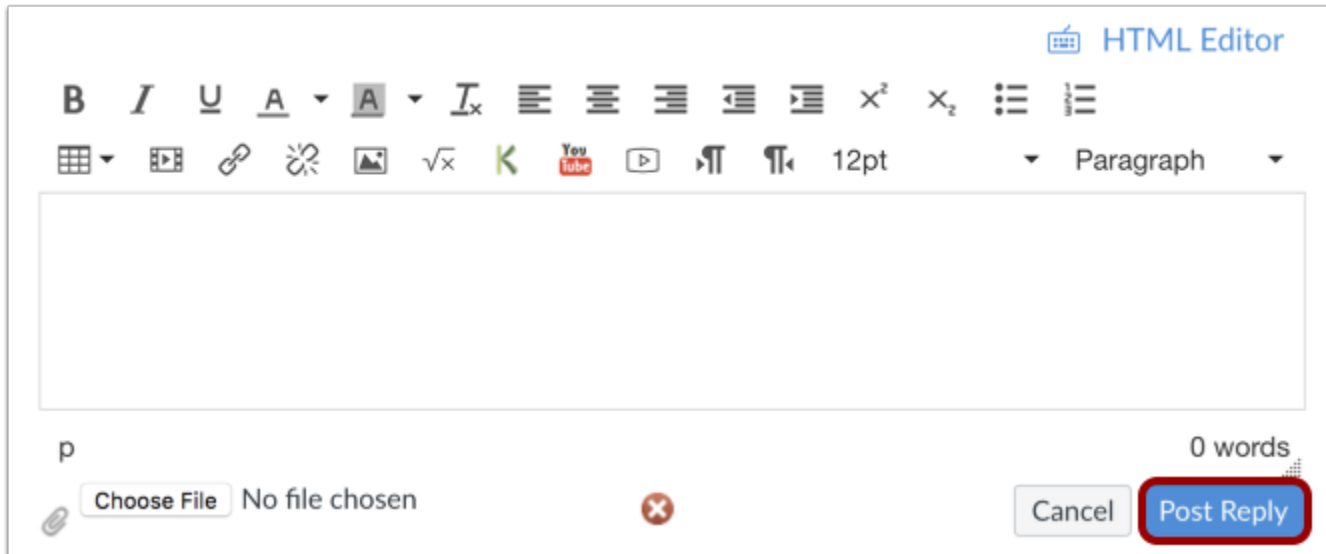
Select File Upload
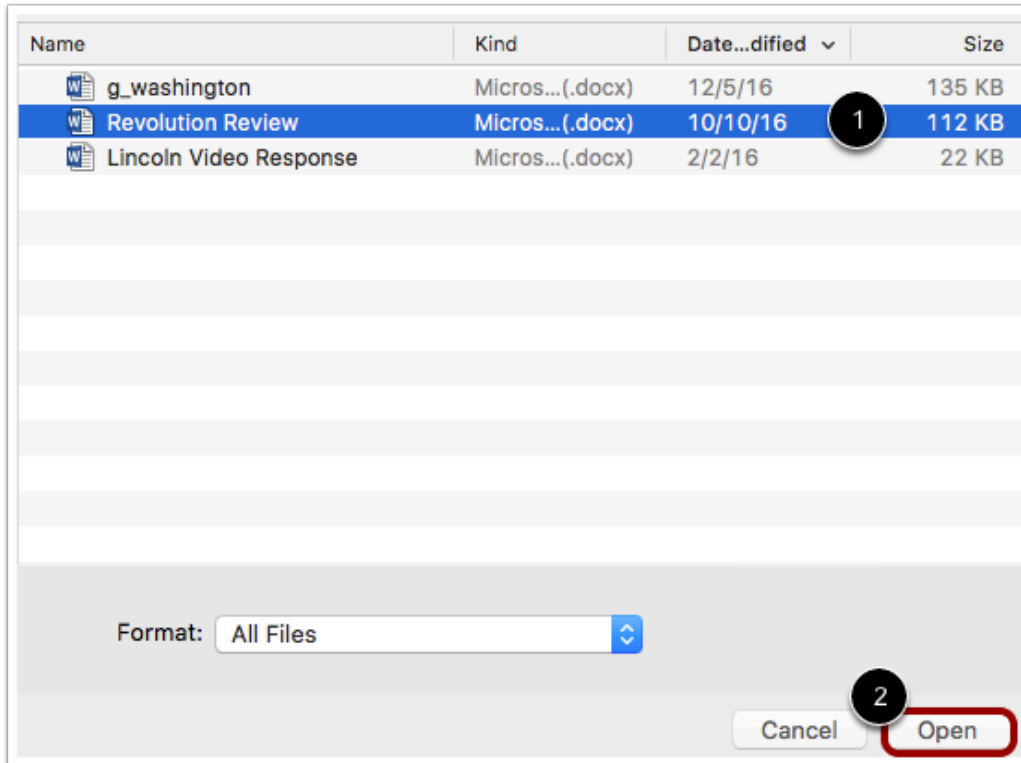
Browse personal files on computer and select the file or files you wish to attach [1]. Double click the selected files or click the **Open** or **Choose** button [2] to upload the files to the discussion reply.

Note: You can only upload one attachment in your reply.

Post Reply

Click the **Post Reply** button.

View Discussion Reply

View your discussion reply. Your attached file will appear under the text.

How do I embed an image in a discussion reply as a student?

You can embed an image file directly into discussion replies using the image icon. Images can be embedded from the web, your Canvas user files, or Flickr. If a change is made to the source of your image after you have embedded it in a discussion reply, the image added to your discussion reply will not be changed.

Notes:

- Before you can embed an image from Canvas, the image must first be uploaded to your user files.
- You can also attach a file to a discussion reply.
- If you post your discussion response before an attached image finishes uploading, Canvas will display a warning message.

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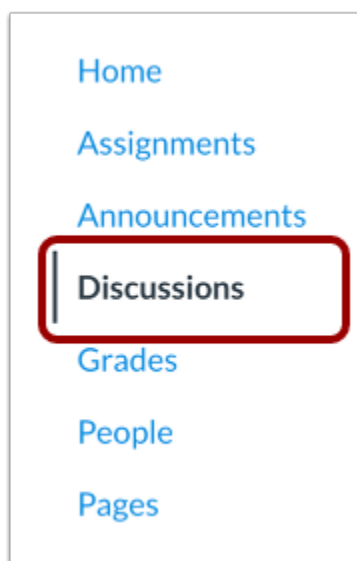
In Course Navigation, click the **Discussions** link.

Open Discussion

Click the discussion title.

Write Reply
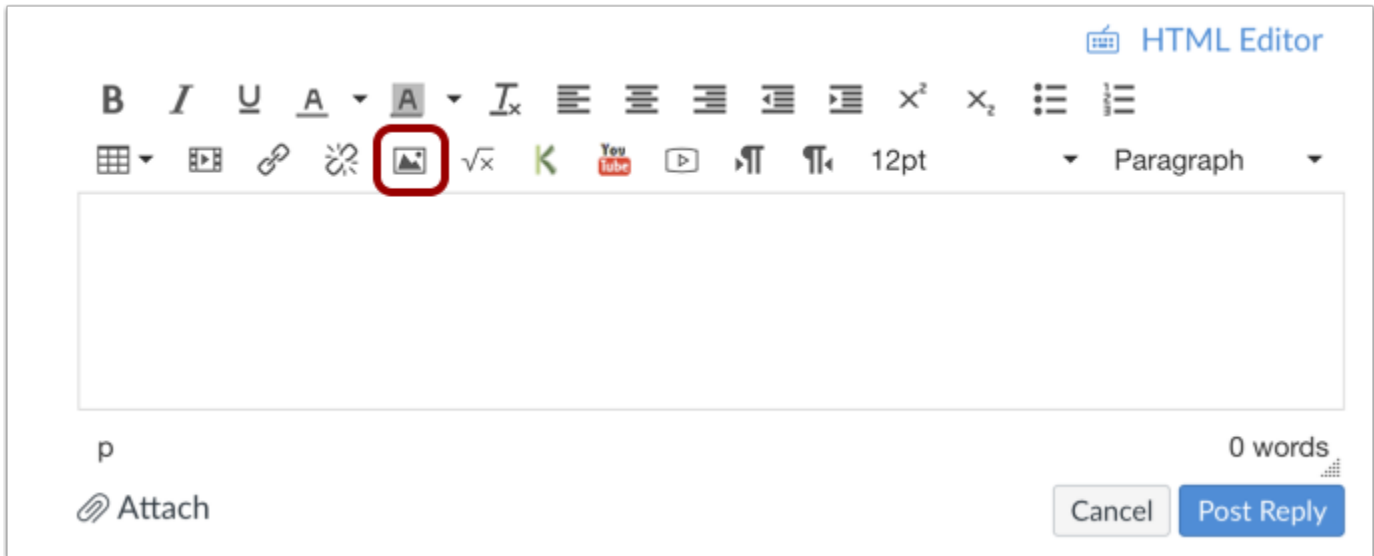
Create a new discussion entry by clicking the **Reply** text field.

Open Image

Click the **Image** icon.

Select Image

Locate the image you want to embed. To embed an image from the web, click the **URL** button [1]. To embed an image from your Canvas files, click the **Canvas** button [2]. To embed an image from Flickr, click the **Flickr** button [3].

Update Post

When you have located the image, click the **Update** button.

Post Response
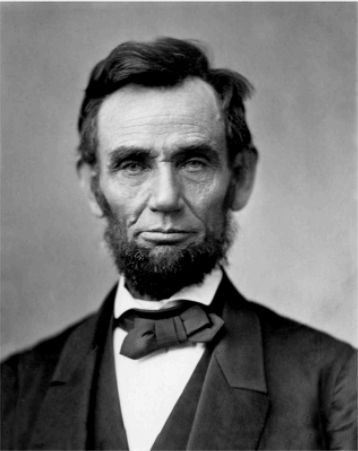
Click the **Post Reply** button.

View Post

View your post.

How do I link to a YouTube video in a discussion reply as a student?

You can add a YouTube video in a discussion reply by adding the URL of the video as a link to the response.

Note: Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.

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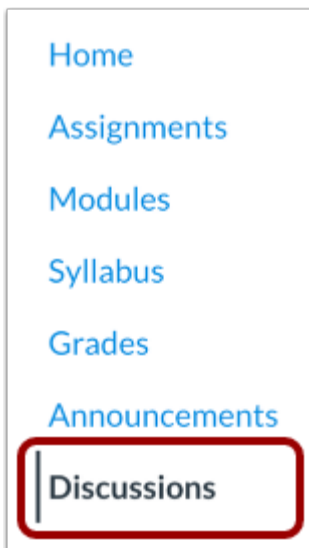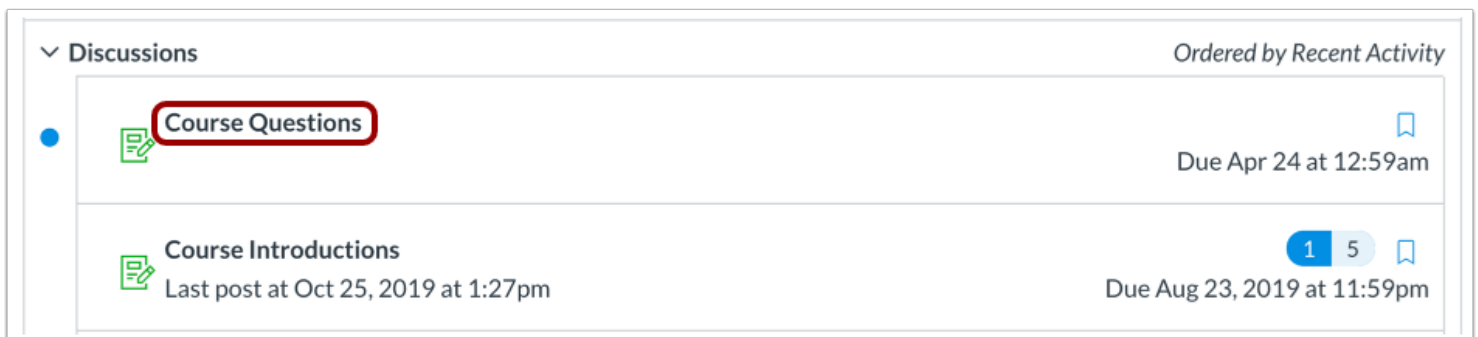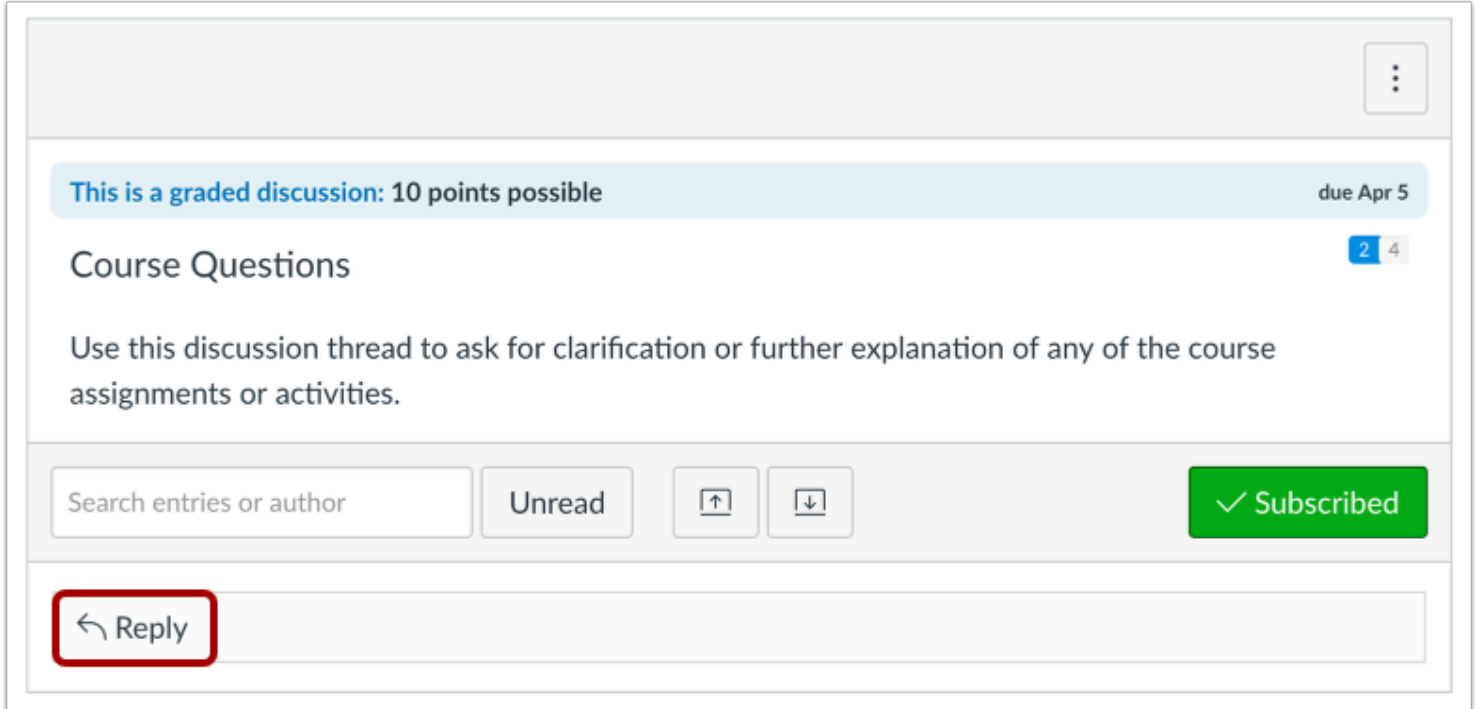
In Course Navigation, click the **Discussions** link.

Open Discussion

Click the discussion title.

Write Reply

Create a new discussion entry by clicking the **Reply** text field.

Embed URL

Embed a URL link in the discussion reply by clicking the **Link** icon.

Paste URL

Paste the URL in the text box and click the **Insert Link** button.

Note: You can also automatically insert a YouTube video by copying and pasting the link directly into the Rich Content Editor. However, it is better to create an accessible hyperlink by typing the YouTube video title in the Rich Content Editor, highlighting the title, and then inserting the YouTube link.

Post Reply

Click the **Post Reply** button to post your discussion reply.

View Discussion Reply
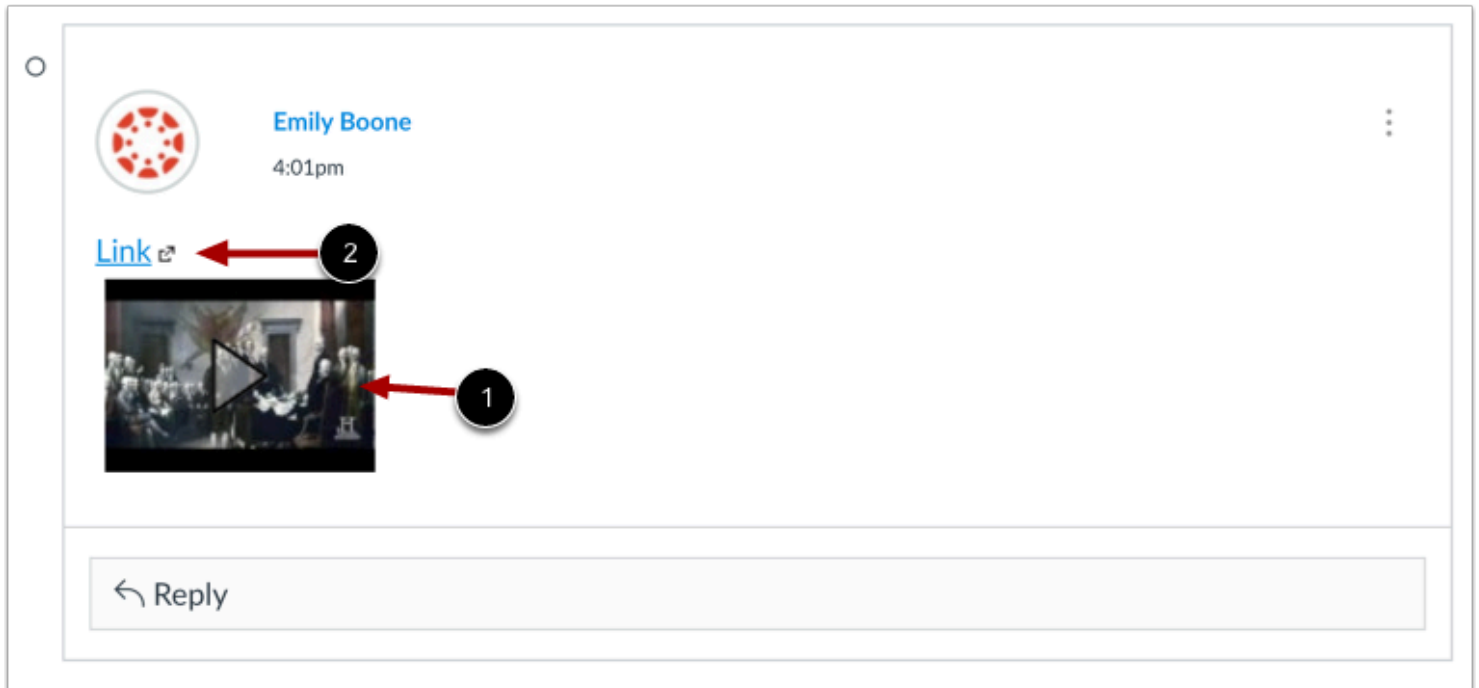
The embedded media can be viewed inside the discussion post [1] or by clicking **Link** [2] to view the media in a new window.

How do I edit or delete discussion replies as a student?

If your instructor allows, you can edit and delete your own discussion posts. If the edit or delete option does not appear, your instructor has restricted this setting in your course.

Note: This setting does not affect discussions in course groups.

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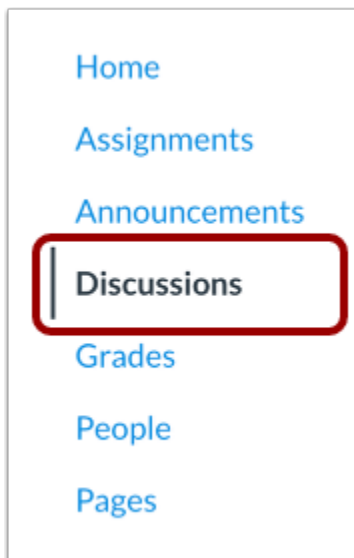
In Course Navigation, click the **Discussions** link.
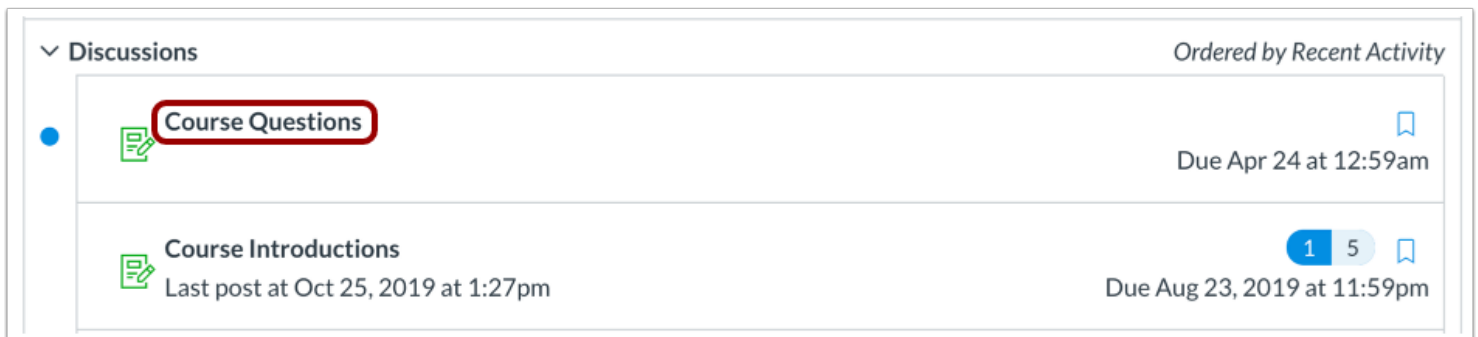
Open Discussion

Click a discussion title.

Open Options Icon
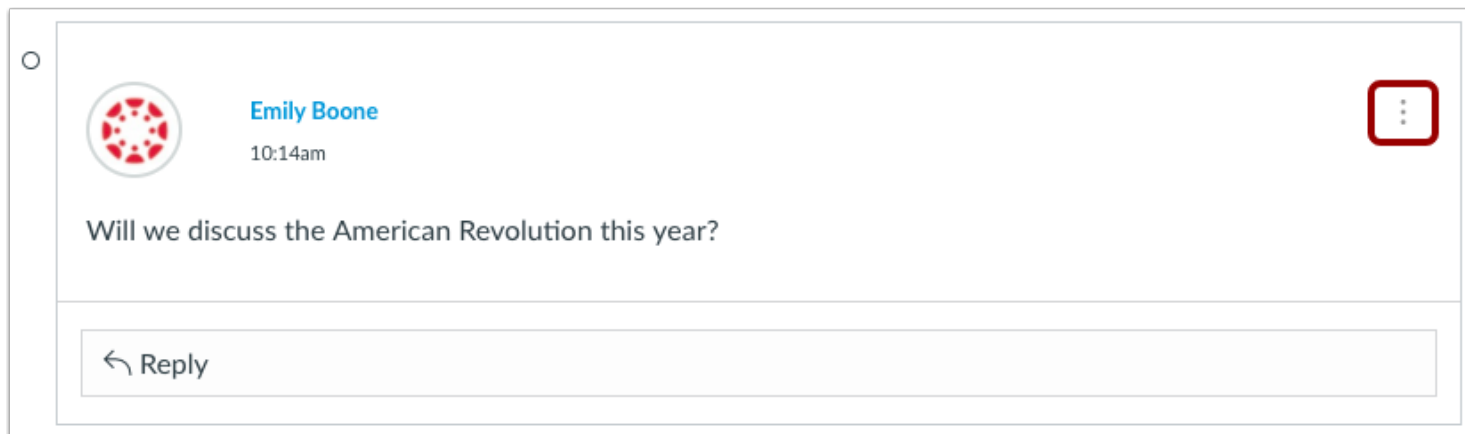
Each of your posts have a settings icon with edit and delete options. Click the **Options** icon on the post you want to modify.
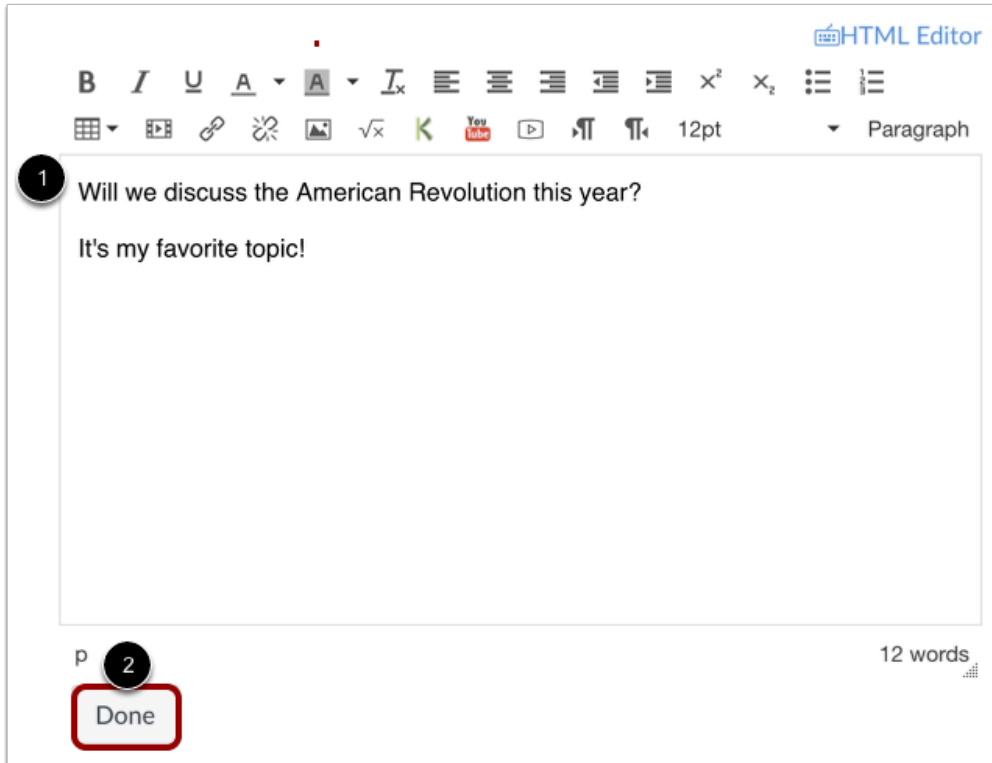
Edit Post
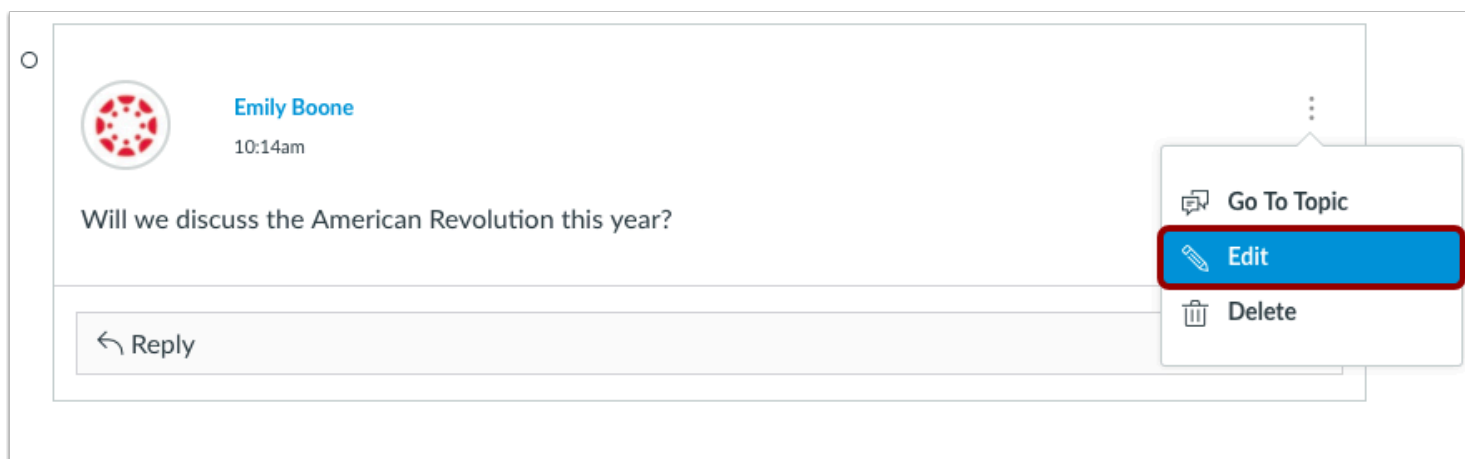
To edit a post, click the **Edit** link.

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

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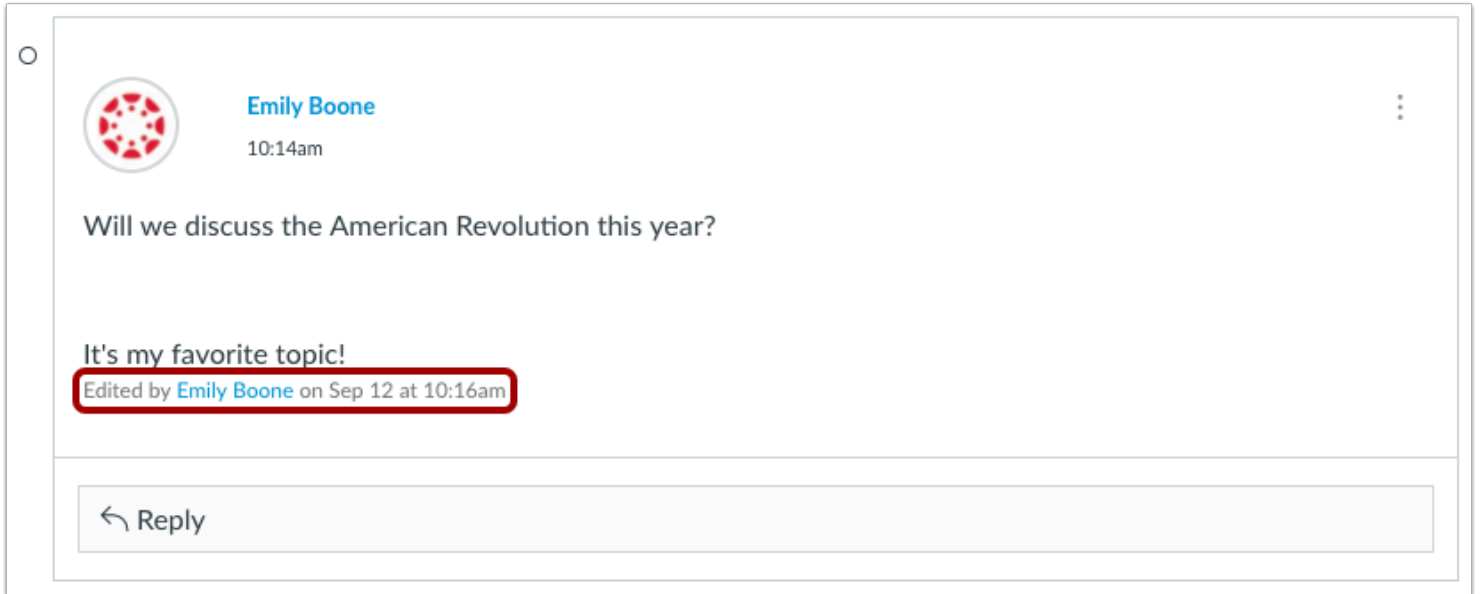
Make your edits in the Rich Content Editor [1]. When you are finished, click the **Done** button [2].

Note: If you have permission to attach files to discussion replies, editing a reply also allows you to remove an attachment.
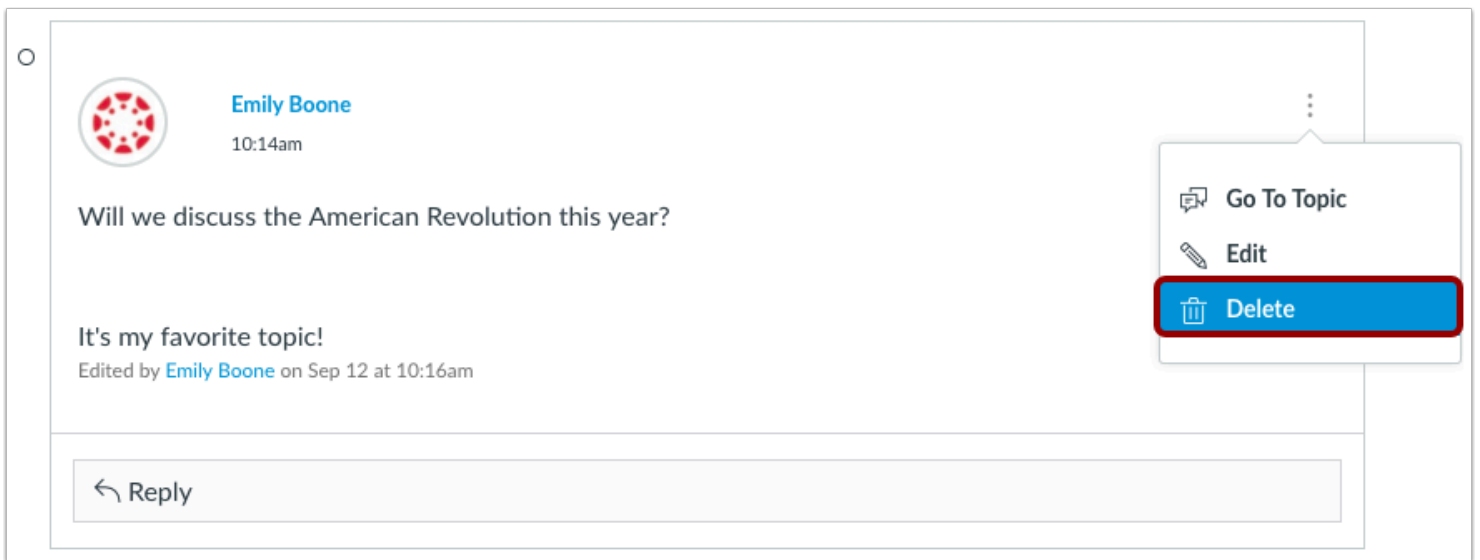
Verify Edit

Canvas will indicate the post has been edited. The text will include your name, and the date and time the post was edited. This entry cannot be removed.

Delete Post

To delete a post, click the **Delete** link.

Confirm Delete

Are you sure you want to delete this entry?

Cancel   OK

To delete the entry, click the **OK** button.

Verify Delete
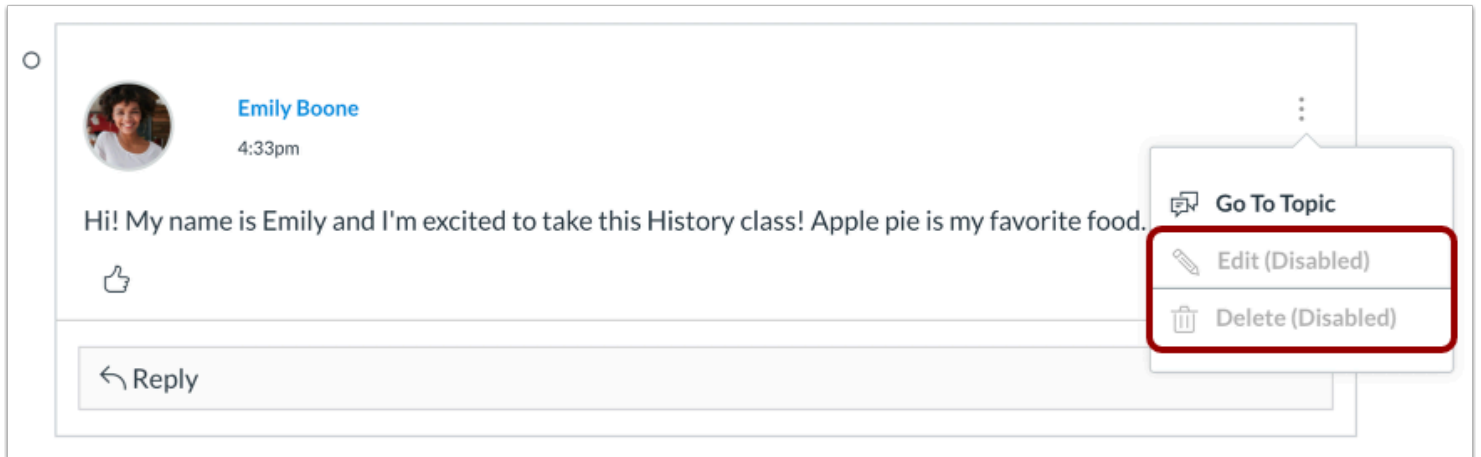
Deleted by Emily Boone on Sep 12 at 10:18am

If you delete a discussion reply with other course user replies attached, Canvas shows a Deleted by notification. The notification includes your name and the date and time the post was deleted. This entry cannot be removed.

However, if you delete a reply that does not have any course user replies attached, Canvas will not display a Deleted by notification.

Please note that your instructor can see that you deleted your replies in the discussion.

View Restricted Options

If your instructor has restricted the option to edit or delete your discussion replies, the options will display as disabled.

How do I like a reply in a course discussion as a student?

You may be able to like discussion replies in your course.

Note: The liking feature may be restricted to users with grading permissions (e.g. instructors and TAs). If you cannot like a discussion reply, this feature is not available to you.

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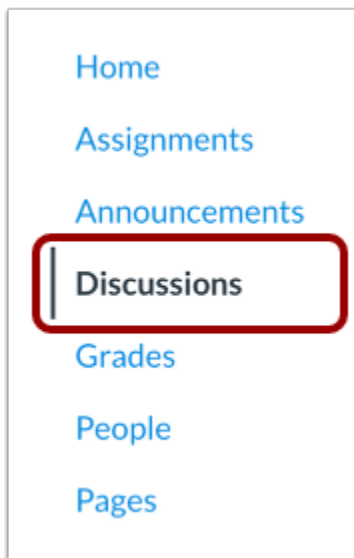
In Course Navigation, click the **Discussions** link.
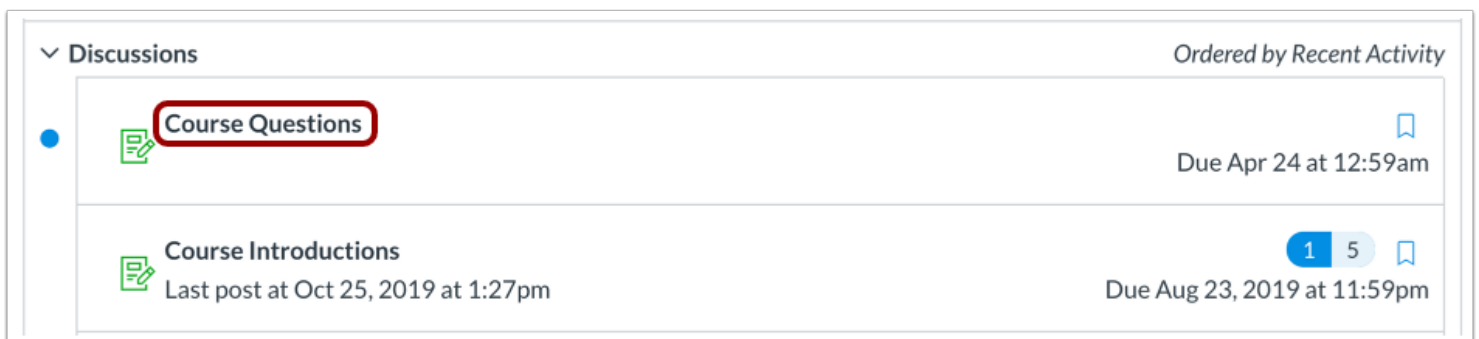
Open Discussion

Click the title of the discussion.

Like Discussion Reply
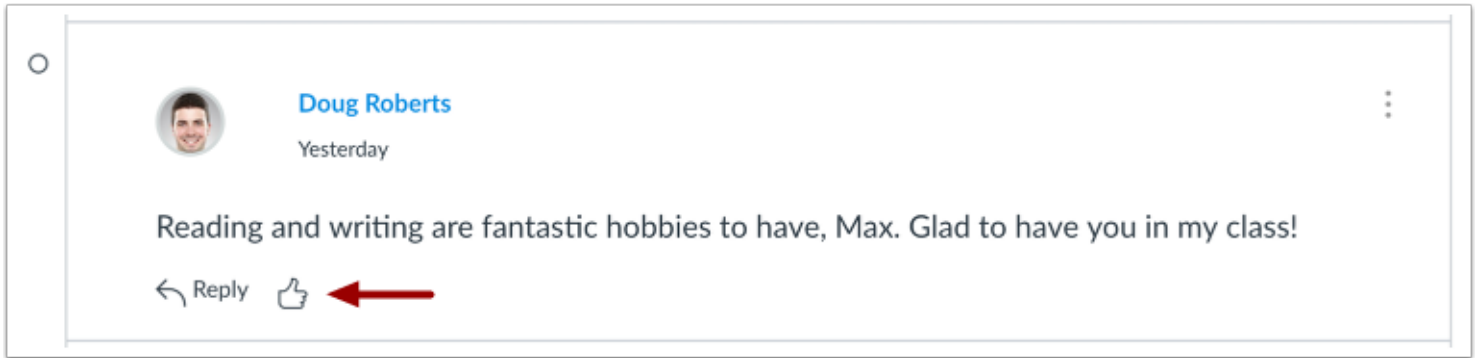
Locate the reply and click the **Like** icon.

View Liked Discussion
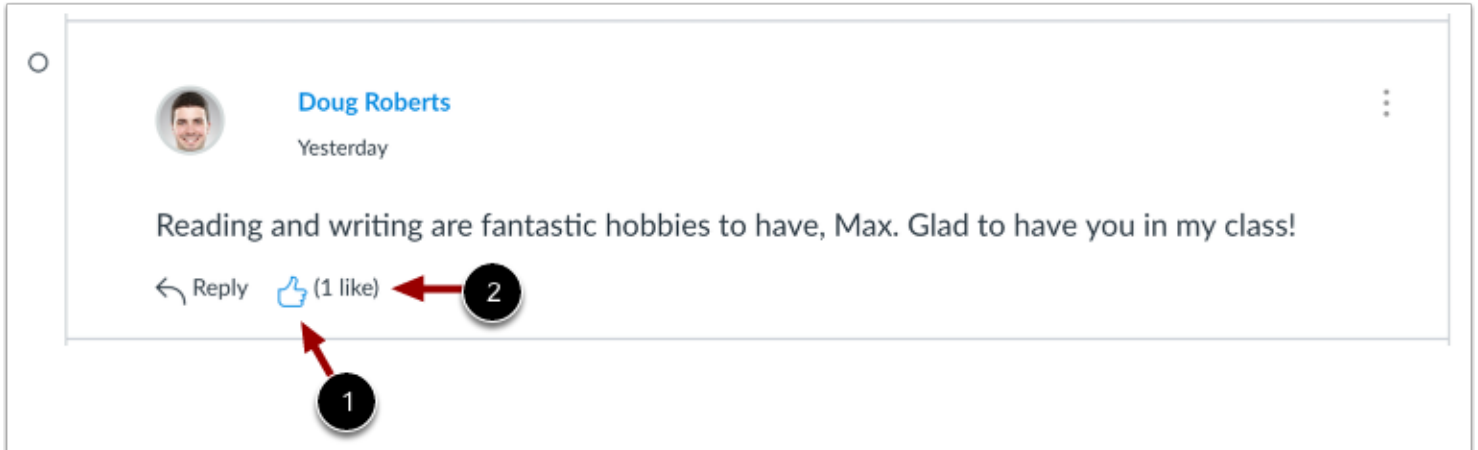
The Like icon will change color, indicating you have liked the reply [1].

The Like icon also displays the total number of times a reply has been liked [2].

View Liking Restriction
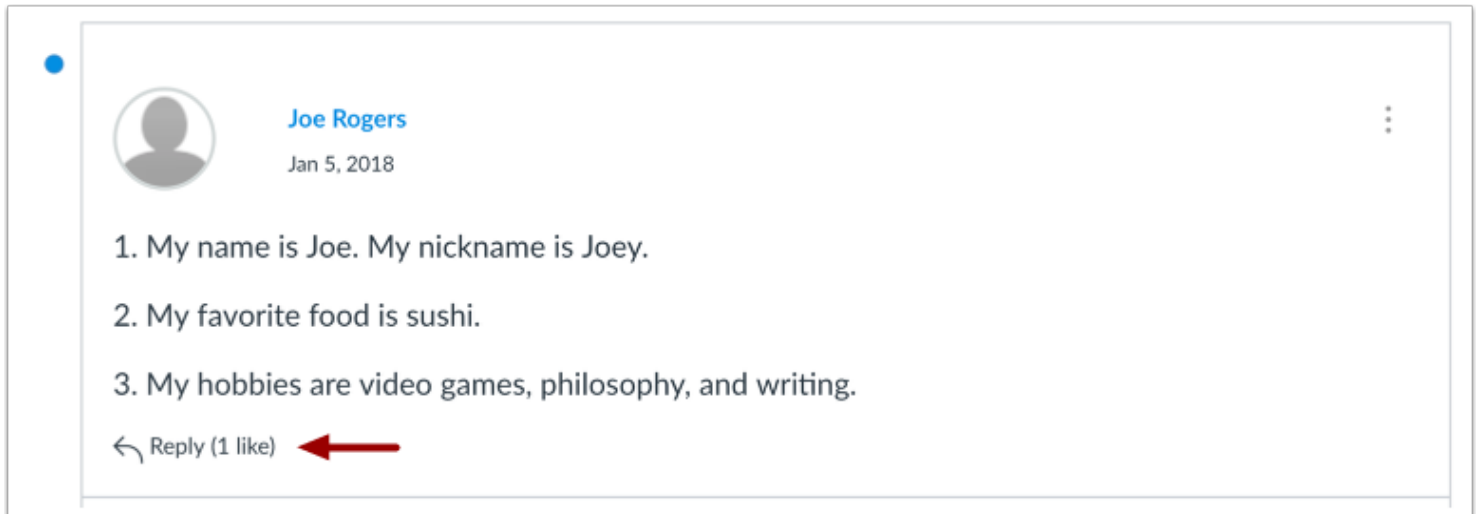
If your instructor has restricted the liking option to only users with grading permissions, you will not be able to see the Like icon or like your favorite replies. However, you can still see the total number of likes given to each reply.

ePortfolios

How do I use the ePortfolio Getting Started Wizard as a student?

The ePortfolio Getting Started Wizard will guide you during the process of creating your ePortfolio.

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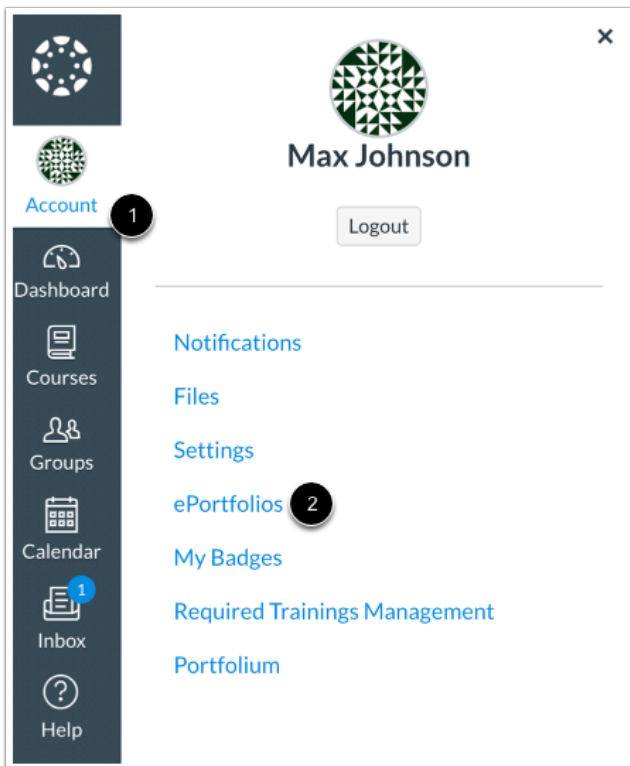
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio

My ePortfolios

Coursework

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Click the name of an ePortfolio.

Open Getting Started Wizard

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

Getting Started Wizard

→ Go to the Actual ePortfolio

Click the **Getting Started Wizard** link.

View Getting Started Wizard

The Getting Started Wizard will pop up to show you the basics of your ePortfolio. You can read about the Introduction, Portfolio Sections, Section Pages, Adding Submissions, ePortfolio Settings, and Let's Do It. To close the Getting Started Wizard, click the close icon.

View Introduction

Your ePortfolio is a way to show off your work to your peers, instructors, and possible employers. They are made of sections and pages that are customizable and you are able to add and remove different types of information.

View Portfolio Sections

The portfolio sections are your navigation links for your portfolio. Each section can have multiple pages inside of it. You can organize the sections by clicking the **Organize Sections** link. You can also rename a section by clicking the **pencil icon**, rearrange sections by clicking and dragging, or delete sections by clicking the **x icon**.

View Section Pages

The section pages are part of the section links. To organize or add pages, click on the **Organize/Manage Pages** link. You can also rename a page by clicking the **pencil icon**, rearrange sections by clicking and dragging, or delete sections by clicking the **x icon**.

View Adding Submissions

You can add assignments to your portfolio from classes you are taking and classes you have taken. You may have noticed at the bottom of this page is a list of recent submissions from your classes. You can quickly add submissions to new pages in your portfolio from this page. Just click the submission you want to add and a simple dialog will pop up.

View ePortfolio Settings

To change the settings for your ePortfolio, click the **ePortfolio Settings** link. You can rename the portfolio and also change whether it is public or private. Private portfolios are only visible to those to whom you grant access.

View Let's Do It

Ready to get started? You can always get back to this wizard from any page by clicking the **"Help How Do I...?"** link.

How do I create a new ePortfolio as a student?

You can create a new ePortfolio in your user settings.

Notes:

- If you cannot view the ePortfolio link in your User Account, your institution has disabled this feature.
- If you do not see the Create an ePortfolio button, you may have an ePortfolio that has been marked as spam. Contact your Canvas administrator for further assistance.

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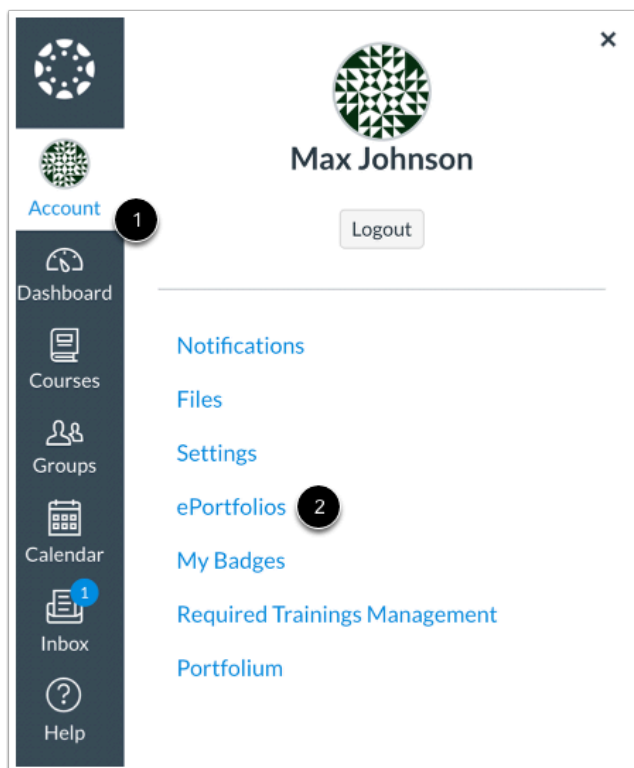
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Create an ePortfolio
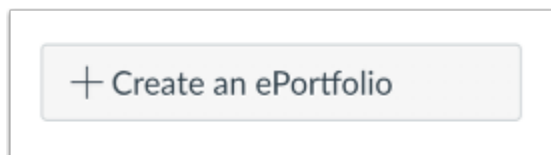
Click the **Create an ePortfolio** button.

Create ePortfolio

Name your ePortfolio by typing in the ePortfolio Name field [1]. Decide if your ePortfolio will be public [2] (you can change this setting later) and then click on the **Make ePortfolio** button [3].

View ePortfolio

Once the ePortfolio is created, there are several options for creating content for your portfolio, including a <u>wizard that will walk you through your creation</u>, step by step.

View Warning Message

If your ePortfolio has been marked as spam, a warning message will display in your ePortfolio. You will be unable to edit your ePortfolio until a Canvas administrator marks the ePortfolio as safe. Additionally, you will not be able to create any new ePortfolios until a Canvas administrator marks the ePortfolio as safe.

Edit ePortfolio

To edit your ePortfolio settings, click the **ePortfolio Settings** link.

Update ePortfolio

Edit the ePortfolio name or visibility option in ePortfolio Settings [1]. Click the **Update ePortfolio** button [2].

How do I organize my ePortfolio as a student?
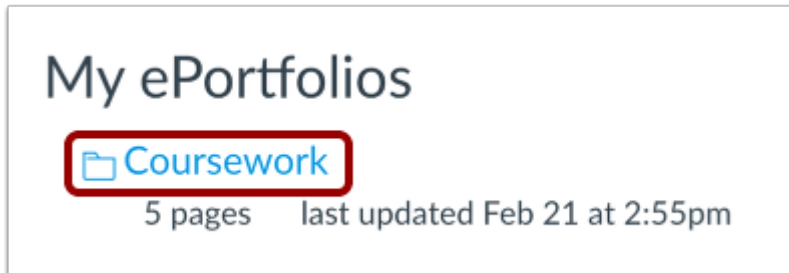
You can organize your ePortfolio by renaming, reordering, or moving sections.

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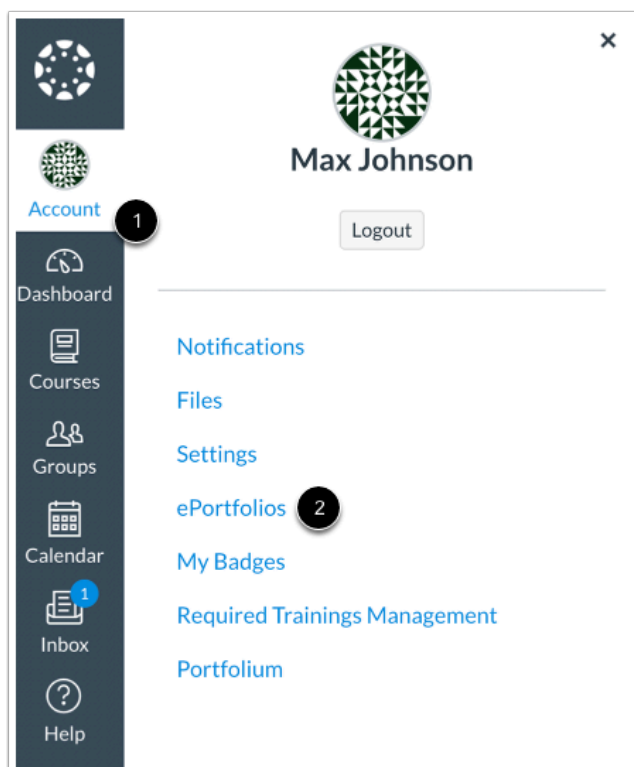
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio

My ePortfolios

📁 Coursework

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Click the title of the ePortfolio.

Organize Sections

Coursework
Emily Boone

Home

Extras

- Organize Sections

- ePortfolio Settings

Click the **Organize Sections** link.

Manage Sections
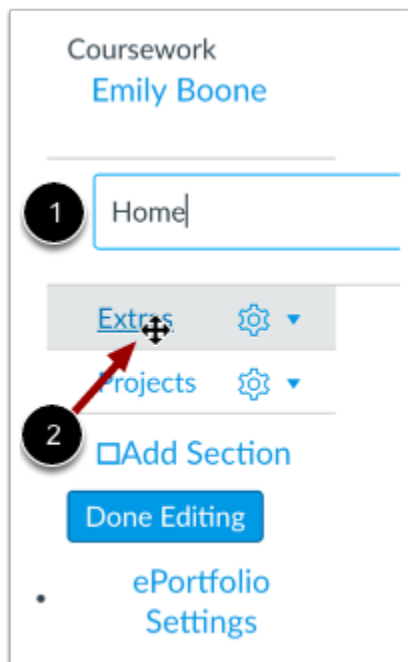
You can organize your ePortfolio sections in the menu.

To rename a section, click the name of the section and type the new name in the field [1].

To reorder a section, hover over the section name and wait for the cross arrows to appear [2]. Click and drag the page to the new location in your ePortfolio organization.

View Section Settings
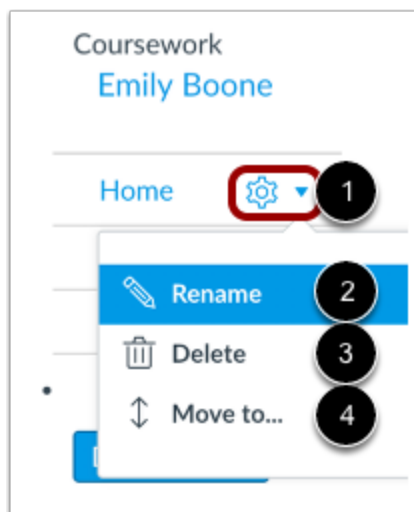
You can also use the Settings icon to organize ePortfolio sections.

To view your options, click the **Settings** icon [1]. To rename a section, click the **Rename** link [2]. To delete a section, click the **Delete** link [3].

To move a section, click the **Move To...** link [4].

Move Section
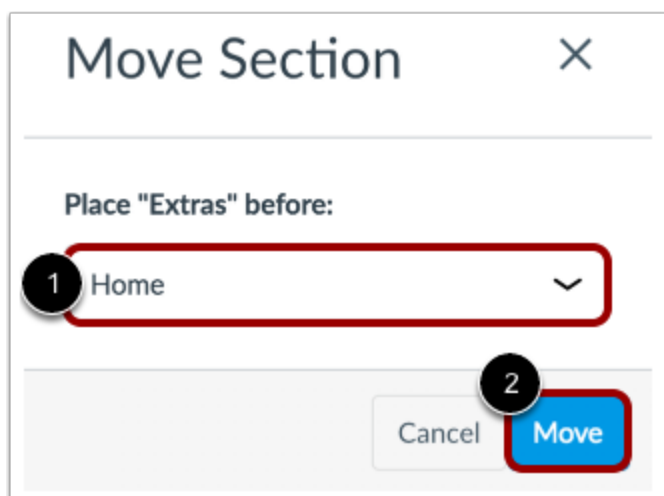
In the section drop-down menu [1], select the section that should come after the section you are moving. Click the **Move** button [2].

Save Changes
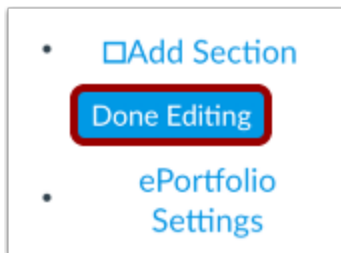
Click the **Done Editing** button.

How do I create a new ePortfolio section as a student?
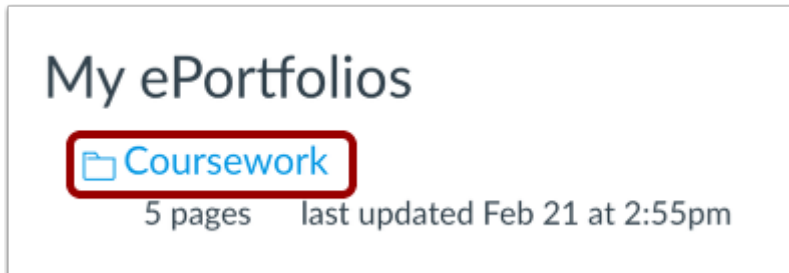
You can organize your ePortfolio by creating multiple sections.

Open ePortfolios
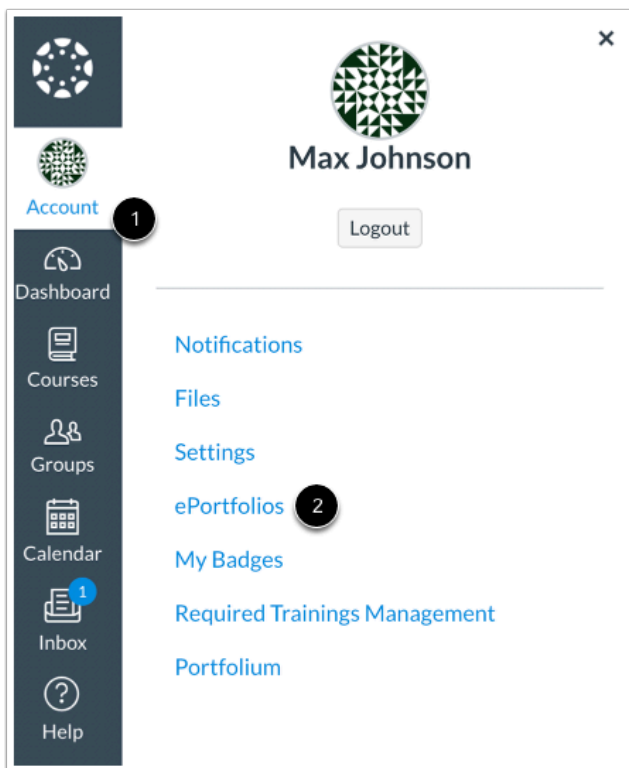
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].
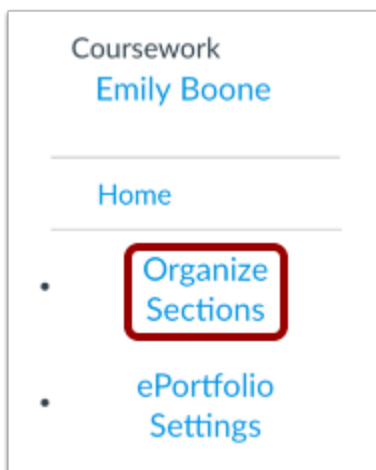
Open ePortfolio

My ePortfolios

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Click the title of the ePortfolio.

Open Sections

Coursework
Emily Boone

Home

• Organize
  Sections

• ePortfolio
  Settings

Click the **Organize Sections** link.

Add Section
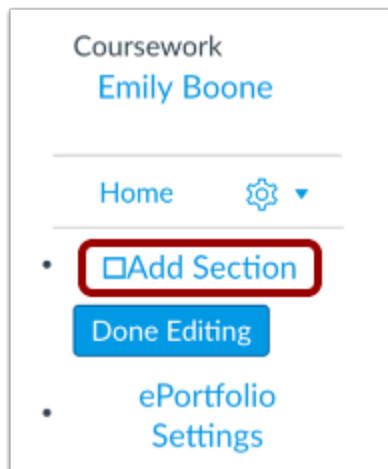
To create a new ePortfolio section, click the **Add Section** link.

Add Section Name
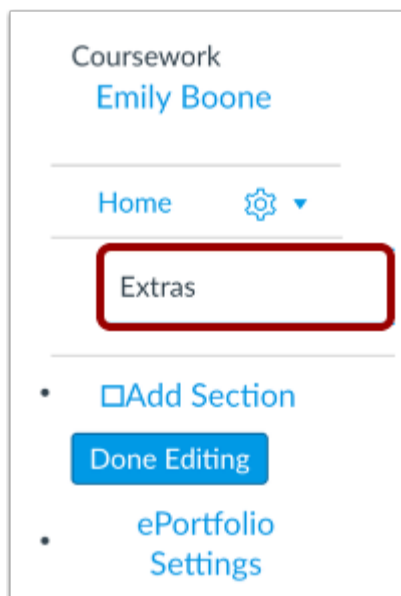
Type your new section name in the section name field. Press Return (on a Mac keyboard) or Enter (on a PC keyboard).

Manage Sections
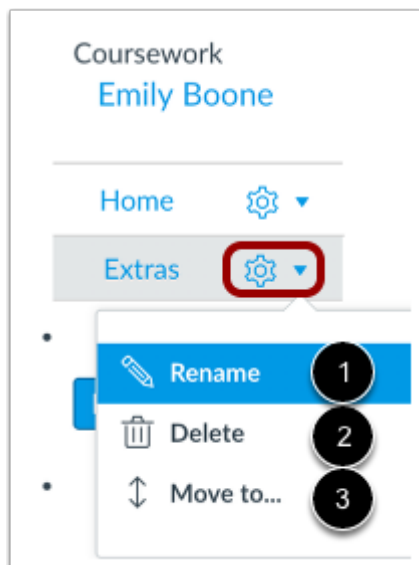
To edit any section, click the **Settings** menu. To rename a section, click the **Rename** link [1]. To delete a section, click the **Delete** link [2]. To move a section, click the **Move to...** link [3]. You can also rearrange sections by clicking and dragging them.

Save Section
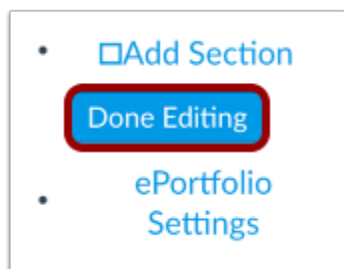
When you are finished adding and/or editing your new ePortfolio sections, click the **Done Editing** button.

How do I organize my ePortfolio pages as a student?
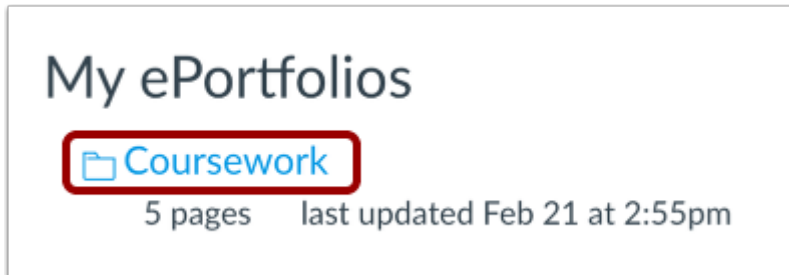
You can organize your ePortfolio pages within your sections. You can also rename, reorder, and move pages.

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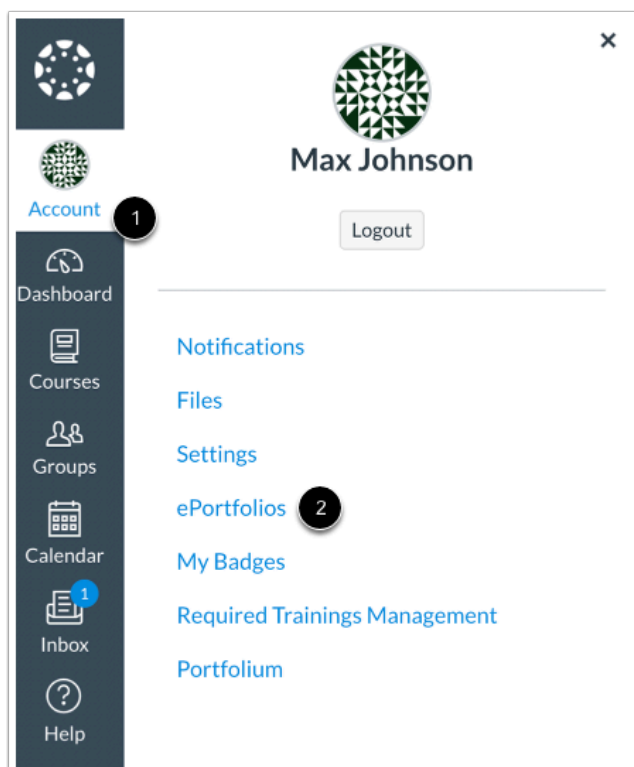
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio

My ePortfolios

Coursework

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Click the title of the ePortfolio.

Organize/Manage Pages

Home   Organize/Manage Pages

Pages for this section

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
Writing

Click the **Organize/Manage Pages** link.

Manage Pages
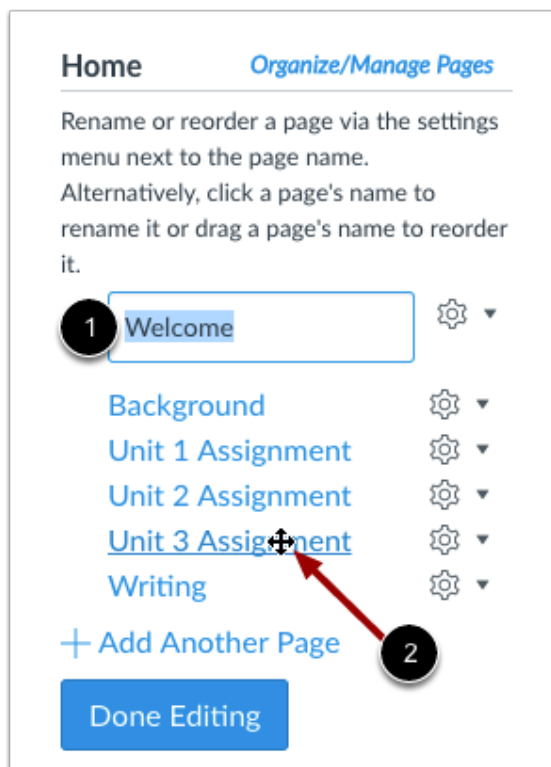
You can organize your ePortfolio pages in the menu.

To rename a page, click the name of the page and type the new name in the field [1].

To reorder a page, hover over the page name and wait for the cross arrows to appear [2]. Click and drag the page to the new location in your section organization.

View Page Settings
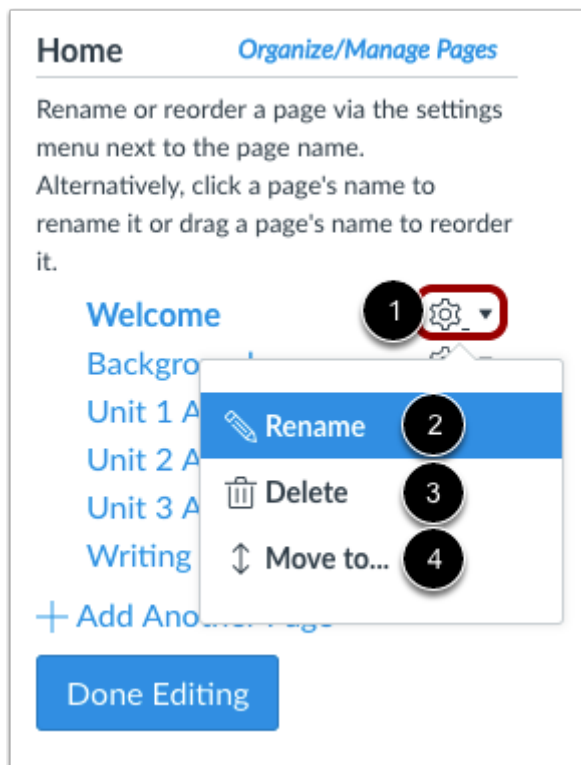
You can also use the Settings icon to organize ePortfolio pages.

To view your options, click the **Settings** icon [1]. To rename a page, click the **Rename** link [2]. To delete a page, click the **Delete** link [3].

To move a page, click the **Move To...** link [4].

Move Page
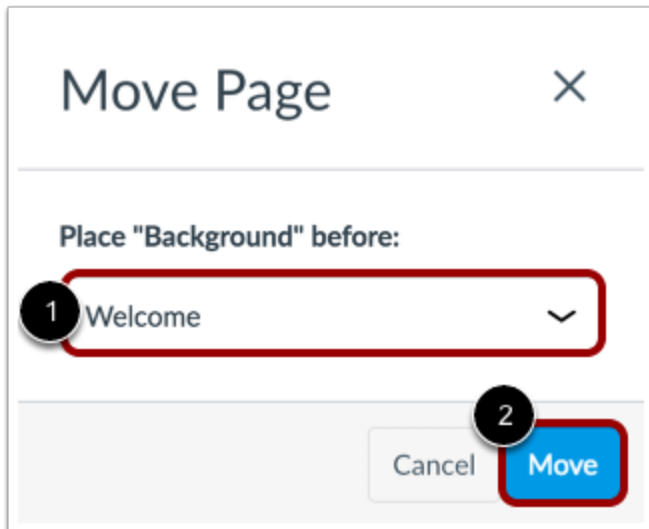
In the page drop-down menu [1], select the page that should come after the page you are moving. Click the **Move** button [2].

Save Changes

Click the **Done Editing** button.

How do I edit the default page in my ePortfolio section as a student?

The default page in an ePortfolio can be a page that explains what it is included in the ePortfolio.

Open ePortfolios

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

Open ePortfolio

Click the title of the ePortfolio.

Go to ePortfolio

Click the **Go to the Actual ePortfolio** link to open your ePortfolio. The ePortfolio will open to the default page.

Edit Page

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

Add Content

Content can be edited by using the Add Content links. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submissions [3], or Image/File Uploads [4].
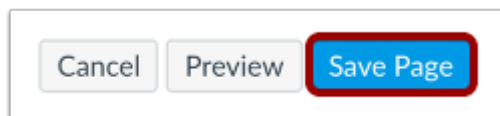
Save Page

Click the **Save Page** button.
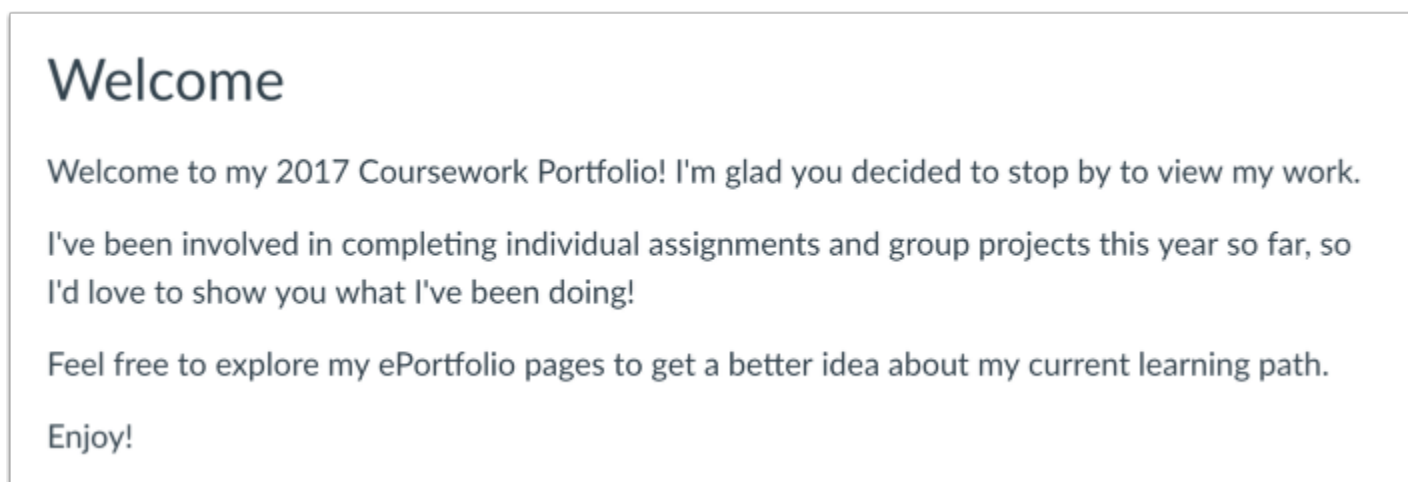
View Page

View your changes to the default page.

How do I create a new page in my ePortfolio section as a student?
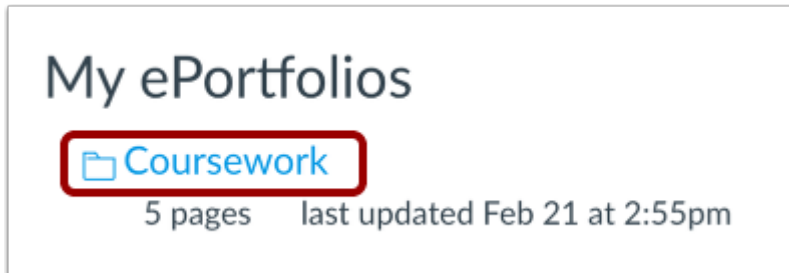
Within an ePortfolio section, you can create pages to add to the section. You can also add content to each page in the section. Please note that any content added to an ePortfolio can only be viewed by users who have permission in Canvas to view it, even if your ePortfolio is made public. For instance, if you add a quiz submission to your ePortfolio, your instructor can view the submission, but you do not have permission to view other student submissions.

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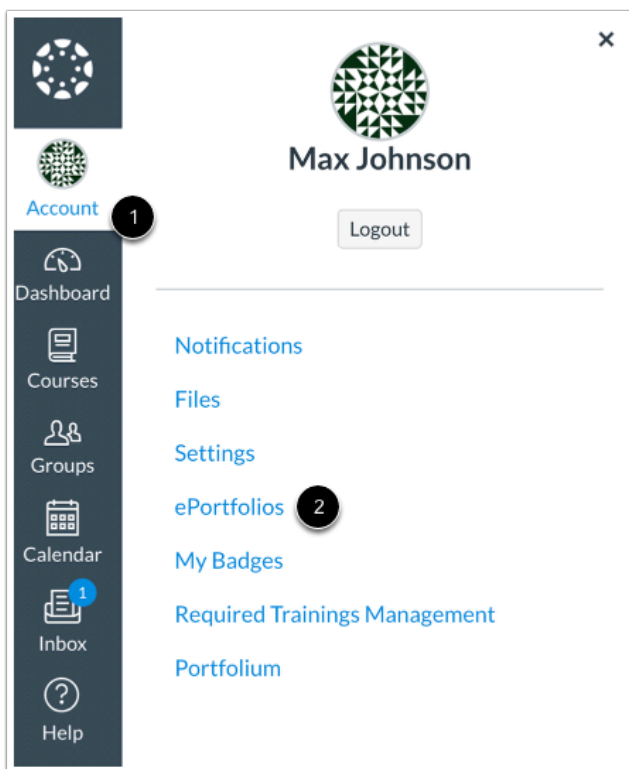
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio

My ePortfolios

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Click the title of the ePortfolio.

Organize/Manage Pages

Home   Organize/Manage Pages

Pages for this section

Welcome

Lesson Plans

Resources

Presentations

Writing

Click the **Organize/Manage Pages** link.

Add Another Page

Click the **Add Another Page** link.

Add Page

Type the name of the new page in the page name field and press Return (on a Mac keyboard) or Enter (on a PC keyboard).

Manage Page

You can edit your ePortfolio pages in the menu.

To rename a page, click the name of the page and type the new name in the field [1].

To reorder a page, hover over the page name and wait for the cross arrows to appear [2]. Click and drag the page to the new location.

View Page Settings
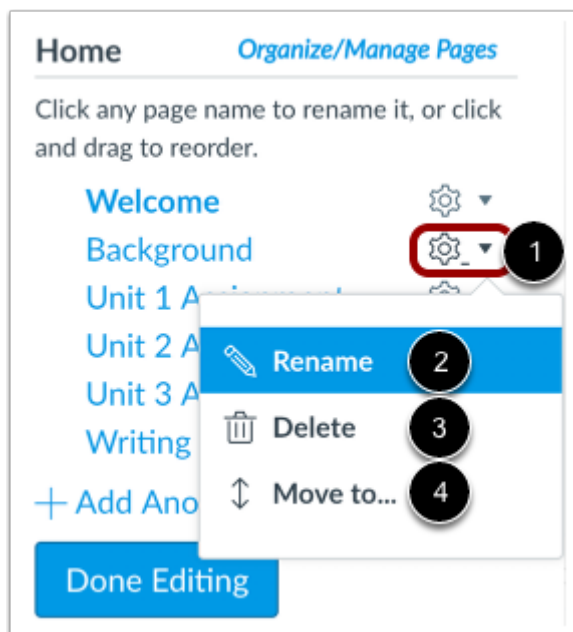
You can also edit your ePortfolio pages through the **Settings** menu [1].

To rename a page, click the **Rename** link [2]. To delete a page, click the **Delete** link [3]. To move a page, click the **Move to...** link [4].

Save Page

Click the **Done Editing** button.

Add Page Content

To add content to your page, click the name of the page.

Edit Page
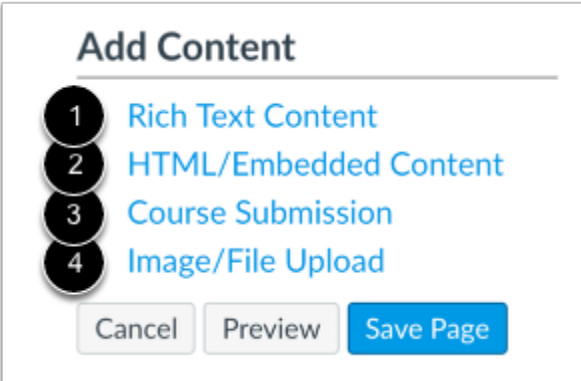
Click the **Edit This Page** button.

Add Content

You can add content to your ePortfolio in several different ways. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submissions [3], or Image/File Uploads [4].
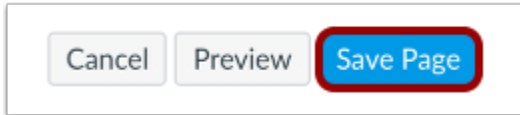
Save Page

Click the **Save Page** button.

How do I preview a page in my ePortfolio as a student?

You can preview a page before saving and publishing it.

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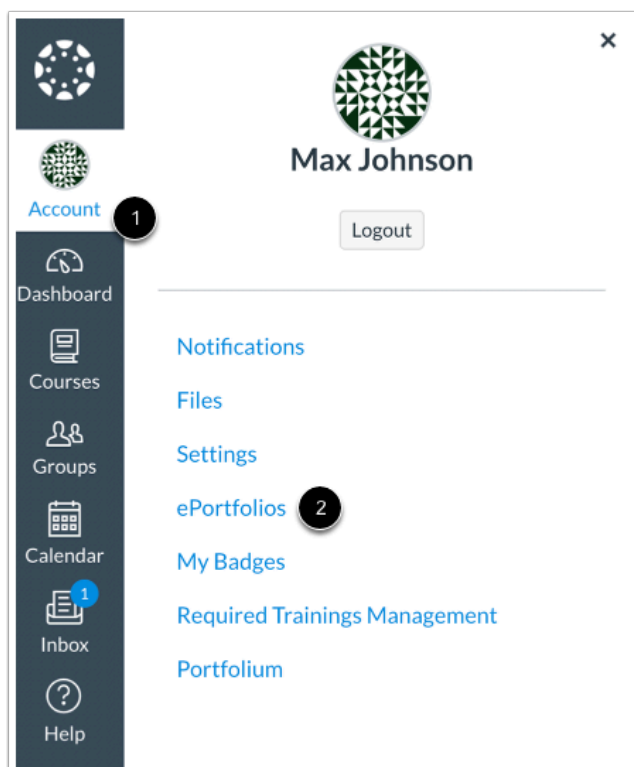
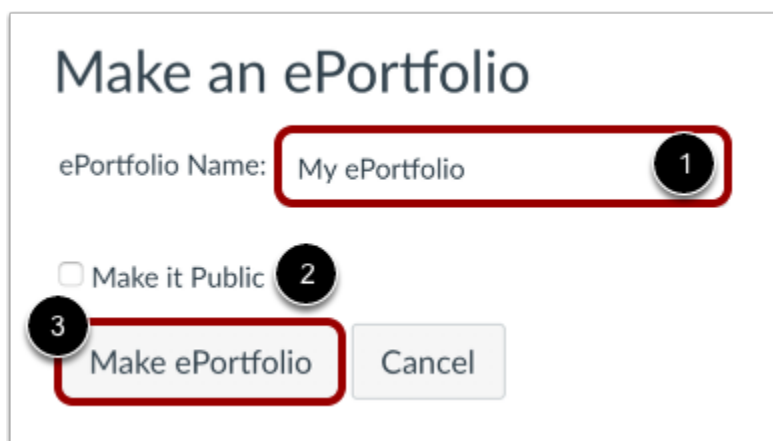In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio

My ePortfolios

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Click the title of the ePortfolio.

Select Page
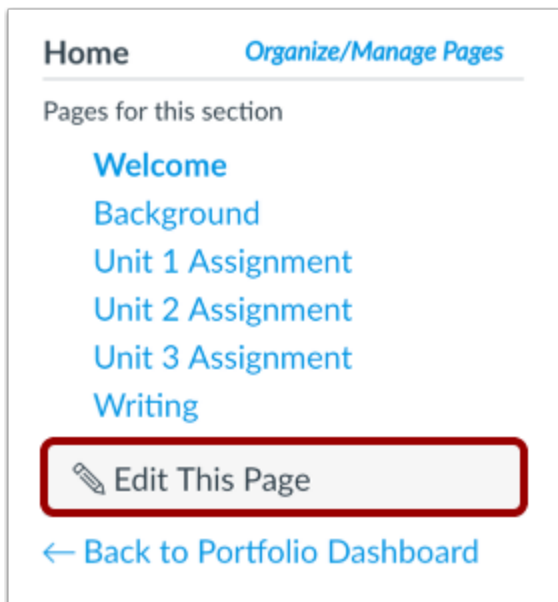
Home   *Organize/Manage Pages*

Pages for this section

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
Writing

Click the page you want to edit.

Edit This Page
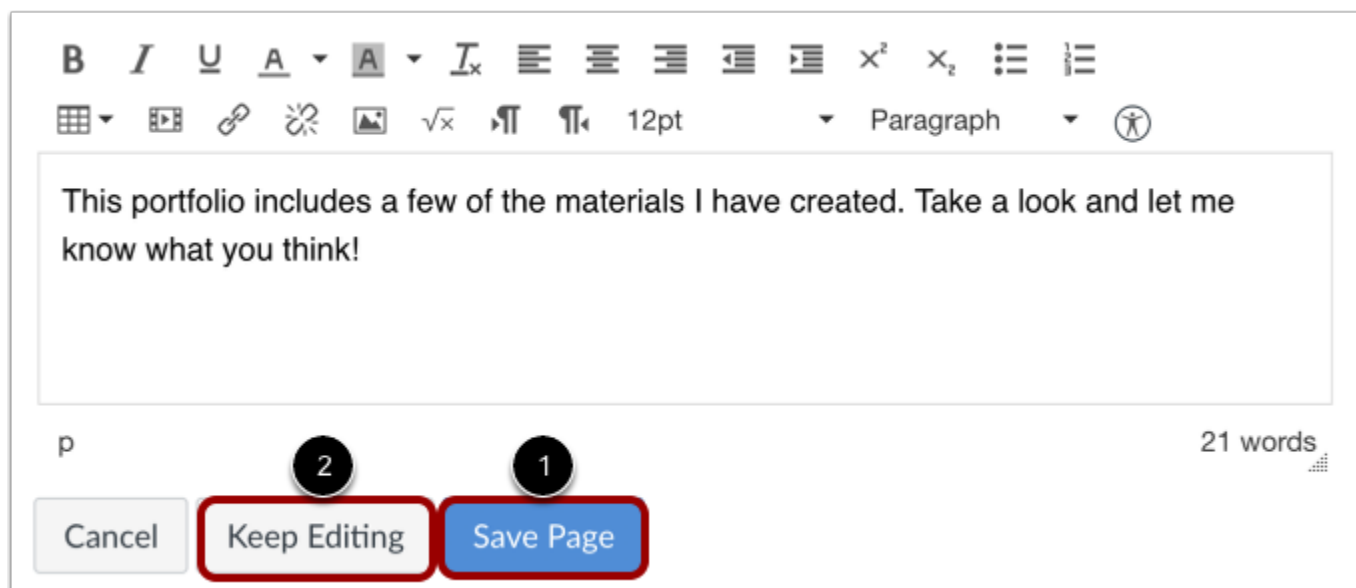
Click the **Edit This Page** button.

Preview Page

Click the **Preview** button.

Save Page

You can save the changes you made by clicking the **Save Page** button [1]. If you would like to continue making changes, click the **Keep Editing** button [2].

How do I add rich text content to my ePortfolio page as a student?
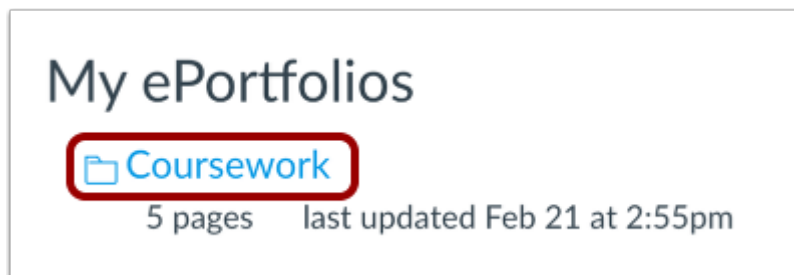
You can use the Rich Content Editor to add content to pages in your ePortfolio.

Open ePortfolios

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

Open ePortfolio

Click the title of the ePortfolio.

Select Page

Click the title of the page you wish to edit.

Edit Page

Click the **Edit This Page** button.

Add Content

Canvas already creates a rich text content box for each page. Type your content in the text box and use the toolbar to format your text.

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.

Save Changes

Click the **Save Page** button.

View Page

View the changes you made to the page.

How do I add HTML/embedded content to my ePortfolio page as a student?

You can add HTML or embed cotent to your ePortfolio page.
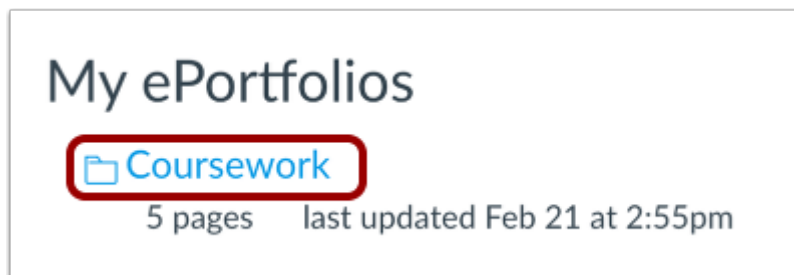
Note: Canvas only supports secure video URLs (HTTPS) for embedding.

Open ePortfolios

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

Open ePortfolio

My ePortfolios

🗀 Coursework

5 pages   last updated Feb 21 at 2:55pm

Click the title of the ePortfolio.

Open Page

Home   *Organize/Manage Pages*

Pages for this section

Welcome
Lesson Plans
Resources
Presentations
Writing

Click the page you want to edit.

Edit Page

✎ Edit This Page

← Back to Portfolio Dashboard

Click the **Edit This Page** button.

Add HTML/Embedded Content Box

Click the **HTML/Embedded Content** link.

Edit Content Box

Edit the HTML content box by typing in the text box.

Save Changes

Click the **Save Page** button.

View Page

View the changes you made to the page.

How do I retrieve assignments from previous courses in my ePortfolio as a student?

You can add assignments you have submitted in Canvas to your courses to your ePortfolio.
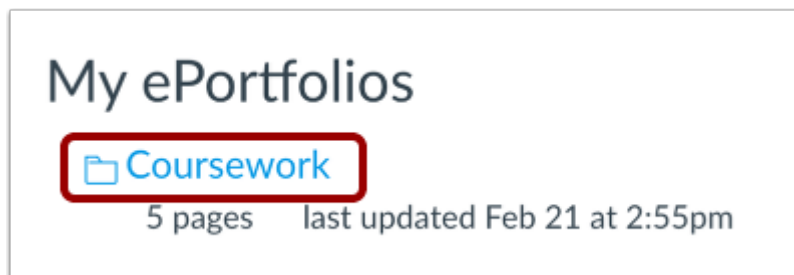
Note: Users without access to a concluded course may not be able to access Assignments in your ePortfolio from that course. Links to deleted courses will not remain active.

Open ePortfolios
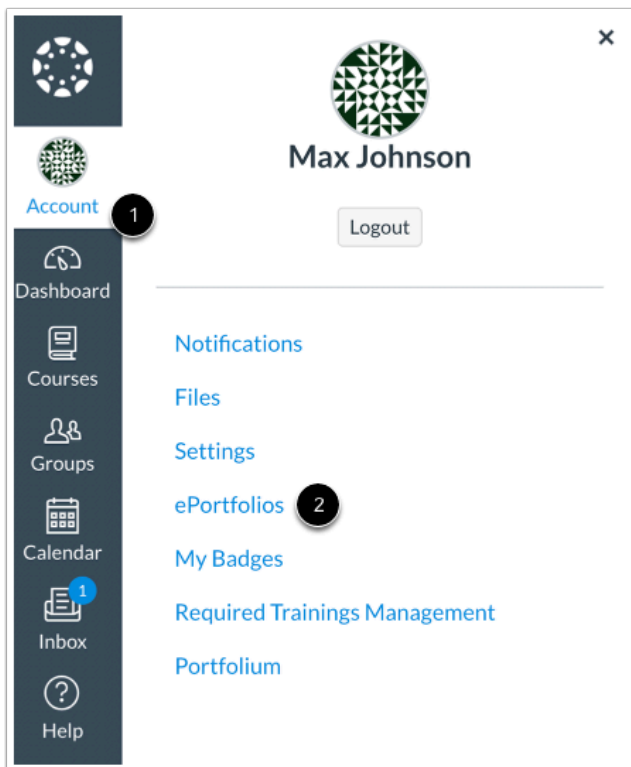
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].
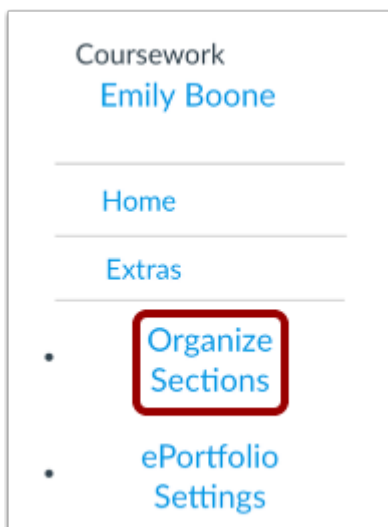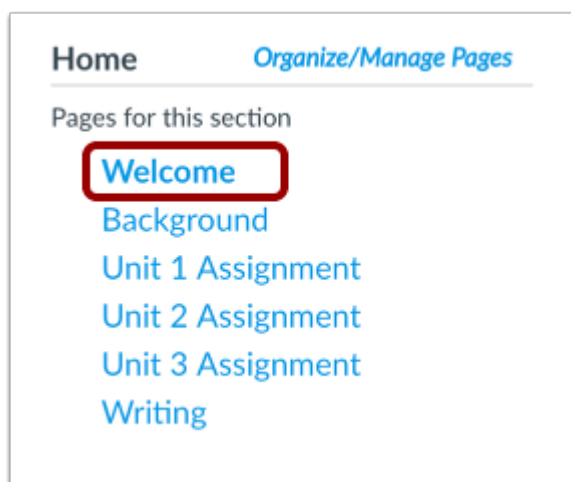
Open ePortfolio

My ePortfolios

🗂 **Coursework**

5 pages   last updated Feb 21 at 2:55pm

Click the title of the ePortfolio.

Open Page
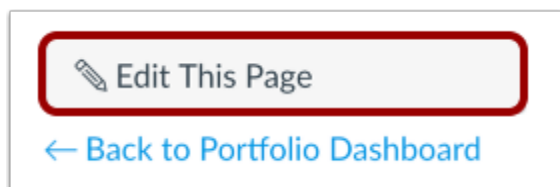
Home   *Organize/Manage Pages*

Pages for this section

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
Writing

Click the title of the page.

Edit Page

✎ Edit This Page

← Back to Portfolio Dashboard

Click the **Edit This Page** button.

Open Course Submission

Click the **Course Submission** link to retrieve assignments from previous courses.

Select Assignment

Click the assignment [1] to add it to the page. You can only select one assignment submission at a time, but you can choose to add more than one submission to the page.
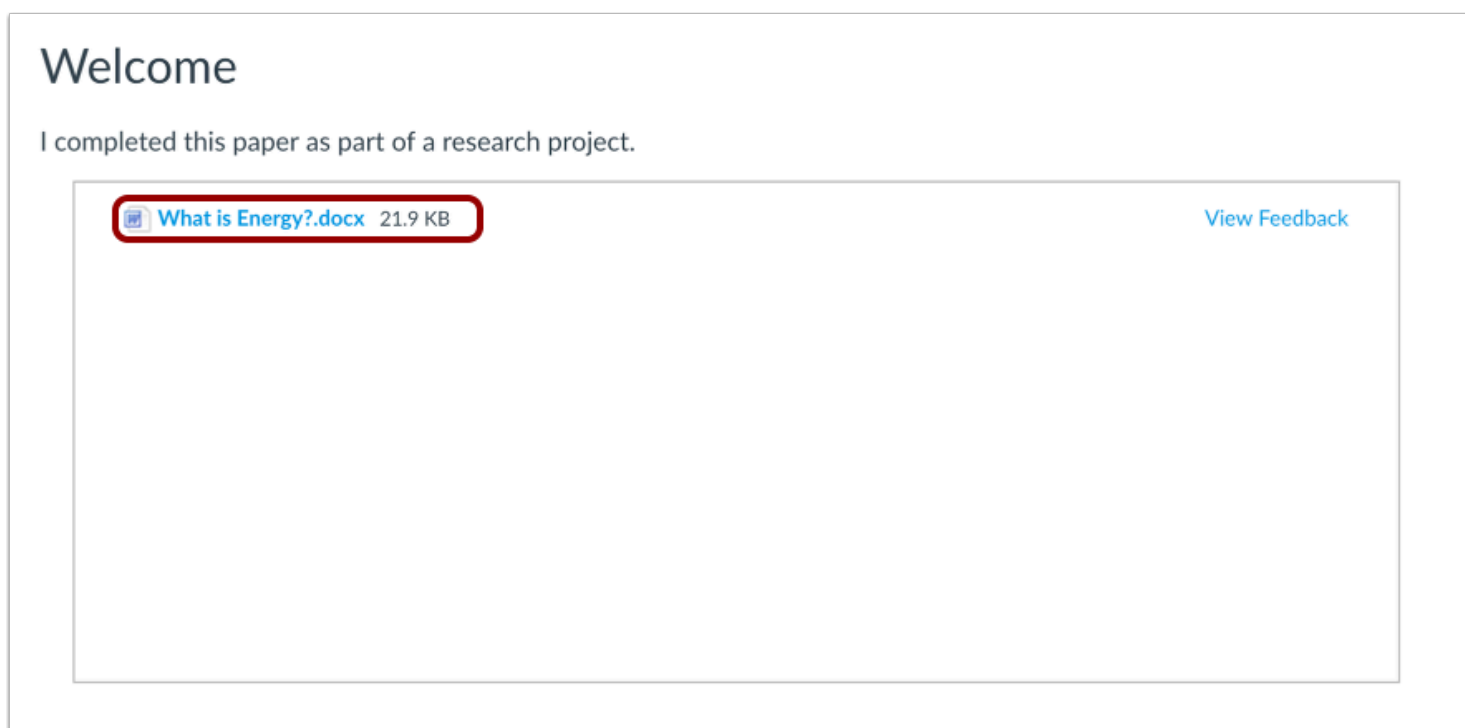
All assignments you have ever submitted will be listed in chronological order with the newer assignments appearing at the top and the older assignments appearing near the bottom. Click the **Select Submission** button [2].

Save Page
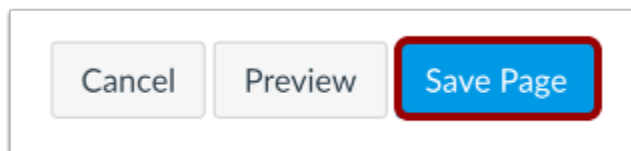
Click the **Save Page** button.

View Page

The assignment submissions can now be viewed on your page. Assignments that were submitted as a file can be downloaded by clicking the file name.

How do I upload a file or image to my ePortfolio page as a student?
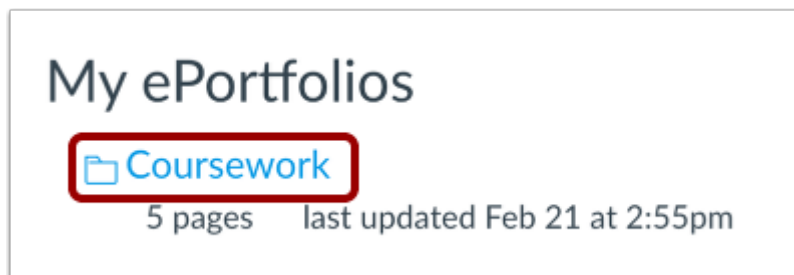
You can upload files or images and use previously uploaded files or images from your personal files in your ePortfolio. You can upload any file type to your ePortfolio. Files uploaded to your ePortfolio count against your user storage quota set by your institution. Image files uploaded to your ePortfolio will render as an image on the ePortfolio page; all other file types will display a download link for the file.

Open ePortfolios
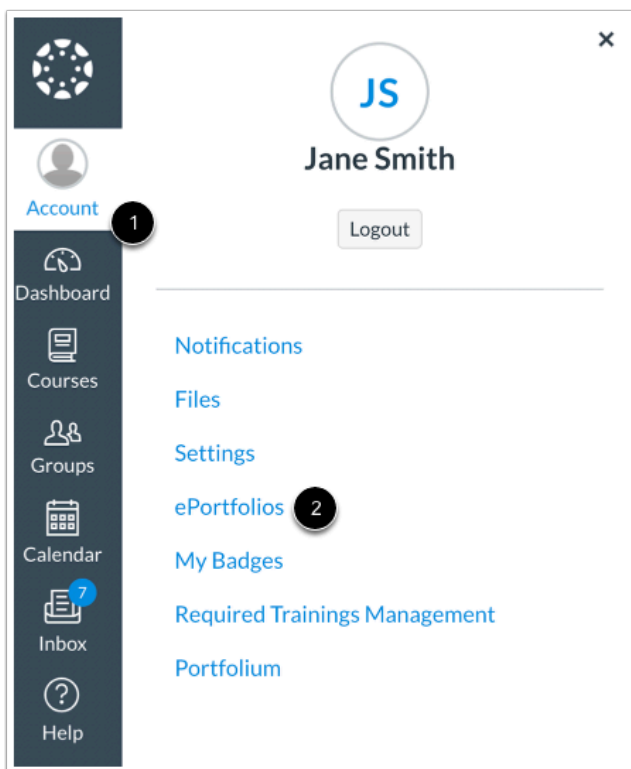
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].
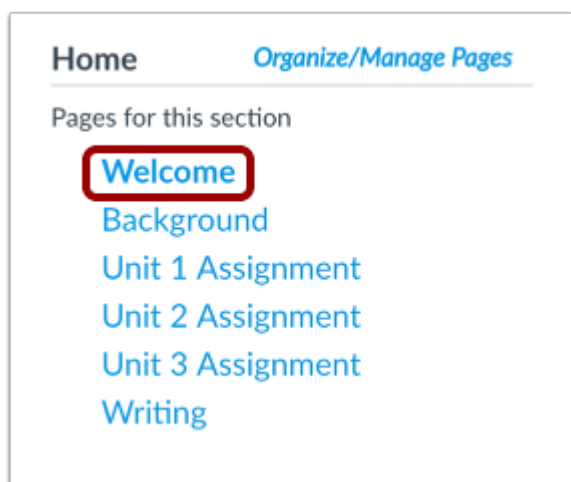
Open ePortfolio

My ePortfolios

📁 Coursework

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Click the title of the ePortfolio.

Select Page

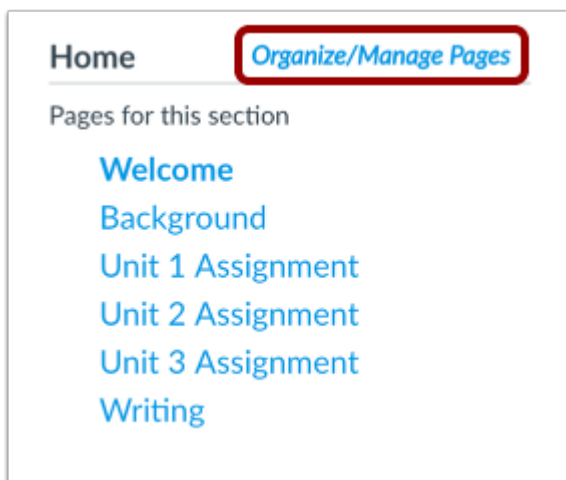Home   *Organize/Manage Pages*

Pages for this section

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
Writing
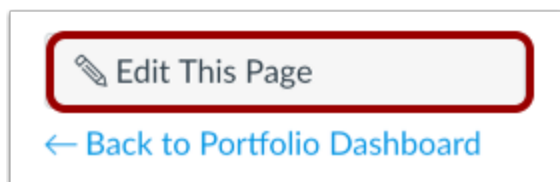
Click the title of the page you wish to edit.

Edit Page

✎ Edit This Page

← Back to Portfolio Dashboard

Click the **Edit This Page** button.

Add Image or File

Add Content

- Rich Text Content
- HTML/Embedded Content
- Course Submission
- Image/File Upload

Cancel   Preview   Save Page

Click on the **Image/File Upload** link.

Choose File

Image/File Upload

Select a file to include on this page:

▸ 🗀 my files

Or upload a new file:

Choose File   No file chosen

50 MB user file quota applies

Select/Upload File   Cancel

Click the **Choose File** button.

Select File
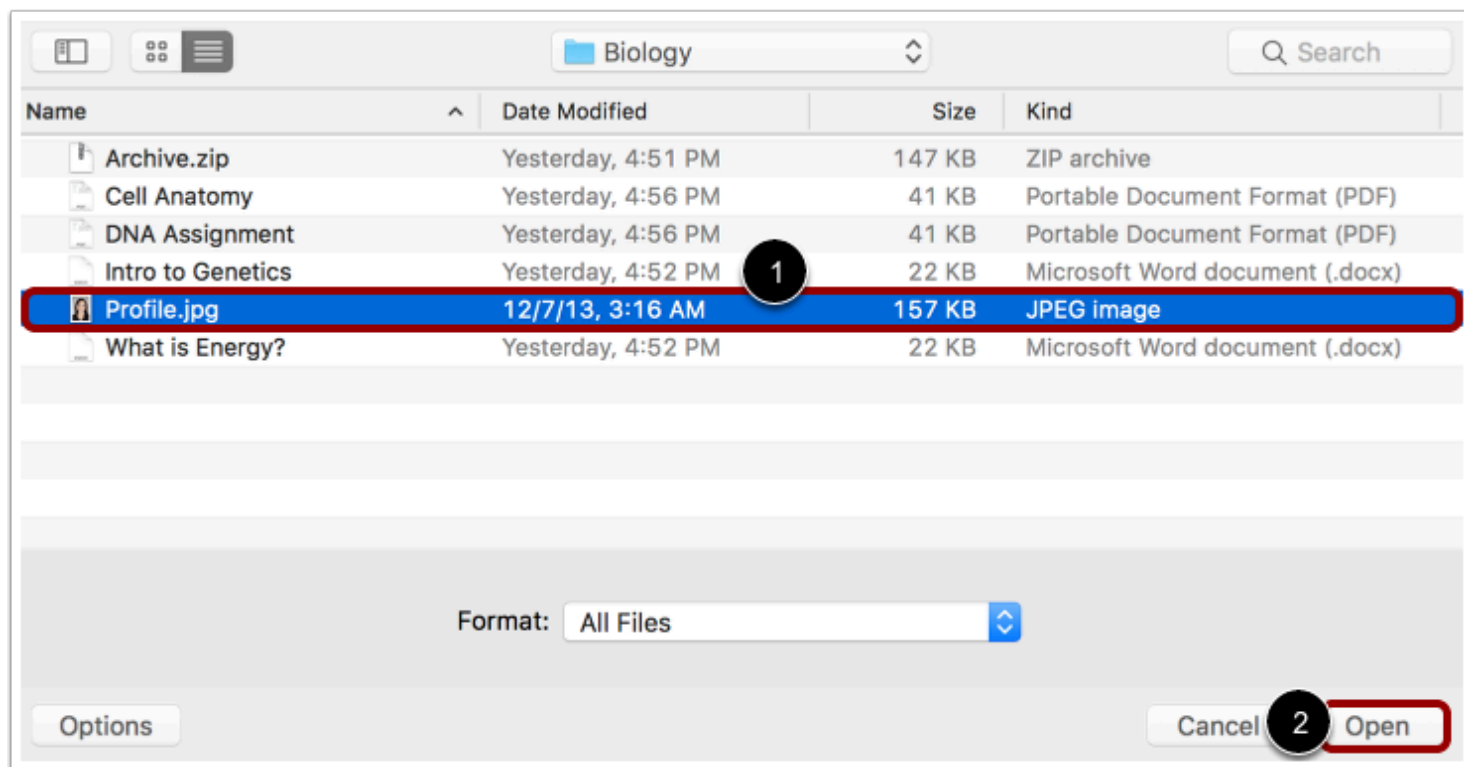
Locate the file [1] and click the **Open** button [2].
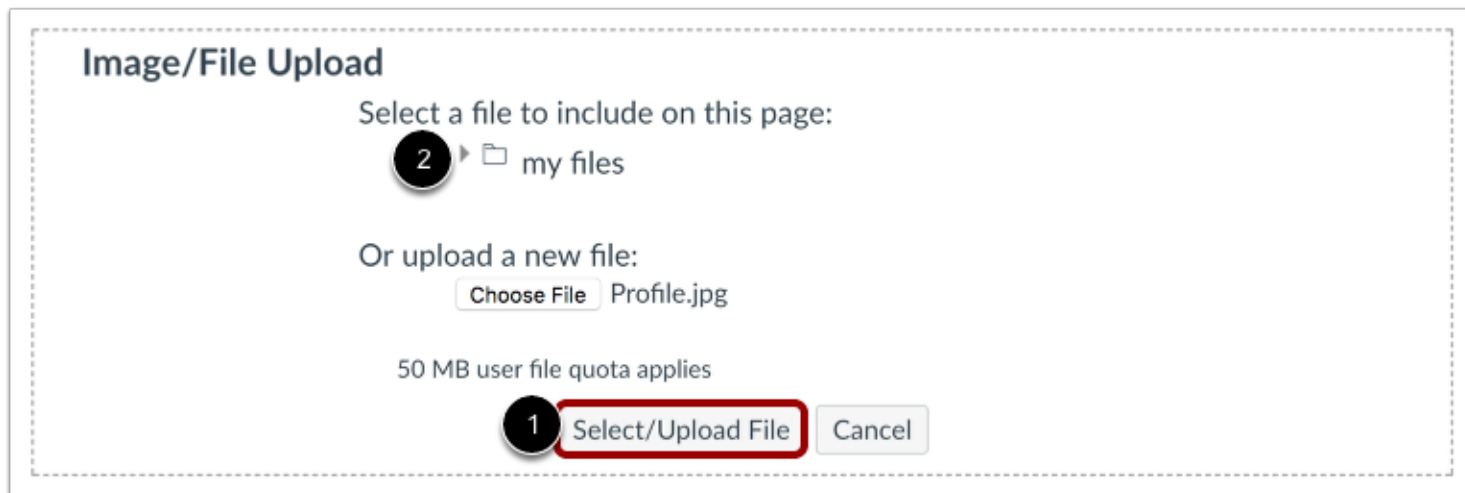
Upload File

Click the **Select/Upload File** button [1] to upload the file.

Notes:

- You can also use the files you have previously uploaded to your personal files by clicking on the **my files** icon [2].
- Multiple files and different file types can be uploaded to the same ePortfolio page.

Delete File

You can delete a file or image by selecting the **Delete** icon.

Save Changes
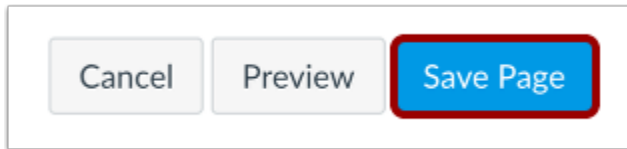
Click the **Save Page** button to save the changes you made.

View Page

View the changes you made to the page.
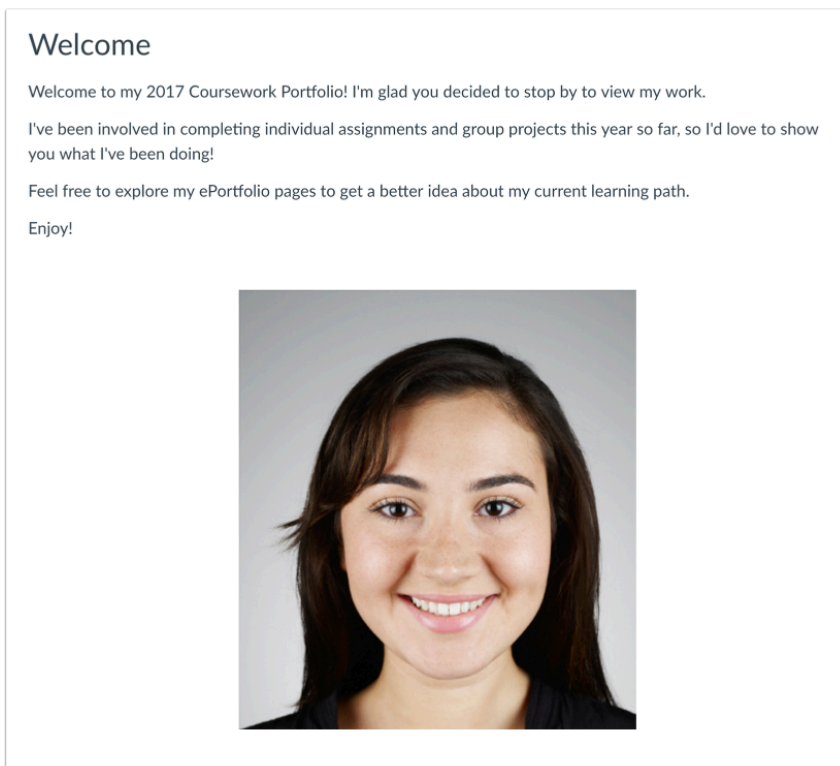
Canvas Student Guide

How do I enable comments in my ePortfolio as a student?

Enable comments to allow others to add comments to your ePortfolio pages. Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.
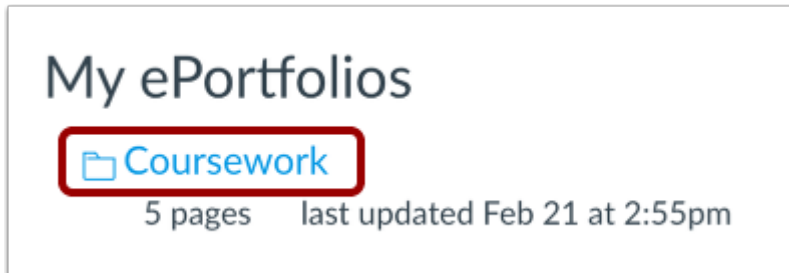
Note: Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

Open ePortfolios
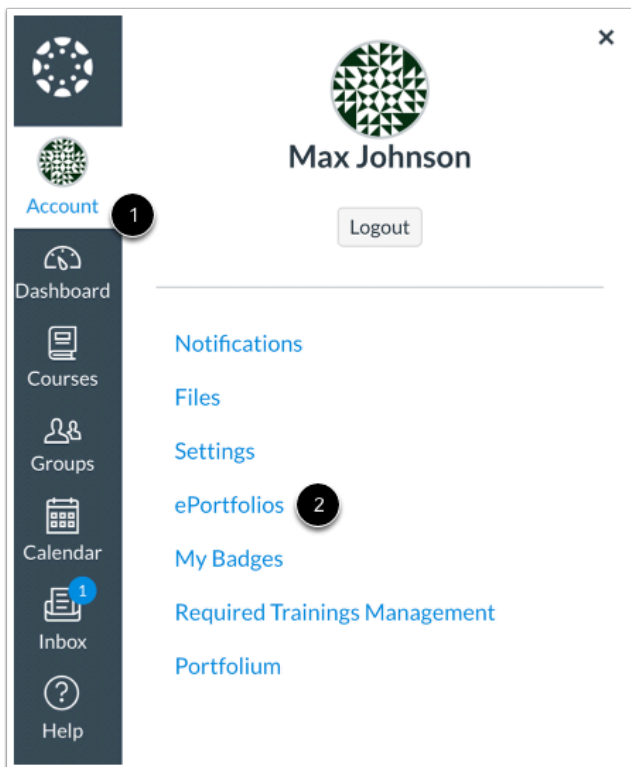
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].
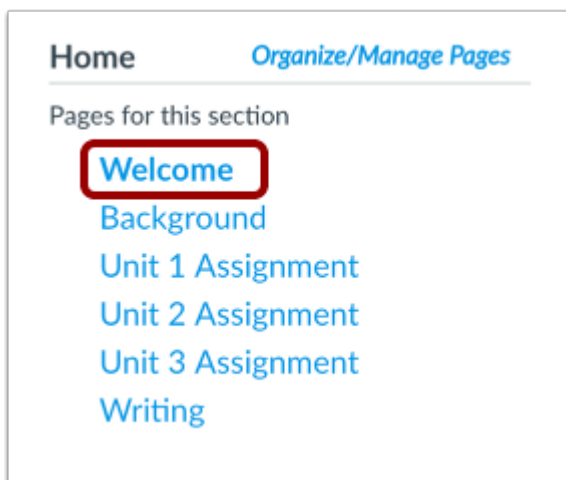
Open ePortfolio

My ePortfolios

📁 **Coursework**
5 pages   last updated Feb 21 at 2:55pm

Click the title of the ePortfolio.

Select Page

Home   *Organize/Manage Pages*

Pages for this section

Welcome
Background
Unit 1 Assignment
Unit 2 Assignment
Unit 3 Assignment
Writing
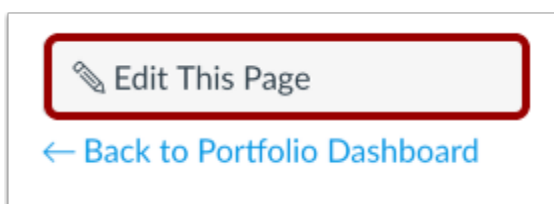
Click the title of the page you want to enable comments on.

Edit Page

✎ **Edit This Page**
← Back to Portfolio Dashboard

Click the **Edit This Page** button.

Enable Comments
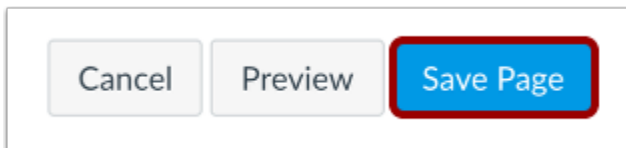
Click the **Allow Comments on this Page** checkbox. You can also make comments public by clicking the **Make Comments Public** checkbox.

Save Page

Click the **Save Page** button.

Add Comment

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

Note: Users must be logged in to the same Canvas account to make comments regardless of your ePortfolio visibility setting.

View Comment

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

Note: Comments will only be visible to the ePortfolio owner. To allow others to view comments, you will need to make comments public.

How do I download the contents of my ePortfolio as a student?

You can download the contents of your ePortfolio as a zip file.

Note: ePortfolio downloads do not include comments.

Open ePortfolios

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

Open ePortfolio

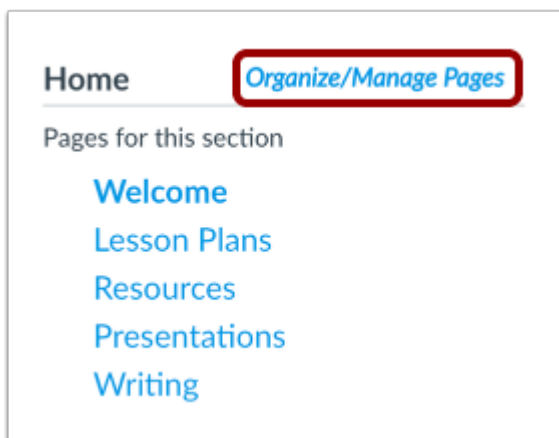Click the title of the ePortfolio.

Download ePortfolio

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

View Download Process

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

How can I share a private ePortfolio as a student?

Sharing a private ePortfolio link will give others access to viewing your ePortfolio without having to log into Canvas.

Open ePortfolios

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

Open ePortfolio

Click the title of the ePortfolio.

Share ePortfolio

All ePortfolios are, by default, private. This means that only you can see the contents of the portfolio. To share your ePortfolio, you will need to copy and paste the link into an email or other sharing utility.

Copy ePortfolio Link

To copy the ePortfolio link, right click the share link and select the **Copy** link.

You can also click the share link and the URL will appear in your address bar. Highlight the link, right click, and select the **Copy** link.

How do I make my ePortfolio public as a student?

Public ePortfolios allow anyone with the URL to view your ePortfolio. Learn more about sharing a private ePortfolio.

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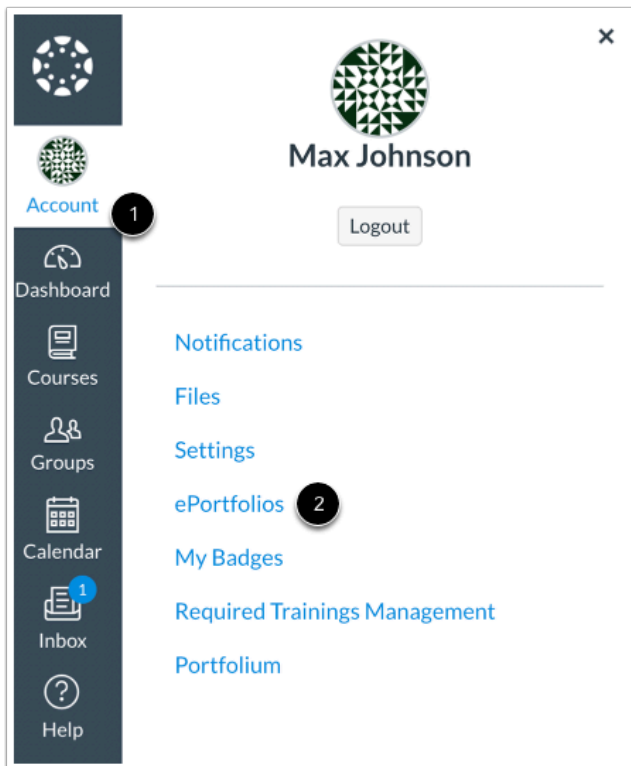
In Global Navigation, click the **Account** link [1], then click the **ePortfolios** link [2].

Open ePortfolio

My ePortfolios

Coursework

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Click the title of the ePortfolio.

Open ePortfolio Settings

Coursework
Emily Boone

Home

About Me

Extras

Organize
Sections
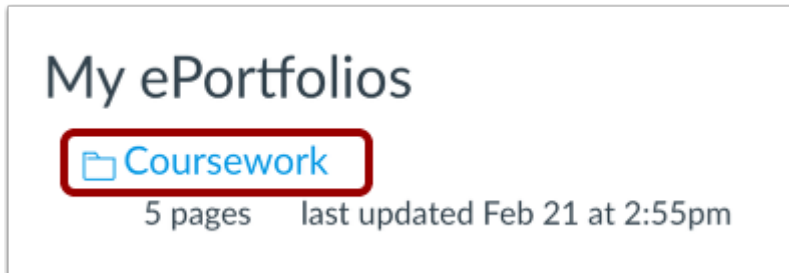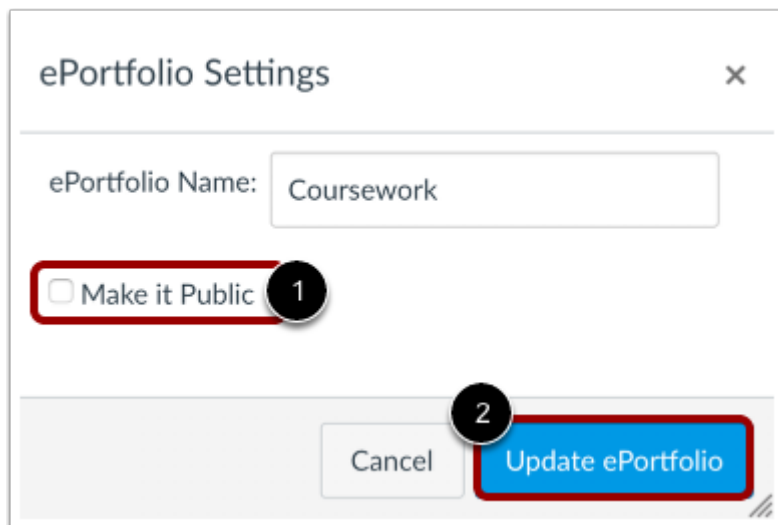
ePortfolio
Settings
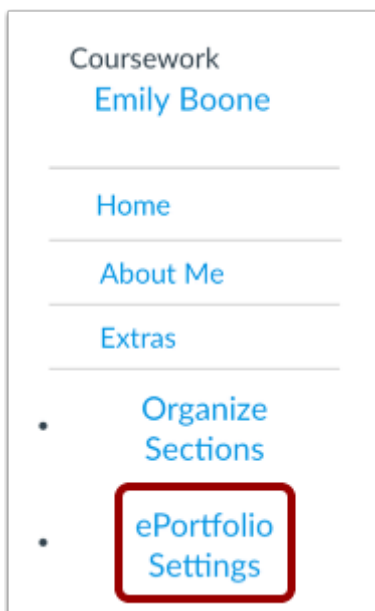
Click the **ePortfolio Settings** link to change the privacy settings on your ePortfolio.

Set Privacy

Click the **Make it Public** checkbox [1] and click the **Update ePortfolio** button [2] to save changes to your ePortfolio settings.

View Privacy

By making your ePortfolio public, anybody who has the URL address to your ePortfolio can view its contents.

How do I delete my ePortfolio as a student?

You can delete your ePortfolios in Canvas if you need to remove them.

Open ePortfolios

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

Open ePortfolio

Click the title of the ePortfolio.

Delete ePortfolio

Click the **Delete this ePortfolio** link.

Confirm Deletion

Click the **Delete ePortfolio** button.

Files

How do I use Files as a student?

As a student, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, and preview files. Files is built with responsive design to adjust for browser scaling. The folder navigation window, file displays, and even file names adjust to the width of the browser window.

View a video about files.

You may have access to files (documents, images, media, etc.) in three different feature areas:

- User files, located in your user account
- Course files, located in each course where you are enrolled (if your instructor allows you to view Course Files)
- Group files, located in each group where you are a member

View Files

The basic functionality within Files is the same within each files location, but some features may differ according to feature area.

The left panel [1] shows all folders for quick navigation. Some folders may be housed within other folders. To expand all folders, click the arrows next to the folder name.

When you click the name of a folder, all contents within the folder you are viewing display in the right panel [2]. You can also click folder names in the right panel to view folder content.

For each file, you can view the name of the file [1], the date the file was created [2], the date the file was modified [3] the name of the person who modified the file (if modified by another user) [4], and the size of the file [5].

You can also view the published status [6] for your user files.

Files are sorted alphabetically. To sort files, click the name of any column heading.

Manage Files

Depending on the file area, files may contain several options to manage files:

Search for files [1]. Files is fully searchable by file name.

Add a folder [2]. Add a new folder to Files to store files. Folders can also house other folders.

Upload a file [3]. Upload a file to Files.

Change the state of the file [4]. Files can be published, unpublished, or include a restricted status.

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Manage Selected Files

To select a file, click the name of the file. You can also select multiple files at the same time by holding the command (Mac) or control (PC) key.

When a file is selected, Files displays the file toolbar at the top of the window. Depending on the files area, the toolbar may contain several options to manage the selected file(s):

- Preview the file [1]
- Restrict access to the file [2]
- Download the file [3] (when selecting more than one file, option appears to download as a zip file)
- Move the file [4]
- Delete the file [5]

You can also manage some or all options for a selected file within the file's **Options** menu [6].

View Usage Rights

Course Files and Group Files may display a column for usage rights. If enabled, the column displays the usage right (copyright) for the file [1]. Files that do not contain a usage right display as a **warning** icon [2].

To change the usage right for a file in Group Files, click on the **usage right** icon for that file [3].

How do I view my user files as a student?

User files include profile pictures, uploaded assignment submissions, and other files uploaded to your personal Canvas file storage area. By default, each user has 50 MB of storage space in Canvas. Administrators can change the quota for user files for the entire institution. No other users can view files in your user files.

Open Files

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

View User Files

All your user folders display in the left panel [1]. View files in the right panel by clicking the name of a folder.

You can view your user quota and what percentage of that quota has been used [2]. Files that have been submitted as assignments and graded discussions do not apply to the user quota.

Learn more about how to use files as a student.

View My Files

The My Files folder creates folders based on default events in Canvas. Once you upload a file related to one of these areas, the folder and accompanying file will be created for you.

- The **Conversation attachments** folder [1] stores files that you attach to Conversations messages.
- The **Data Exports** folder [2] contains ZIP files created when you download assignment submissions from all your courses.
- If your institution enables you to upload a profile picture, the **Profile pictures** folder [3] stores photos that you upload as a profile picture.
- The **Submissions** folder [4] contains copies of your assignment submissions; assignment are organized by course folder and displayed alphabetically. However, assignments submitted through an external tool are not copied to the Submissions folder.
- The **Unfiled** folder [5] stores files that you attach to discussion topics or discussion replies (if attachments are allowed by your instructor).

My Files also includes any additional folders you create to organize your files, as well as any files not uploaded to a specific folder. Any files in the My Files folder that are not related to assignment submissions count toward your user quota.

Note: For online assignment submissions, if you submit a file that you've previously uploaded, you can delete the previously uploaded file after it has been submitted and free up extra storage in your user files.

View Course and Group Files
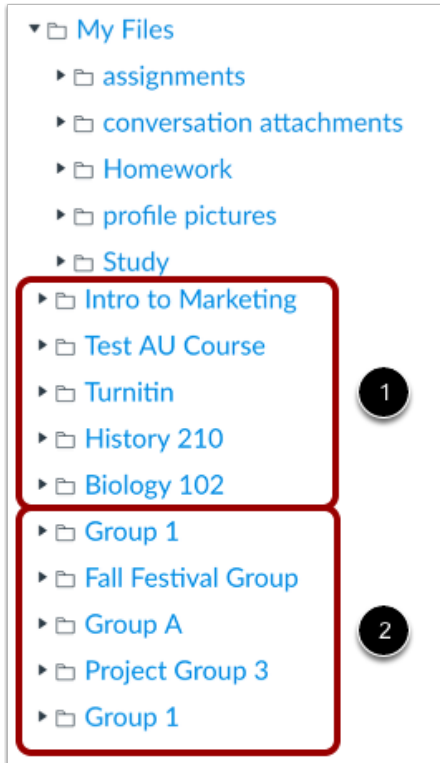
If your instructors allow you to view the Files link in Course Navigation, course folders display below your user files [1]. Any course groups also display below the course folders [2].

You can easily move and organize files from your group files and user files. Unless you have permission to manage course files, course files can only be viewed and downloaded.

You can also view course files and group files directly from the course or group.

How do I view course files as a student?

Course files include any content uploaded to a course. If your instructor allows you to view the Files link in Course Navigation, you can view the files in your course.

Open Files

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

View Course Files

All published course files can be viewed by all course users [1]. However, some files may restrict access to specific users.

You can preview and download all published files in Course Files.

If you want to see the files for all your courses, click the **All My Files** link [2].

View Files for All Courses

Canvas displays your User Files page with all available course folders displayed below your user files.

How do I view group files as a student?

As a student, you may be added to a group within your course. Groups files include any content uploaded to your group workspace.

Group files include uploaded assignment submissions and other group-related files uploaded to your group storage area. By default, each group has 50 MB of storage space in Canvas. All published files can be viewed by all group members.

Group files are automatically published when they are uploaded to the group.

As groups are essentially mini courses, all group members have the same permissions to moderate files, including uploading files, publishing files, restricting access, and deleting files.

Open Group

Click the **Groups** link [1], then click the name of the group [2].

Open Files

In Group Navigation, click the **Files** link.

View Group Files

All your group folders display in the left panel [1]. View files in the right panel by clicking the name of a folder.

You can view your group quota and what percentage of that quota has been used [2]. Files that have been submitted as group assignments and group graded discussions do not apply to the user quota.

If you want to see the Files for all your courses and/or groups, click the **All My Files** link [3]. Canvas will refresh the page to show your user files page with all courses and group folders.

The Groups folder creates folders based on default events in Canvas. Once you upload a file related to one of these areas, the folder and accompanying file will be created for you.

- The **Submissions** folder [1] contains copies of your assignment submissions; assignments are organized by course folder and displayed alphabetically.
- The **Unfiled** folder [2] stores files that you attach to discussion topics or discussion replies (if attachments are allowed by your instructor).

Group files also includes any additional folders you create to organize your files, as well as any files not uploaded to a specific folder. Any files in the group folder that are not related to assignment submissions count toward your user quota.

All files can be viewed by all group members. Please note that all group members hold the same permissions, so one group member can delete or move files uploaded by another group member. Group files are published by default.

Note: For group assignment submissions, if you submit a file that has previously been uploaded to the group, you can delete the previously uploaded file after it has been submitted and free up extra storage in your group files. However, to submit a previously uploaded file in group files, the file must be moved to the user files folder for the student submitting the assignment on behalf of the group, as the assignment submissions page can only access user files and not group files.

How do I move and organize files as a student?

You can move and organize your personal and group files. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.

Learn how to locate your user files and group files.

Note: Files that have been submitted as part of an assignment cannot be moved.

Move File via Move Button or Options Icon

In user or group files, locate the file you want to move. Click the line item for the file [1].

To move the file via the toolbar, click the **Move** button [2].

To move the file via file settings, click the **Options** icon [3], then click the **Move** link [4].
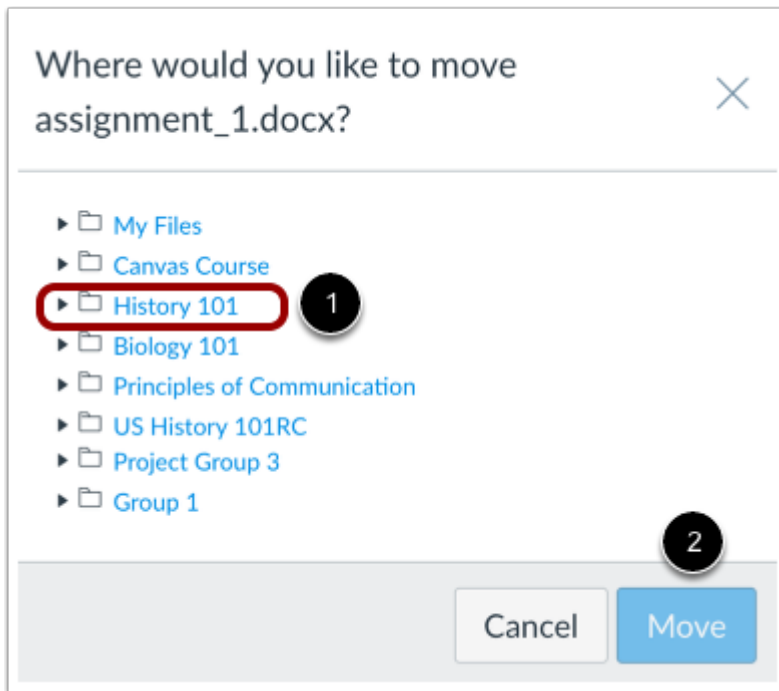
Select the folder where you want to move the file [1] and click the **Move** button [2].

Move File via Drag and Drop
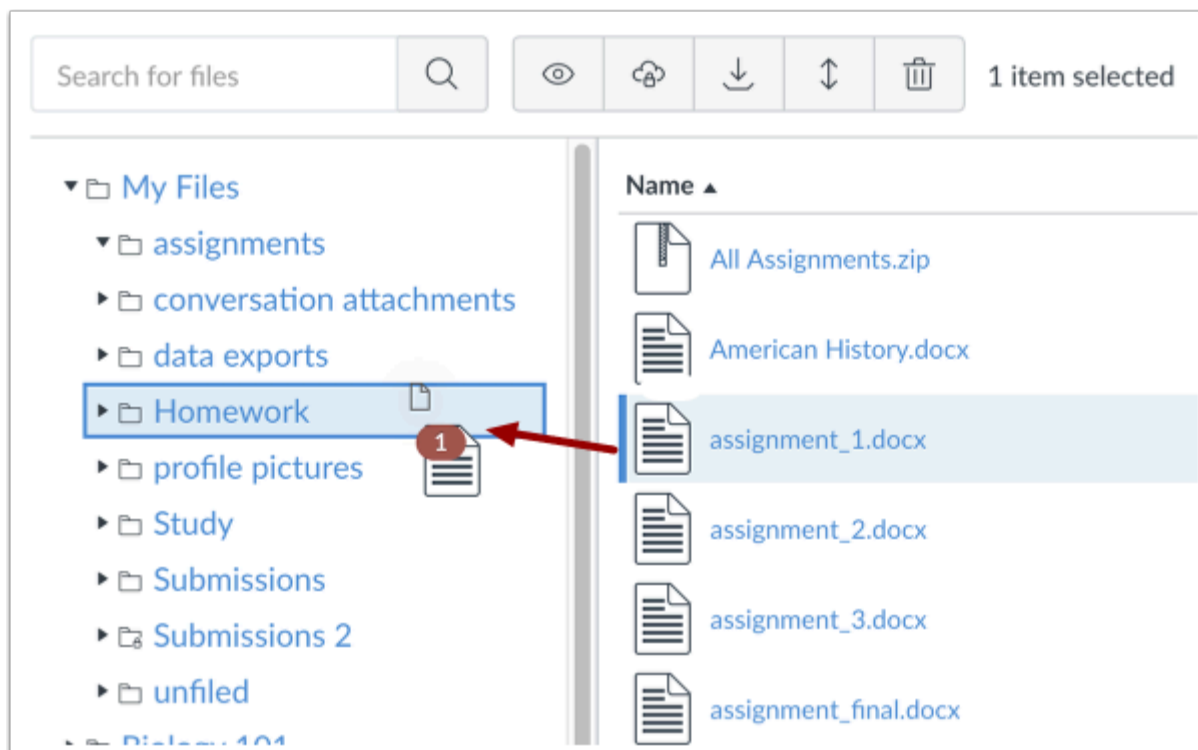
You can also manage your files using a basic click-and-drag method. Click the file name and drag the file to the desired folder. Once you see the folder highlighted, release your mouse. The file has been moved.

You can also move a file from the right pane to the left pane.

Note: You can only move a file within the right pane or from the right pane to the left pane. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.

Move Multiple Files
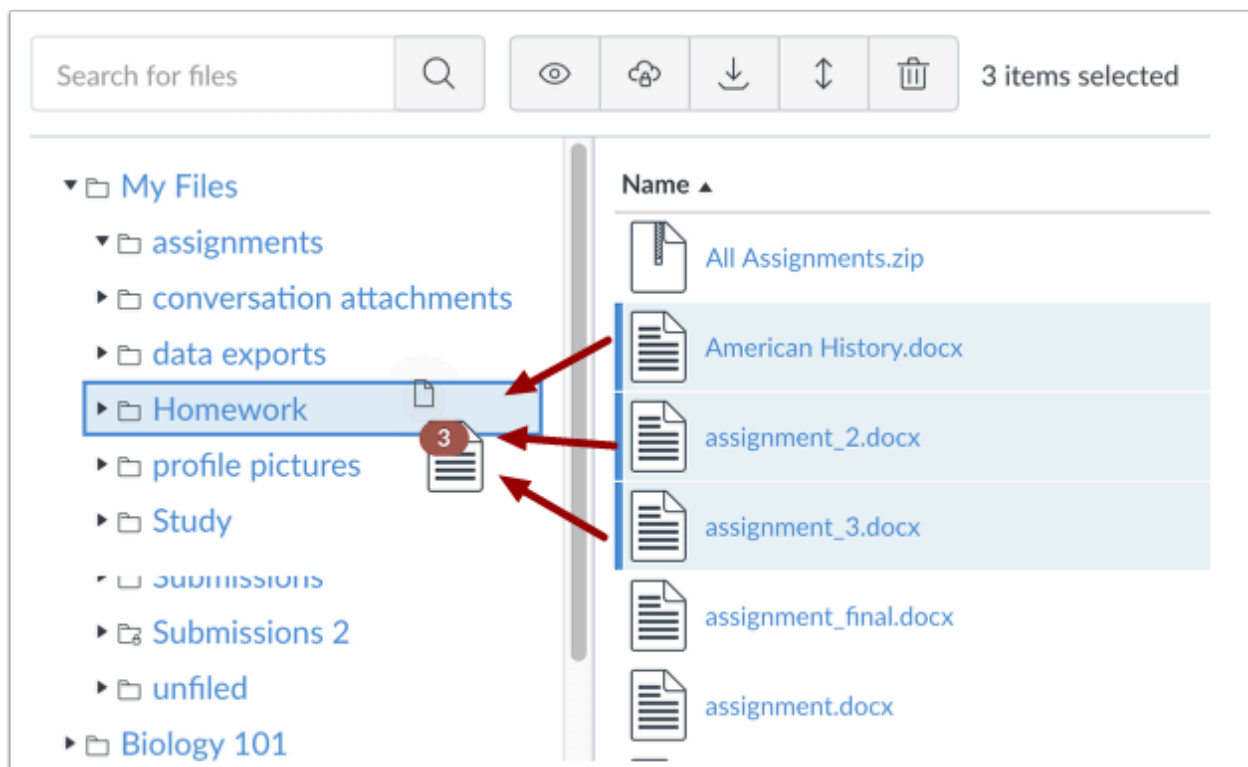
To select multiple files, press the command key (Mac) or the control key (Windows) while clicking the line for each file you want to select.

To select all files, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of files click the first file you want to select, hold down the Shift key, and then click the last file you want to select. All files between the first and the last file will be selected.

Note: You can also use the same key command to deselect a file.

How do I rename a file as a student?

You can rename your files at any time using the Rename option in the file's settings menu. You can rename files in both user and group files.

Learn how to locate your user files and group files.

Notes:

- If you add a file to another area of Canvas (e.g. Groups or Assignments) and then rename the file in your user files, the file rename will not update in any other Canvas location and must be changed manually. Please ensure that your file names are correct in your user files before using them in other content areas.
- Files that have been submitted as part of an assignment cannot be renamed.
- Files with a lock icon cannot be renamed.

Rename File

In user or group files, to rename a file, click the line item for the file [1].

Click the **Options** icon [2], then click the **Rename** link [3].

In the text field, change the name of the file [1]. To save the name of the file, press the Return (Mac) or Enter (PC) key or click the **Check** button [2]. To return to the previous title, click the **Cancel** button [3].

Note: Renaming or removing the extension in the file name may strip the extension from the file when it is downloaded.

View File

View the new name of your file.

How do I create a folder in Files as a student?

You can add folders in both user and group files. Folders can be used to organize your files.

Learn how to locate your user files and group files.

Add Folder

Click the **Add Folder** button.

Name Folder

Type the name of the folder in **Name** field [1]. To save the name of the folder, press the Return (Mac) or Enter (PC) key or click the **Check** button [2]. To return to the previous title, click the **Cancel** button [3].

View Folder

Your folder will appear in both panes of the Files view. You can organize your files on Canvas by moving them to folders.

Delete Folder

To delete a folder, click the line item for the folder [1] and then click the **Delete** icon [2]. Or click the **Options** icon [3] and then click the **Delete** link [4].

Note: Deleting a folder will also delete all files in that folder.

How do I upload a file to my user or group files?

You can upload files to both user and group files. Files can be used for assignments, discussion replies, and conversation attachments. Additionally, files in your user or group files can always be embedded in Canvas using the Rich Content Editor.

Learn how to locate your **user files** and **group files**.

Notes:

- For assignment submissions, you can upload a file from your computer or select a file that has been previously uploaded to your user files. If you select a previously uploaded file, you can delete the file after it has been submitted and free up extra storage in your user files.
- Canvas does not support file uploads larger than 5 GB.
- Group files are automatically published when they are uploaded to the group.

Upload File

In user or group files, click the **Upload** button.

Open File
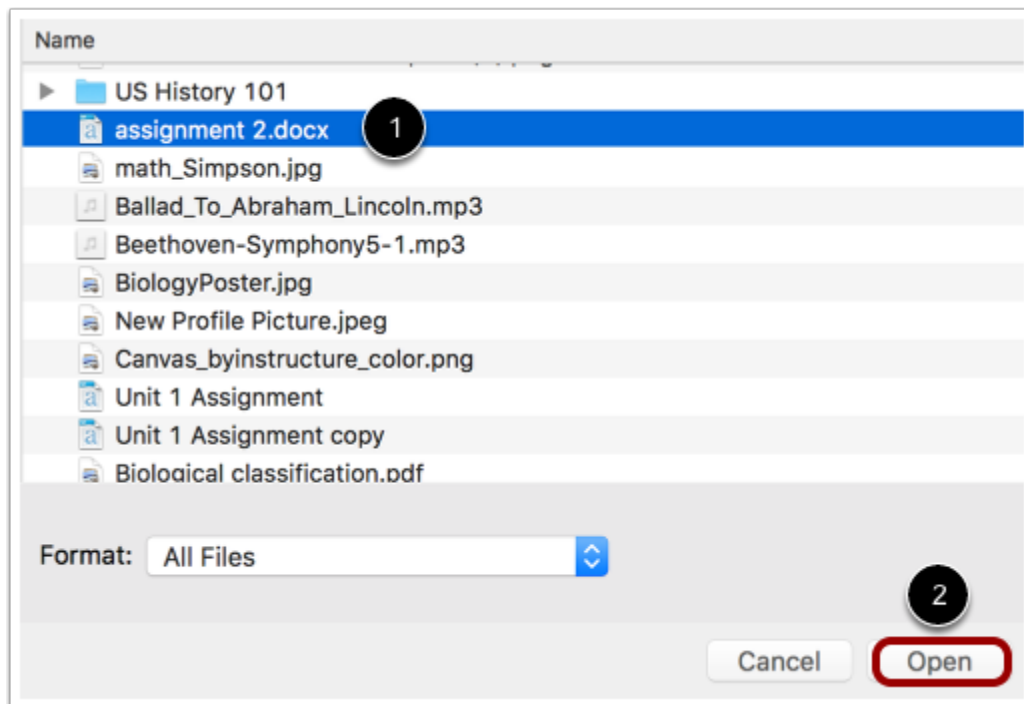
Click the title of the file(s) you want to upload [1] and click the **Open** button [2].

Upload Files via Drag and Drop
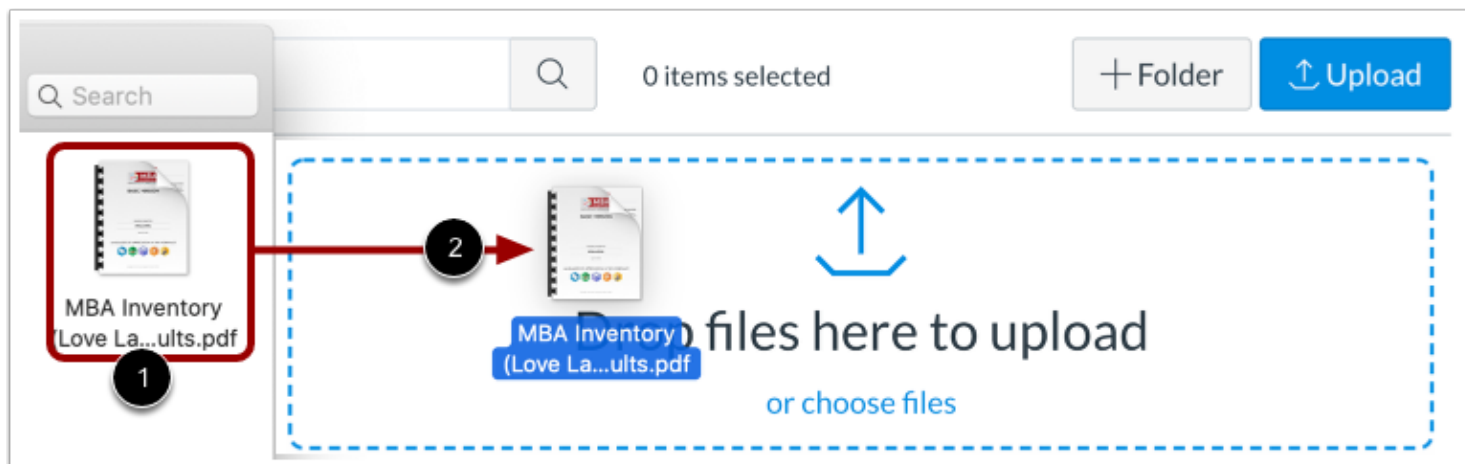
Some web browsers contain a feature that allows the user to add to files by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add [1] and drag the file to your open browser [2]. Your file will automatically upload.

Replace Duplicate File
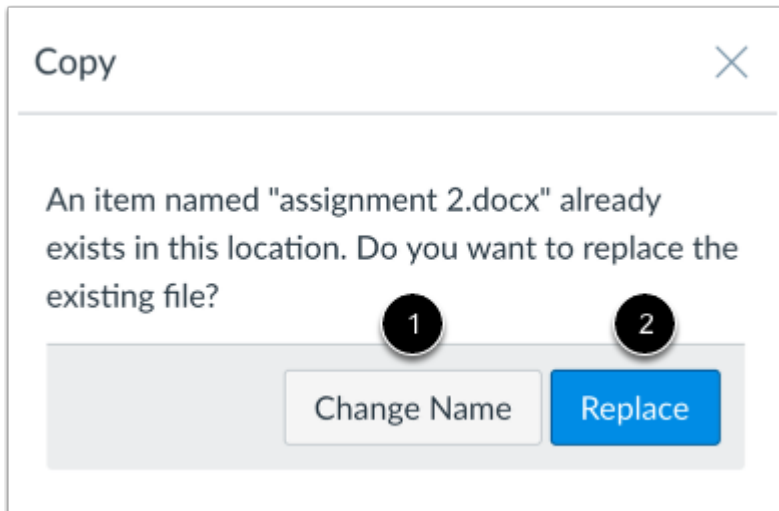
If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it.

To rename the file, click **Change Name** button [1]. This option will create a duplicate copy of the file with a different name.

To replace the file, click the **Replace** button [2].

View Upload Progress
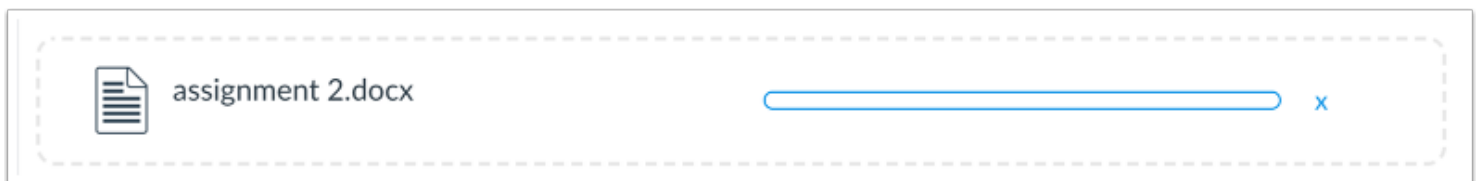
A progress bar will appear at the top of screen tracking the progress of your file upload.

View Files

View your new file.

How do I bulk upload files to my user or group files?

You can upload several files at the same time to your user or group files.

Notes:

- You can also bulk upload files by dragging and dropping the files into Canvas from your computer. However, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the ZIP file into your course.
- Canvas does not support file uploads larger than 5 GB.

Upload Files

| Search for files 🔍 | 0 items selected | ＋Folder | ⬆ Upload |

In user or group files, click the **Upload** button.

Select Files
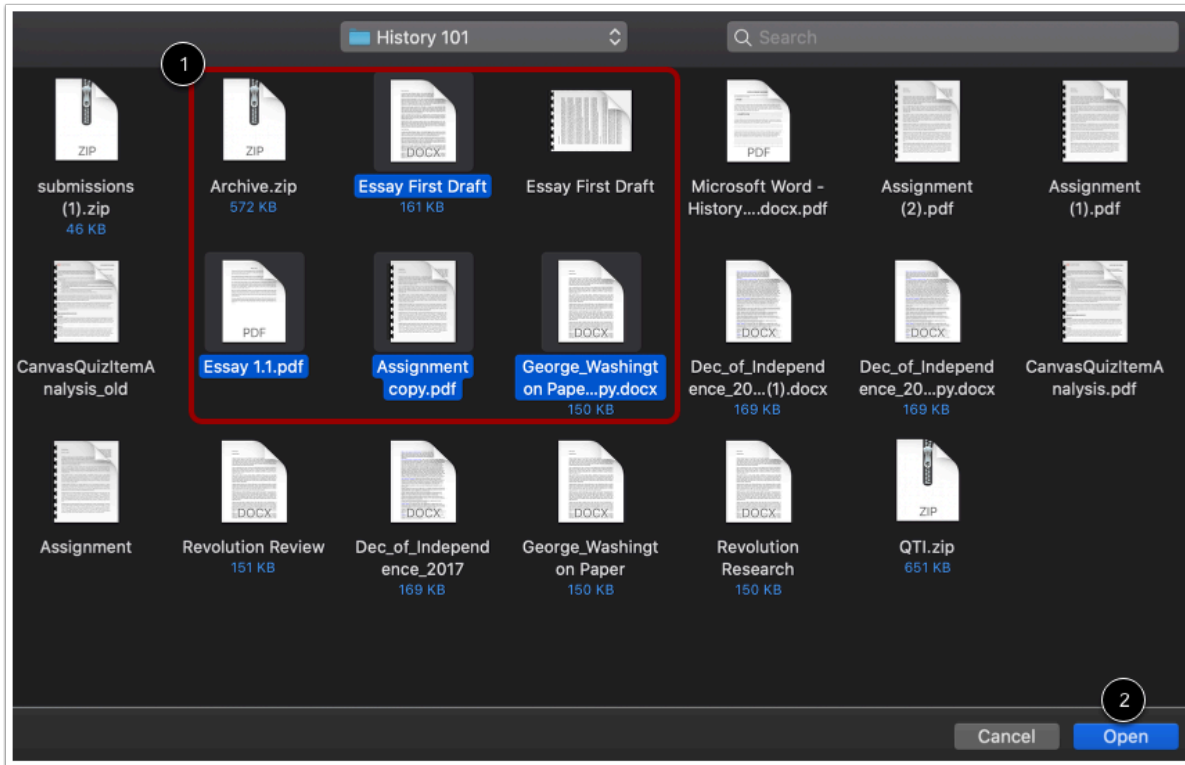
Select the files you want to upload to your user or group files [1].

To select a group of files, hold down the Shift key on your keyboard and click the first and last files in the group.

To select multiple files, hold down the Control (Windows) or Command (Mac) key on your keyboard and click each file.

Click the **Open** button [2].

Drag and Drop Multiple Files
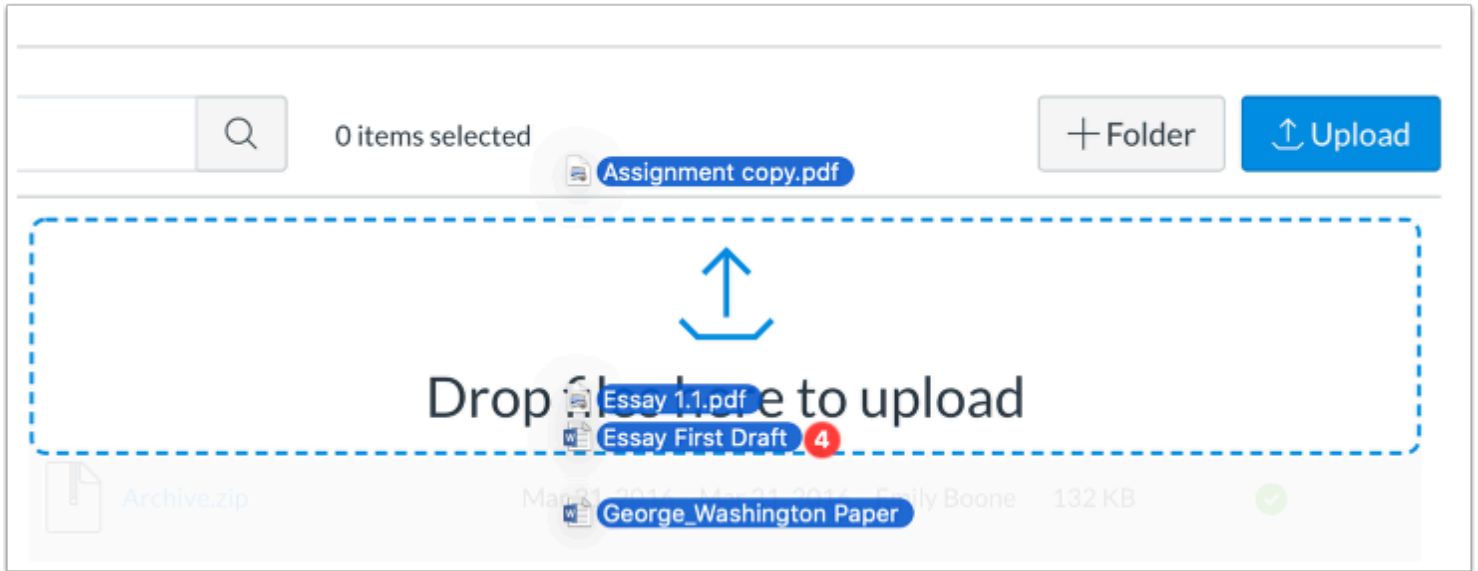
You can also drag and drop multiple files to upload to your user or group files. Select multiple files and drag them to the files pane to upload them.

Replace Duplicate File
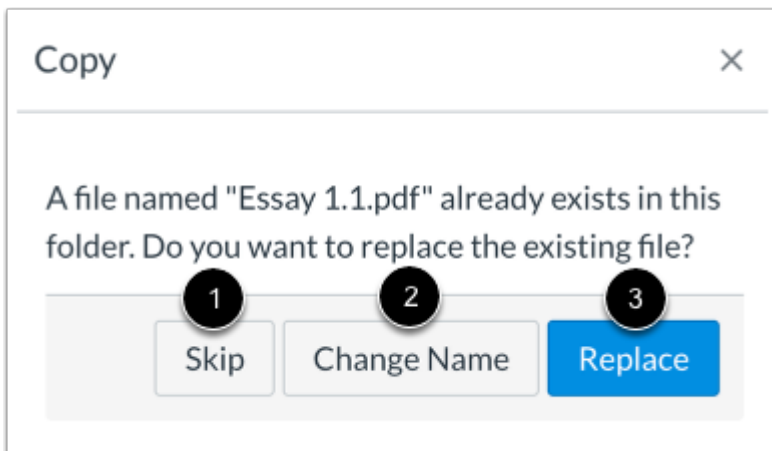
If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to skip, replace, or rename it.

To skip the file, click the **Skip** button [1].

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To rename the file, click **Change Name** button [2]. This option will create a duplicate copy of the file with a different name.

To replace the file, click the **Replace** button [3].

View Upload Progress
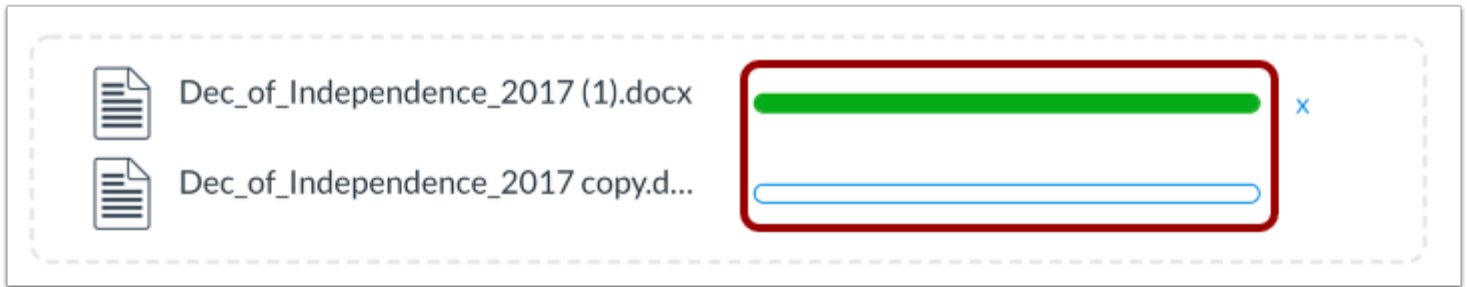
A progress bar displays to show the progress of each file upload.

View Files

View your uploaded files.

How do I preview a file as a student?

You can preview a file in a course, group, or user file storage area.

Learn how to locate your [user files](#), [course files](#), and [group files](#).

Open File

In user, group, or course files, click the name of the file you want to preview.

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

Open File via Toolbar

You can also click the line item for the file and click the **View** icon.

Preview File
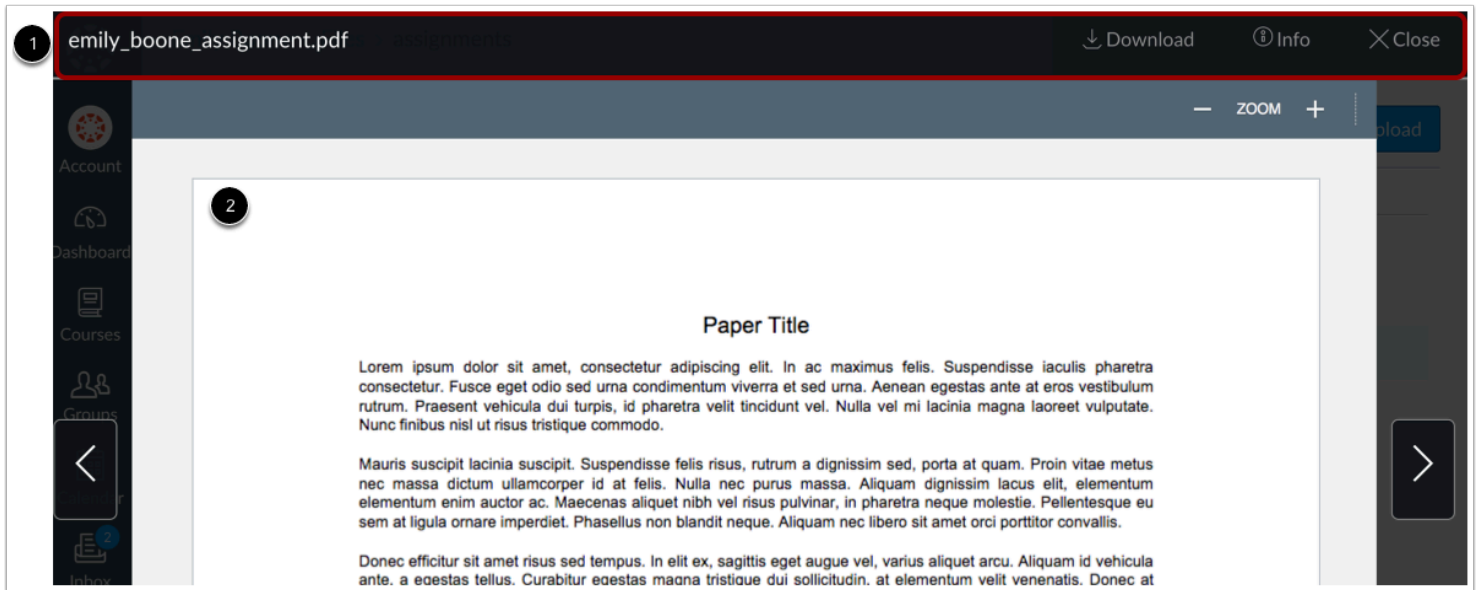
The preview toolbar displays the file and file information details, as well as a link to download the file [1].

For documents [2], you can scroll through the document, zoom in and out, and view the document in full screen.

How do I upload ZIP files as a student?
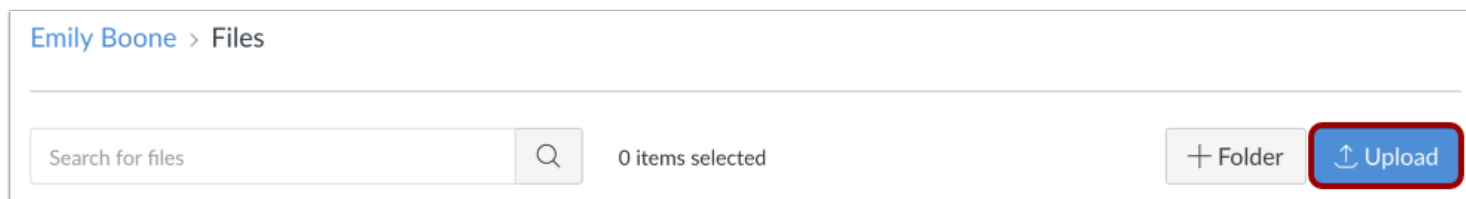
You can import .zip files to your personal or group file storage area.

If you do not know how to create a ZIP file, please consult your computer operating system's user guide.

Learn how to locate your **user files** and **group files**.

Note: Canvas does not support file uploads larger than 5 GB.

Upload Files

Emily Boone > Files

Search for files   0 items selected   + Folder   ⬆ Upload

Click the **Upload** button.

Open File
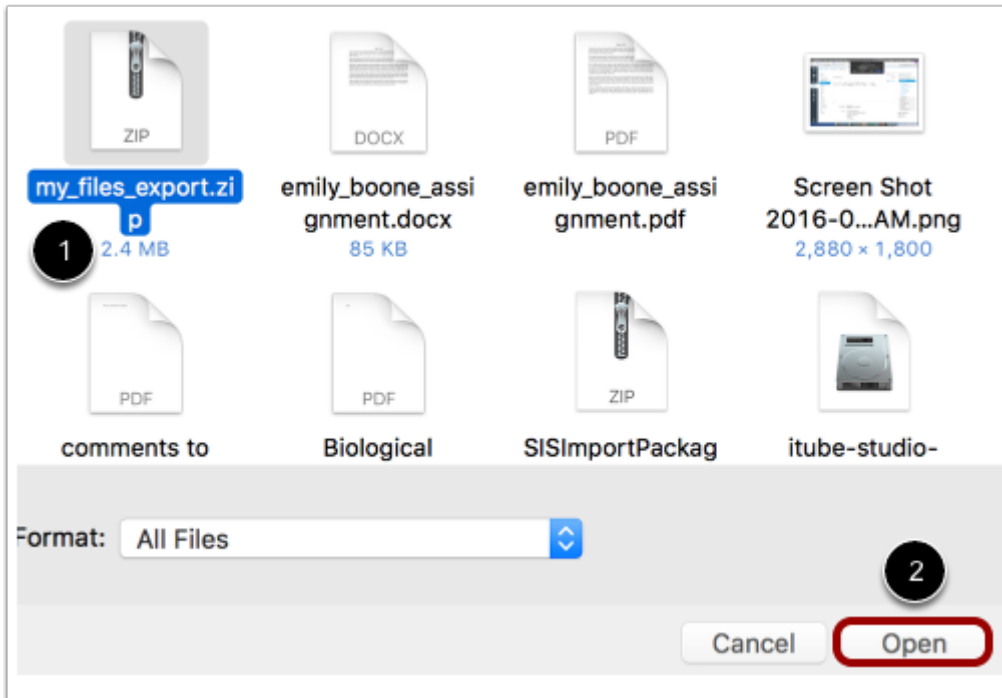
Click the title of the file you want to import [1] and click the **Open** button [2].

Choose ZIP Option
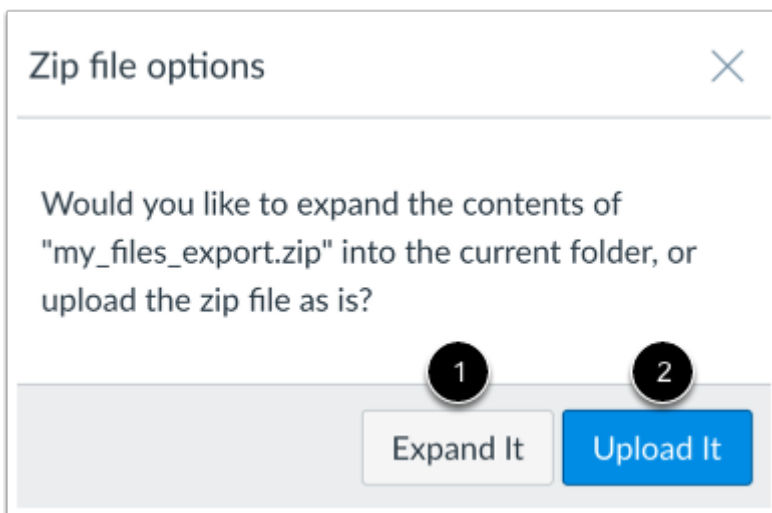
If you want to expand all the contents of the ZIP file, click the **Expand It** button [1]. If you want to upload the ZIP file intact, click the **Upload It** button [2].

View Progression

my_files_export.zip

You can track the progression of the upload by monitoring the progress bar.

View Files

Name ▲	Date Created	Date Modified	Modified By	Size	
All Assignments.zip	Jul 22, 2015	Jul 22, 2015	Emily Boone	1 MB	
commentstostudent.doc	Jul 22, 2015	Jul 22, 2015	Emily Boone	24 KB	
emily_boone_assignment.pdf	10:40am	10:40am	Emily Boone	37 KB	
EmilyBooneICPaper.pdf	Jan 23, 2017	Jan 23, 2017	Emily Boone	33 KB	
Group_Findings.docx	Mar 21, 2016	Mar 21, 2016	Emily Boone	24 KB	
Midterm Assignment.docx	Jul 22, 2015	Jul 22, 2015	Emily Boone	171 KB	

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

How do I delete a file or folder as a student?

You can delete a file or folder within your personal or group file storage area. Once a file or folder is deleted, it cannot be recovered.

Learn how to locate your user files and group files.

Note: Files that have been submitted as part of an assignment cannot be deleted.

Delete File

In user or group files, click the line item for the file [1]. Click the **Delete** icon [2]. Or click the **Options** icon [3] and then click the **Delete** link [4].

Delete Folder

In user or group files, click the line item for the folder [1]. Click the **Delete** icon [2]. Or click the **Options** icon [3] and then click the **Delete** link [4].

Confirm Deletion

Click the **OK** button.

View Warning Message

Files that have been submitted as part of an assignment cannot be deleted.

How do I download a single file as a student?

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

Learn how to locate your user files, course files, and group files.

Download File

Click the line item for the file [1]. Click the **Download** icon [2]. Or click the **Options** icon [3] and then click the **Download** link [4].

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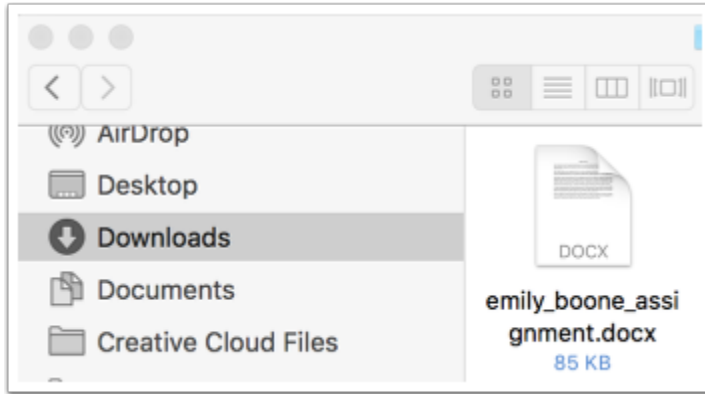
Your file will download to your desktop. Open the appropriate folder to view the file.

Note: The file may be saved to the Downloads folder on your computer.

How do I download a folder in ZIP format as a student?

You can download a folder in a ZIP format in your personal, group, or course files.

Learn how to locate your user files, course files, and group files.

Download Folder

Click the line item for the folder [1]. Click the **Download** icon [2]. Or click the **Options** icon [3] and then click the **Download** link [4].

View Download Progress

Monitor the progress of your download.

Open ZIP File
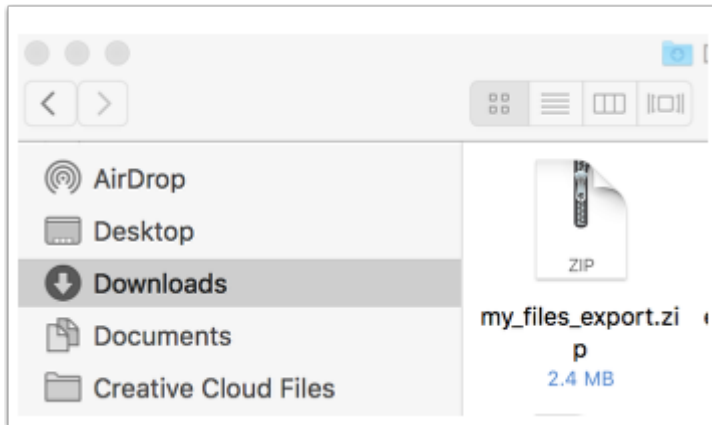
Your ZIP file will download to your desktop. Open the appropriate folder to view the file. To open the file, either double click to open it (MAC users) or right-click the file and select Extract All (PC users).

What types of media files can I upload in Canvas as a student?

Canvas can upload specific image, video, and audio files as user content.

When you upload audio and media files using the media tool in the Rich Content Editor, Canvas converts files up to 500 MB. If a file exceeds the 500 MB limit, you can host the file through an external source such as YouTube and embed it using the Rich Content Editor. To learn more about available options for using media files in Canvas, view the **Canvas Media Comparison PDF**.

When you upload a file to your group or user files, Canvas converts the file into a format supported by your browser. However, Canvas does not support uploading files larger than 5 GB to your user files. Media playback is determined according to browser, so if you cannot view the file, you may need to try to view the file in another browser. You may also need to enable or update the Adobe Flash plugin.

Canvas files have quota limits set for user (personal) files and group files. Files uploaded directly to your user files or group files count against each specific quota, except for uploading a profile picture. Any attachments added as part of a graded assignment submission are uploaded into user files but are not counted against the user quota.

Supported Image Formats

Canvas will accept the following image files:

- JPEG - Joint Photographic Experts Group
- GIF - Graphics Interchange Format
- BMP - Windows Bitmap
- TIFF - Adobe Systems
- PNG - Portable Network Graphics

Note: While TIFF files can be uploaded to file storage, they will not display within any area of Canvas.

Supported Video Formats

The Canvas media player supports H.264 video playback; for platforms that do not support H.264 directly, the Canvas media player uses a Flash plugin.

Canvas will accept the following video files for playback:

- FLV – Flash Video
- ASF – Windows Media
- QT – Apple QuickTime
- MOV – Apple QuickTime
- MPG – Digital Video Format

- MPEG – Digital Video Format
- AVI – Digital Video Format
- M4V – Digital Video Format
- WMV – Windows Media
- MP4 – Digital Video Format
- 3GP – Multimedia Mobile Format

For tips about media compressions and playback quality, view Vimeo's [Video Compression Guidelines](#).

Supported Audio Formats

Canvas will accept the following audio files for playback:

- MP3 – Digital Audio Format
- WMA – Windows media audio
- MWV – Windows Media

How do I view my Google Drive files in Canvas as a student?

If your course has enabled Google Apps, you can view all files in your Google Drive account in Canvas. The Google Drive folder is accessed from the Course Navigation Menu.

Notes:

- You can only view one Google Drive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary you can log out of your account and authenticate with a different account.
- If you are already logged into a Google account in Chrome, Canvas will use that Google account to authorize Google Drive access. If you want to authenticate using a different Google Drive account, you must log out of the Google account in Chrome and sign in to the account you want to use with Canvas.
- If your Canvas authorization has failed, try logging in to Google Drive in Canvas using an incognito browser, which removes all browser cookies and extensions. If you are able to log in with the incognito browser, you are most likely logged in to Google Drive and/or Canvas with different Google accounts. Confirm the account you are using for each location and try again. You may also need to confirm any Google extensions installed in your browser's settings.
- The location where you access your Google account may affect your access to Canvas. If you successfully authenticate with your account at your institution, you may have to reauthenticate when you log in to Canvas at home.
- Currently, Google Drive files cannot be accessed from course or personal files in Canvas. They can only be accessed from the Google Drive link in Course Navigation.

Open Google Drive
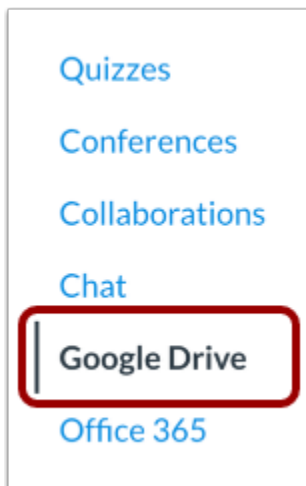
In Course Navigation, click the **Google Drive** link.

Log in to Google Drive
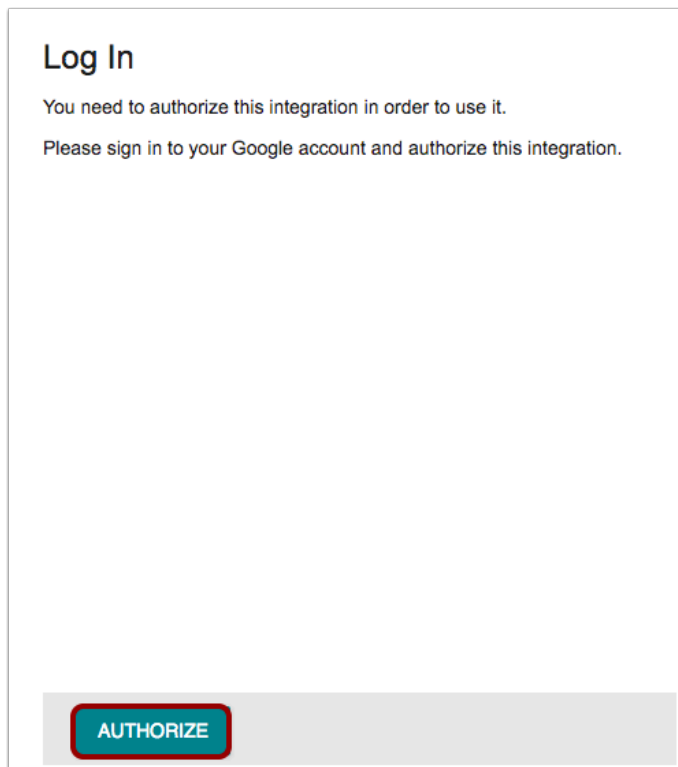
You may be asked to authenticate your account. Click the **Authorize** button.

In an external window, enter your Google App email and password.

Note: If you are unable to authenticate, please see the troubleshooting information in the description of this lesson.

View Google Drive
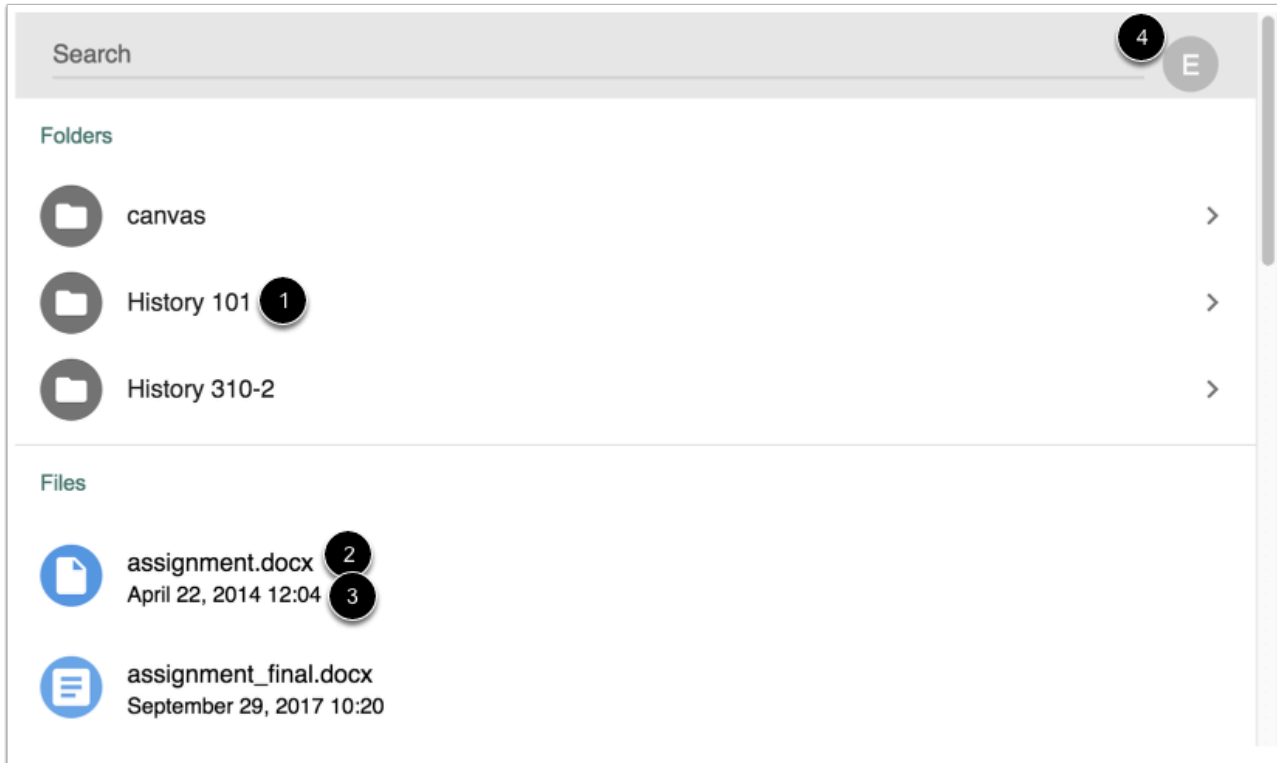
View the files and folders in your Google Drive folder.

Google Drive displays the name of each folder [1]. You can view the contents of each folder by clicking the folder name.

For individual files, you can view the file name [2] and the date it was modified [3].
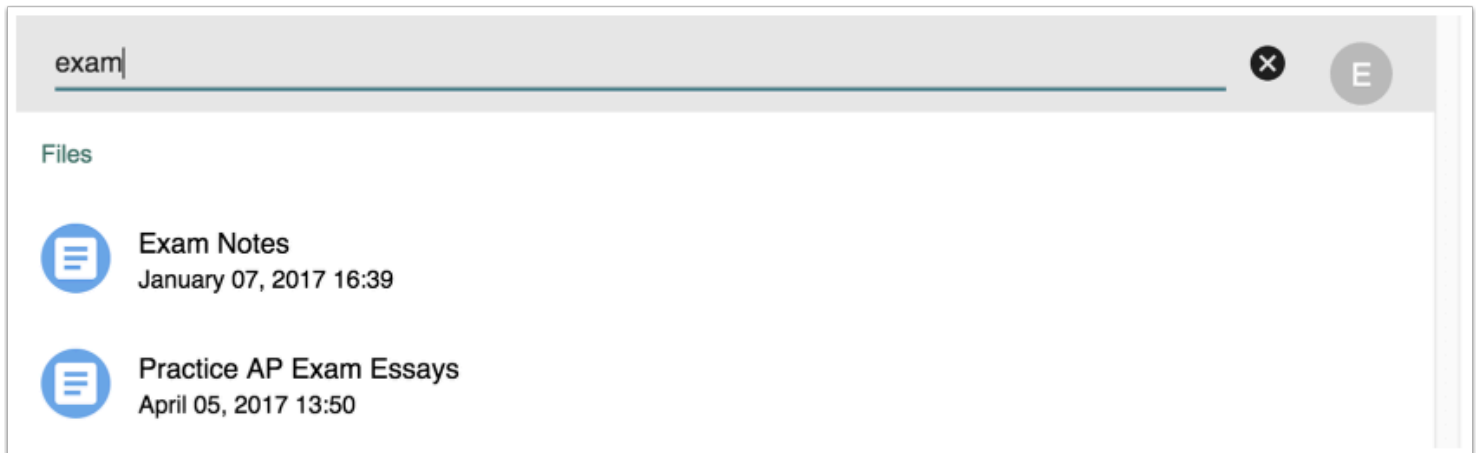
To view the linked Google Drive email or to sign out of your Google account, click the **Account** button [4].

Search for Files
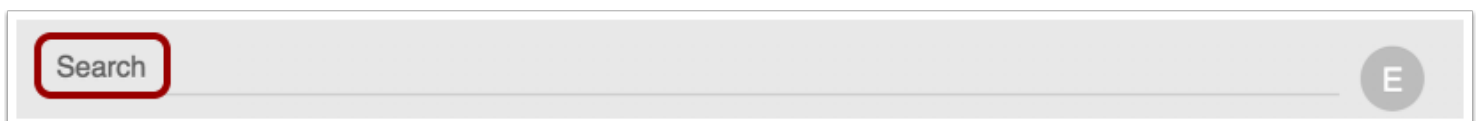
To search for a file, enter the name of the file and click the Enter (Return) key on your keyboard.

View Search Results

Google Drive returns file results related to your search.

Open File

To open a file, click the name of the file [1]. At the bottom of the window, click the **Open** button [2].

View File
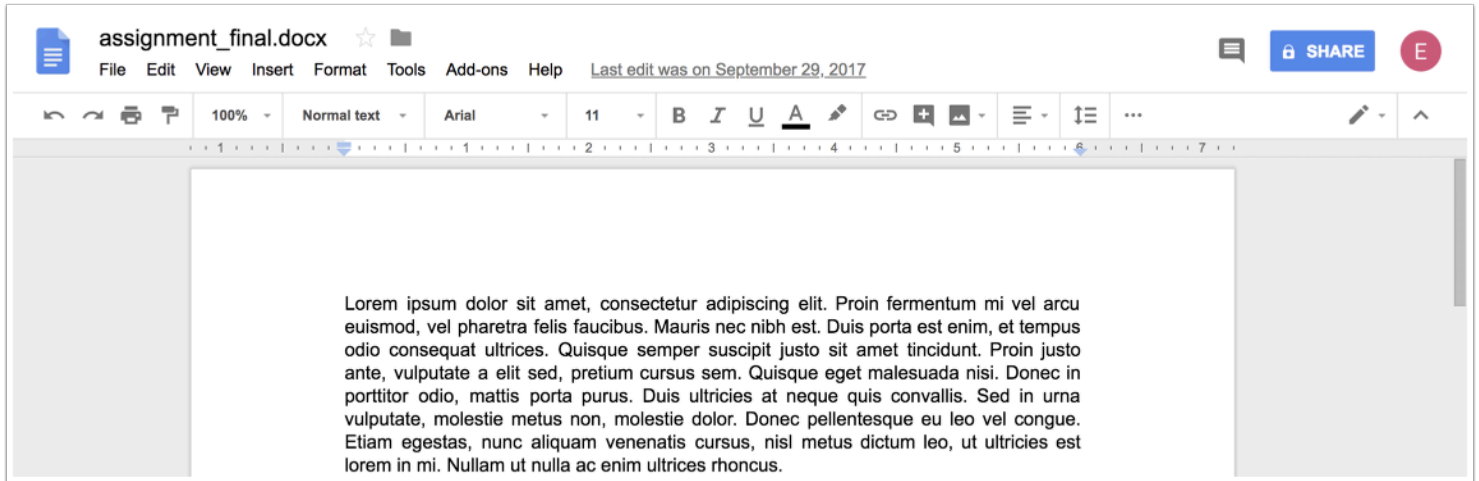
In a new browser window, view the file in your Google account.

How do I view my Microsoft Office 365 files in Canvas as a student?

If your course has enabled Microsoft Office 365, you can view all files in your Microsoft Office 365 (OneDrive) folder in Canvas. The OneDrive folder is accessed from the Course Navigation Menu.

Notes:

- You can only view one OneDrive account at a time in Canvas. Make sure you are logged in to the account you want to view in Canvas. If necessary you can log out of your account and authenticate with a different account.
- Currently, OneDrive files cannot be accessed from course or personal files in Canvas.

Open Office 365
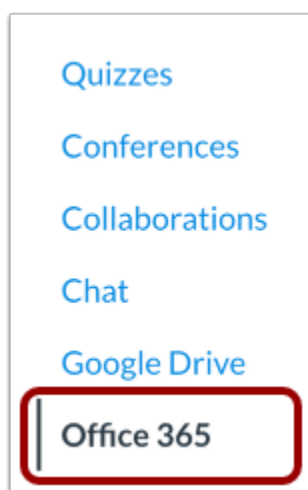
In Course Navigation, click the **Office 365** link.

Log in to Office 365
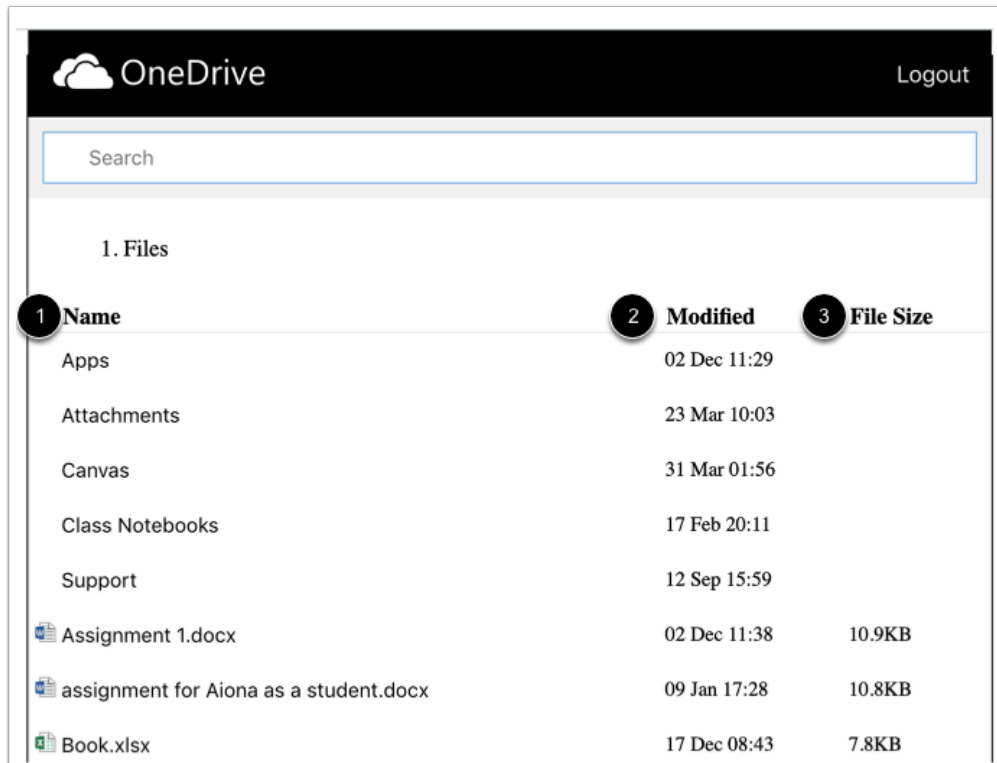
You may be asked to authenticate your account. Click the **Log In** button.

In an external window, enter your Office 365 email (or phone number) and password.

View OneDrive

View the files and folders in your OneDrive folder.

OneDrive displays file name [1] and the date it was modified [2]. Files display the file size [3].

Search for Files

To search for a file, enter the name of the file and press the Enter (Return) key.

View Search Results

OneDrive returns file results related to your search.

Open File

To open a file, click the name of the file.

View File

View the file in Microsoft Word online. You can edit the document directly in your browser if necessary.

Log Out

If you have multiple OneDrive accounts and need to log out, click the **Logout** link. You can log in again using a different OneDrive account and view those files in Canvas.

Global Navigation

How do I log in to Canvas as a student?

This lesson explains various ways you can find out 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 accounts also log in with a Canvas URL. You can also use the Canvas URL to log in to the Canvas Mobile Student app.

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 are given a join code or a secret URL to join a course, learn how to **create a Canvas account**.
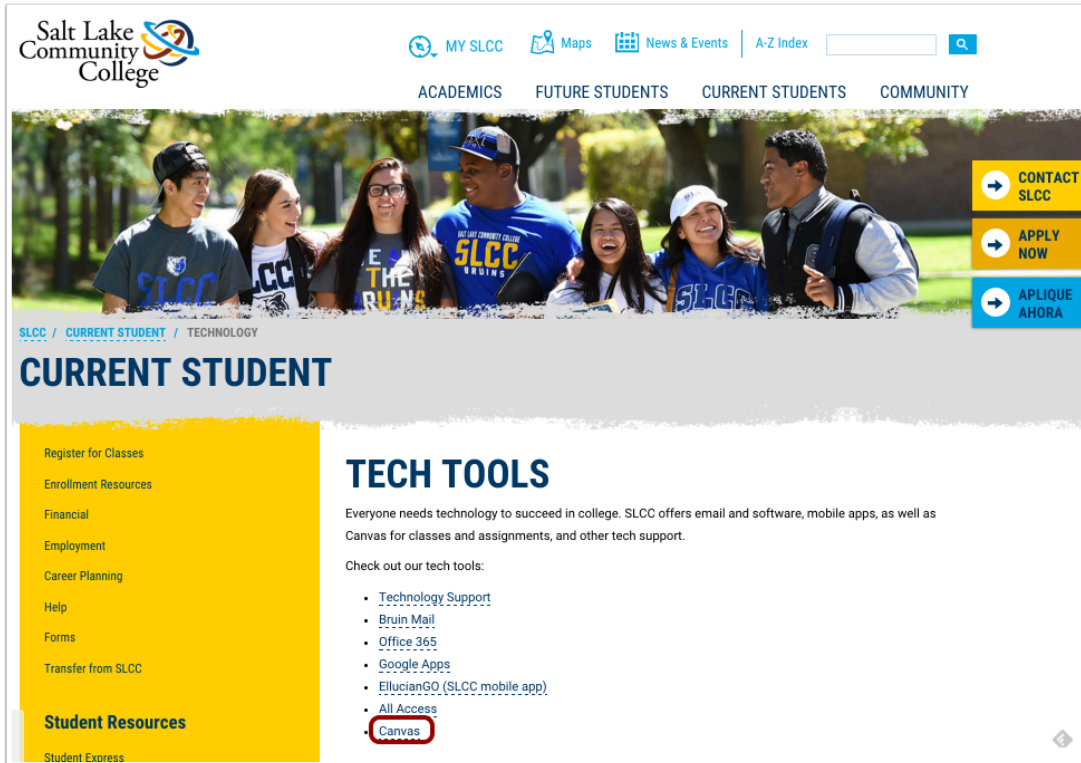
Note: If you are having trouble signing into Canvas, please see the troubleshooting section in this lesson.

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. You can search for your Canvas URL from the Free-for-Teacher login page at https://canvas.instructure.com.
- 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

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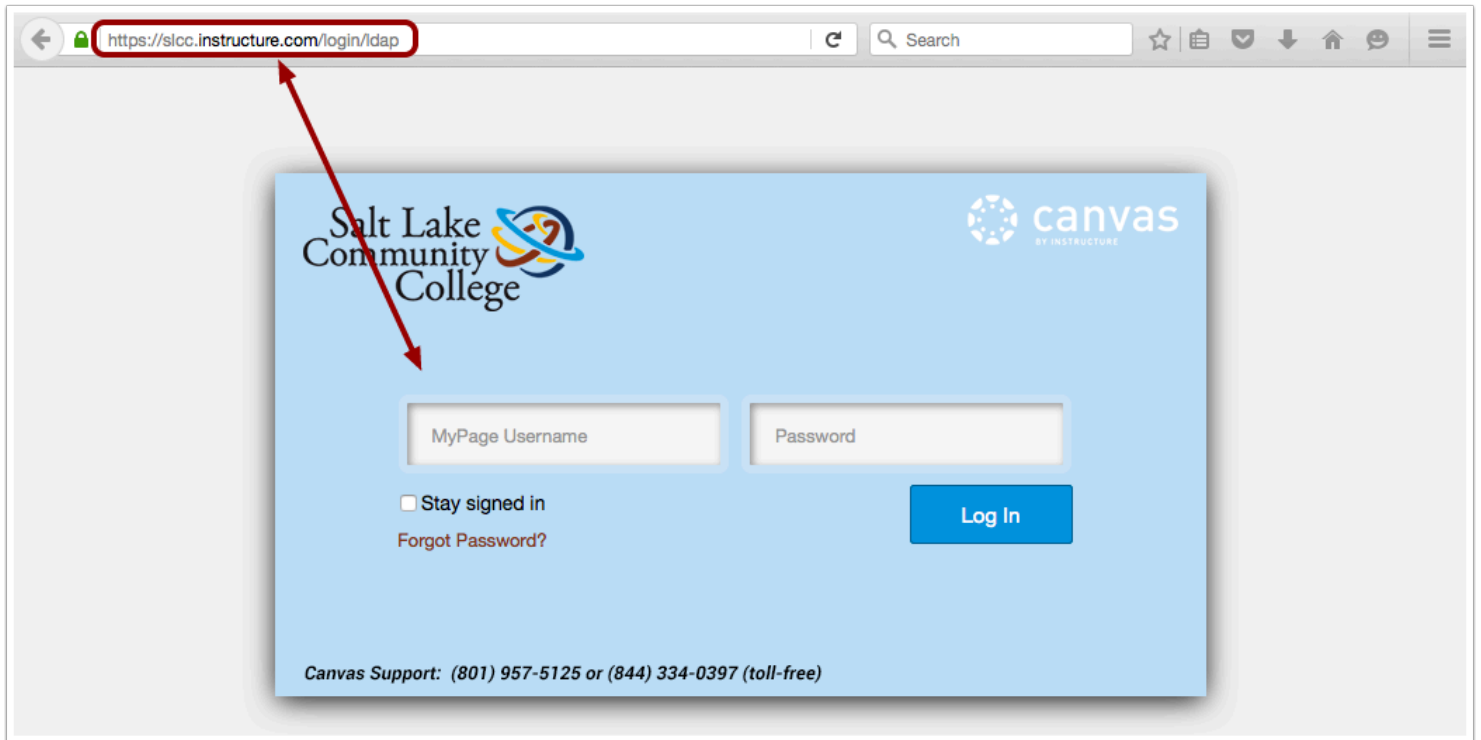
Some institutions have you log in to Canvas using the direct link to their Canvas URL. In a browser window, enter your Canvas URL. Your Canvas login page will appear in the window.

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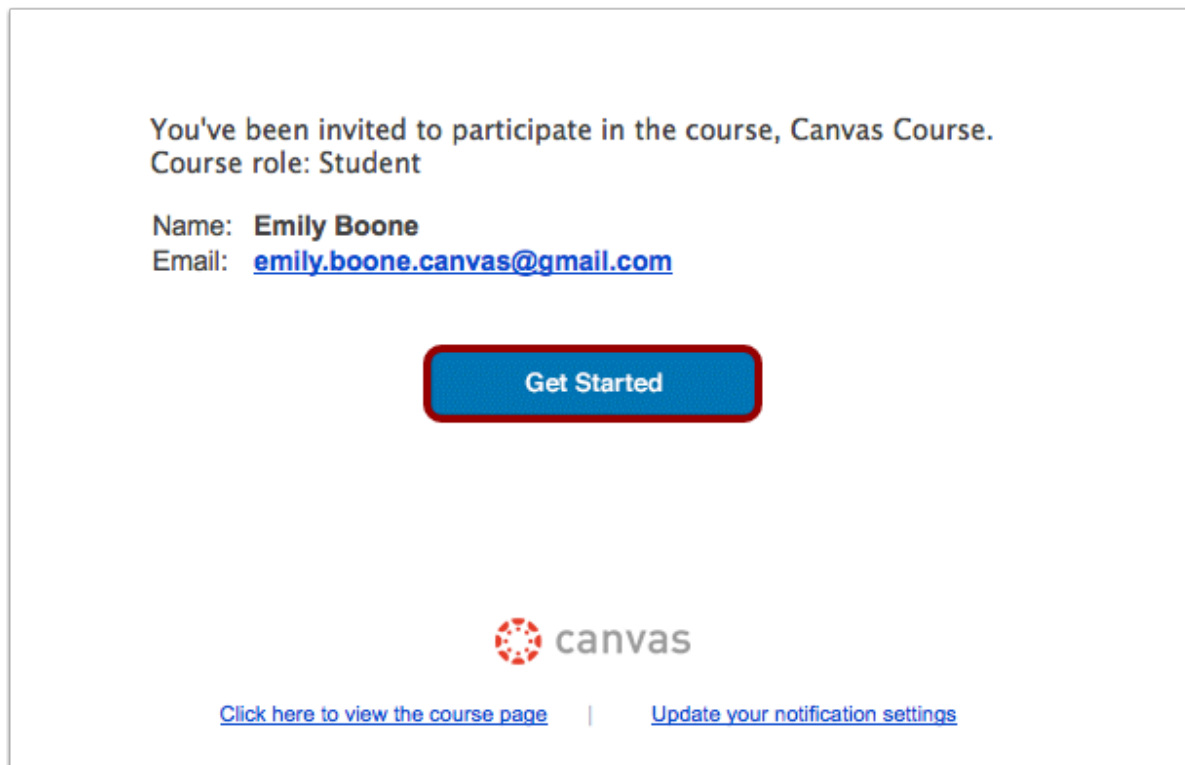
If you do not know your institution's Canvas URL, you can find a link to the page in your course invitation email by clicking the **Get Started** button.

Access Canvas via School Search
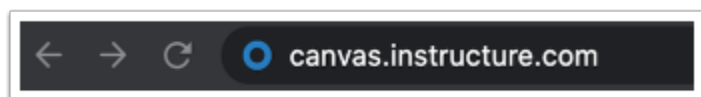
If you cannot locate your institution's Canvas URL, open a browser window and enter *canvas.instructure.com*.

Find your school by searching for its name in the **Search School** field.
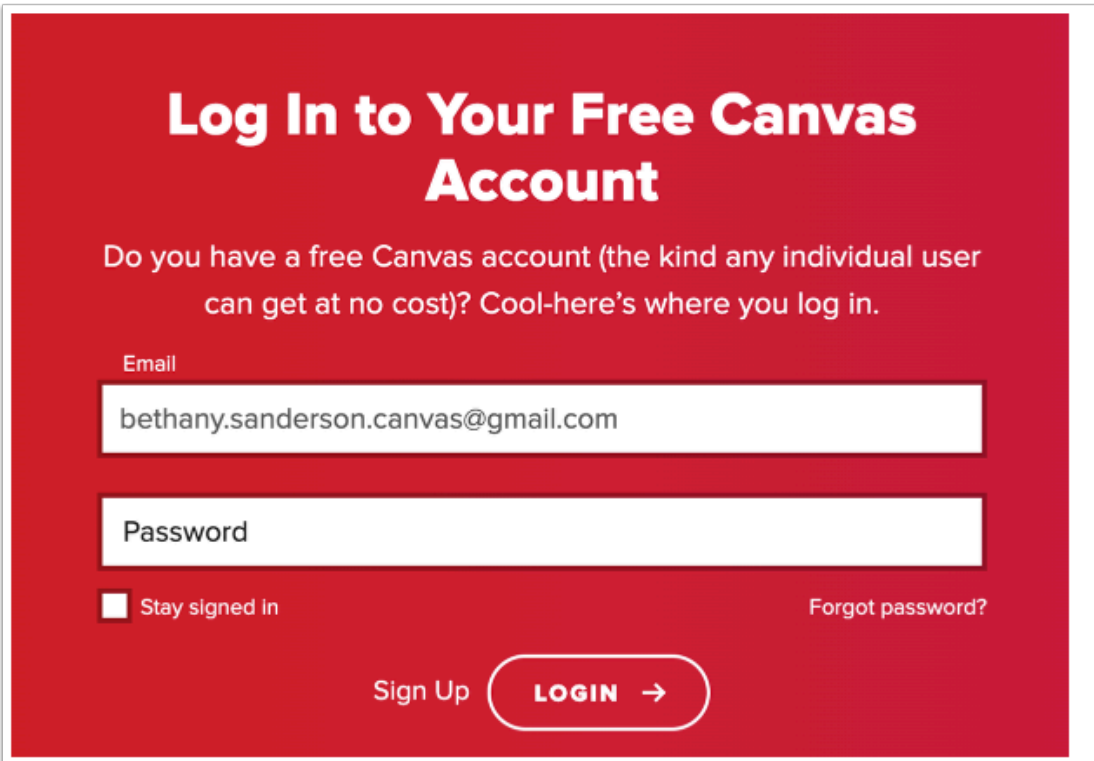
When the full name of your school appears, click the name. You will be directed to your school's Canvas login page. Once you are logged in to Canvas, the Canvas URL will display in the browser menu.

Access Canvas via Free Account

If you signed up using a join code or secret URL, open a browser window and enter *canvas.instructure.com*.

Enter your Email address [1] and Password [2]. Click the **Login** link [3]. You will be directed to the free account page using your credentials.

Each screenshot from an institution's website is acknowledged by its respective institution for use in this lesson.

How do I use the Canvas Welcome Tour as a student?

Canvas provides a welcome tour which provides quick tips to get started with a Canvas course.

Start Canvas Welcome Tour
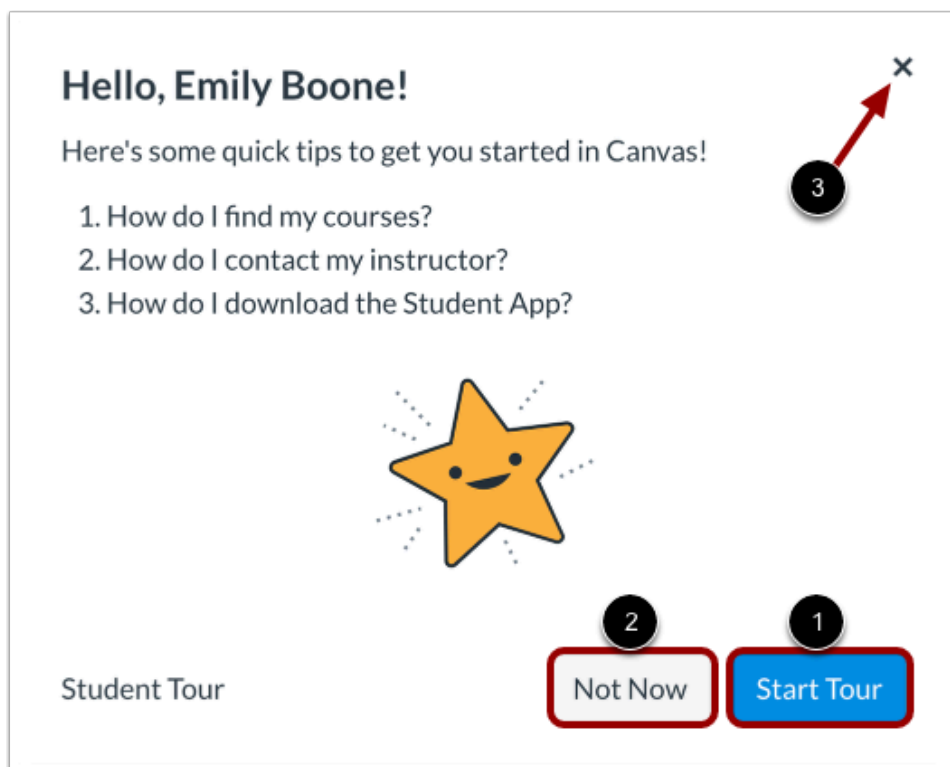
After logging in to Canvas, you can view a short message about the Canvas Welcome Tour.

The Canvas Welcome Tour shows you how to find your courses, contact your instructor, download the Canvas Student app, and get help with Canvas.

To start the Canvas Welcome Tour, click the **Start Tour** button [1].

To dismiss the Canvas Welcome Tour, click the **Not Now** button [2] or the **Exit** icon [3].

Note: Dismissing the tour will disable the tour for your account.

Reopen Canvas Welcome Tour
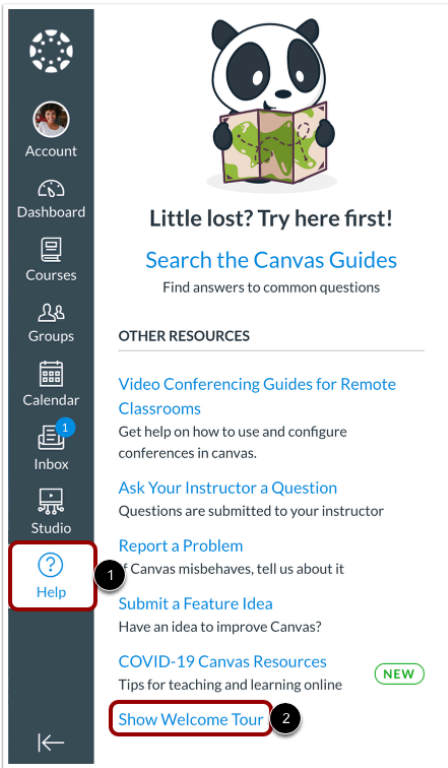
If you previously dismissed the Canvas Welcome Tour, you can reopen the tour by clicking the **Help** link in Global Navigation [1] and clicking the **Show Welcome Tour** link [2].

Note: Depending on your institution, the Help menu and links within the Help menu may not display or may display differently.

Find Courses in Dashboard
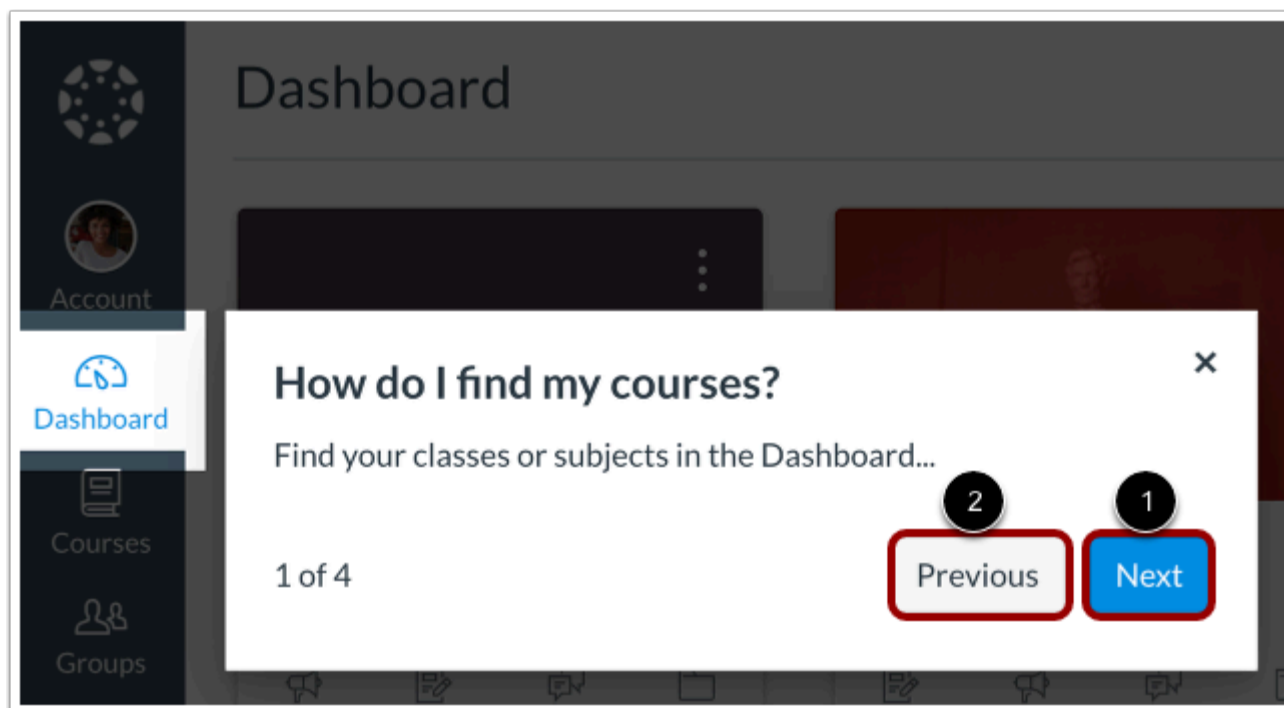
The first stop of the tour shows you where to find your courses or subjects using the Dashboard link in Global Navigation.

To proceed to the next item on the tour, click the **Next** button [1].

To go to a previous item on the tour, click the **Previous** button [2].

Find Courses in Courses List
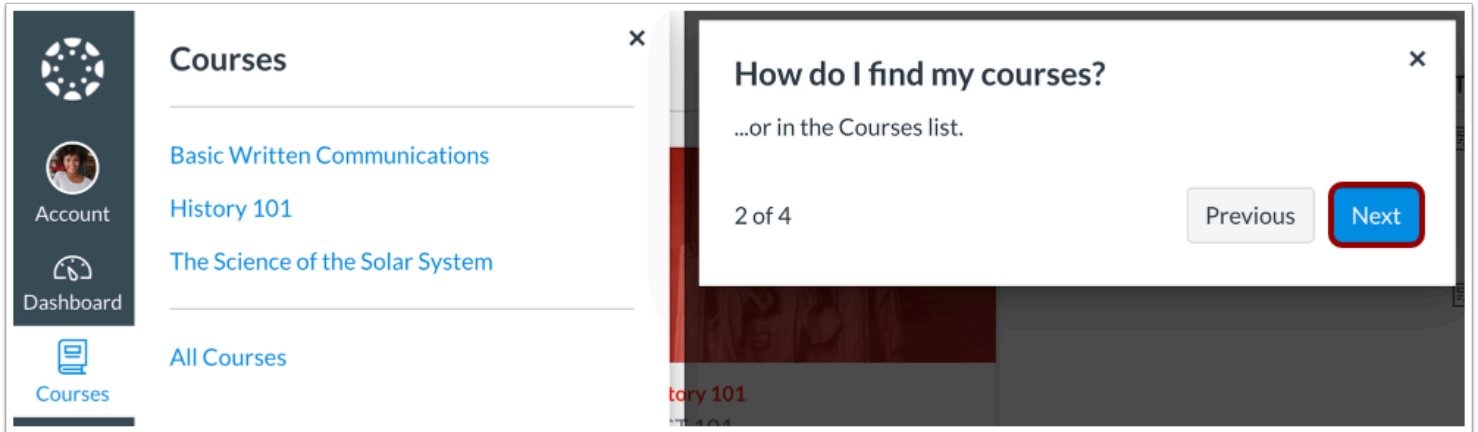
The second stop of the tour shows you where to find your courses or subjects using the Courses link in Global Navigation.

Contact Instructor
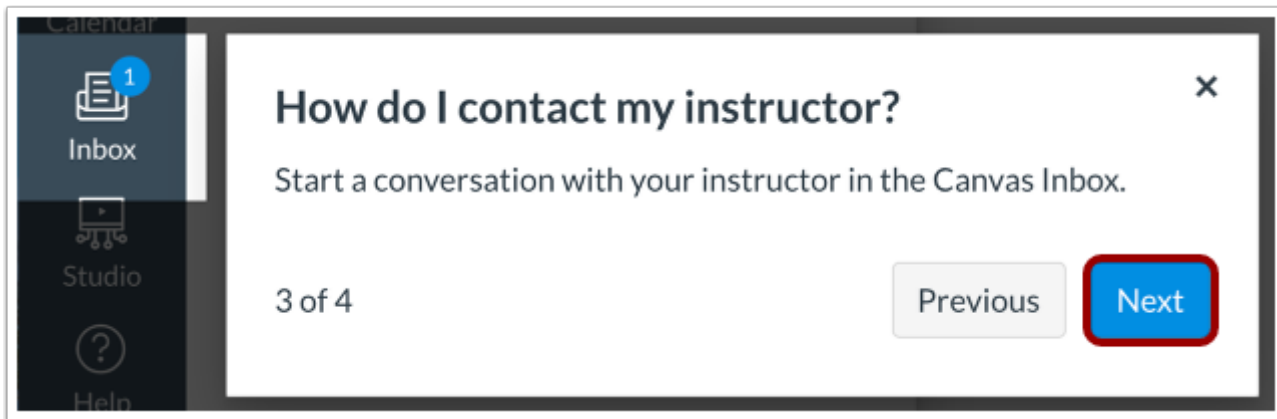
The third item on the Canvas Welcome Tour shows how to contact your instructor by using the Canvas Inbox.

Download App & Find Help
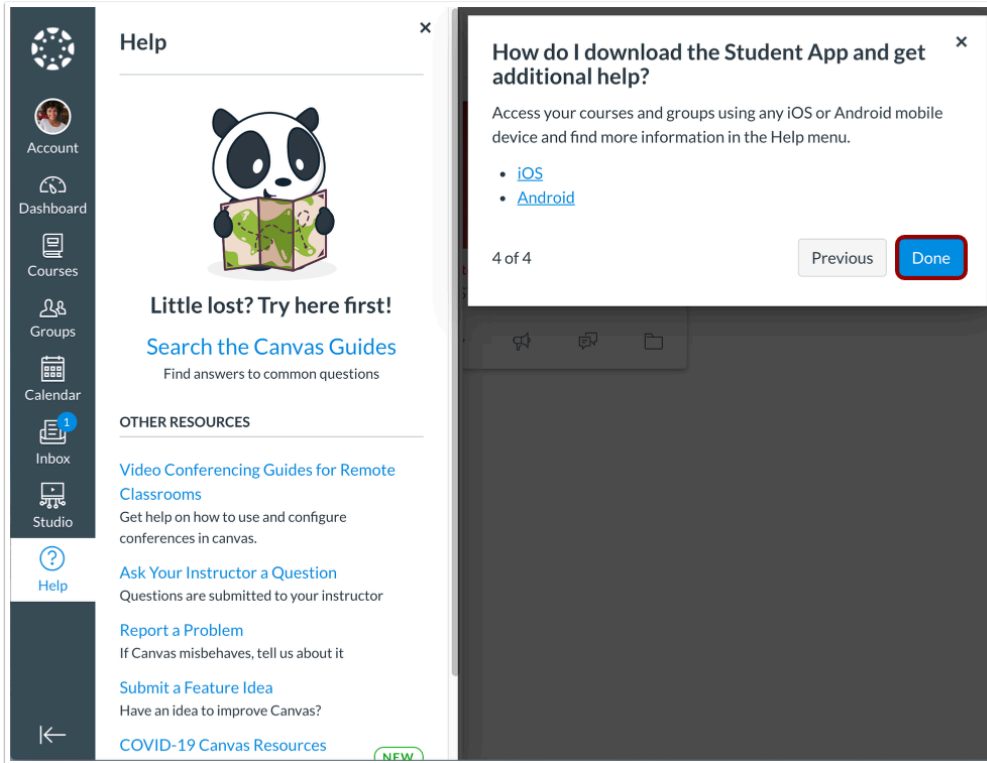
The last tour item, shows you how to view courses and groups by downloading the Canvas Student App for iOS and Android.

This step also shows how to find more information using the Help menu. Learn more about the Help menu.

To complete the tour, click the **Done** button.

Note: Depending on your institution, the Help menu and links within the Help menu may not display or may display differently.

How do I use the Global Navigation Menu as a student?

The Global Navigation Menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively. Default links include the Dashboard, Courses, Groups, Calendar, Inbox, User Account, and the Help menu.

Depending on your institution account settings, other links may appear in the Global Navigation Menu.

Note: Your instructor may choose to display a different font for one or more of your courses. When viewing those courses, the Global Navigation Menu displays in the same font.

View Account
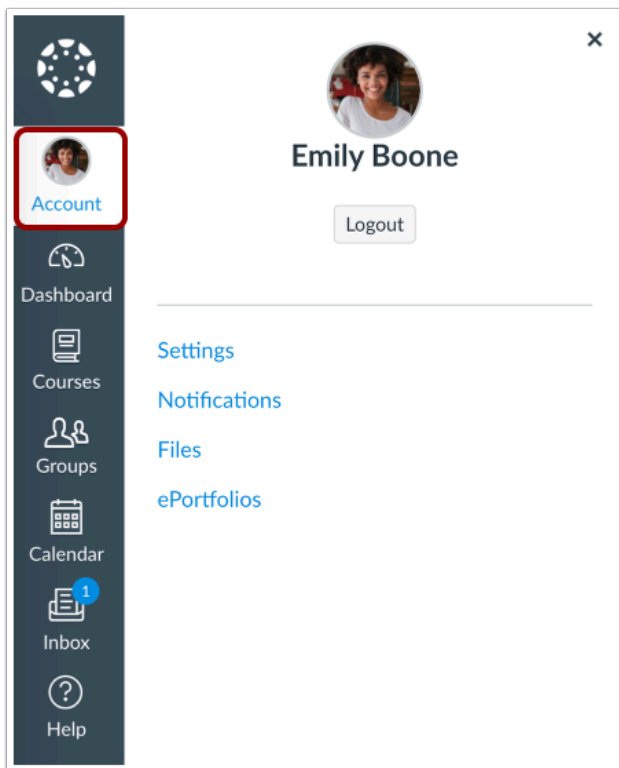
To view your user information, click the **Account** link. A menu will expand and display links to access your user settings, notification preferences, personal files, and ePortfolios (if enabled). If your institution has enabled Profiles, you can access your profile.

You can also use the Account link to log out of Canvas.

View Dashboard
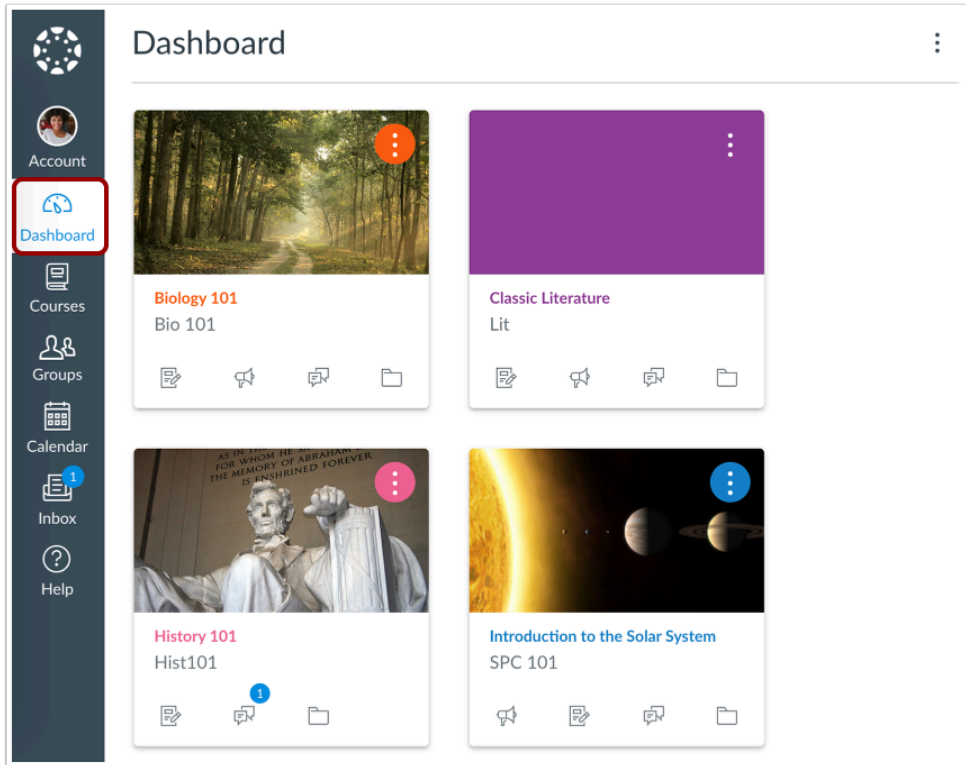
The Dashboard is the landing page after you log in to Canvas. The Dashboard can be toggled to a course view, list view, or recent activity view and shows notifications for all current Canvas courses.

View Courses
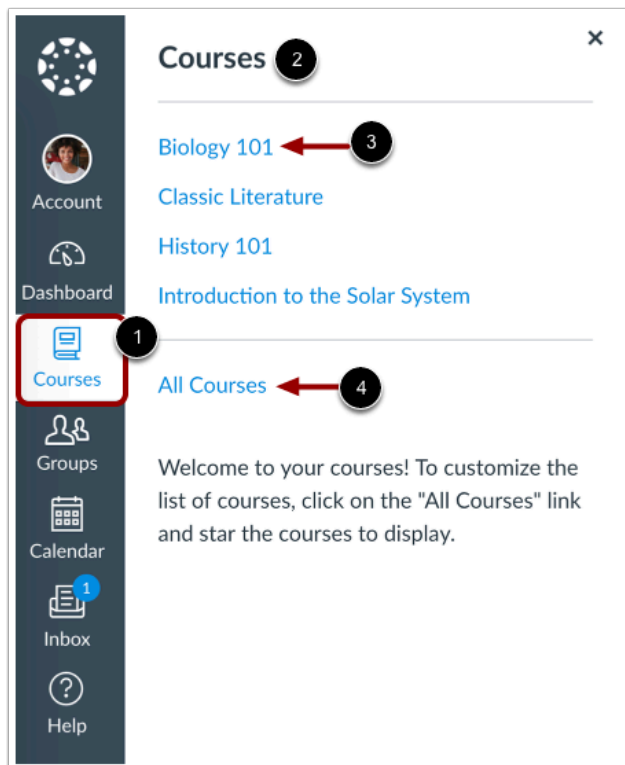
To view your courses, click the **Courses** link [1]. A menu will expand and display any current courses where you are enrolled [2]. This menu also displays any courses marked as favorites. If no courses are selected as favorites, the course list will display all current courses. If a course includes term dates, the name of the term will appear as part of the course listing.

To view a course, click the name of the course [3]. To customize your courses list or view all your Canvas courses, click the **All Courses** link [4].

View Groups
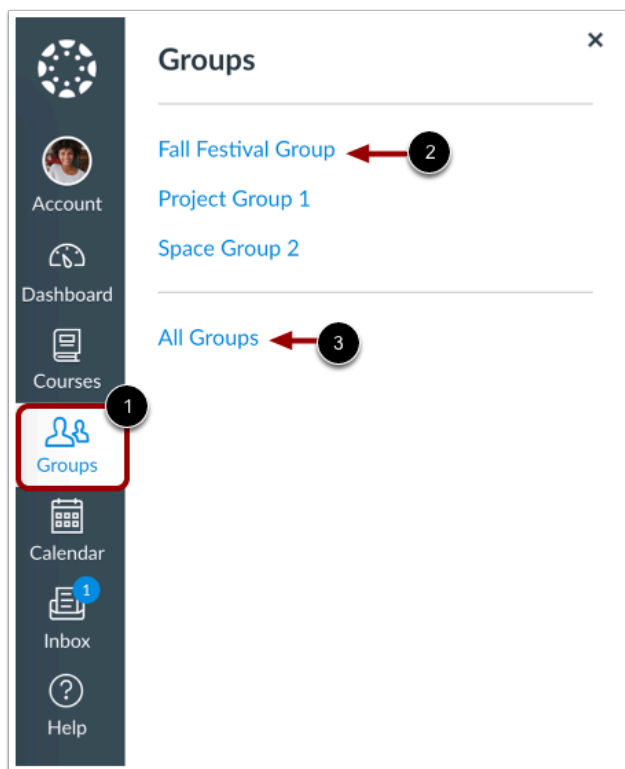
If you are enrolled in Groups, view your groups in the **Groups** link [1]. A menu will expand and display all groups in current courses where you are enrolled.

To view a group, click the name of the group [2]. To view all your groups, click the **All Groups** link [3].

Note: Groups cannot be customized in the drop-down menu.

View Inbox

To view your Conversations Inbox, click the **Inbox** link. Conversations is the Canvas messaging system where you can communicate with other users in your courses. The number of new messages are shown as part of the Inbox icon.

View Help
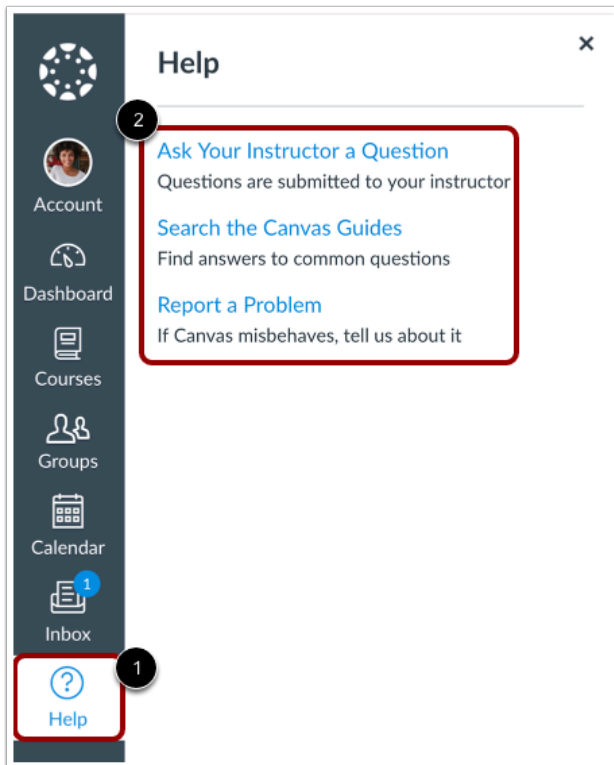
To get help with Canvas, click the **Help** link [1]. Select the help option that is relevant to your needs [2].

Note: Depending on your institution settings, the Help menu may display different options.

Collapse Global Navigation Menu
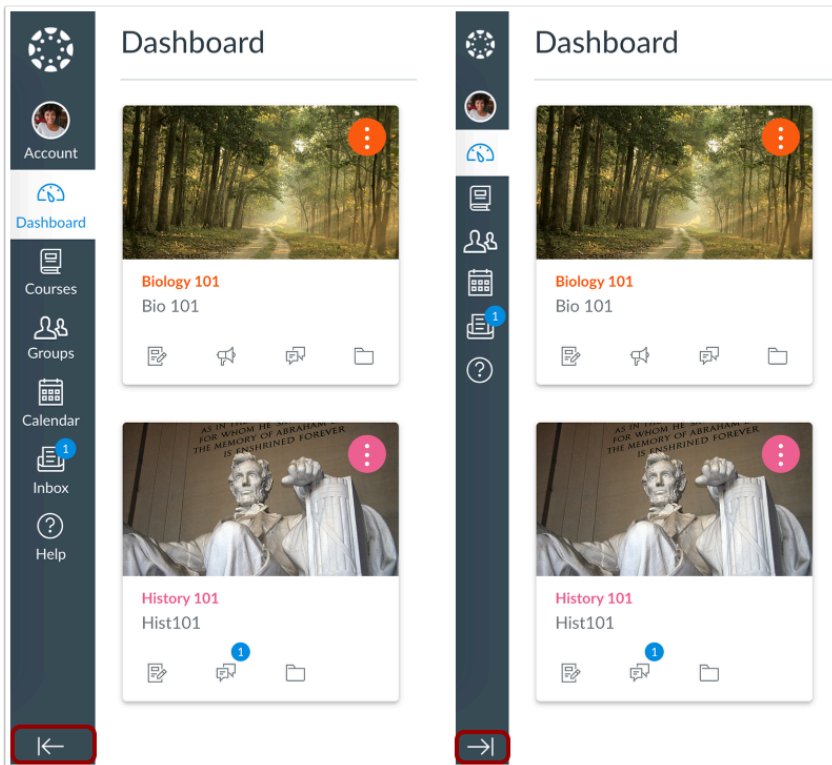
To expand or collapse the Global Navigation menu, click the **arrow** icon.

The Global Navigation Menu will be automatically collapsed for tablet screens.

How do I use the Dashboard as a student?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.

You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation.

Open Dashboard
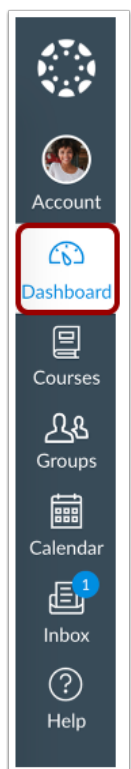
In Global Navigation, click the **Dashboard** link.
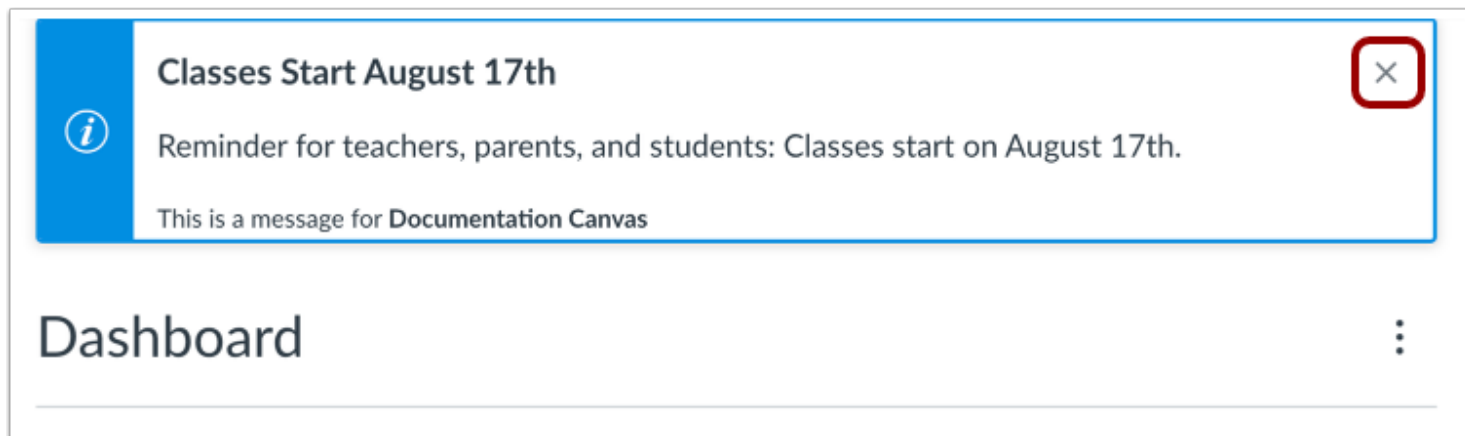
View Dashboard
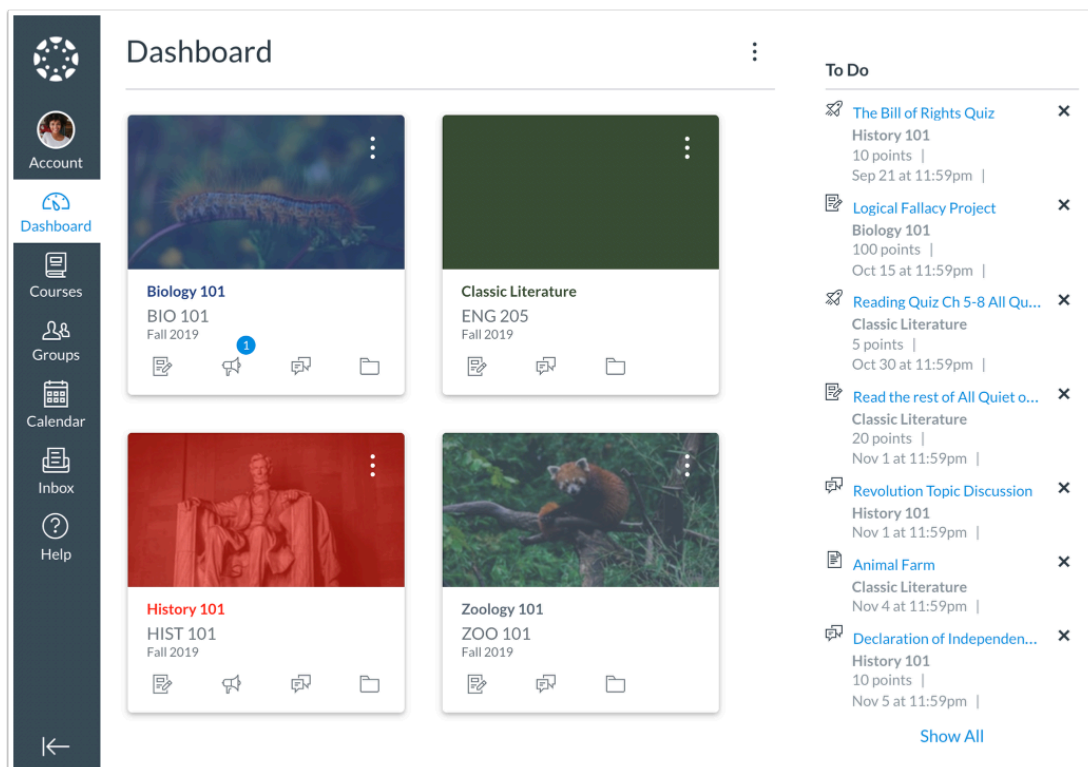
The Dashboard is your landing page in Canvas. Depending on your institution, your Dashboard may default to one of three views: Card View, List View, or Recent Activity View.

- Card View: displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)
- List View: displays all course to-do items in an agenda view
- Recent Activity View: displays all recent activity for all courses

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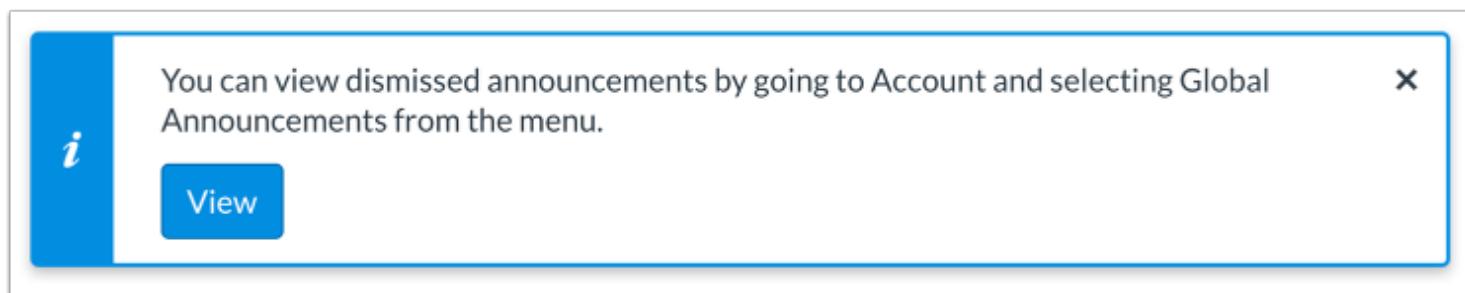
The Dashboard may also include global announcements, which are announcements created by your institution. To remove the announcement from your dashboard, click the **Remove** icon.

View Dismissed Announcement
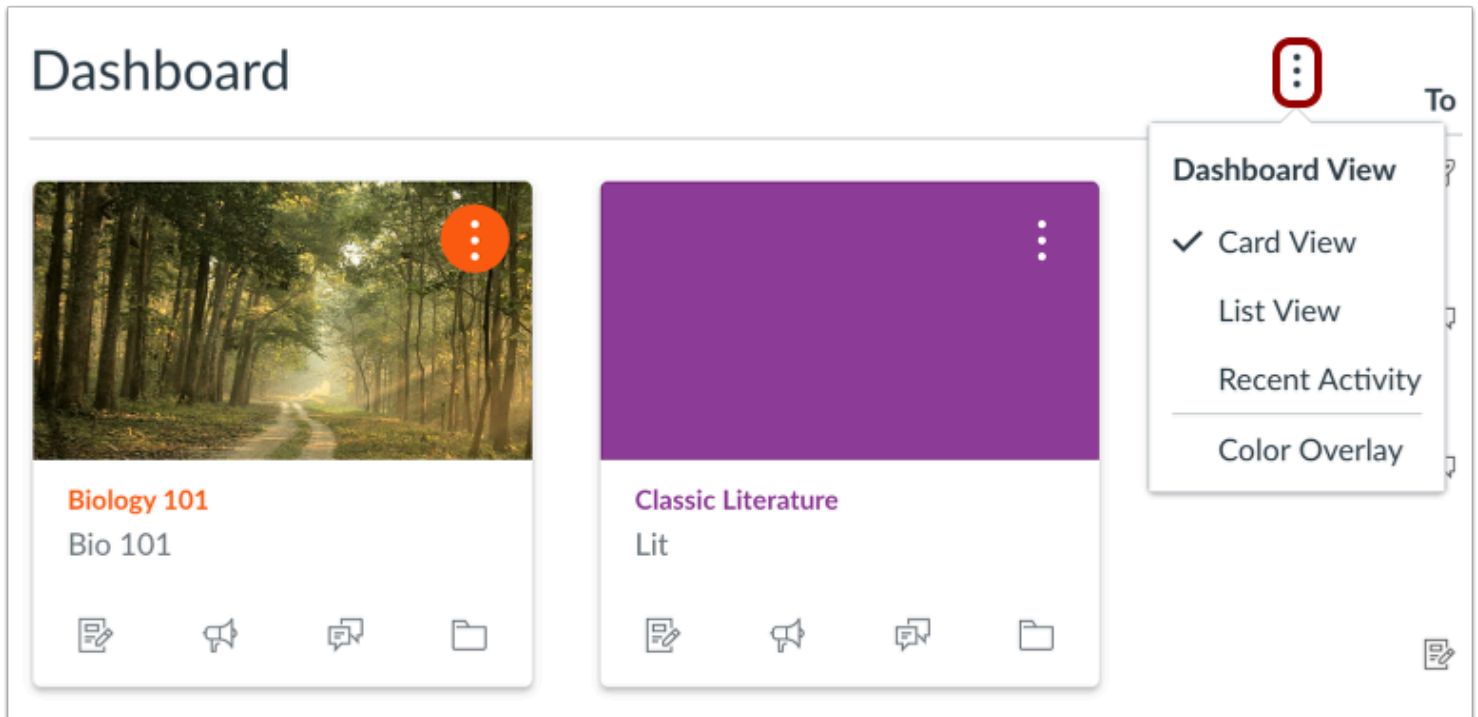
If you dismiss a global announcement, you can view dismissed announcements on the Global Announcements page.

Change Dashboard View

To change your Dashboard view, click the **Options** menu and select your preferred viewing option.

How do I view my favorite courses in the Card View Dashboard as a student?

The Card View Dashboard displays course cards for all your favorite active courses. Course Cards can help you organize your courses by adding a nickname or customizing the color, which is synced with the color shown for the course in the Calendar. Depending on your institution's preference, the Card View may be your default Dashboard.

The Card View Dashboard also includes the Dashboard sidebar, which includes items in your To-Do list and includes a link to the global Grades page.

You can change your Dashboard view at any time using the Dashboard Options icon.

Favorited courses are removed from the Card View Dashboard when the course is concluded. Concluded courses that were previously favorited are still shown as favorited in the Courses list.

View Course Cards
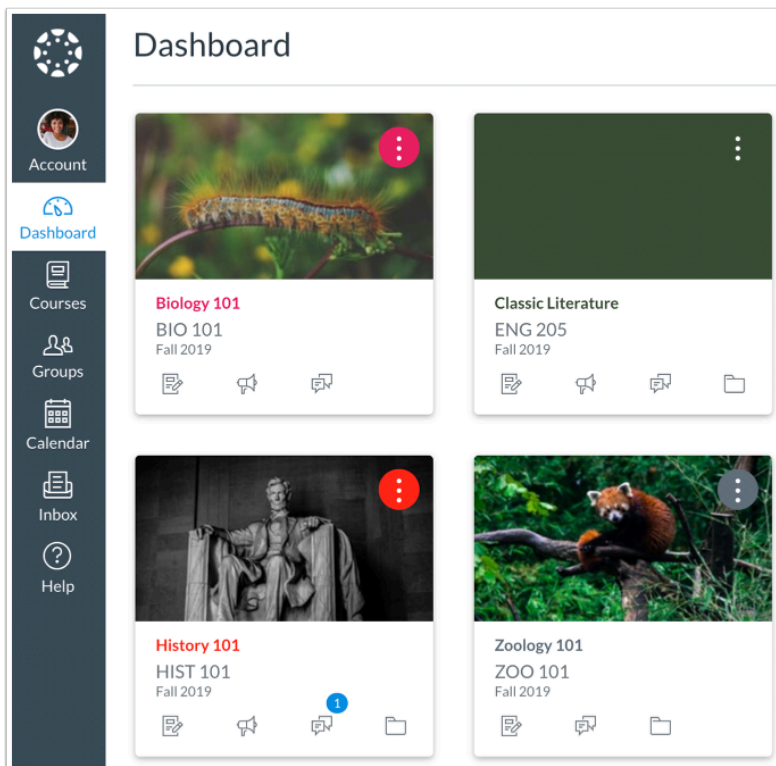
By default, active course cards are automatically added by Canvas and display up to 20 courses.

Dashboard courses are ordered alphabetically by course name and your role in the course; nicknames and course codes do not apply to course ordering. Courses with instructor roles are listed first, followed by TA roles and student roles.

Note: If you want to remove the default course card setting, you can customize the course list and manually select your favorite courses to display in the Dashboard. When you favorite at least one course, the Dashboard will only display favorited courses. Canvas will also continue to automatically favorite new published course enrollments.

View Card Details
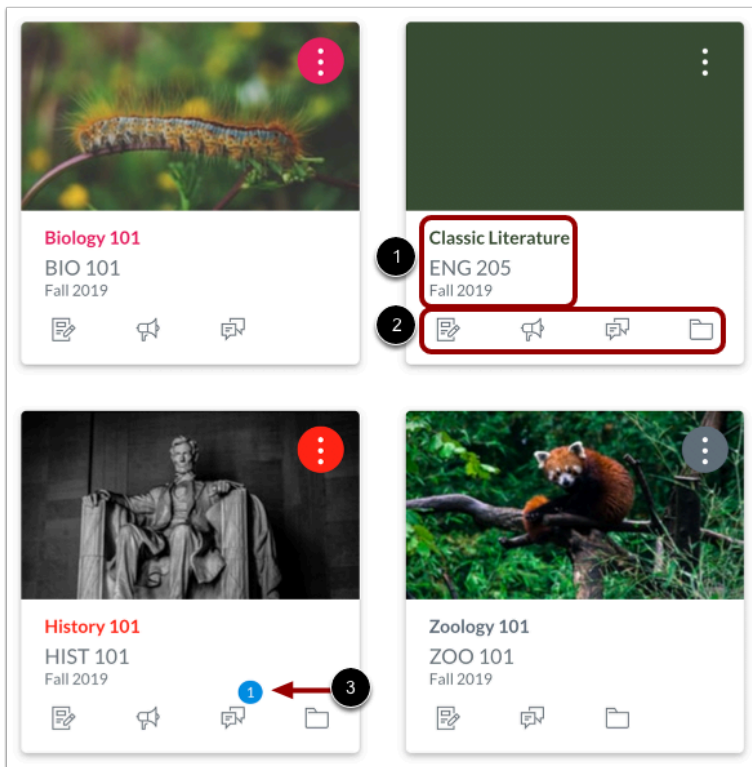
Course cards show an overview of course information including the course name, course code, and term [1].

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

An unread icon on the Discussions or Announcements tab indicates that there is a new discussion or announcement in the course [3]. The number in the icon indicates the number of new items.

Create Nickname
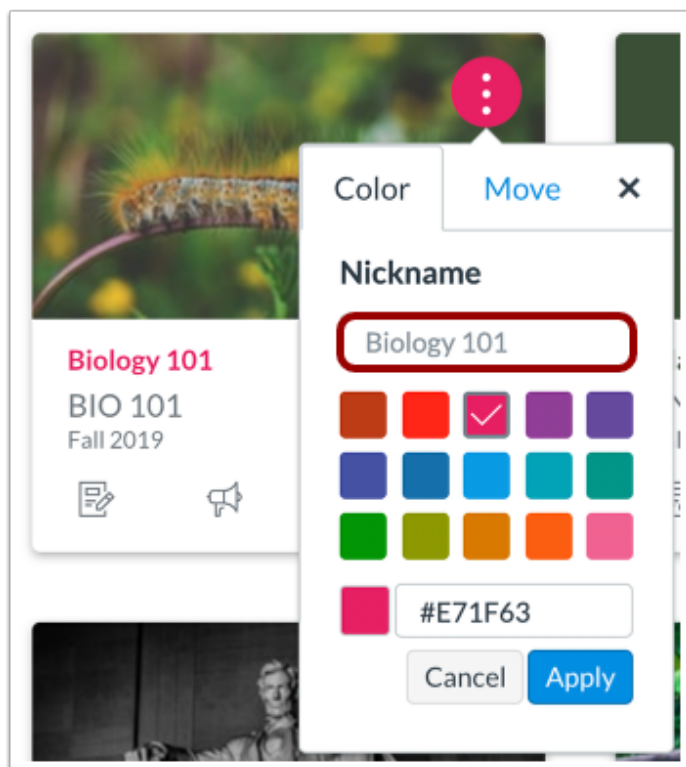
If one of your courses includes a long or confusing name, you can create a nickname for your course. Most courses are created using Student Information Systems (SIS) that generate course names based on terms, departments, and section numbers, and courses with similar names may be hard to distinguish.

Course nicknames appear in the Dashboard, Course Navigation Menu, course breadcrumbs, and notification emails.

A course nickname does not affect the course name at the account or course level; it only changes the name of the course for the individual user who created the nickname.

If you need to know the original name of the course, you can hover over the nickname and the original name will appear. Additionally, the course code is not affected and always displays on the course card for course reference.

Notes:

- This feature does not currently apply to the global Grades page and Dashboard sidebar elements such as the To Do list.
- Course nicknames are limited to 59 characters.

Manage Nickname
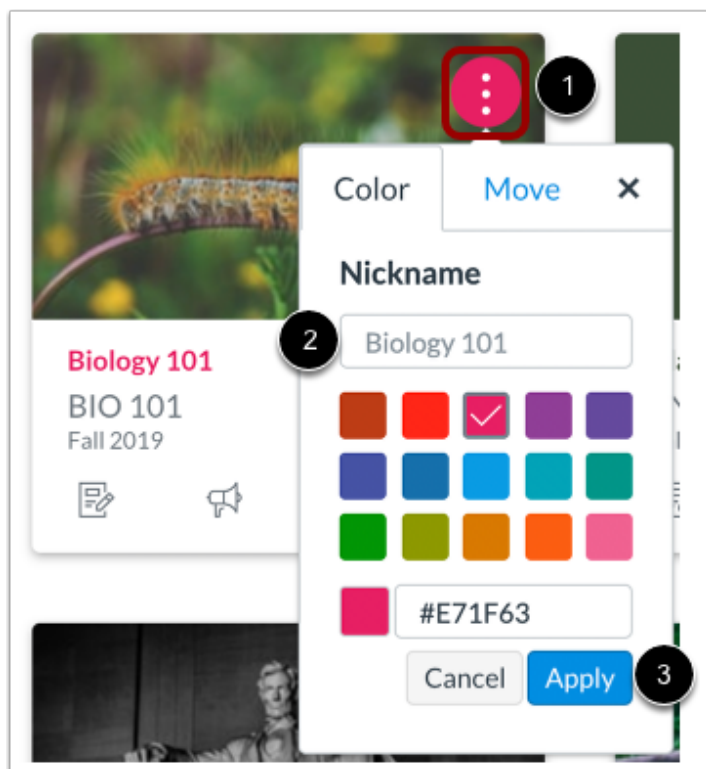
To add a nickname, click the **More Options** icon [1], then type the name in the nickname field [2]. Click the **Apply** button [3].

To remove a nickname, open the card options and remove the nickname. The Nickname field will display the original name of the course.

Change Course Color
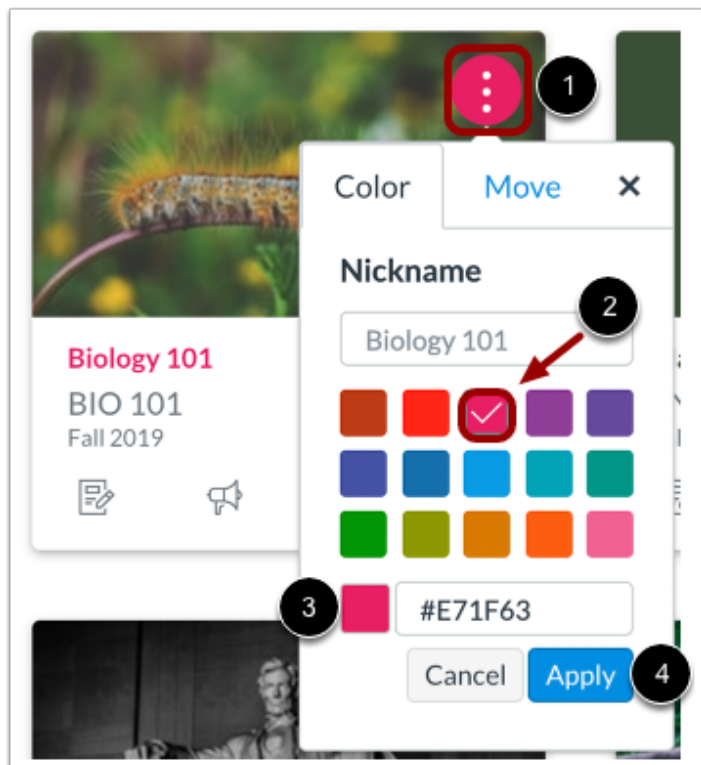
Course cards can help you organize your courses by customizing the color, which is synced with the color shown for the course in the Calendar. To change the color, click the card's **More Options** icon [1], then select a new color. The check mark indicates the selected color [2], and the hex color code displays in the text field [3]. If you want to use a color not shown in the window, you can enter the color's hex code directly in in the text field. The hex field will display a warning icon if the hex code is not valid. Additionally, any variation of white is not accepted as a course color.

Click the **Apply** button [4].

Note: If you change the color for a course in the Calendar, the color also updates in the Dashboard.

Move Course Cards
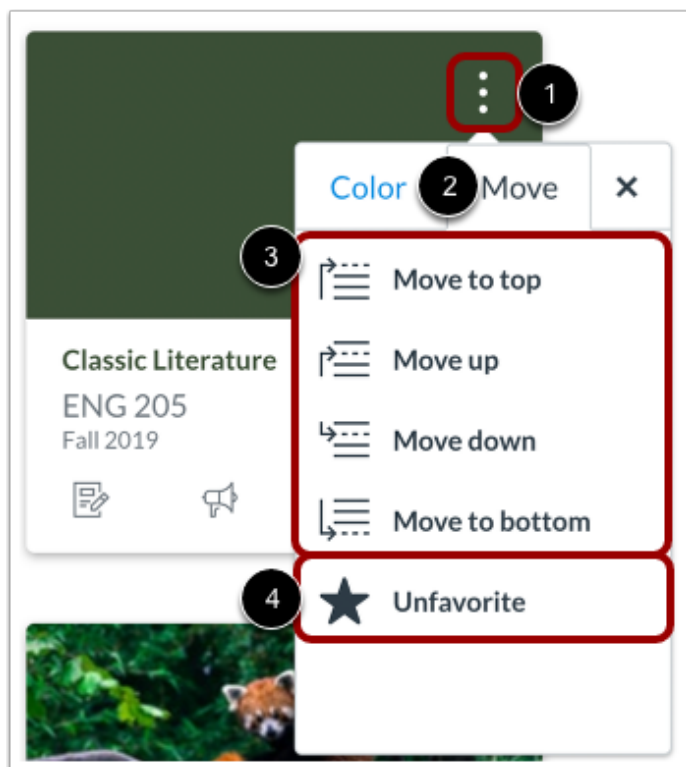
You can also move a course card to another location in the Dashboard or remove a card from the Dashboard. Click the **Options** menu [1] and select the **Move** tab [2]. Depending on the placement of the existing card, you can move the card to the top of the Dashboard, ahead or behind a specific card, or to the bottom of the Dashboard [3].

Once a dashboard card has been reordered, new courses added to the Dashboard always display at the end of all existing courses.

To remove the course card from the Dashboard, click the **Unfavorite** option [4].

Note: The Unfavorite option only displays if you previously selected favorite courses.

Drag and Drop Course Cards
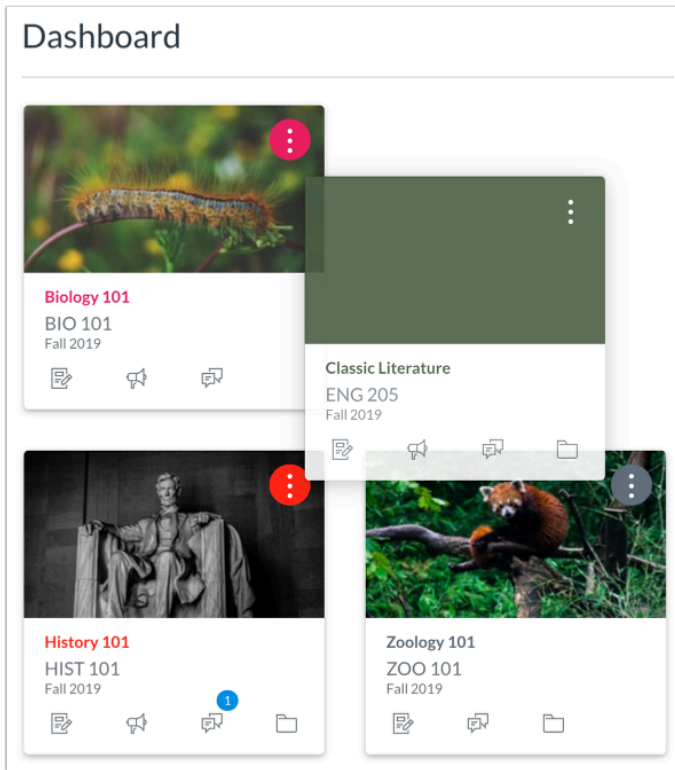
You can also manually drag and drop a course card to another location in the Dashboard. Click on a course card and drag it to the desired location.

View Color Overlay
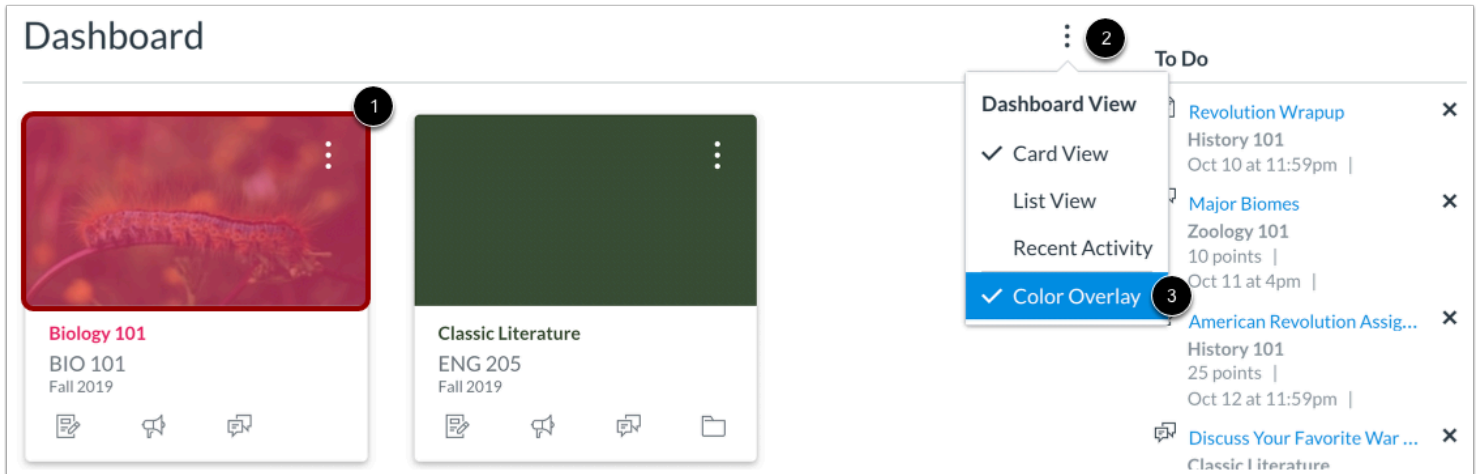
Some courses may include an image for the course behind the course color [1]. By default, course cards with an image include a color overlay. To remove the color overlay from all course cards that contain an image, click the **Options** icon [2] and then deselect the Color Overlay option [3].

Remove Color Overlay
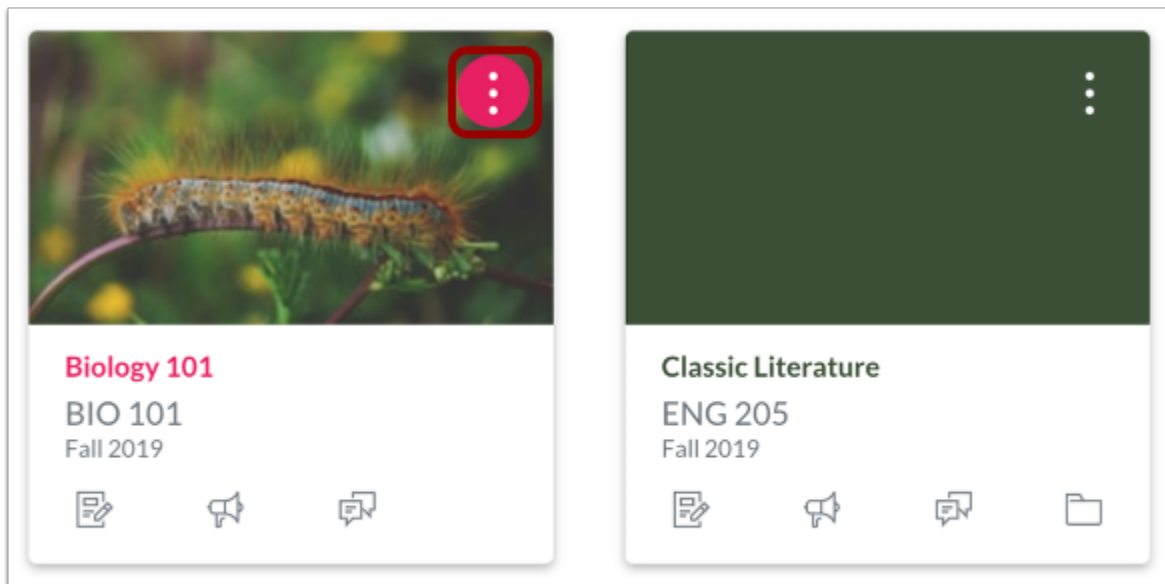
When the Color Overlay is removed, the course color will display as a circle behind the card's **More Options** icon.

How do I use the to-do list for all my courses in the List View Dashboard as a student?

The List View Dashboard displays all course To Do items in an agenda view to help you easily manage tasks across all of your courses. The To Do list contains graded as well as any non-graded To Do items your instructor designates for a course To Do list. You can also add and view your own To-Do items in the Dashboard. The List View Dashboard also displays calendar events and course announcements.

Notes:

- The List View Dashboard does not account for course favorites and displays all items based on date, course ID, due date, and due time.
- To-do items can also be viewed in the Card View Dashboard and the Recent Activity Dashboard.

Open List View
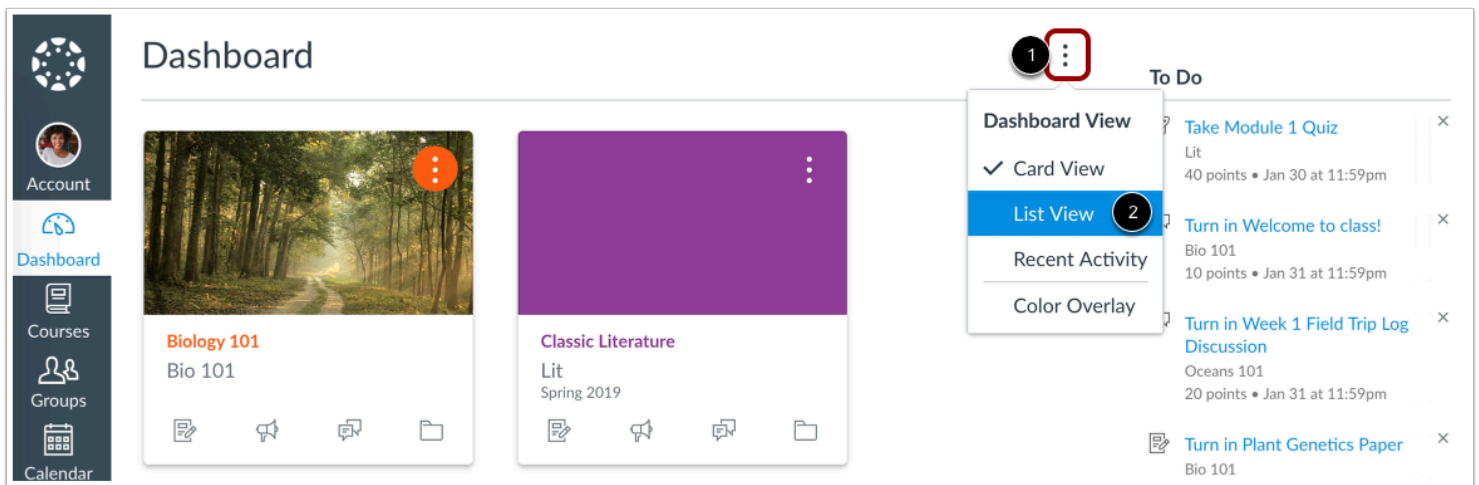
To open Dashboard List View, click the **Options** icon [1] and select the **List View** option [2].

Note: Depending on your institution's settings, your dashboard may default to List View.

View List View

The List View Dashboard defaults to the current date [1].

To view previous and future dates, scroll up and down the page [2].

To quickly return to the current day's To Dos, click the **Today** button [3].

To quickly access prior items with new activity, click the **New Activity** button [4].

View Item Details

When multiple courses include To Do items on a single date, courses are listed by Course Name and items are are listed by due time [1].

Graded items display the point value for the graded item [2].

To Do items include icons that represent the item type:

- Peer Review [3]
- Assignment [4]
- Announcement [5]
- Quiz [6]
- Calendar Event [7]
- Discussion [8]
- Page [9]

Open Item

To access a To Do item, click the item name [1].

To view the home page for a course, click the name of the course [2].

View Item Status and Activity

List View includes labels and icons to quickly communicate an item's status and activity.

Once a graded item is past the due date, the item displays a Missing indicator [1] and a Missing label [2].

Missing items submitted after the due date display a Late label [3].

Items with new activity display an Unread indicator [4] and include an activity label. New activity can include one or all of the following labels:

- **Graded** [5]: a submission is graded
- **Replies** [6]: an announcement or discussion has new replies
- **Feedback** [7]: a graded item has new instructor feedback via submission comments (does not display if feedback is only via DocViewer annotations)

Mark Item as Complete

Graded items are automatically marked as completed once they are submitted. Non-graded items must be manually marked as completed.

To manually mark an item as complete, click the **checkbox** for the item [1]. When you manually mark an item, the item's status will update when you refresh the page.

Completed To Do items remain in the To Do list for you to view at any time. To view information about completed To Do items, click the **Show completed item** link [2]. The completed items display a completed checkbox [3]. To view completed item information, click the item name [4]. The next time you refresh the page, the completed items will once again be hidden within the completed link.

View Alerts Menu
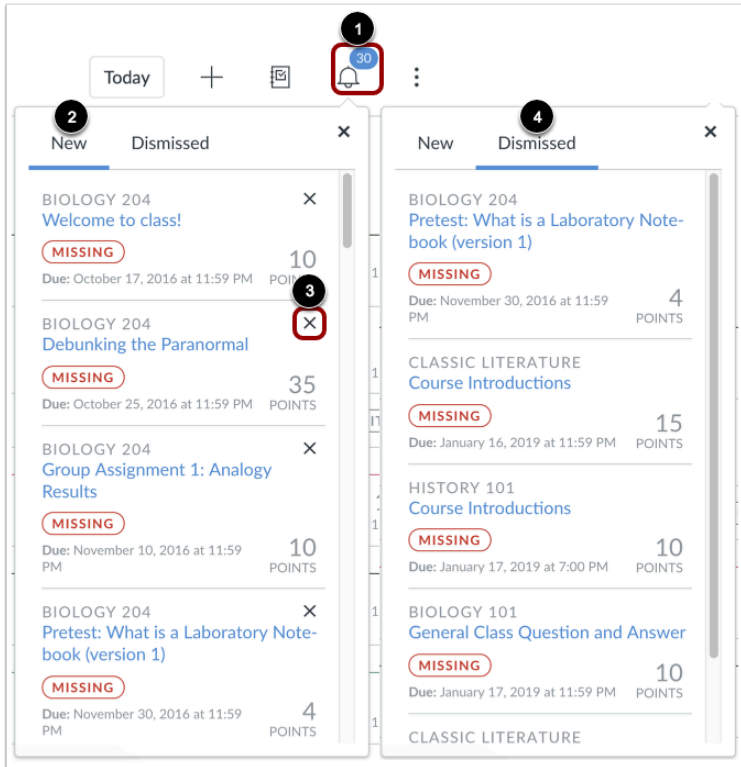
To view a list of graded past-due items across all your courses, click the **Alert Menu** button [1]. The Alert menu helps you see what opportunities are available to you to improve your course grades.

To view new alert items, click the **New** link [2]. You can dismiss new alert items by clicking the **Remove** icon [3]. Dismissing a new alert item does not affect its status or mark it as completed.

To view dismissed alert items, click the **Dismissed** link [4].

View Grades

To view your current course grades, click the **Gradebook** icon [1]. The My Grades menu displays your current course grades [2]. Click the course name link to view the Grades page for your course [3].

Note: If one of your courses uses grading periods, the grade displayed is the grade for the current grading period.

View To Do Items

You can add your own To-Do items to the Dashboard. Items associated with a course display as part of the course items and arranged by due date [1]. General to-do items always display below all courses [2]. To-do items can be edited at any time by clicking the **Edit** icon [3].

To add a To-Do item, click the **Add Item** icon [4].

Note: You can also use the Calendar to add to-do items, which will also display in the List View Dashboard.

Change Dashboard
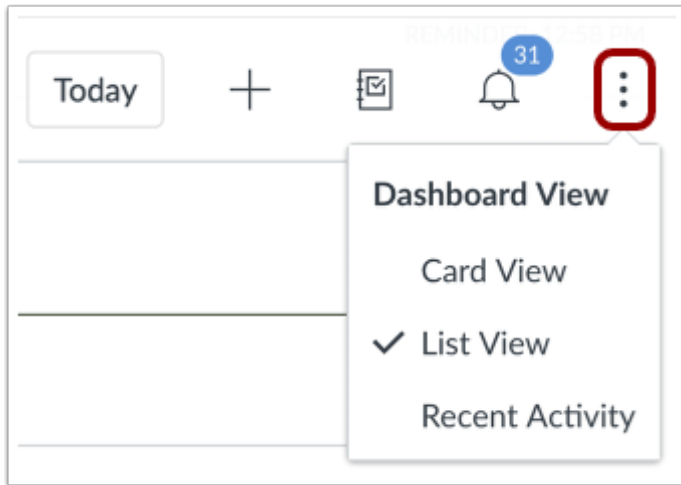
To change the Dashboard view at any time, click the **Options** menu.

How do I add a to-do item in the List View Dashboard as a student?

You can create to-do items that display in the List View Dashboard agenda. When you create a to-do item, the new item displays your profile picture to differentiate it from other to-do list items. Any to-do item you create also displays in the Course Card Dashboard View sidebar and Global Activity Stream Dashboard sidebar.
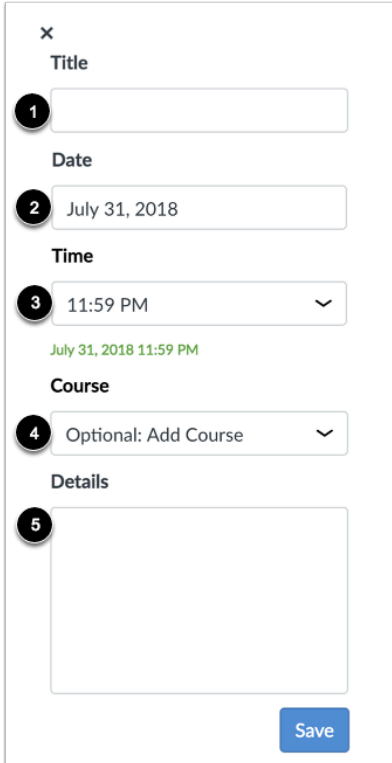
You can also create to-do items from the calendar.

Add To-do Item

Click the **Add To Do** button.

Add To-do Details

In the To Do sidebar **Title** field [1], type a name for the to-do item.

The **Date** field defaults to the current date [2], and the Time field defaults to 11:59pm [3]. To change the date and/or time when you want to complete the item, modify the date or time appropriately.

Items default as general to-do items, but you can associate the item with a course by selecting a course from the **Course** drop-down menu [4].

In the **Details** field [5], any other details about your to-do item.

Save To-do

Click the **Save** button.

View To-do Item

View your to-do item.

Items that you associate with a course display on the to-do list with other course to-do items [1].

Items that are not associated with a specific course display at the bottom of the day's to-do list [2].

Manage To-do Item

To edit or delete a To-Do item, click the **Edit** icon [1].

To edit the item, edit the information in the To Do details sidebar [2]. To save your edits, click the **Save** button [3].

To delete the item, click the **Delete** button [4]. When the delete confirmation window displays, click the **OK** button.

How do I view global activity for all my courses in the Recent Activity Dashboard as a student?

The Recent Activity Dashboard shows you important recent activities from all of your courses including announcements, discussions, assignments, and conversations. This stream is similar to the Course Activity Stream for an individual course.

The following activities will cause notifications for each course to appear in the Recent Activity Dashboard:

- New Announcements
- Replies to Announcements
- New Discussions
- New Discussion Posts
- New Assignments
- Assignments, Quizzes, or Discussions Changed from Ungraded to Graded
- Due Date Changes to Assignments, Quizzes, and Discussions
- New Graded Assignments
- New Peer Review Assignments
- New Conversation Messages

The Recent Activity Dashboard also includes the Dashboard sidebar, which includes items in your To-Do list and includes a link to the global Grades page.

You can change your Dashboard view at any time using the Dashboard Options icon.

Notes:

- Notifications in the Recent Activity Dashboard will not display for activity in Files, Collaborations, Grades, Pages, or Conferences; ungraded quizzes and surveys; or edits to Discussions.
- Edits to Quizzes and Assignments will only display in the Recent Activity Dashboard when the **Notify users that this content has changed** button has been selected in a course.
- To receive notifications for Discussions, you must actively post in the discussions at least once every two weeks. If you stop participating in a discussion after two weeks, Canvas will no longer display discussion notifications.

Open Dashboard

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

Open Global Activity Stream
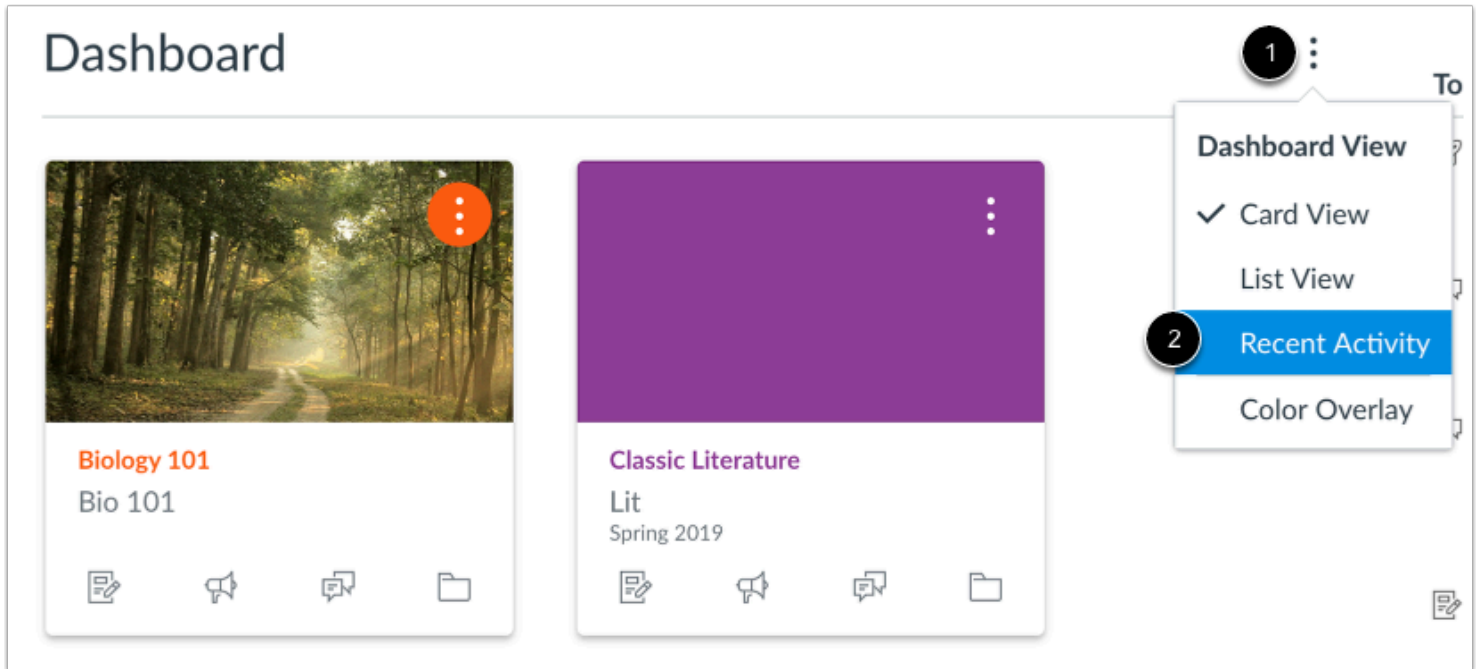
Click the **Options** icon [1] and then click the **Recent Activity** link [2].

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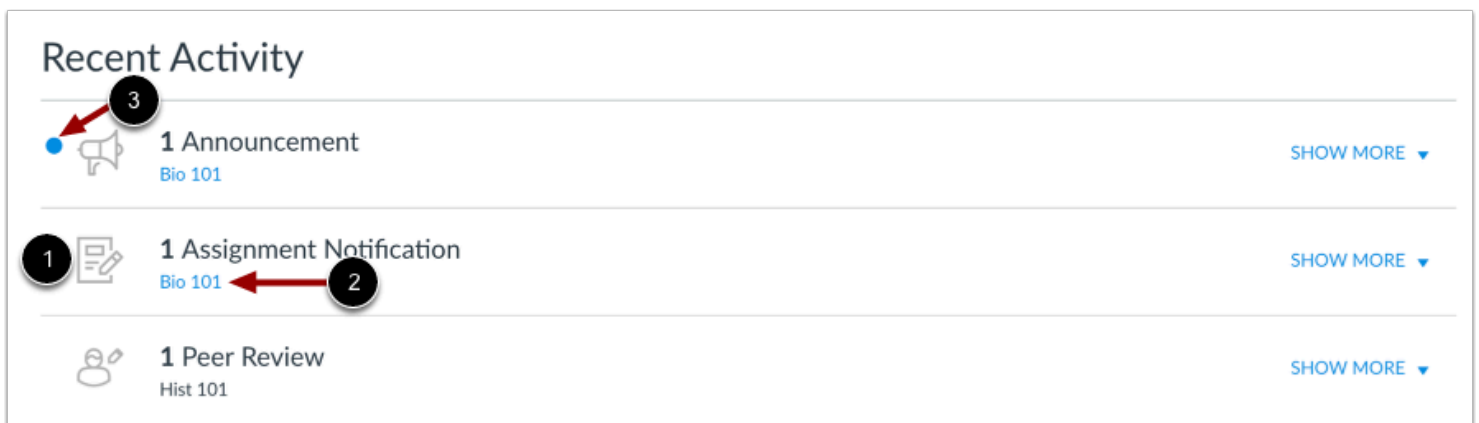
The Global Activity Stream contains recent notifications from all of your courses, including announcements, discussions, assignments, and conversations. This activity stream helps you see all recent activity in your courses and easily ask questions and post to discussion forums. Unlike course cards,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

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

New activity in your account is indicated by an unread icon [3]. Discussions and Announcements indicate new activity items published in a course, and Conversations indicate a new message received from a user in a course. Recent Activity items remain for four weeks.

Expand and Collapse Notifications

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

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

How do I view the Global Announcements page as a student?

You can view current and recent global announcements on the Global Announcements page. Global announcements are announcements created by an admin user at your institution and display on the Dashboard to all applicable user roles. The Global Announcements page displays global announcements that are currently active, announcements that you dismissed from the dashboard, and announcements from the past four months.

Open Global Announcements
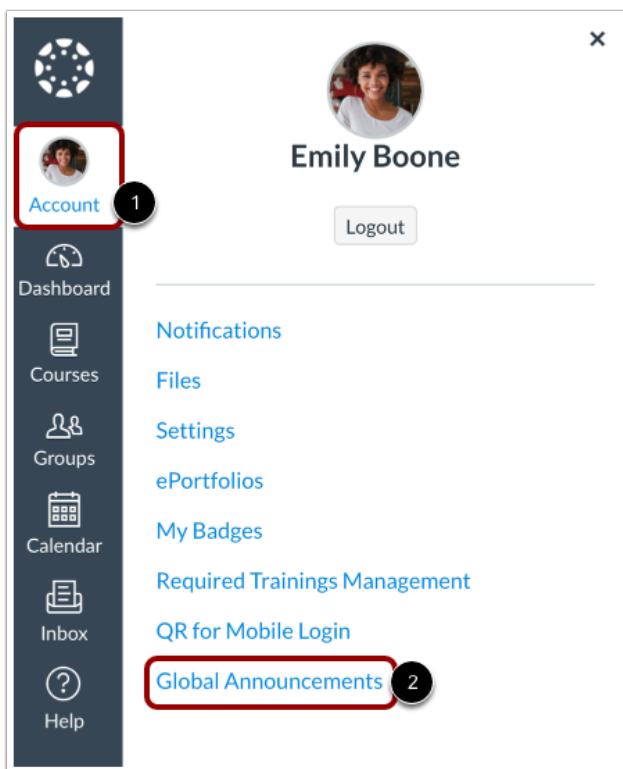
In the Global Navigation menu, click the **Account** link [1], then click the **Global Announcements** link [2].

View Current Announcements

To view currently active announcements, click the **Current** tab.

There are five announcement types for global announcements:

- A blue announcement with an *i* icon indicates an information announcement type.
- A red announcement with an exclamation icon indicates an error announcement type.
- An orange announcement with an exclamation icon indicates a warning announcement type.
- A blue announcement with a question icon indicates a question announcement type.
- A blue announcement with a calendar icon indicates a calendar announcement type.

View Recent Announcements

To view announcements from the past four months, click the **Recent** tab.

View Dismissed Announcement

When you dismiss a global announcement, Canvas displays a message notifying you that you can view the announcement on the Global Announcements page. To view the announcement, click the **View** button.

How do I use the To Do list and sidebar in the Dashboard as a student?

In the Card View Dashboard and the Recent Activity Dashboard, the sidebar contains a To Do list and other sections that help you know what assignments and events are coming up in all of your courses. The sidebar includes specific items for instructor and student roles. If you are enrolled in Canvas courses with more than one user role, your sidebar may show items for both roles.

The sidebar is similar to the sidebar that displays in your Course Home Page, but the course sidebar only includes items for the specific course. Depending on the setup of your Course Home Page, the sidebar in a course may contain additional sections than shown in the sidebar.
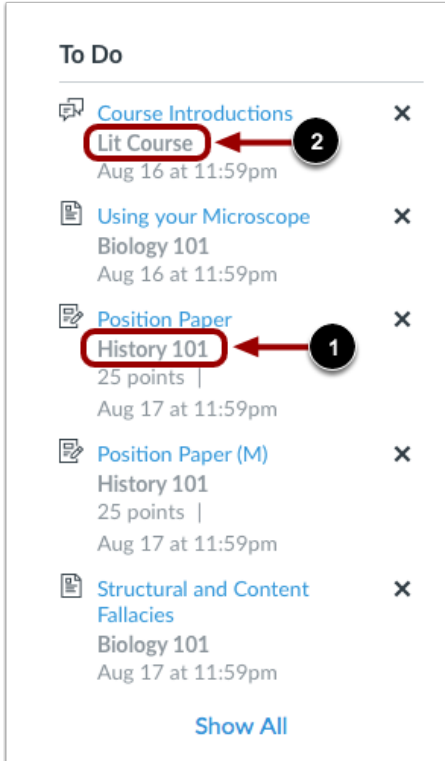
Note: You can also view items on the To Do list from the <u>List View Dashboard</u>.

Open Dashboard
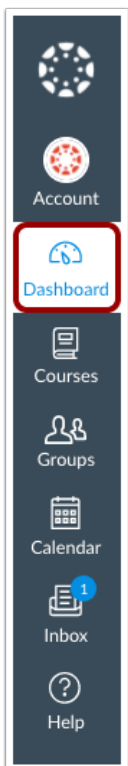
In Global Navigation, click the **Dashboard** link.

View Sidebar Course Items
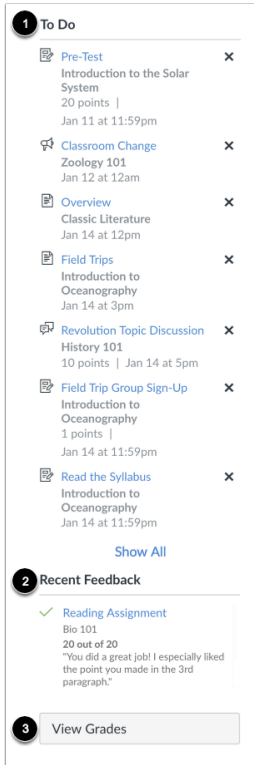
The sidebar shows various action items in all your courses. Each item is associated with a specific course. All items from all your active courses display in the sidebar—not just favorited courses in the Dashboard.

For course identification, each sidebar item displays the course code, or short name, for the course [1]. The course code is located directly below the full course name.

Course nicknames can be set in place of sidebar course codes that are long or otherwise confusing to remember which courses they represent. If you have created a nickname for a course, the nickname displays in the sidebar instead of the course code [2]. However, the original course code always displays in the course card.

View Student Sections

The sidebar helps you see what you need to do next and what feedback you've received across all your courses. However, assignments that are not graded or do not require an online submission only display until the due date.

The **To Do** section shows up to seven items with due dates or event dates in the upcoming weeks, including ungraded quizzes, assignments that do not require a Canvas submission, and course announcements [1]. Each item in the To Do list displays the assignment name, the course name, the number of points, and the due date for the assignment. Once the due date has passed, items remain in this section for four weeks.

The **Recent Feedback** section shows assignments with feedback from your instructor during the last four weeks [2].

The **View Grades** button links to the Dashboard Grades page and displays grades for all active courses [3].

Manage Sidebar Items
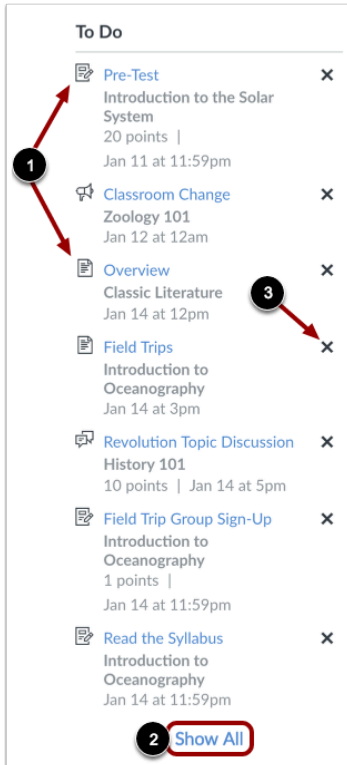
Each section item displays an icon to differentiate between different assignment types and other items in the To Do list [1].

If a section contains more items than can be shown, you can view all to-do items using the **Show All** link [2]. This link directs you to the List View Dashboard.

To remove a To Do item, click the **remove** icon [3].

Note: Assignments submitted through Canvas disappear automatically from the To Do list; no-submission assignments (submitted on paper/in class) can only be removed from the list manually.

How do I view grades in the Dashboard as a student?

You can view overall course grades in the Dashboard. This button is available to all user roles and displays grades for both courses being taken and courses being taught, if any.

Note: You may not be able to view grade totals.

Open Grades

In the Dashboard sidebar, click the **View Grades** button.

View Courses

The **Courses I'm Taking** heading displays the name of each course and a current overall grade, if available [1]. If no grades have been assigned, the grade appears as *no grade* [2].

To view grading details, click the name of the course [3].

Note: Your instructor may restrict you from viewing grade totals.

View Grading Periods

If your course is using multiple grading periods, the course displays the name and grade of the current grading period [1]. To view grades for another grading period, click the grading period drop-down menu [2].

Note: Your instructor may restrict you from viewing grade totals.

How do I view all my Canvas courses as a student?

After logging into Canvas, you can view your current courses. You may also be able to view past and future enrollment courses in Canvas.

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

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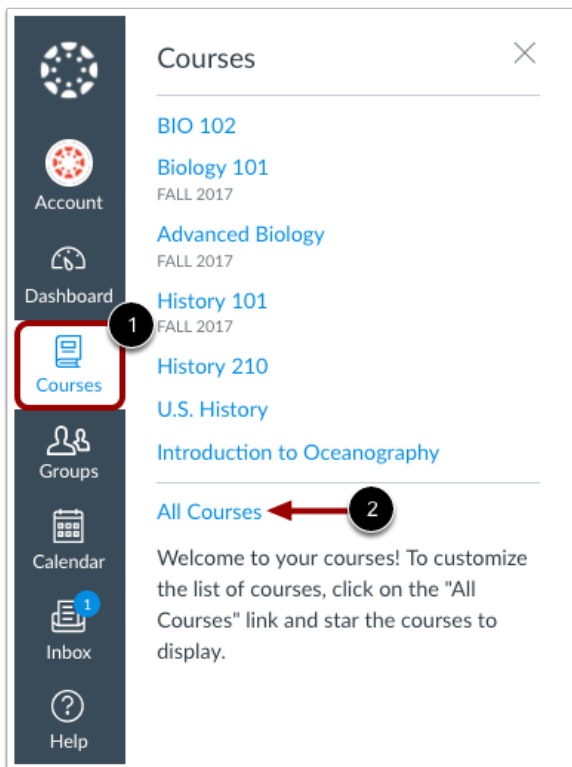
In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

View Courses

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

View All Courses

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

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

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

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

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

In the All Courses section, you can customize the courses list and mark courses as favorites [6]. Favorite courses display in the Card View Dashboard.

View Past Enrollments

Past Enrollments

	Course	Nickname	Term	Enrolled as	Published
☆ ■	American History Spring 2016		2016 Spring	Student	Yes
☆	Bio 101 Fall 2014		2014 Fall-2	Student	Yes
☆	Bio 101 Summer 2015		2015 Summer	Student	Yes

Courses under the **Past Enrollments** heading are courses that have concluded but are still available as a read-only archived course. You can view course material and grades but can no longer participate in the course.

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

View Future Enrollments

Future Enrollments

	Course	Nickname	Term	Enrolled as	Published
☆	Basic Written Communications 2			Student	No
☆	Using Technology in Education (K-12) 1		2014 Spring	Student	Yes

Future Enrollments are courses that will be made available as part of an upcoming term or specific course start date. Future courses may be published or unpublished. However, some institutions may restrict you from viewing published courses before the start date.

If a future course includes a link [1], you can view course content but cannot fully participate in the course until the start date. Participation includes submitting assignments and replying to discussions.

If a future course does not include a link [2], the course cannot be viewed until the start date.

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

View Groups

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

How do I customize my Courses list as a student?

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

When no courses are favorited, the courses list automatically displays up to 20 courses alphabetically in the drop-down menu. However, once you have selected at least one course as a favorite, only your favorite courses will appear in the Courses list.

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

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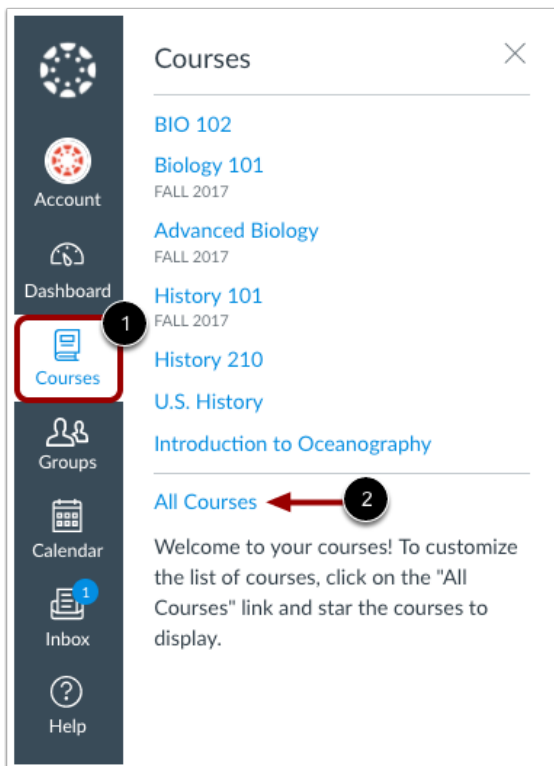
In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

Manage Courses

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

Notes:

- After you have manually favorited at least one course, Canvas automatically favorites any new published course enrollments for you.
- You can only favorite active courses.

View Unpublished Courses
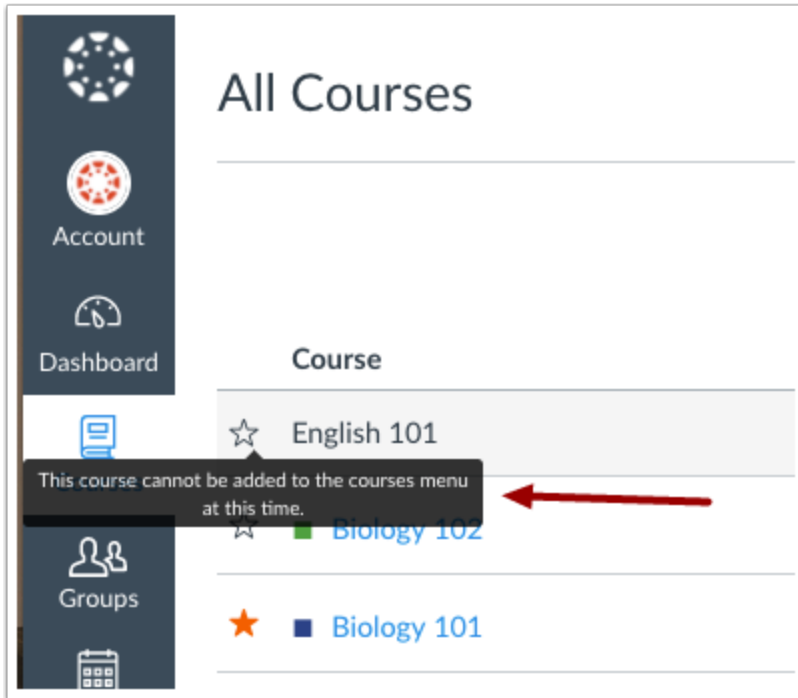
If a course is unpublished and you are allowed to view unpublished courses before the course start date, you cannot favorite the course. If you hover over a star icon for an unpublished course, you can view a message indicating that the course cannot be added as a favorite.

Future and past enrollments also cannot be favorited.

View Past Enrollments

Depending on course configuration, you may still be able to view your past enrollments after courses have concluded. However, favorited courses are *not* automatically removed as a favorite. If a past enrollment course still shows as a favorite, you can unfavorite the course by toggling the star icon.

How do I view my institution's Public Course Index as a student?

The Public Course Index allows all users within an institution to publicly view the institution's course index in a catalog format. You can view a link to the Public Course Index on the My Courses page.

Note: The Public Course Index is currently an account opt-in feature. If you cannot see the courses link, your institution has not enabled this feature.

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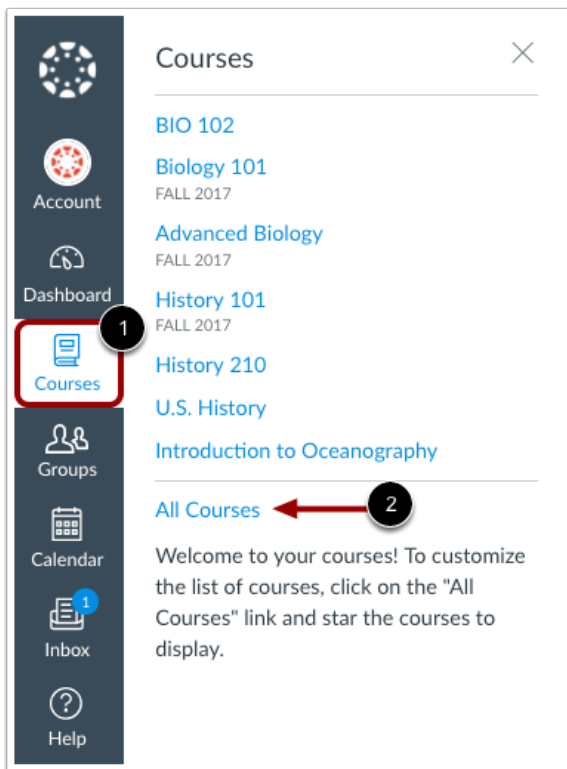
In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].

Browse More Courses

In the My Courses page sidebar, click the **Browse More Courses** link.

View All Courses
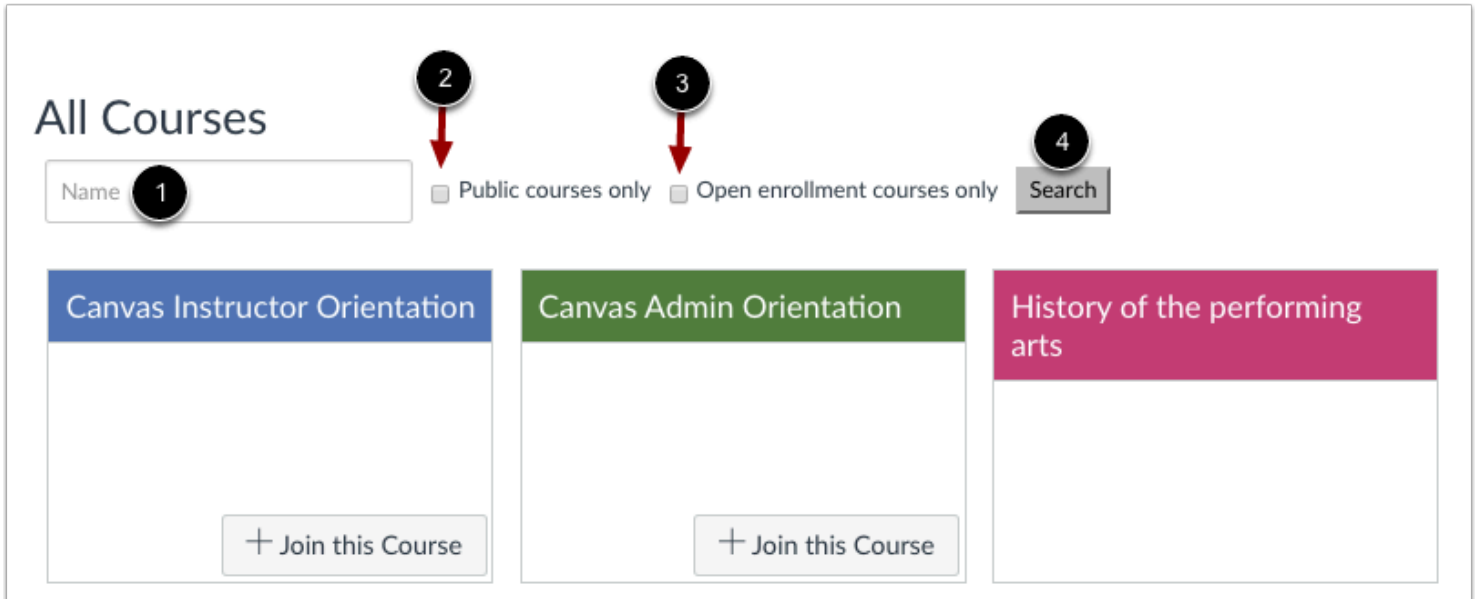
You can view all courses that have been included in the public course index, with the most recently created courses shown first.

You can view the name of the course [1] and a description, if any [2].

Search Courses
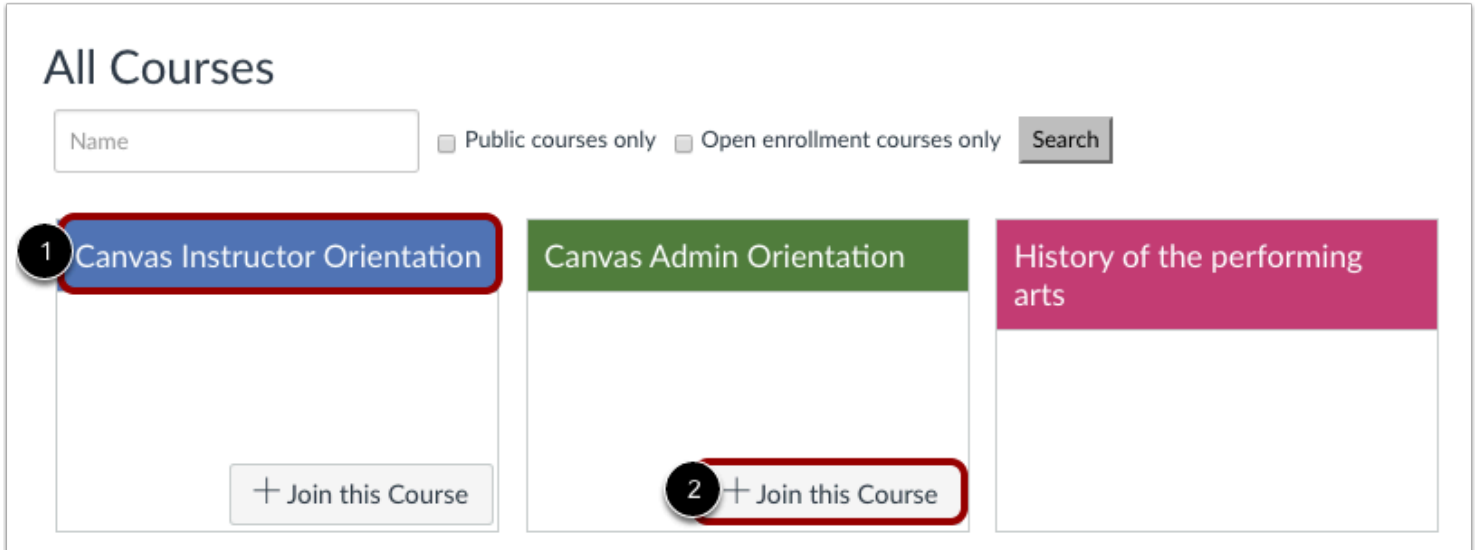
You can search for courses in several different ways. In the Name field [1], you can type the name of a course.

You can also search for courses by status. If you want to view only public courses, click the **Public courses only** checkbox [2]. If you want to view only open enrollment courses, click the **Open enrollment courses only** checkbox [3]. Open enrollment courses are courses that you can join at any time.

When you are finished selecting your search options, click the **Search** button [4].

View Course

To view a course, click the name of the course [1]. If a course lets students self-enroll, you can join the course at any time by clicking the **Join this Course** button [2]. However, you can view the course first and enroll in the course home page.

How do I get help with Canvas as a student?

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

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

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

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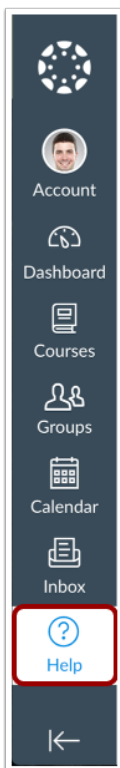
At the bottom of Global Navigation, click the **Help** link.

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

View Default Links
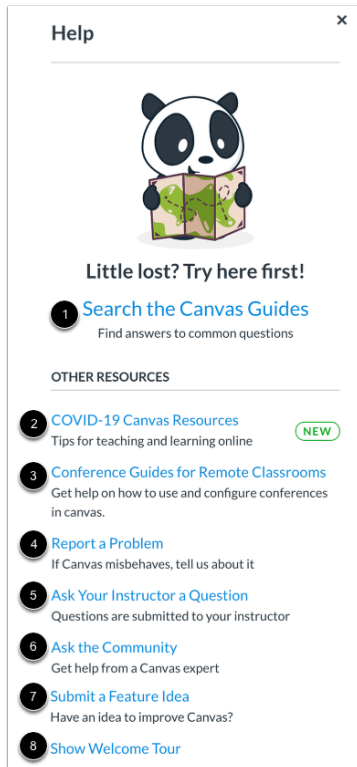
Depending on your user role, there are seven default links for help or feedback:

- **Search the Canvas Guides** [1]: Search the Canvas Guides for information about features inside of Canvas
- **COVID-19 Canvas Resources** [2]: Users can view resources for teaching and learning online
- **Conference Guides for Remote Classrooms** [3]: Users can view and search guides and resources for using Conferences in remote classrooms and online learning
- **Report a Problem** [4]: Submit problems with Canvas to our support team
- **Ask your Instructor a Question** [5]: Ask your instructor questions about course material or send them a message
- **Ask the Community** [6]: Exchange ideas and solutions regarding Canvas functionality with Canvas experts and your Canvas peers
- **Submit a Feature Idea** [7]: Submit ideas about how to make Canvas better
- **Show Welcome Tour** [8]: Learn more about Canvas by viewing the Welcome Tour

View Custom Links

Your institution may reorder or remove the default links.

Your institution may remove or modify which link displays as the featured link [1] and which link displays the New label [2].

Lastly, your institution can include custom links in the Help menu [3]. Custom links may include pages to phone numbers, support information, and other resources.

Search Canvas Guides

The **Search the Canvas Guides** link helps you [search Canvas documentation](#) for information about features in Canvas.

COVID-19 Canvas Resources

The **COVID-19 Canvas Resources** link allows users to view tips for learning online using Canvas.

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View Web Conferencing Resources

The **Conference Guides for Remote Classrooms** link allows users to access guides and resources for using web conferencing in remote classrooms and online courses. This link may not appear in your Canvas Help menu.

Report a Problem

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

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

Submit Ticket

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

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

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

- Just a casual question, comment, idea, suggestion
- I need some help but it's not urgent
- Something's broken but I can work around it for now
- I can't get things done until I hear back from you
- EXTREMELY CRITICAL EMERGENCY

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

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

Ask Your Instructor a Question
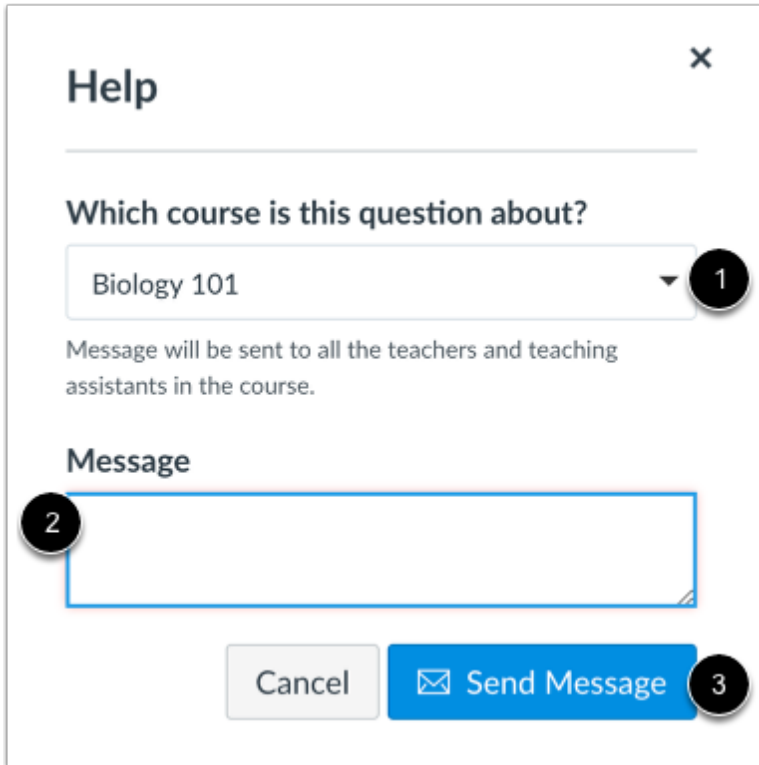
The **Ask Your Instructor a Question** link allows you to contact an instructor or TA in any of your active courses directly from the help page.

Send Message

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

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

Ask the Community

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

Request a Feature

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

Show Welcome Tour

The **Show Welcome Tour** link shows you how to find your courses, contact your instructor, and download the student app.

How do I log out of Canvas as a student?

When you are finished accessing Canvas, you can log out of your account.

Log Out
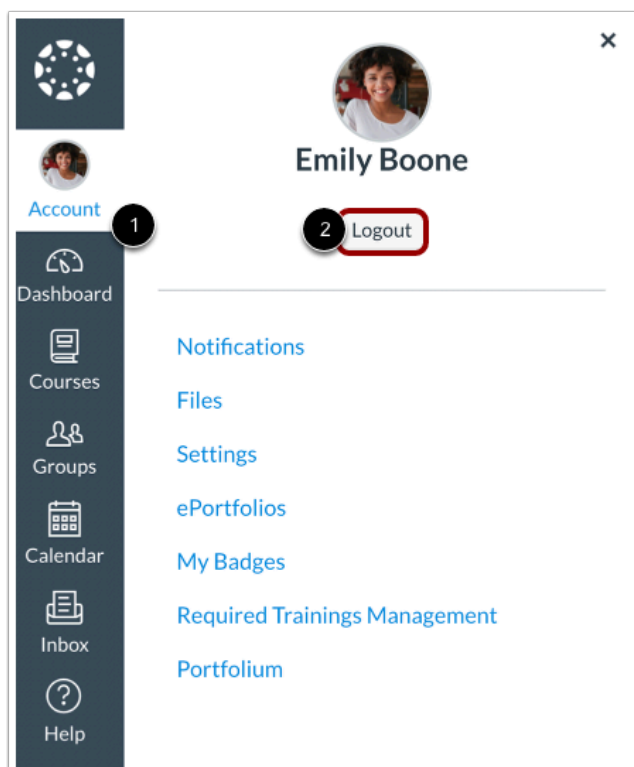
In Global Navigation, click the **Account** link [1], then click the **Logout** button [2].

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

Sometimes there are a few reasons why you cannot access your courses.

- If you are self-enrolling in a course using a join code or URL, you may not have completed the registration process. Check your email for information from your instructor as to how to enroll in your course.
- If your institution enrolled you in your course, your enrollment may not have been set up properly. Please contact your instructor(s) for assistance.
- Each course is associated with a specific access date. Depending on the date associated with the course, you may not yet be able to view your course.
- Courses must be published by your institution before you can access them. If a course is not *accessible* to you in your course list, it may not be published.
- Access to concluded courses may be restricted by your institution.
- Confirm your browser is up to date. Outdated browsers cannot support Canvas courses.

Grades
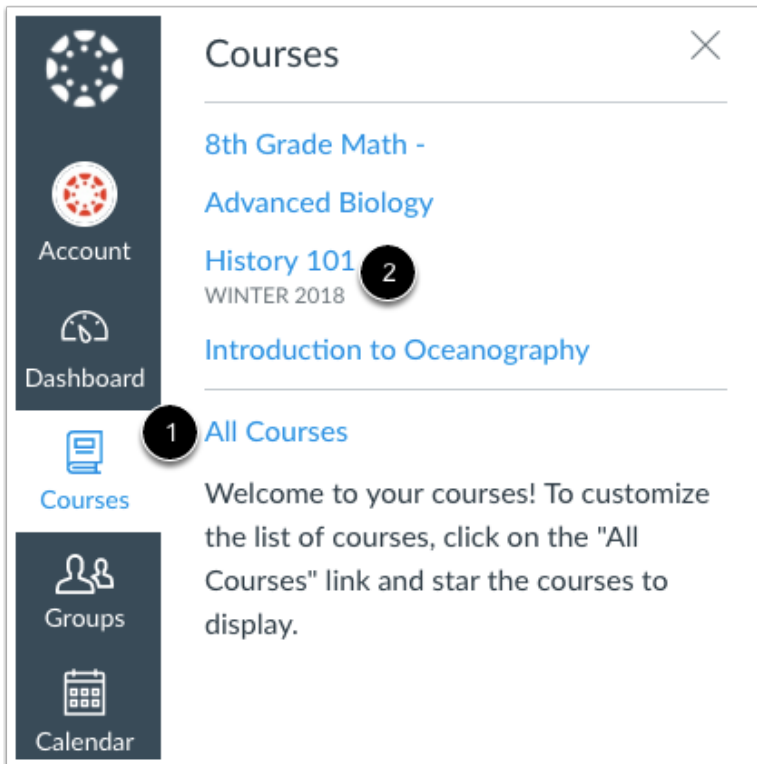
How do I view my grades in a current course?

The Grades page in a course displays all current 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.

If you have any courses that have concluded and are able to access their content, you can view those grades from any active course. You can also view concluded course grades from the Global Navigation Menu.

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

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

From the grades page you can select the **Course** for which you want to view grades [1]. By default, grades are sorted chronologically by assignment due date. In the **Arrange by** menu [2], you can also sort by module, assignment title, or assignment group. To see the specified grades, click the **Apply** button [3]. Assignments that are not part of a module will be shown at the end of the assignments list in alphabetical order. However, if modules or assignment groups aren't used in your course, they won't be included as sorting options.

You can view the name of the assignment [4], the assignment due date [5], the assignment status [6], the score you earned [7], and the total point value of the assignment [8]. You may also be able to view whether the assignment includes scoring details, comments, or rubrics [9].

You may see various grade icons in the score column [10] 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 [11].

View Grading Periods

If grading periods are enabled in your course, you can view your grades according to grading period [1]. By default the Grades page displays the current grading period. If an assignment does not include a due date, it will display as a part of the last grading period. To view grades for another course, click the **Course** drop-down menu [2]. To see the specified grading period and course, click the **Apply** button [3].

If your course includes weighted assignment groups, assignment groups may vary in the sidebar depending on which grading period you are viewing. An assignment group displays if the group has at least one assignment due in the selected grading period.

When grading periods are weighted and you select the All Grading Periods option, the sidebar displays the weights of each grading period.

View Late Assignment

Your instructor may enforce an automatic late policy in your course. Any assignments that are submitted after the due date are marked as late. The late policy automatically deducts a percentage of the grade from the total score. Late assignments display the Late icon in the Status column of the gradebook [1]. To view submission details for a late assignment, click the submission name [2].

View Late Submission

The Submission Details page displays your grade, the amount deducted for the late penalty, and the final grade.

View Grade Info

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

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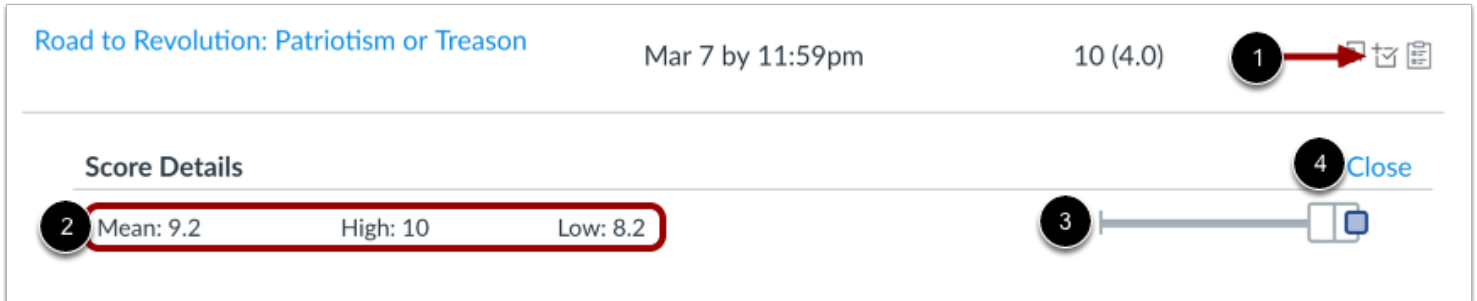
If there are comments in your assignment, the assignment displays a comment icon [1]. To view comments, click the icon. Comments will be organized chronologically [2]. To close comments, click the **Close** link [3].

View Scoring Details

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

The graph's horizontal line extends from 0 to the assignment's highest possible score [3]. The white box extends from the lowest to the highest student scores. Your score appears as a blue square on this plot.

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

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

View Rubric

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].

Note: The total rubric score may be restricted by your instructor.

View Assignment Groups

The Grades page will list the assignment groups included in your course [1]. Assignment groups allow instructors to organize assignments, discussions, and quizzes into groups and apply specific grading rules or weights to those groups. You can view the percentage score for each group [2] and the points you've earned versus the total points possible [3].

Note: Assignment group percentages may be restricted by your instructor.

View Sidebar

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

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

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

View Current and Total Grades

The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme. This grade is calculated with the **Calculate based only on graded assignments** checkbox [1] selected in the sidebar.

The total grade is calculated by adding all the assignments according to their weight in the course grading scheme (both graded and ungraded assignments). To view the total grade, deselect the sidebar checkbox [2]. The grade at the top of the sidebar will reflect your total grade.

Note: If your instructor has restricted you from viewing the current and/or total grades, selecting or deselecting the sidebar checkbox still affects individual assignments. You may be able to see small changes with assignment shading indicating that a grade may be dropped from the course.

View Percentage Grade Calculation

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 see a breakdown in the points you've earned versus the total points possible [2].

Note: Your instructor may restrict you from viewing your grade totals in assignment group percentages [3].

View Points Grade Calculation

Assignments	89%	26.70 / 30.00
Discussions	66.67%	20.00 / 30.00
Quizzes	90%	9.00 / 10.00
Extra Credit	N/A	0.00 / 0.00
Total	⟶ 80.88%	80.88 / 100.00

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 view your overall grade percentage. Again, your instructor may restrict you from viewing your total grade.

Note: Your instructor may restrict you from viewing grade totals.

Change Gradebook

Grades for Emily Boone

For the course History 101 [1]   Arrange by Due Date

Assignments   Learning Mastery [2]

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

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 view my Learning Mastery scores in the Grades page?

Learning Mastery scores are used by your instructor to measure performance based on classroom standards, or outcomes. Outcome scores may be tied to assignments and other items throughout Canvas.

If your Grades page shows Assignments and Learning Mastery tabs on the Grades page, you can view standards-based scores in the Learning Mastery tab.

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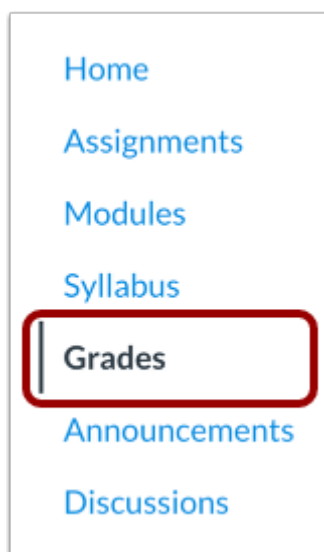
In Course Navigation, click the **Grades** link.

Open Learning Mastery Link

On the Grades page, click the **Learning Mastery** link.

View Outcomes Overview

In the Learning Mastery tab, you can view overall details about the outcomes available in your course. Grades will show you the name of each outcome group [1], as well as the outcome summary [2]. The outcome summary displays the number of outcomes you have mastered on the left, while the the total number of outcomes within the group are shown on the right.

Click the down arrow [3] or the name of the outcome group to expand the overall achievement for the entire outcome group.

Click the **Print Grades** button [4] to print your outcomes results.

Expand Outcome Group

You can expand each outcome to view all outcomes within the group. You can use the **expand and collapse icons** [1] to expand and collapse all outcome groups at once. You can also expand outcome groups individually by clicking the name of an outcome group [2] or the down arrow [3].

View Outcomes

When an outcome group is expanded, each outcome is displayed with the outcome name [1]. To view more information about an outcome, hover over the information icon [2].

Each outcome also displays an icon indicating mastery [3].

To view information about outcome alignments, click the arrow icon [4].

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View Outcome Information

The information window displays the assessment of the outcome.

You can view the date for the most recent assessment of the outcome [1] and the assessed mastery level [2].

You can also view the calculation method for the outcome [3] and an example of the calculation method [4].

View Alignments

Alignments are the assignments and other Canvas items that are linked to an outcome. These alignments show what course assignments you participated in to earn your score. Not all items may be aligned to an outcome.

To view alignments for an outcome, click the **arrow** icon.

Each outcome displays a link for each aligned item [1], as well as your assessed mastery level for each aligned item [2].

Change Gradebook

To view the standard Assignments grades page for your course, click the **Assignments** link [1]. You can toggle between assignments and outcome scores at any time.

If you have more than one course, you can view grades by selecting another course name in the grades **course drop-down menu** [2].

How do I use the icons and colors in the Grades page?

There are different icons on the Grades page. Depending on the type of assignment submission, grading rules, and comments, you will see different icons.

Submission Type Icons

Name	Due	Status	Score	Out of	
A Closer Look: The United States Constitution Written Response 1	Jan 1 by 11:59pm		1 📄	20	📋
Course Introductions	Feb 7 by 11:59pm		2 💬	10	
The Bill of Rights Quiz	Feb 13 by 11:59pm	(LATE)	3 🚀	10	
A Closer Look: Response 2	Feb 18 by 11:59pm		4 T	25	
Patriotism or Treason? Colonist vs. British Citizen Point of View Essay	Mar 13 by 11:59pm		5 🔗	30	
The Declaration of Independence: A Revisionist History	Mar 13 by 11:59pm		6 ▶	50	⊙
Revolution Quiz	Mar 15 by 11:59pm		7 👁	30	

The following icons represent different assignment submission types on your Grades page:

- **Document Icon** [1]: File upload submitted, not graded
- **Discussion Icon** [2]: Graded discussion submitted, but not graded
- **Quiz icon** [3]: Quiz submitted, not fully graded (contains questions that must be manually graded, or an auto-submitted quiz score has been deleted and needs to be reassigned); can also display if a quiz has been edited and includes major changes that affect the quiz score, such as deleting questions or deleting quiz answers, and requires a grader to manually resolve
- **Text Icon** [4]: Text entry submitted, not graded
- **Link Icon** [5]: A URL has been submitted, not graded
- **Media Icon** [6]: Media recording submitted, not graded

- **Visibility Icon** [7]: Score is hidden while instructor is grading; you will not be able to view your grade, submission comments, or quiz responses until your instructor posts grades for the assignment

Note: Some external tool assignments may display a dash instead of a submission icon after you submit the assignment.

Submission Details Icons

When your instructor grades your assignment, the grades page displays a blue dot next to the assignment [1]. The indicator disappears when you navigate away or refresh the page.

Assignment updates may also include additional icons representing submission details:

- **Discussion Icon** [2]: Assignment comments
- **Check Plus Icon** [3]: Scoring details
- **Rubric Icon** [4]: Rubric details

Grading Types

Each grading type shows up differently on the Grades page. Here you can see how each grading type is represented:

- **Check Icon** [1]: Complete grade
- **Number** [2]: Grade shown by number of points
- **X Icon** [3]: Incomplete grade
- **Letter** [4]: Letter grade
- **GPA** [5]: GPA scale
- **Percentage** [6]: Grade shown as a percentage
- **EX** [7]: Excused assignment; this assignment cannot be submitted but does not factor into your overall grade
- **Dash** [8]: No submission
- **Grade Info Icon** [9]: Points earned from this assignment do not count toward your final grade

Note: A dash may still display in the Grades page after you submit an assignment for an external tool assignment.

Colors

Road to Revolution: Patriotism or Treason	Mar 7 by 11:59pm	10 (4.0)	10	
Bill of Rights Review	Mar 13 by 11:59pm	87%	20	
Revolution Topic Discussion	Mar 14 by 3pm	EX	10 ×	

When an assignment's details display in gray text, this assignment has been dropped as part of an assignment group calculation and does not factor into your total score.

Status

Name	Due	Status	Score	Out of
A Closer Look: The United States Constitution Written Response 1	Jan 1 by 11:59pm	LATE [1]		15
Revolution Quiz	Jan 1 by 11:59pm	MISSING [2]	-	30
Course Introductions	Feb 7 by 11:59pm			10

The status column displays labels for assignments that are late or missing. If an assignment was submitted after the due date, it is identified as late [1]. If an assignment has not been submitted by the due date, it is identified as missing [2].

Originality Report

Name	Due	Status	Score	Out of	
Continental Congress (MP/GP)	Jul 29 by 11:59pm		🚫	30	🚩
America at War Essay (MPP)	Jul 30 by 11:59pm	(LATE)	🚫	30	**1** 🟧
George Washington Biography Assignment (APP)	Jul 30 by 11:59pm		📄	30	🚩
Benjamin Franklin Assignment			T	50	**2** ⏱
Revolutionary War Essay			T	50	

If your instructor uses an originality tool, you may be able to view an originality report for your submissions. To view the originality report, click the Originality Report icon [1]. The icon color indicates the percentage of text matched by the originality tool. A timer icon indicates the originality tool is still checking your submission [2].

How do I approximate my assignment scores using the What-If Grades feature?

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

Notes:

- What-If scores simulate updates to your current and final grades. Depending on the grade calculation for your course, your grades may display as a point value or as a percentage.
- Your instructor may restrict you from viewing your current and/or final grades.

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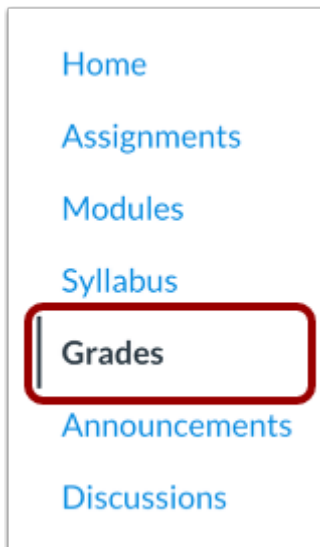
In Course Navigation, click the **Grades** link.

View Current or Total Grade

View your existing grades to see how approximating scores will affect your grade.

If available, your current grade is displayed in the sidebar [1]. The current grade is calculated by adding up the graded assignments according to their weight in the course grading scheme and applies when the **Calculate based only on graded assignments** checkbox [2] is selected in the sidebar. This checkbox is selected in the sidebar by default.

If you want to view your total grade, deselect the sidebar checkbox. Your grade will be calculated based on both graded and ungraded assignments.

View Grading Periods

If your instructor is using grading periods, the grades page defaults to the current grading period. To change grading periods, click the **Grading Period** drop-down menu [1]. Click the **Apply** button [2].

Test Assignment Score

Name	Due	Status	Score	Out of	
A Closer Look: The United States Constitution Written Response 1	Jan 1 by 11:59pm		📄	20	📋
Course Introductions	Feb 7 by 11:59pm		🗨	10	
The Bill of Rights Quiz	Feb 13 by 11:59pm	LATE	🚀	10	
A Closer Look: Response 2	Feb 18 by 11:59pm		T	25	
Patriotism or Treason? Colonist vs. British Citizen Point of View Essay	Mar 13 by 11:59pm		🔗	30	🗨
The Declaration of Independence: A Revisionist History	Mar 13 by 11:59pm		▶	50	⚠
Revolution Quiz	Mar 15 by 11:59pm		→ 🚫	30	

Locate the assignment and click the score cell.

Enter What-If Score

Patriotism or Treason? Colonist vs. British Citizen Point of View Essay	Mar 13 by 11:59pm		🔗	30	🗨
The Declaration of Independence: A Revisionist History	Mar 13 by 11:59pm		▶	50	⚠
Revolution Quiz Quizzes	Mar 15 by 11:59pm		25	30	
The Articles of Confederation and the Constitution Quiz	Apr 1 by 11:59pm	MISSING	9	10	

Enter a hypothetical score for the assignment.

View What-If Grades

The Grades page updates the total score with the What-If grade.

Revert to Actual Score

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To revert your What-If score to your actual score, click the arrow next to the What-If grade [1]. You can also revert scores in the sidebar by clicking the **Revert to Actual Score** button [2].

Show Saved What-If Scores

Total: 94.92% (Pass)

☑ Show Saved "What-If" Scores

Show All Details

To view your grades using any What-If scores you've ever tested in your course, click the **Show Saved What-If Scores** button.

How do I view my grades in a concluded course?

You may be able to view your grades for courses that have ended. Depending on the grade calculation for your course, your total grade may display as a point value or as a percentage. If viewable, concluded course grades can also be viewed from any active course.

Notes:

- Your instructor may restrict you from viewing grade totals.
- Some institutions may restrict the option to view concluded courses.

Open Courses

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

Open Concluded Course

Under the **Past Enrollments** heading, click the name of your concluded course.

Open Grades

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

View Grades

Grades for Emily Boone   🖨 Print

Grading Period   **Course**   **Arrange By**

| All Grading Periods ⌄ | History 101 ⌄ | Due Date ⌄ | Apply |

Name	Due	Score	Out of	
Course Introductions	Jan 5, 2017 by 11:59pm	✓	10	☑
Bill of Rights Topic Discussion	Jan 12, 2017 by 11:59pm	-	10	
The Bill of Rights Quiz	Jan 19, 2017 by 11:59pm	-	10	
A Closer Look: The United States Constitution Written Response 2	Feb 2, 2017 by 11:59pm	23 (A-)	25	☑

View your grades in your concluded course.

Inbox

How do I use the Inbox as a student?

The Inbox is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. The Inbox itself does not have any file size limits; however, attachments added to a conversation are included in the sender's personal files.

[Learn more about the Inbox.](#)

Notes:

- If you right-click or option-click on the Inbox link, you can open your Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.
- Users display in conversations once they have an active enrollment in the course, and users cannot join a course unless it is published.
- Once a course has concluded, you cannot message users in that course.

Open Inbox
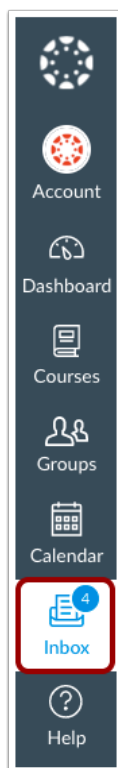
In Global Navigation, click the **Inbox** link.

If the Inbox link includes a numbered indicator, the indicator shows how many [unread messages](#) you have in your Inbox. Once you read the new messages, the indicator will disappear.

View Toolbar
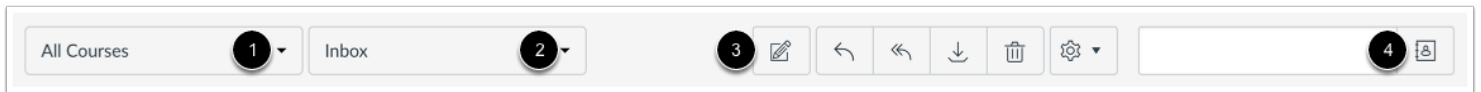
The toolbar includes global message options. To load conversations, [filter your messages](#) by course or group [1] and type [2]. Filtering by type lets you filter messages by Inbox, Unread, Starred, Sent, Archived, and Submission Comments. You can [compose a message](#) at any time using the compose icon [3].

You can also search for conversations by user in the **Search by user** field [4].
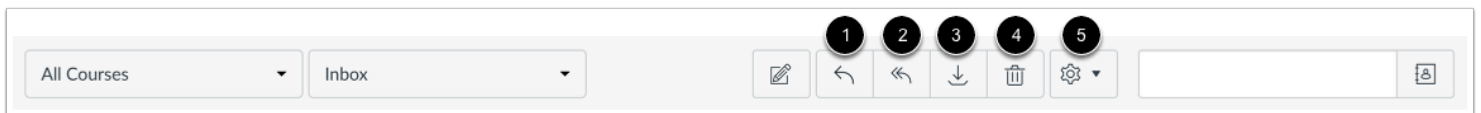
Once you have selected a conversation, you can use the other options in the toolbar to:

1. [Reply](#) to a conversation
2. Reply-all to a conversation
3. [Archive](#) a conversation
4. [Delete](#) a conversation
5. [Forward](#), mark a conversation as read or unread, and [star](#) conversations

View Inbox Panels
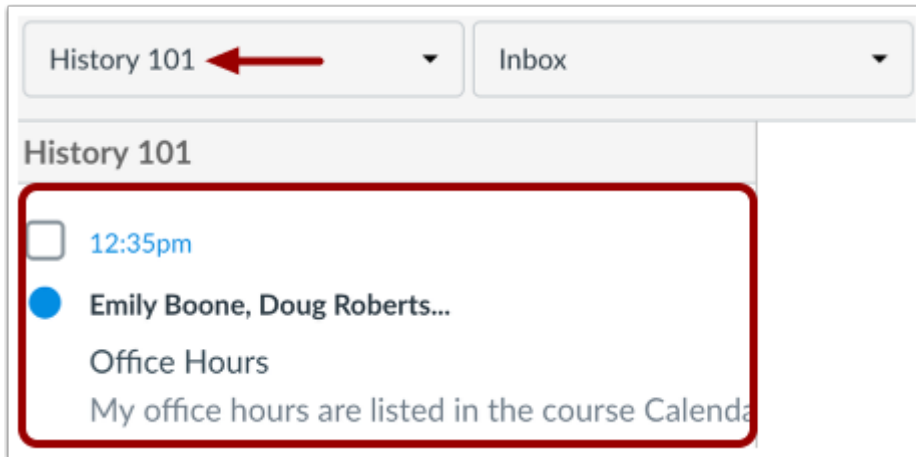
Conversations for your selected course and Inbox filter appear in the left Inbox panel.

View Conversations
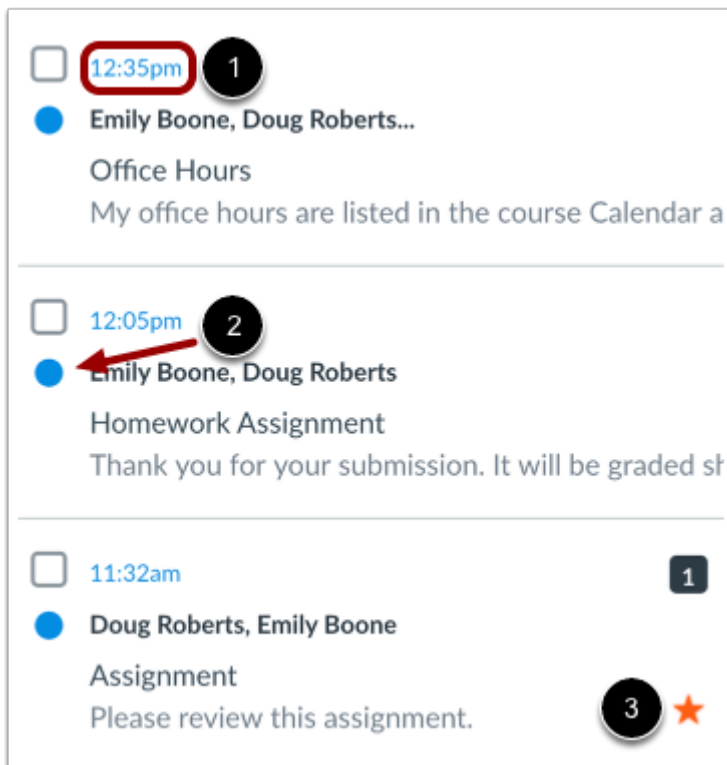
The Inbox is organized chronologically from newest to oldest with the newest conversations appearing on top [1] and the older conversations at the bottom.

You can manually mark a conversation as read or unread by hovering over the conversation and clicking the circle to the left of the conversation [2]. To star a conversation, hover over the conversation and click the star to the right of the conversation [3].

View Conversation Thread
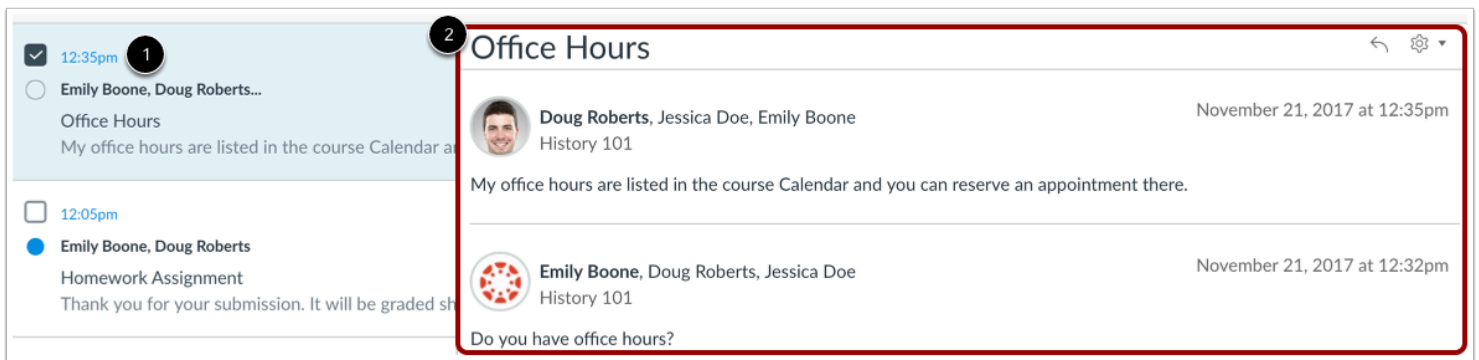
When you select a conversation [1], all messages in the conversations thread appear in the right Inbox panel [2].

Manage Conversation Thread
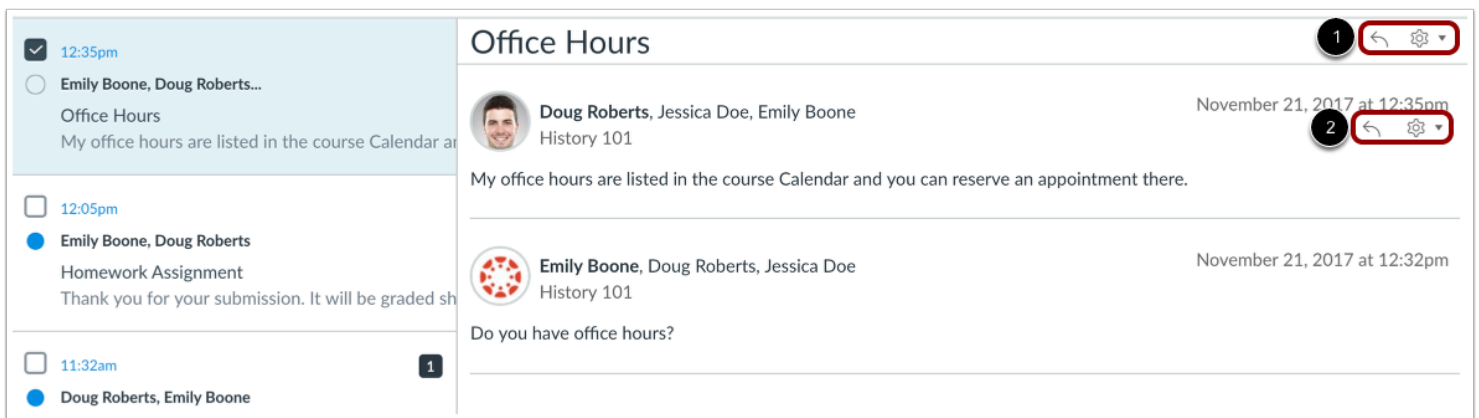
Within each conversation, you can reply, reply-all, forward, or delete the entire conversation thread [1]. You can also hover over an individual message and use the same commands within the individual message [2].

Select Multiple Conversations
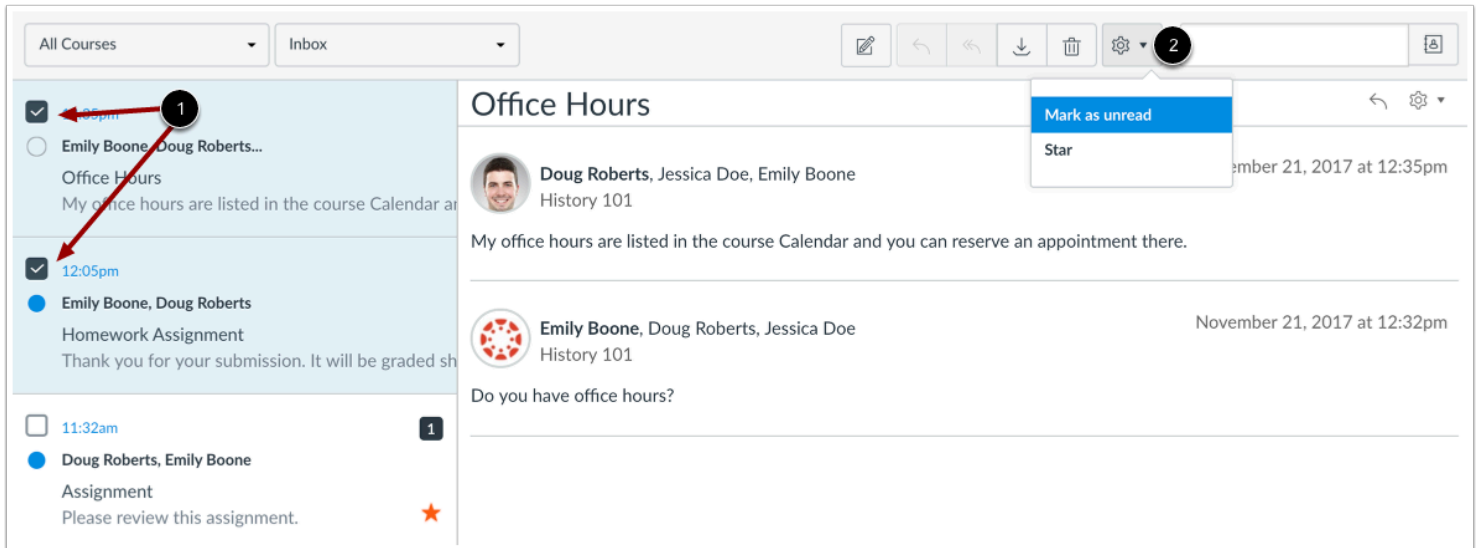
To select multiple messages to archive, delete, mark as read, mark as unread, or star, click the check box for each message [1]. You can also press the command key (Mac) or the control key (Windows) while clicking each message you want to select. In the Inbox toolbar [2], click the desired option.

To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Note: You can also click the message check box or use the same keyboard command to deselect a message.

How do I find my unread messages in the Inbox as a student?
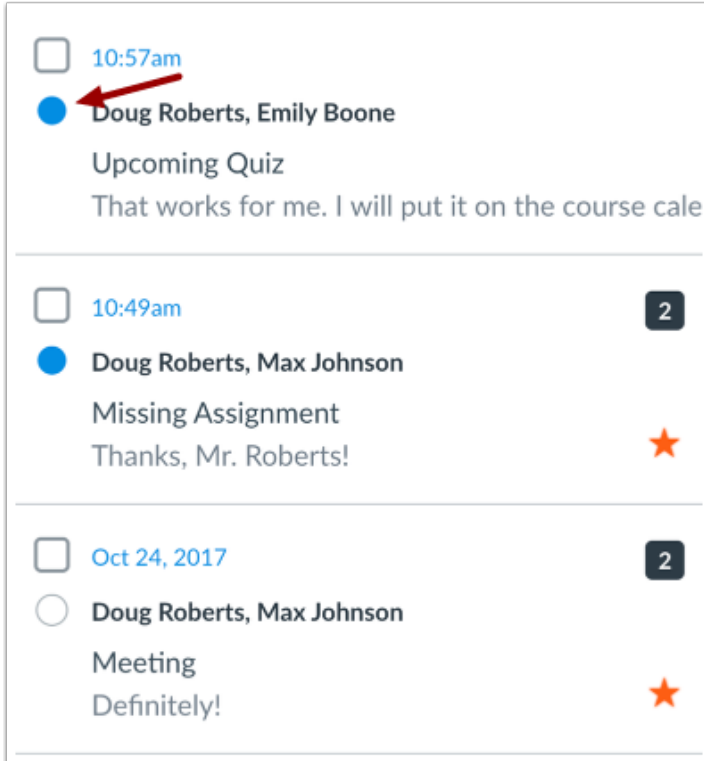
You can view all unread messages in your Inbox. You can also filter messages to show only unread messages.

Open Inbox
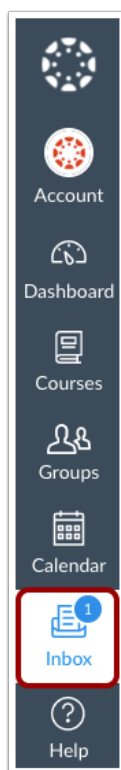
In Global Navigation, click the **Inbox** link.

View Unread Message

All unread messages have an indicator next to the message. Once a Conversation has been read, the blue dot changes to a gray circle.

Mark as Unread
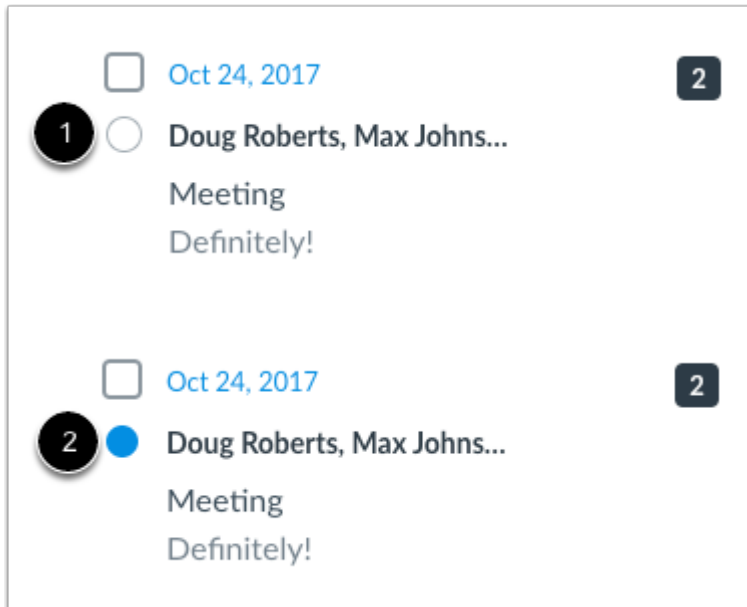
If you want to mark a conversation as unread, click the read indicator [1]. The message will now show the unread indicator [2].

Mark Multiple Messages
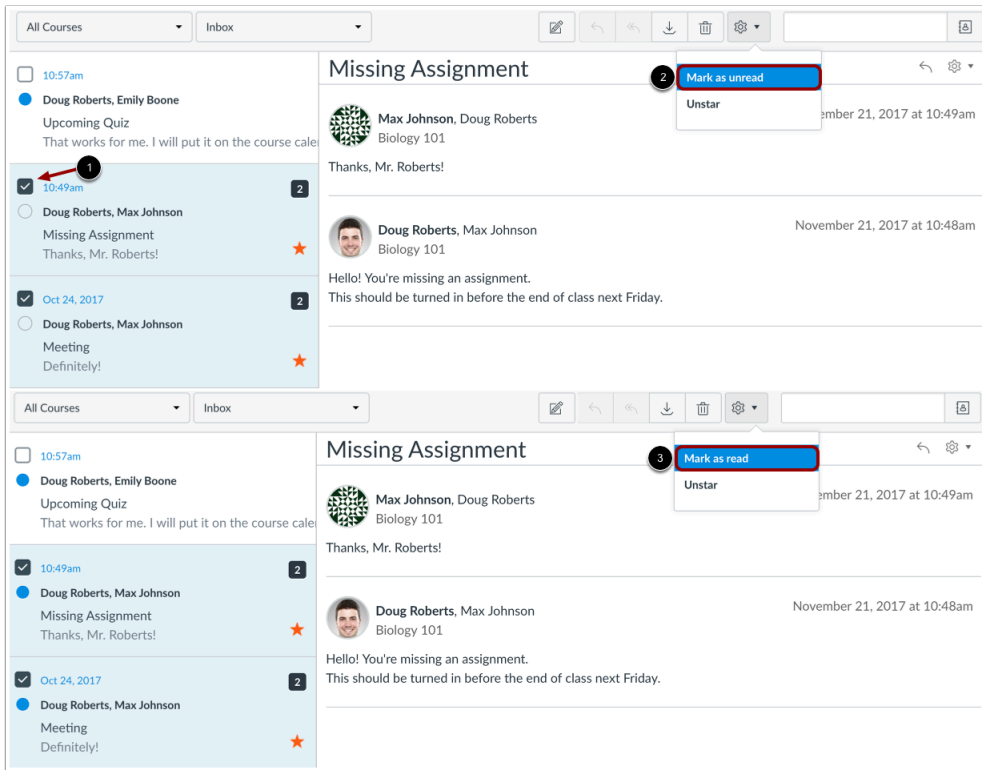
You can mark multiple conversations as unread or read by pressing the command key (Mac) or the control key (Windows) while clicking multiple messages, or by selecting the message checkbox [1].

Locate and click the settings icon and choose the **Mark as unread** link [2].

If you select multiple unread messages, you will see **Mark as read** link [3].

Select Unread Conversations
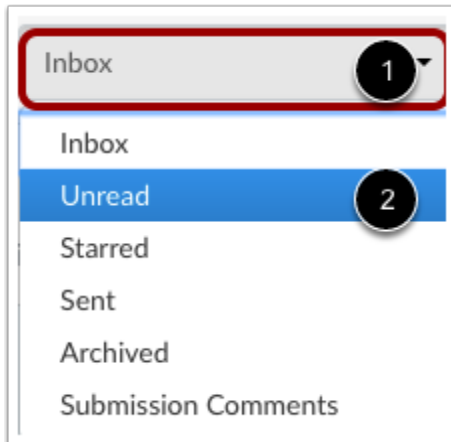
To view only unread messages, open the the Inbox drop-down menu [1]. Select the **Unread** link [2].

How do I filter conversations as a student?

You can filter the conversations in your Inbox for easier organization, especially if you are enrolled in multiple courses. Filtering conversations allows you to selectively view conversation messages by course, inbox, or user.

Open Inbox
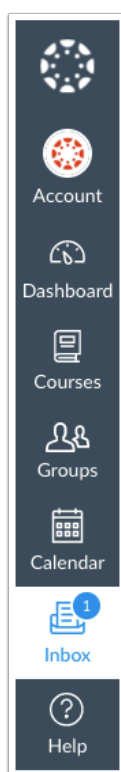
In Global Navigation, click the **Inbox** link.

Filter by Course
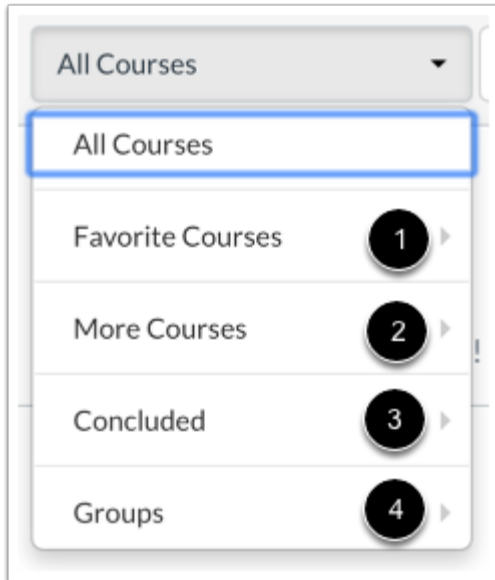
You can filter your inbox by types of courses. Your Inbox may contain the following options:

- Current courses in your Favorites menu [1]
- Other courses that you haven't favorited [2]
- Concluded courses [3]
- Current or concluded groups [4]

Note: You cannot send messages to users in concluded courses.

Filter by Inbox
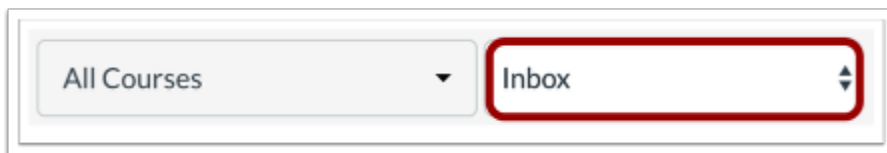
You can also filter by Inbox type. By default, the Inbox displays all messages.

View Unread Messages
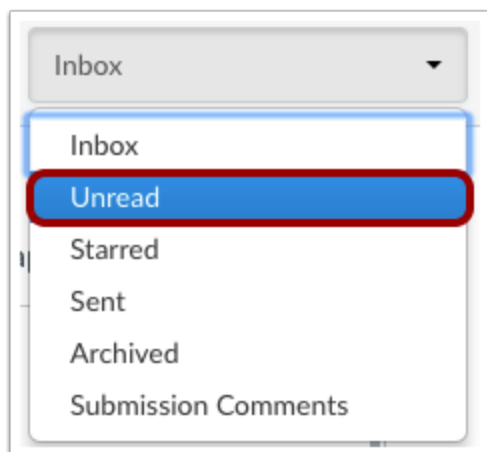
The **Unread** filter displays all unread conversations in your Inbox. Learn how to [view and manage unread messages](link).

View Starred Messages
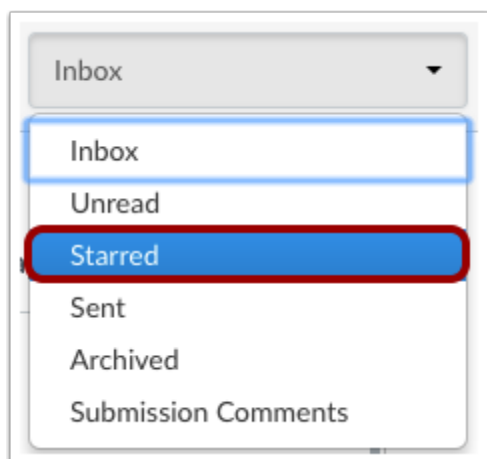
The Starred filter displays all starred messages in your Inbox. Starred messages are marked as important so you can locate them later. Learn how to [star a message](link).

View Sent Messages
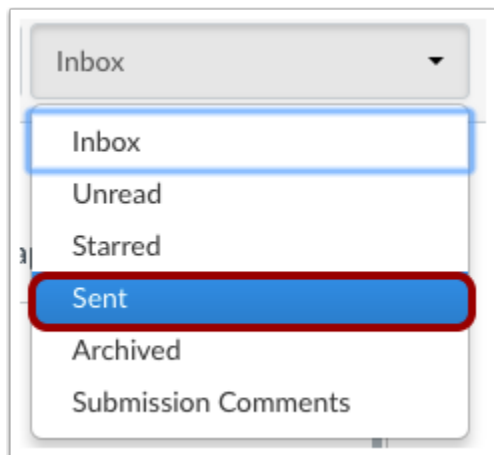
The Sent filter displays all your sent messages, both to individual users or multiple users.

Note: The Sent filter only includes sent messages from the first user to send a message in a conversation thread. Replies from recipients of the original message will appear in their Inboxes, but not in their Sent filters.

View Archived Conversations
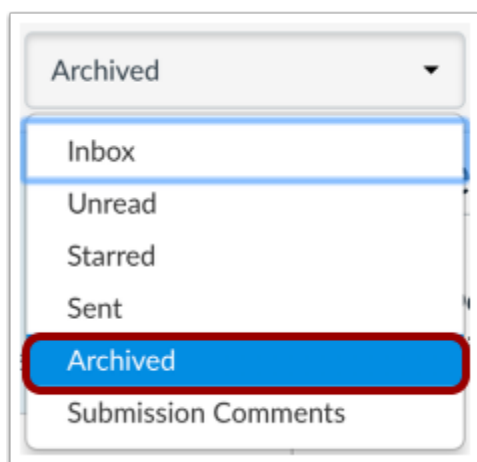
The Archived filter displays all archived conversations. Learn how to archive a conversation.

Note: Sent messages cannot be archived. Additionally, archived messages do not include deleted messages, which are completely removed from the Inbox.

View Submission Comments
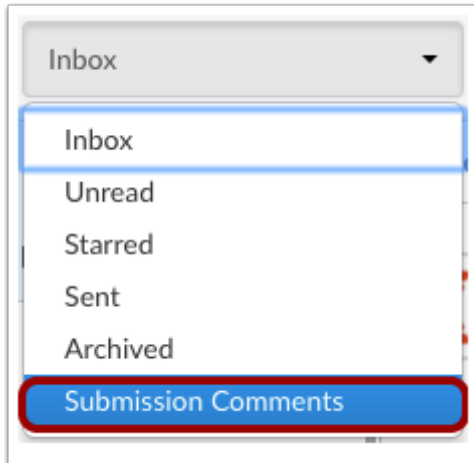
The Submission Comments filter displays all comments associated with course assignments and feedback. Learn how to reply to submission comments.

Filter by User
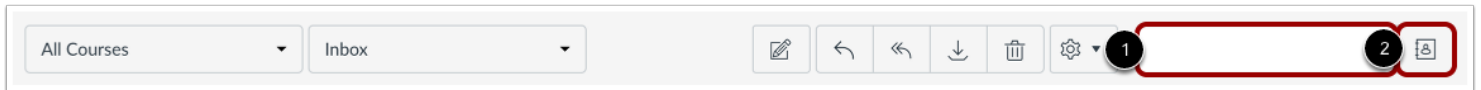
To filter by user, type the name of a user in the filter field [1], or browse for the course, group, or user by selecting the **Address Book** icon [2].

How do I star a conversation as a student?

Starring conversations allows you to see important messages at a glance.

Open Inbox
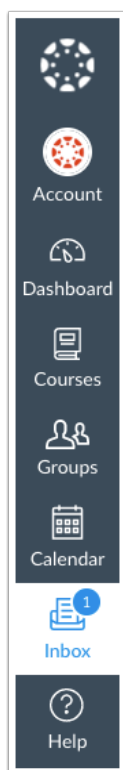
In Global Navigation, click the **Inbox** link.

Star and Unstar Conversations

To create a starred message, click the star icon. If you want to remove the star, click the star icon again.

View Starred Conversations
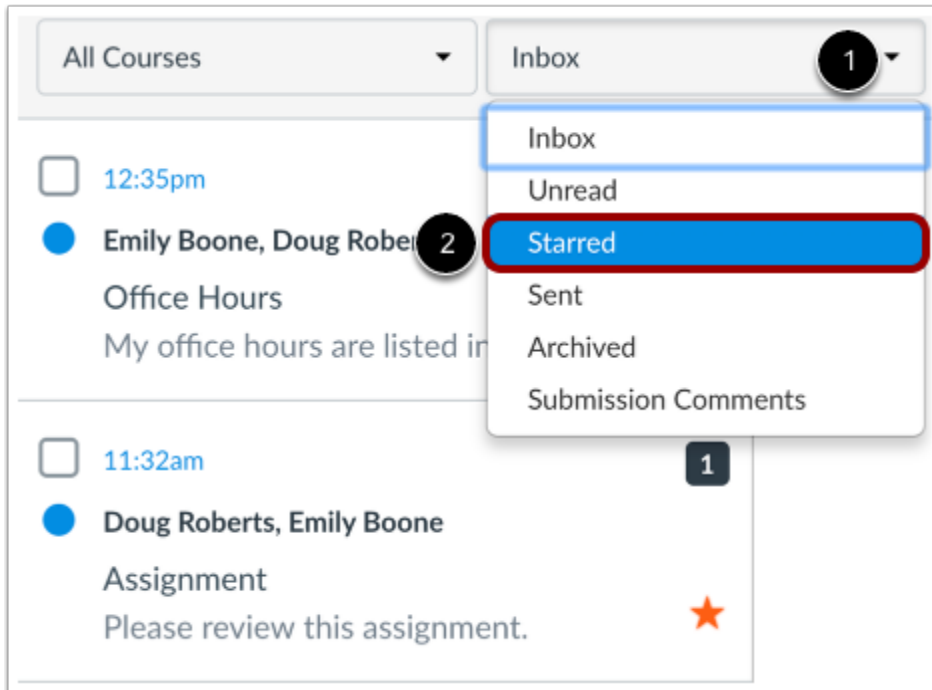
To view only starred conversations, click the **Inbox** drop-down menu [1]. In the drop-down menu, select the **Starred** link [2].

View Starred Conversations Only

View all the conversations you have starred.

How do I send a message to a user in a course in the Inbox as a student?

In the Inbox, you can send a message to one user or multiple users in a course.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

[Learn more about the Inbox.](#)

Notes:

- Currently you cannot message users in multiple courses.
- You can also send a message to yourself, but messages can only be viewed in the Sent messages folder.
- You cannot send messages to users in concluded courses.

Open Inbox

In Global Navigation, click the **Inbox** link.
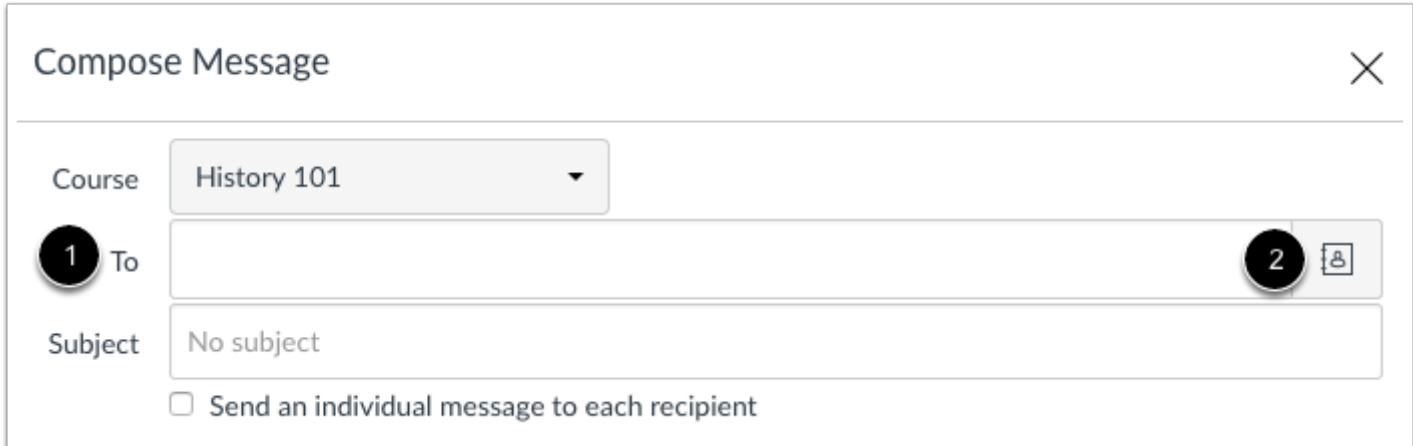
Compose Message

Click the **Compose** icon.
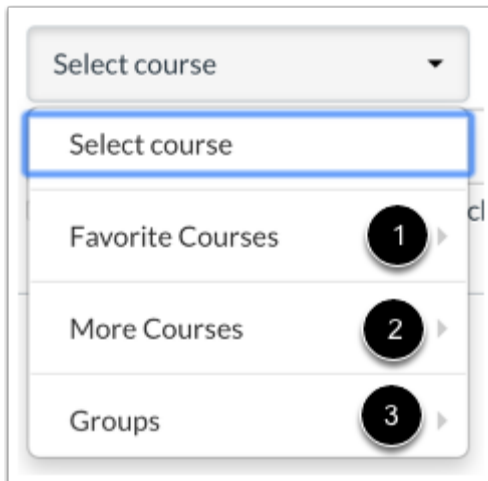
Select Course

In the Courses drop-down menu, select the course where you want to send your message. You can filter your courses by current favorite courses [1], more courses [2], or course groups [3].

Add User

To add a user, you can search for the user in the To field [1] or you can use the Course Roster [2].

Search for User

To search for a user, type the user's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the **Enter** key. The user's name will appear in the To field, highlighted in light blue.

If you accidentally select the wrong user, press the **Delete** key (on a MAC keyboard) or the **Backspace** key (on a PC keyboard) to remove the user.

You can also hover over a user's name and click the white x to remove the user from the list.

Add Multiple Users
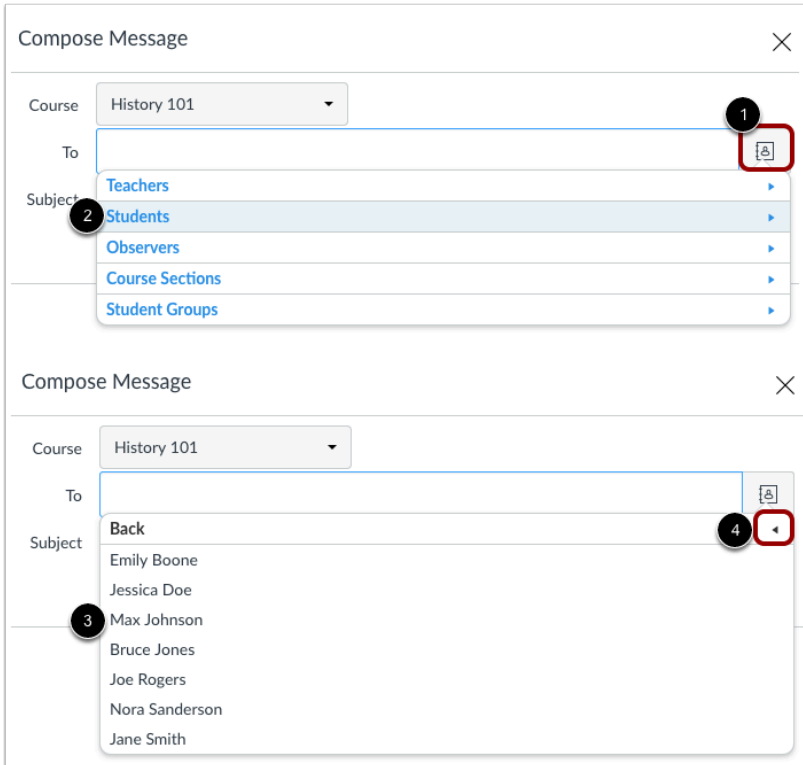
To send a message to multiple users, type the names of the users in the To field.

Note: If you have a long list of recipients, the To field will only show 5 lines before scrolling is enabled. If you select the **Send individual messages** checkbox, individual messages for all recipients will be created.

Use Course Roster

To select a user from the course roster, click the **Address Book** icon next to the To field [1]. From the address book, locate the user's role [2] and then select the user's name [3]. Names are arranged by last name.

To navigate back to the course roster, use the arrow icon [4].

Add Multiple Users

To send a message to multiple users in the course roster, press the command key (Mac) or the control key (Windows) and click the name of each user you'd like to add to your message. Pressing the keyboard key will keep the roster window open.

Send Message

In the subject line field [1], enter a subject line for your message.

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the **Send** button [5].

How do I send a message to a user in a group in the Inbox as a student?

In the Inbox, you can send a message to one user or multiple users in a group.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

[Learn more about the Inbox.](#)

Note:

- Currently you cannot message users in multiple groups.
- Once a course has concluded, you cannot message groups in that course.

Open Inbox

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

Compose Message

Click the **Compose** icon.
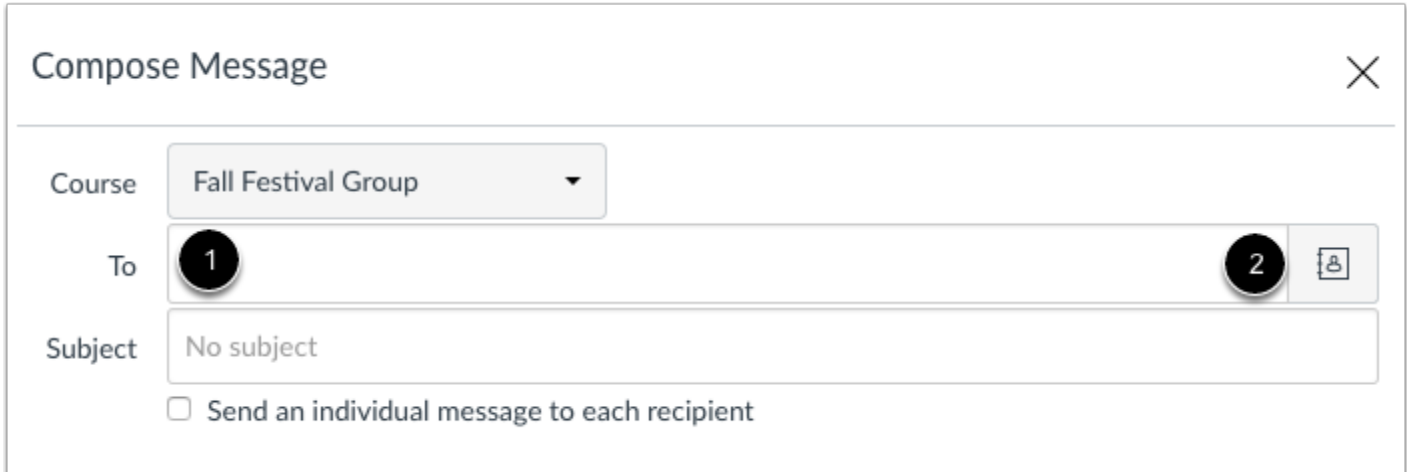
Select Group
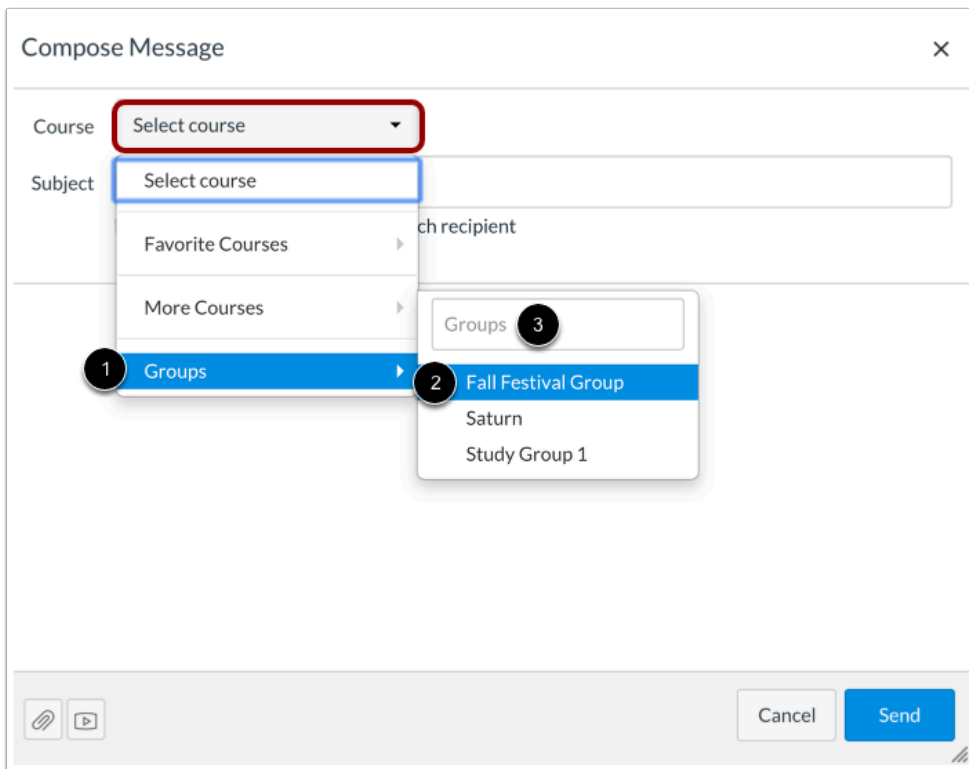
In the Courses drop-down menu, select the Groups option [1] and select the name of the group [2]. You can also search for a group by typing the group name in the Groups search field [3].

Note: Groups are organized in alphabetical order and display after courses in the drop-down menu.

Add Users
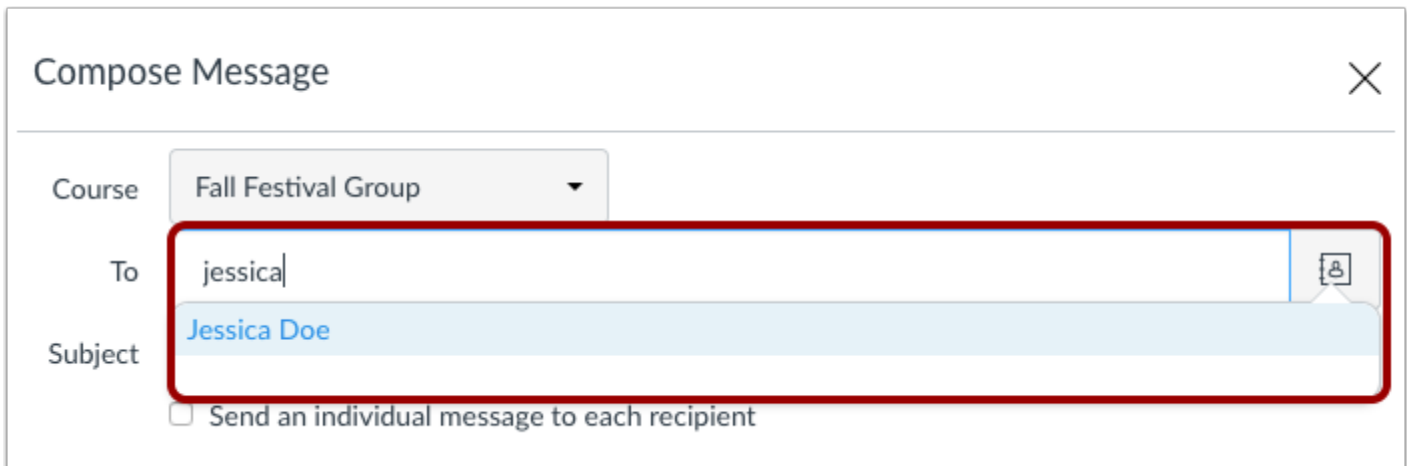
To add a user, you can search for the user in the To field [1] or you can use the Group Roster [2].

Search for Users
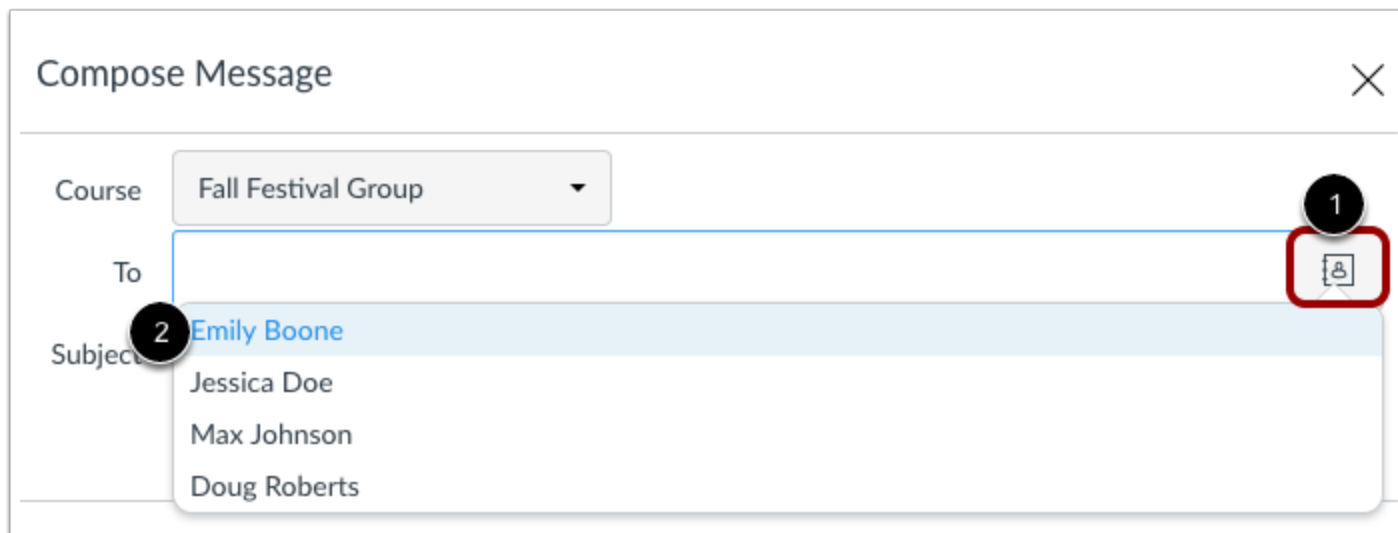
To search for a user, type the user's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the **Enter** key. The user's name will appear in the To field, highlighted in light blue. To send a message to multiple users, type the names of additional users in the To field.

If you accidentally select the wrong user, press the **Delete** key (on a Mac keyboard) or the **Backspace** key (on a PC keyboard) to remove the user.

You can also hover over a user's name and click the white x to remove the user from the list.

Use Group Roster
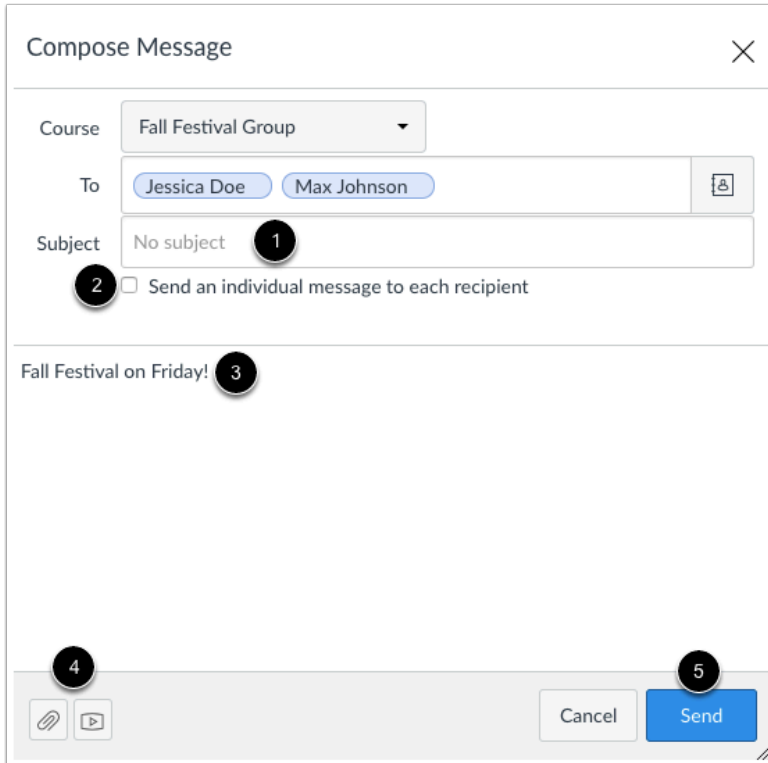
To select a user from the group roster, click the **Address Book** icon next to the To field [1]. From the address book, locate and select the user's name [2]. Names are arranged by last name.

Note: To send a message to multiple users in the course roster, press the command key (Mac) or the control key (Windows) and click the name of each user you'd like to add to your message. Pressing the keyboard key will keep the roster window open.

Send Message

In the subject line field [1], enter a subject line for your message.

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the **Send** button [5].

How do I send a message to all course users in the Inbox as a student?

You may be able to use the Inbox to send a message to all users in a course, all users in a specific role, or all users in a group.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Learn more about the Inbox.

Notes:

- Messaging all users is a course permission. If you cannot send a message to all users, your institution has restricted this feature.
- Once your course has concluded, you cannot send a message to all users.
- Users display in the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.

Open Inbox

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

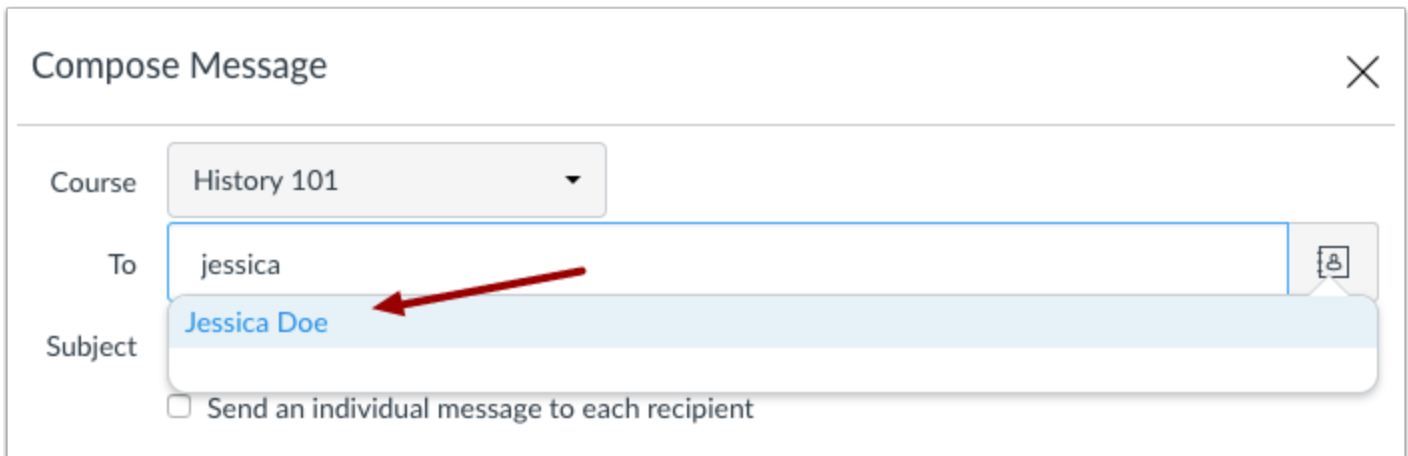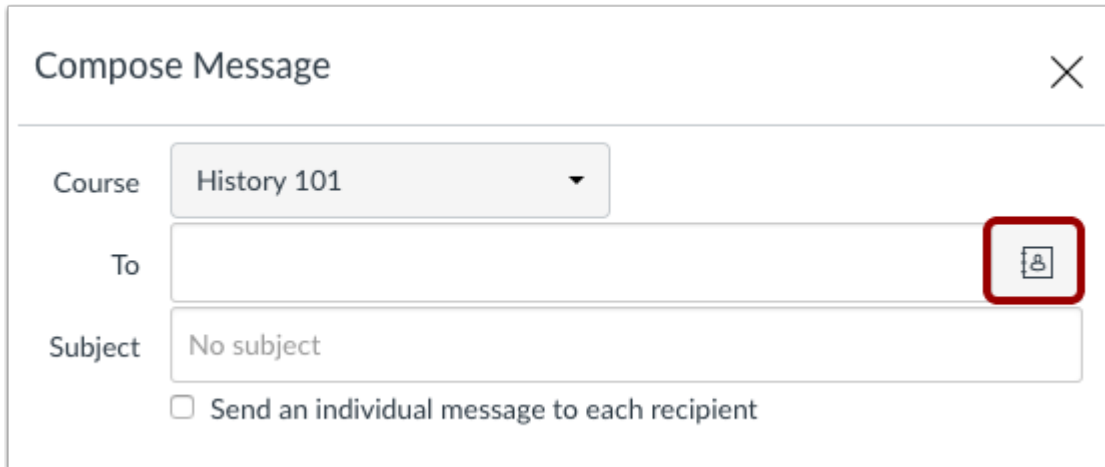## Compose Message

Click the **Compose** icon.
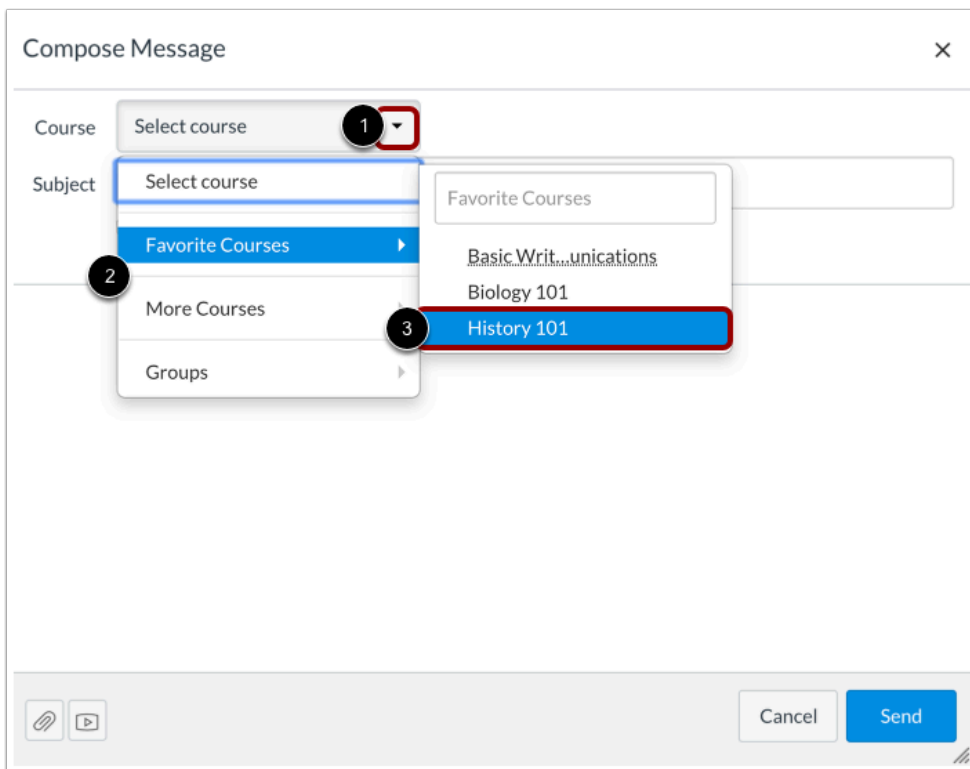
Select Course

In the course drop-down menu [1], select the Favorite Courses or More Courses option [2], then select the course where you want to send a message [3].

Open Address Book
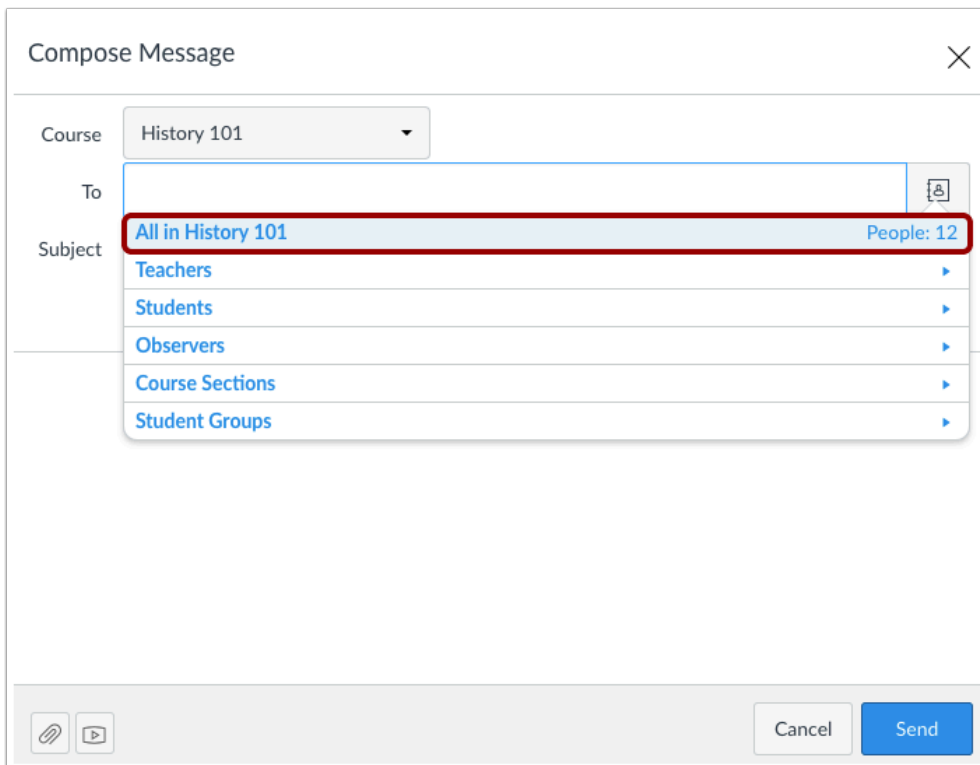
Click the **Address Book** icon.

Select All Users in Course
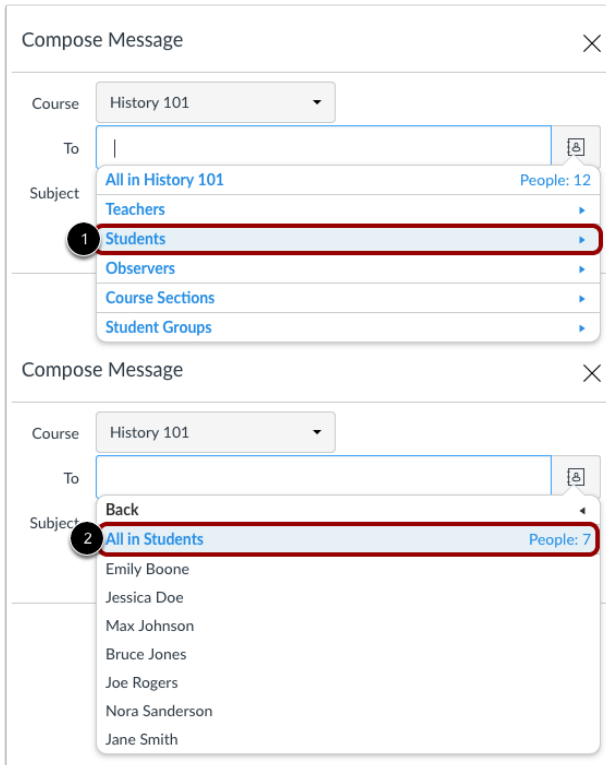
Select the option for all users in the course.

Select User Role
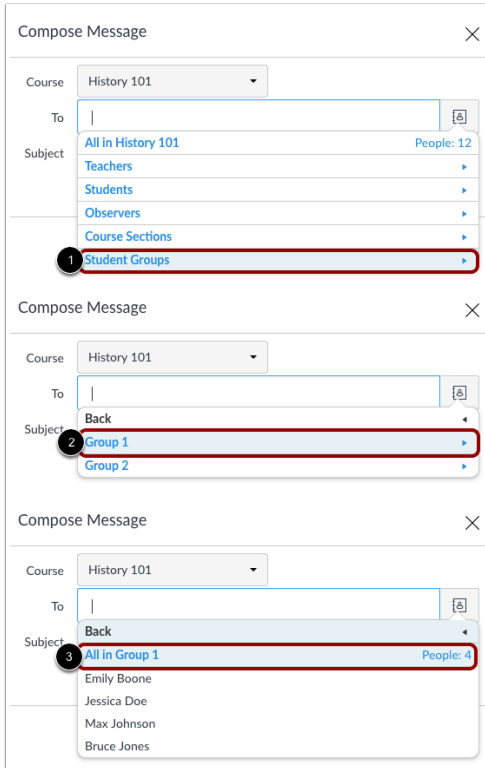
To send a message to all members with a specific user role, click the name of that role [1] and then click the link for all users with that role [2].

Select Group
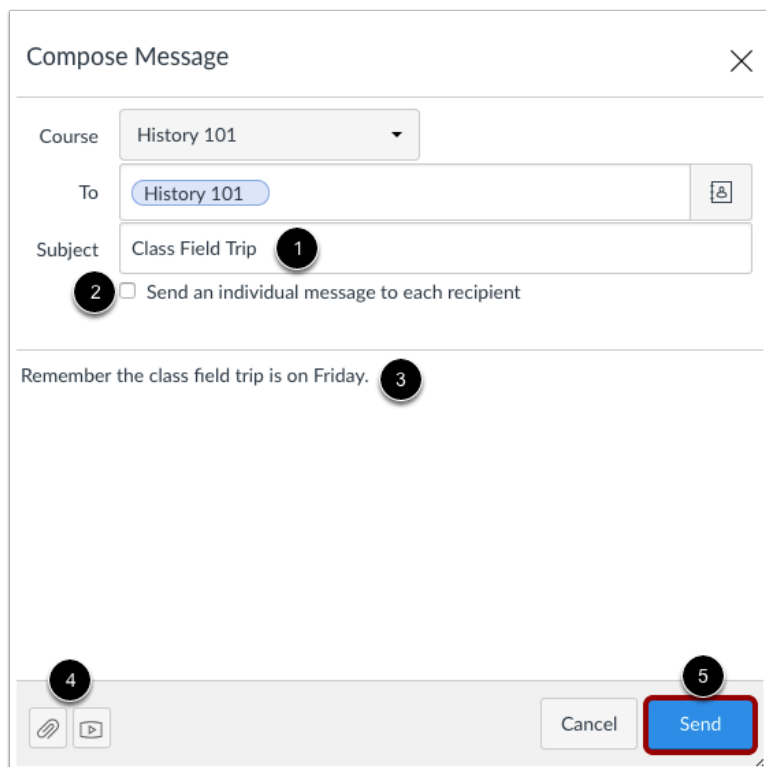
To send a message to all members with a specific group, click the Student Groups option [1], click the name of the group [2], and then click the link for all users in the group [3].

Send Message

In the subject line field [1], enter a subject line for your message.

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the **Send** button [5].

View Message
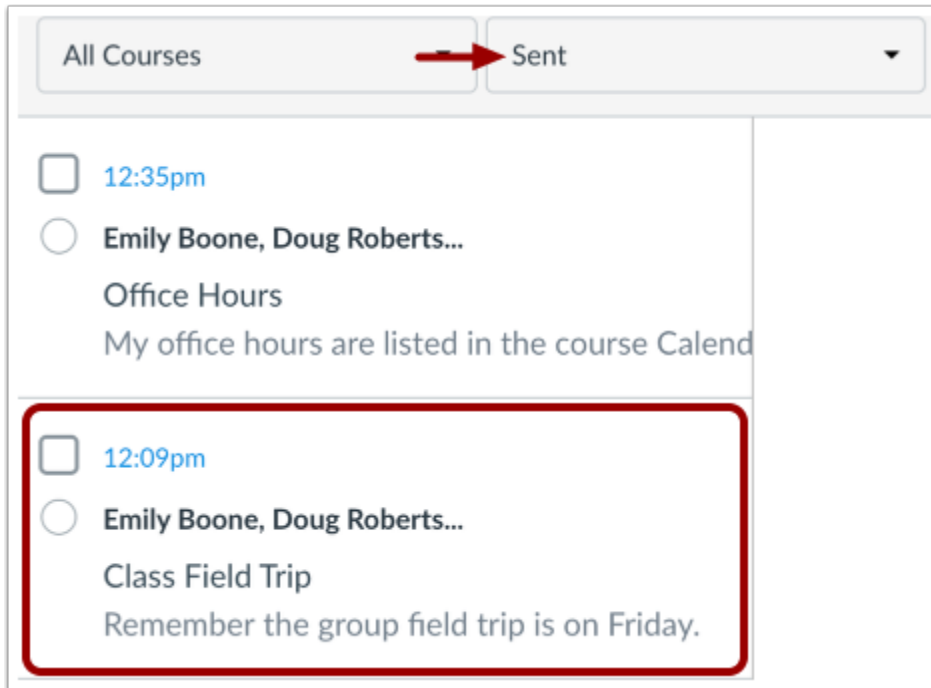
Your message will appear at the top of your Sent folder. When someone replies to your message, the message will be shown in the Inbox.

Note: You can reply to the recipient or reply-all to everyone in the class.

How do I attach a file to a message as a student?

You can upload supplemental files as part of your Inbox messages.

Note: Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.

Open Inbox

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

Compose Message

To start a new message, click the **Compose** icon.

Browse for Attachment

To attach a file, click the **Paperclip** icon.

Select File(s)
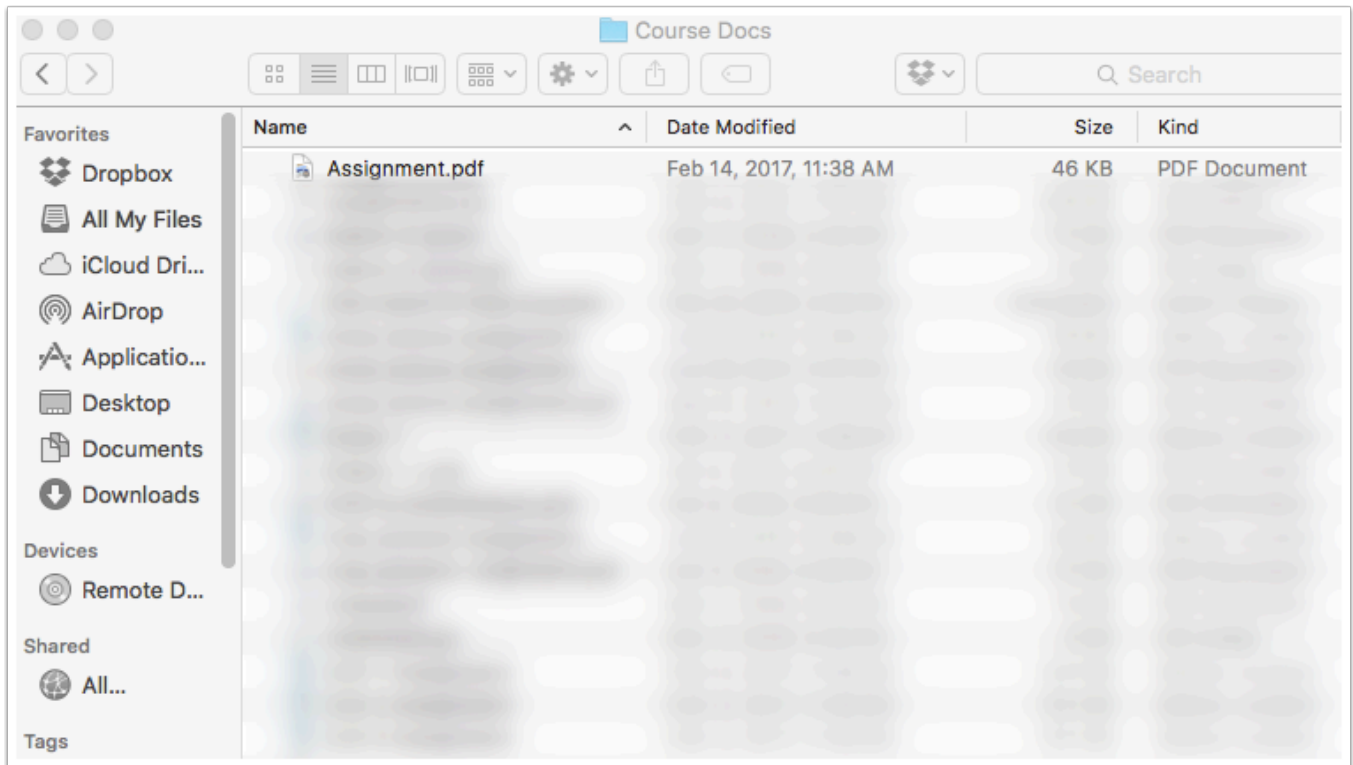
Select the file and click the **Open** button.

Select Multiple Files

You can upload additional files by clicking the paperclip icon [1] again. If you accidentally select the wrong file, press the Delete icon [2] to remove it, or click the paperclip icon or double click the file to select a different file. When you are finished, click the Send button [3].

View Attachment(s)

The attachments will appear below the message. To view the file, click the link.

How do I attach a media comment to a message as a student?

You can record or upload video and audio files as part of your Inbox messages.

For more information about supported uploaded media types, please see the **Canvas Media Files lesson**.

Note: Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.

Open Inbox
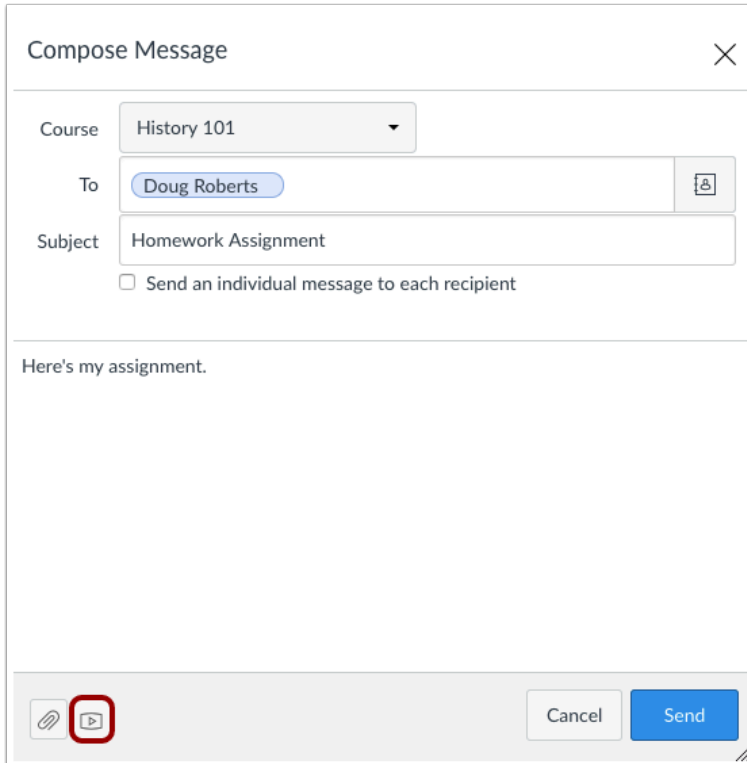
In Global Navigation, click the **Inbox** link.

Compose Message

To start a new message, click the **Compose** icon.

Open Media

To attach a media comment or file, click the **Media** icon.

Record Media Comment
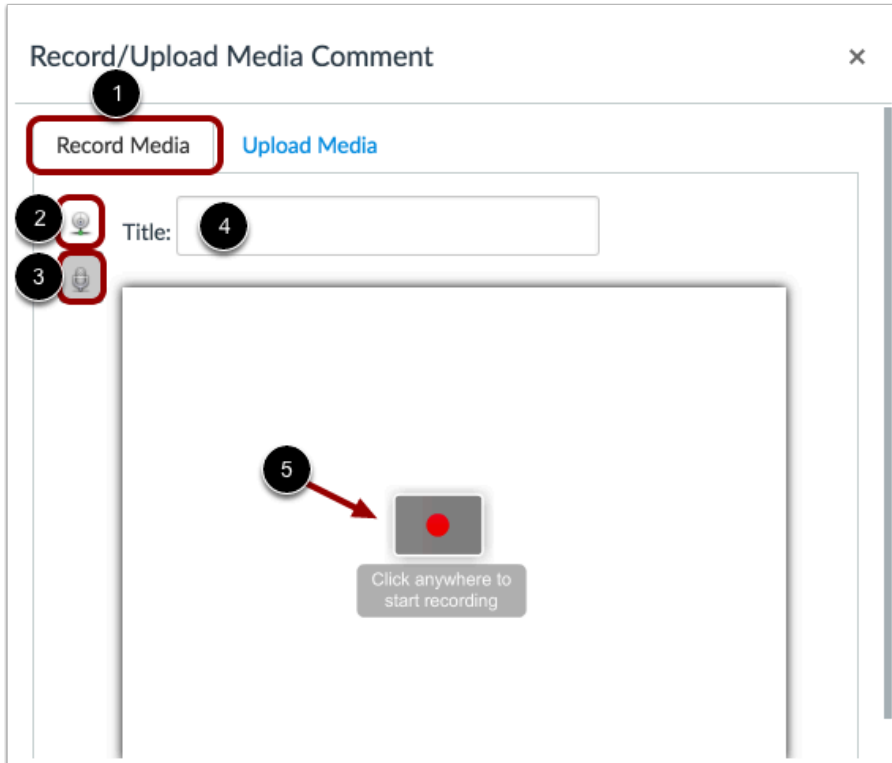
A pop-up window will appear in your browser. **Note**: If you see a message from Adobe Flash Player and instructure.com requesting access, click the **Allow** button.

Click the **Record Media** tab [1]. Select your preferred media method: record with webcam [2] or record with microphone only [3]. In the title field, name your media comment [4]. When you're ready to record, click anywhere within the media comment to start recording [5].

Create Recording
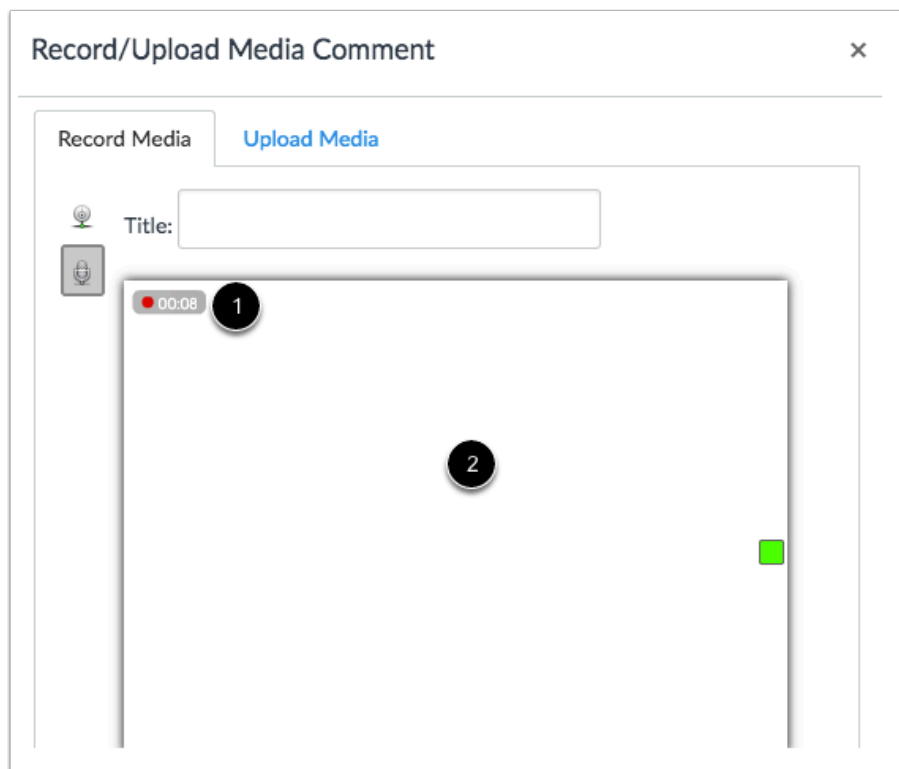
The timer with the red dot [1] will indicate you are recording your media comment, as well as the length of the comment. Once you are finished recording, click anywhere within the media comment to stop the recording [2].

Save Recording
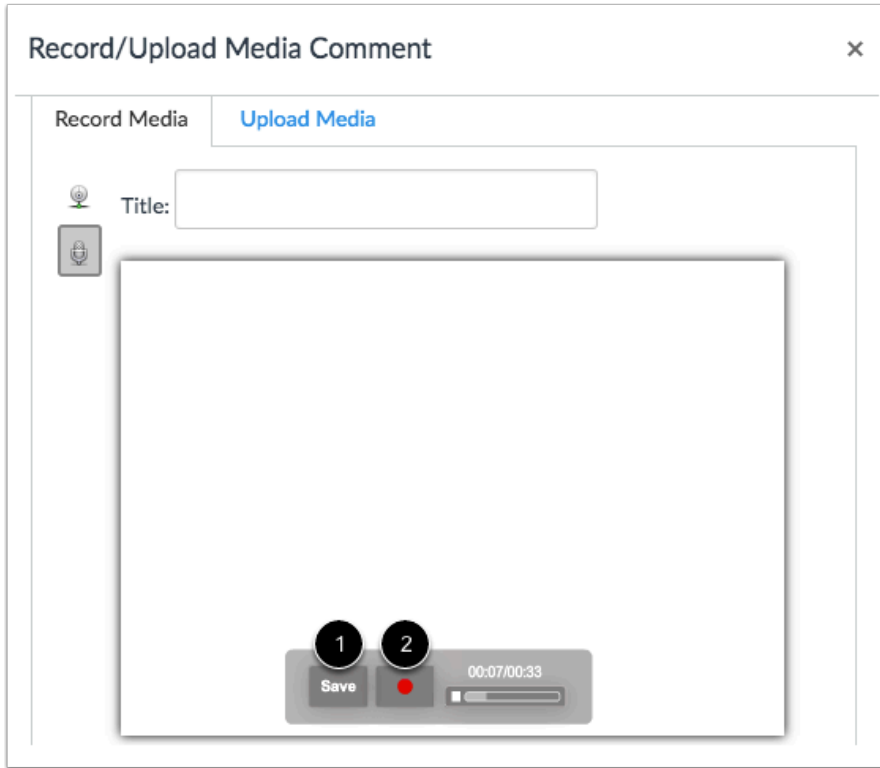
Before you attach the media comment, you have the chance to review it. If you are happy with the result, click the **Save** button [1]. If you want to re-record the recording, click the **Record** button [2] to start over.

Upload Media Comment
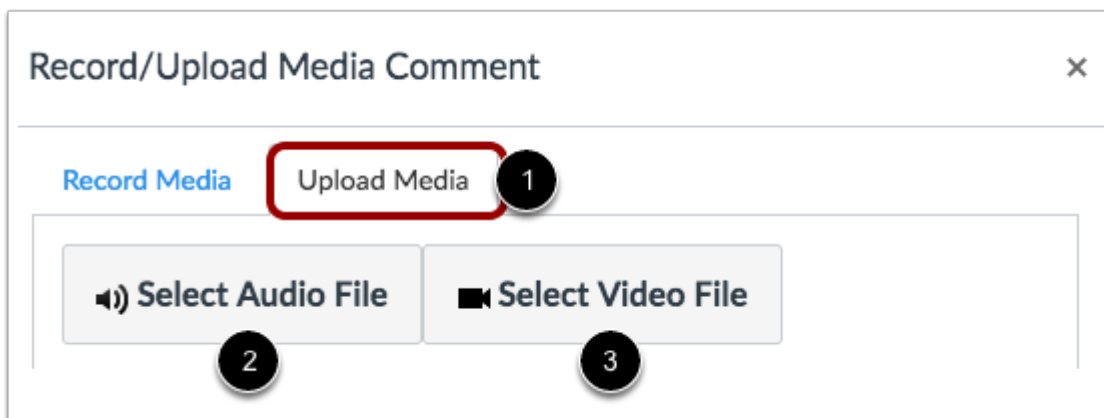
If you have a previously recorded media file, you can upload it as part of your message. Click the **Upload Media** tab [1]. Click either the **Select Audio File** button [2] or **Select Video File** button [3].

Upload Media File
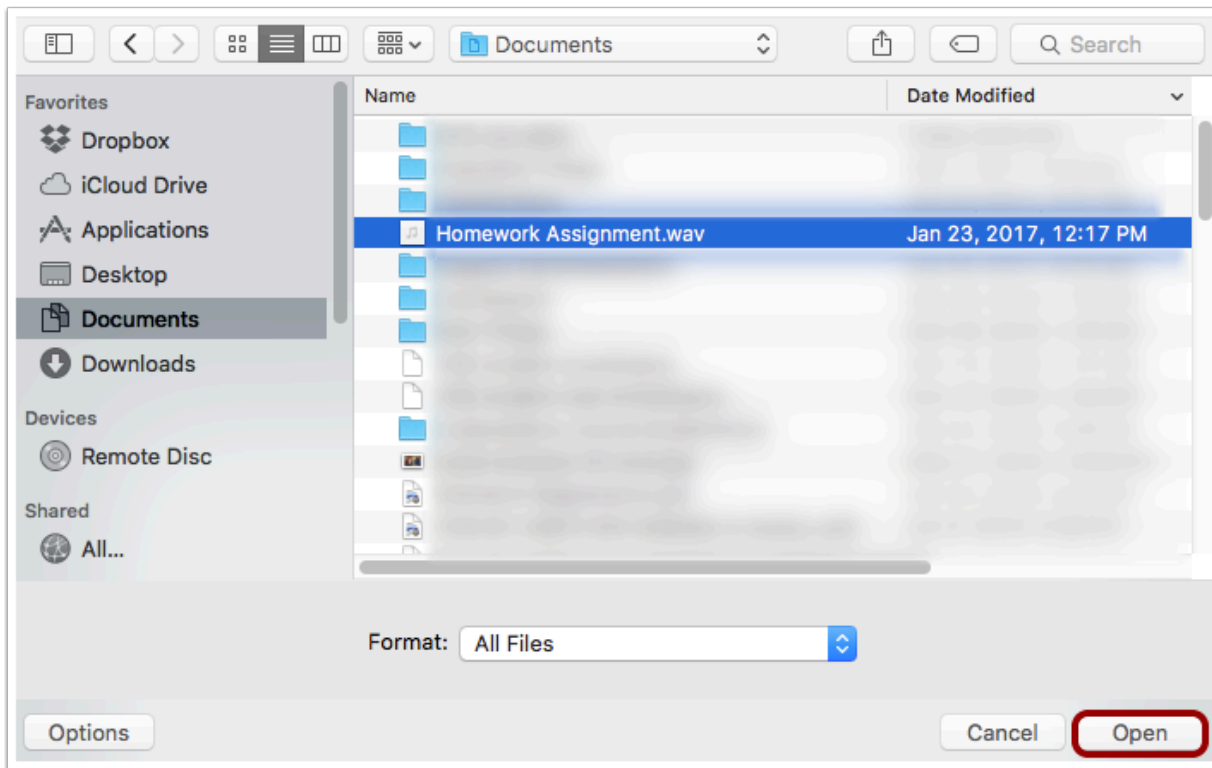
Locate the media file on your computer. Click the **Open** button.

Send Message

Your media comment will appear in your message [1]. If you want to remove the comment, click the delete icon [2] to remove it from the message. When you are finished, click the Send button [3].

View Media Comment

The media comment will appear below the message. Click the link to view the file.

How do I reply to a message in the Inbox as a student?

Canvas makes it easy to reply to messages from other users in your Inbox.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

If you want to reply to a submission comment, you can reply using submission comments in your Inbox or directly from your assignment or quiz.

Open Inbox

In Global Navigation, click the **Inbox** link.
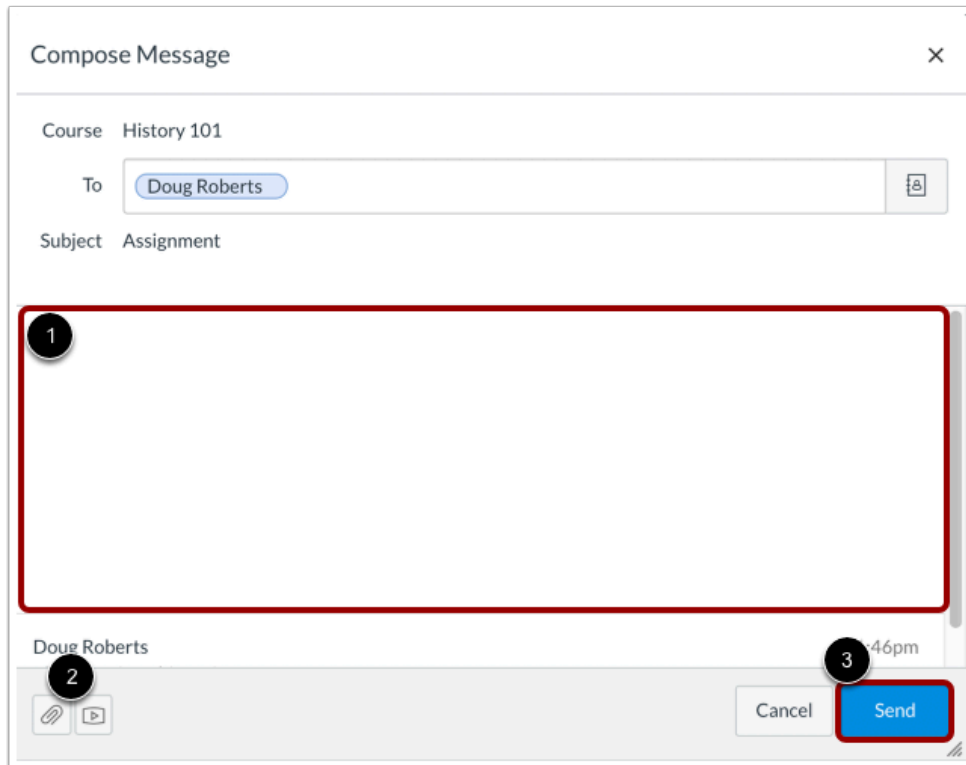
Select Conversation

Click the Conversation you want to respond to [1]. Click the **Reply** icon in the message header, or hover over the timestamp and click the **Reply** icon within the message [2]. You can also click the **Reply** icon in the toolbar [3].

Note: If there is more than one recipient, you can reply-all to the conversation and everyone included will see your reply.

Reply to Message
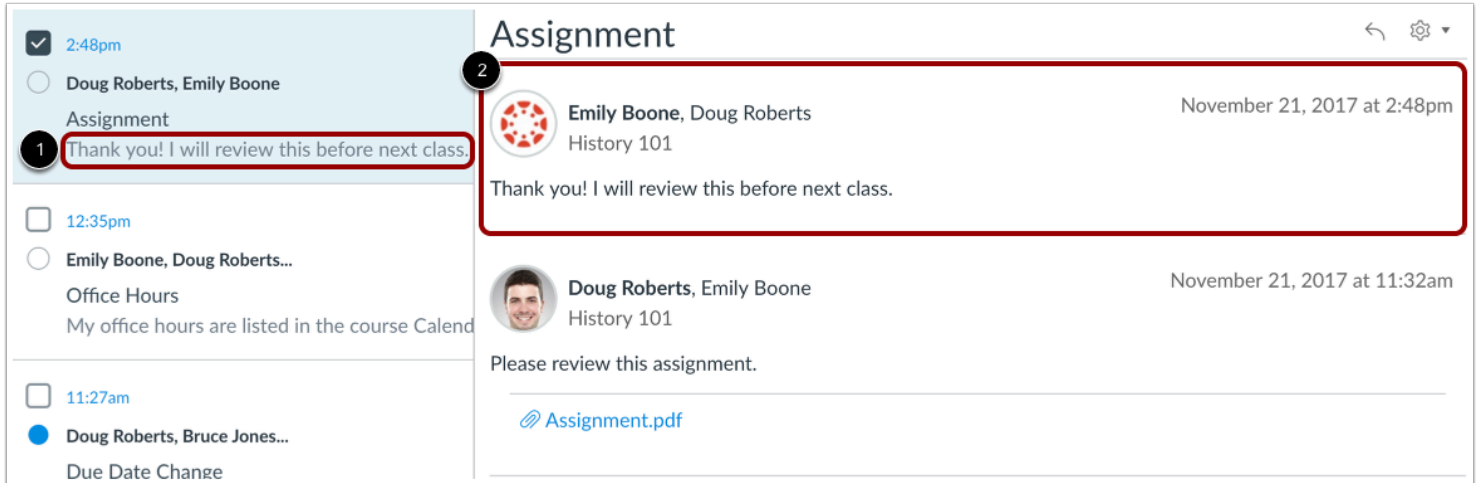
Type your reply in the message field [1]. You can attach a file or media [2]. When you are ready, click the **Send** button [3].

View Sent Message

Your message appears in the preview text of the conversation [1] and at the top of the individual thread [2].

How do I privately respond to one individual in a group message as a student?

Even when you are part of a group conversation, you can privately respond to another individual.

Open Inbox
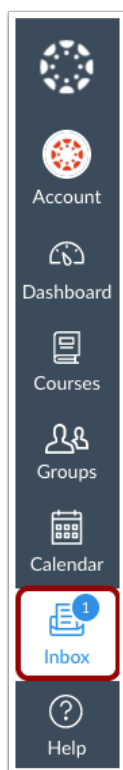
In Global Navigation, click the **Inbox** link.

Select Conversation

Select the conversation.

Locate Message
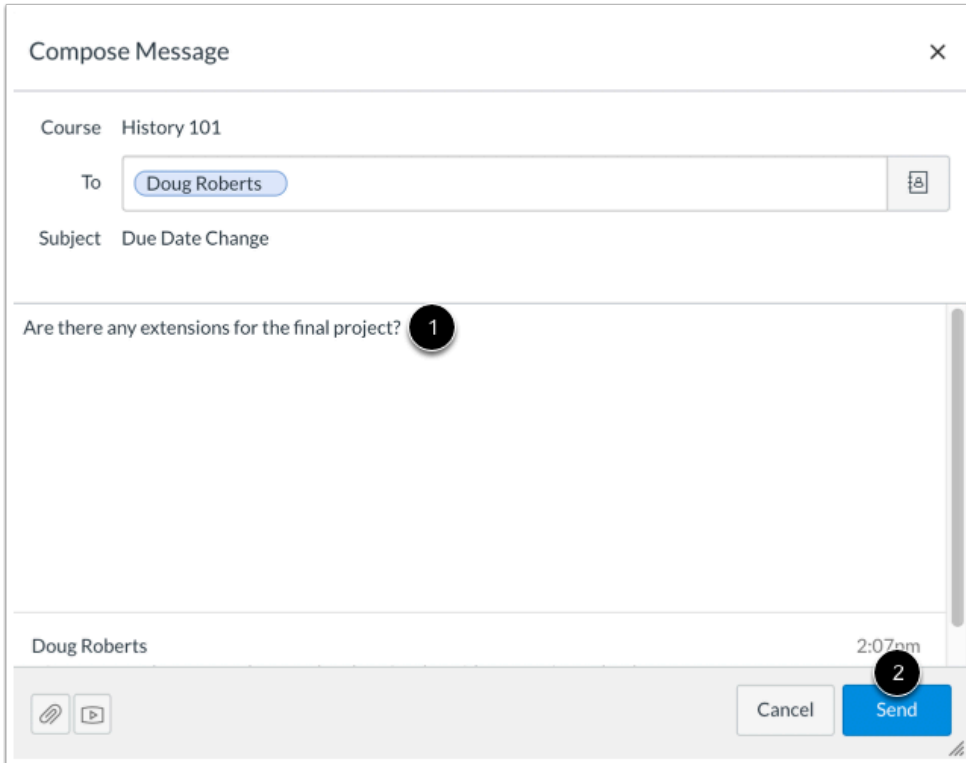
Locate the individual you want to send a private message to. Hover your mouse under the timestamp until you see the **Reply** icon.

Compose a Message

Type a message in the message field [1]. When you are finished, click the **Send** button [2].

The message will send to the person in the To field and not to everyone else. If you want to reply to everyone, click the settings icon and select reply-all. Or use the reply-all button in the toolbar.

How do I reply to submission comments in the Inbox as a student?

Submission Comments allows users to view all comments sent and received from assignment submissions. You can reply to submission comments directly from the Inbox.

You can also reply to comments directly from assignment submissions. Learn how to **view assignment comments** from your instructor.

Note: For muted assignments, submission comments are not displayed until the assignment is unmuted.

Open Inbox
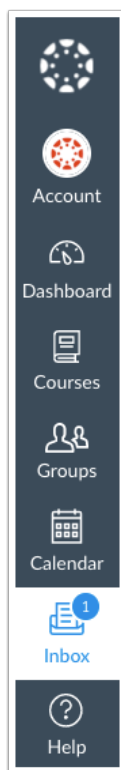
In Global Navigation, click the **Inbox** link.

Open Submission Comments
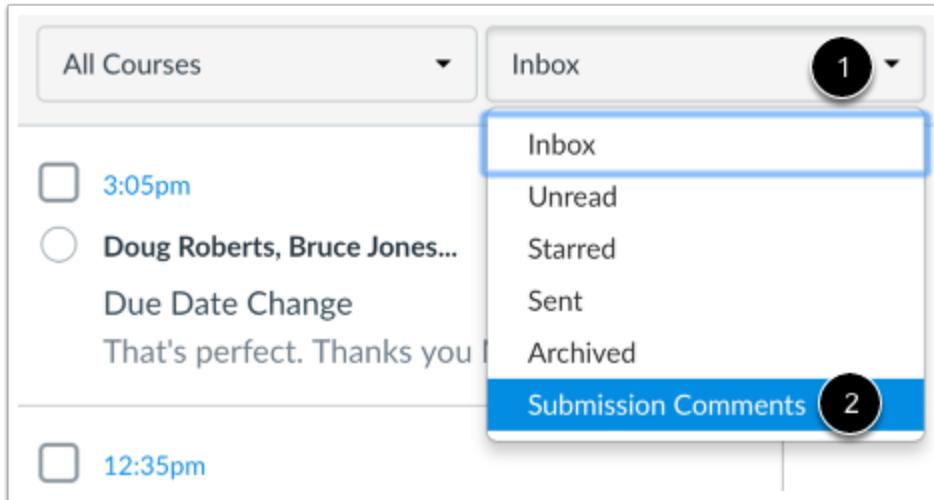
Click the **Inbox** filter [1] and select the **Submission Comments** option [2].

Select Submission Comment
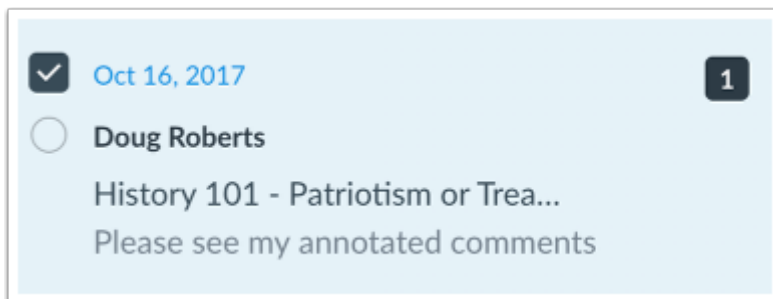
Each message contains the name of the course and the name of the submission. Click the submission comment where you want to reply.

Reply to Comments

In the toolbar, click the **Reply** icon [1]. You can also click the reply icon in the conversation thread [2].

Note: In Submission Comments, the name of the course assignment links to the assignment [3]. This link allows you to access the assignment submission and view any associated attachments that may be part of the submission comment.

Write Comment

In the text window, type your comment for the submission [1]. Click the **Send** button [2].

View Comment

View your reply in the conversation thread.

Replies are also posted back to the assignment and can be viewed in the Grades page and the assignment submissions page.

How do I forward a message from a conversation as a student?

You can forward conversations to other individuals in your courses.
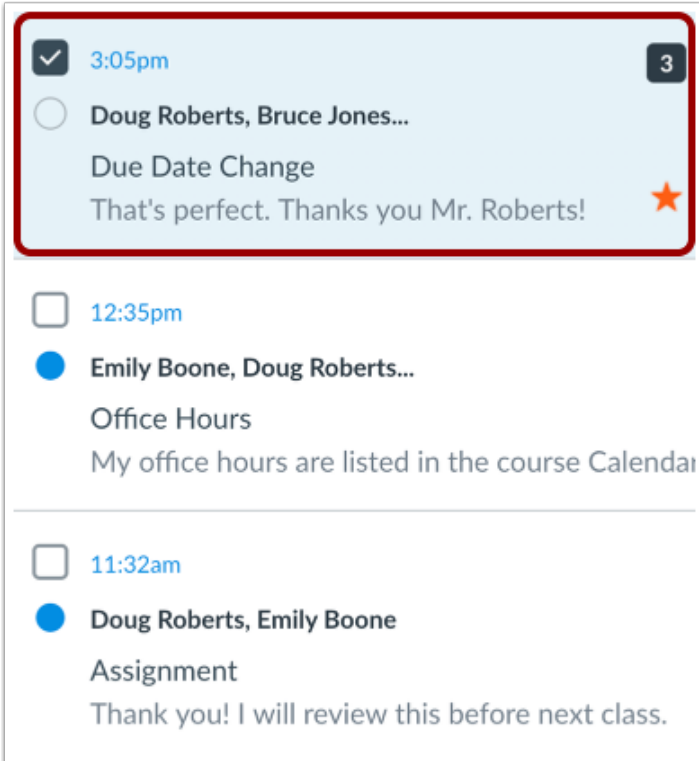
If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user.

Open Inbox

In Global Navigation, click the **Inbox** link.
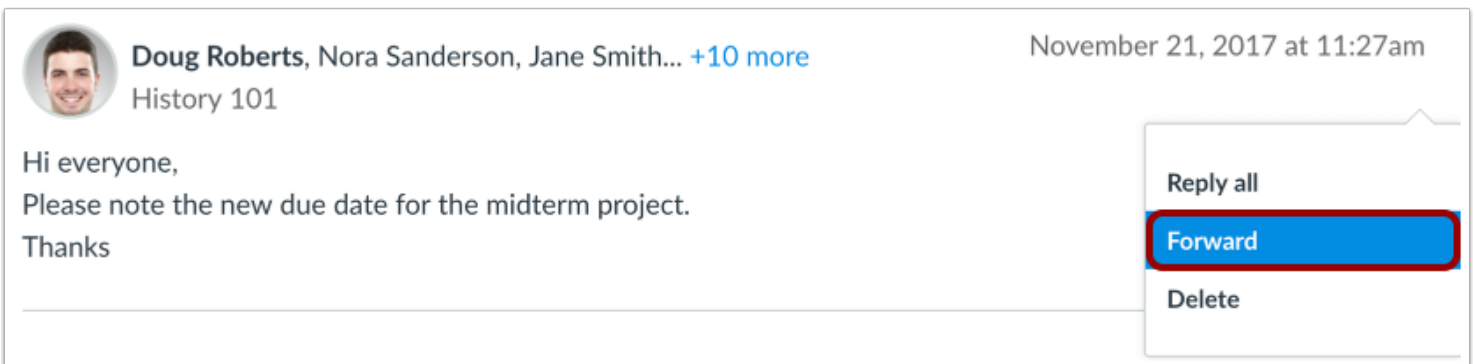
Select Conversation

Select the conversation.

Select Message

Hover over the the timestamp to view more options. Select the **Forward** option.

Note: You can only forward one message at a time.

View Compose Window

In the compose message window, you can:

1. Add recipients
2. Type a message
3. Attach files or media
4. Click the **Send** button

Note: You cannot change the course or the subject line if you are forwarding a message.

How do I add new people to an existing conversation as a student?

You can add people to an existing thread in the Inbox.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user.
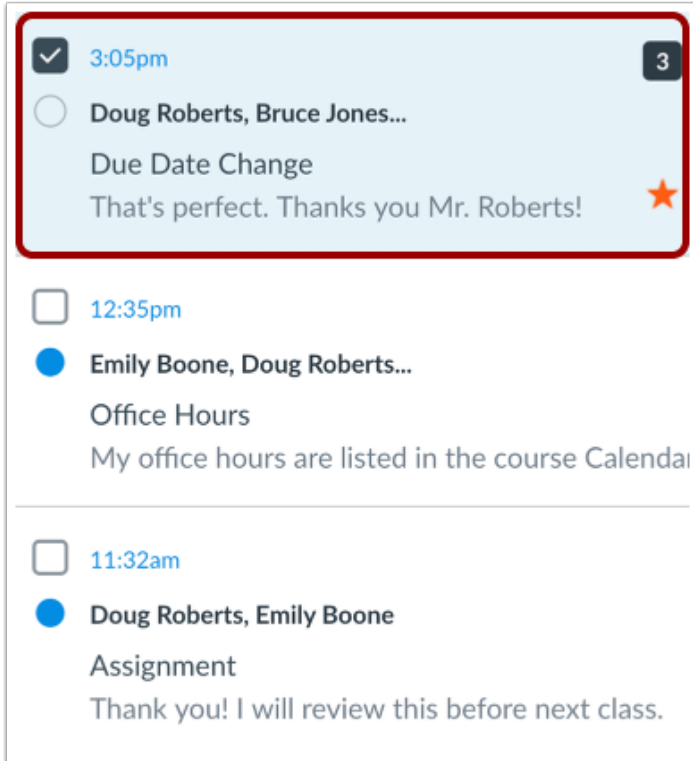
Note: When adding users to an existing conversation, you cannot change the course or the subject line.

Open Inbox

In Global Navigation, click the **Inbox** link.
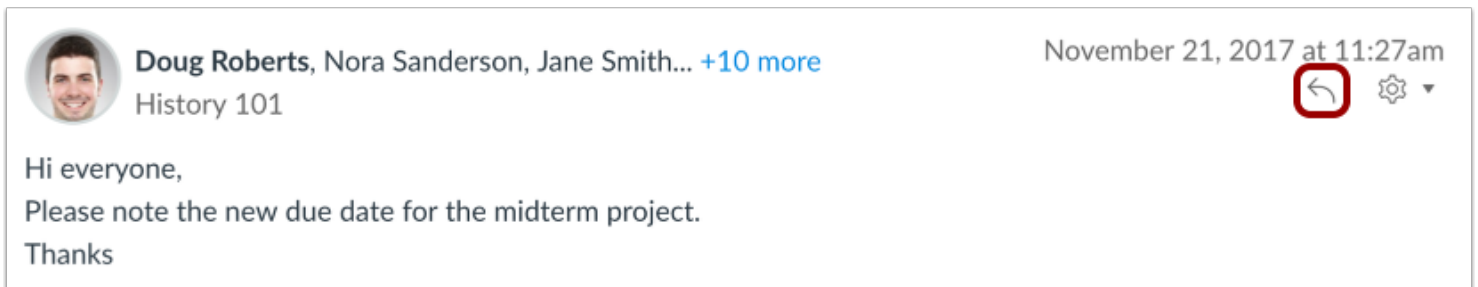
Select Conversation

In the Inbox filter, select an existing conversation.

Reply to Conversation

Locate the message thread and click the **Reply** icon.

Add Recipients

Start to type a name in the text field [1], or click the **Address Book** icon [2] to filter by users or course groups.

Use Address Book

Locate the individual and select his or her name [1]. Names are sorted by last name.

To navigate back to the course roster, use the arrow icon [2].

To exit the course roster menu, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).
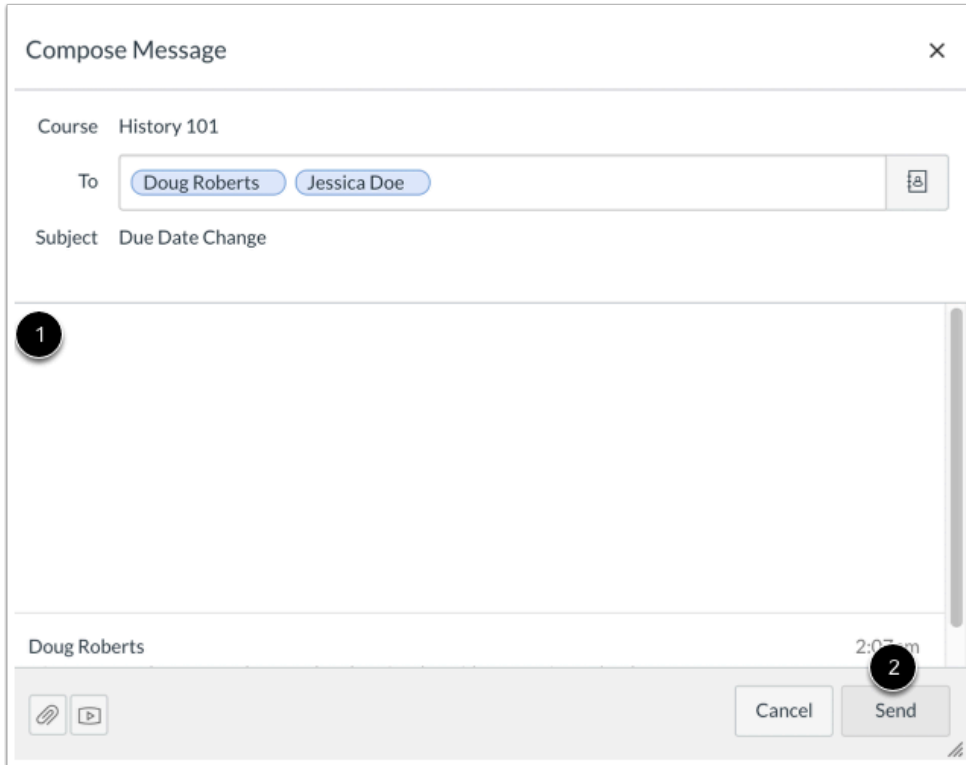
Verify Recipient

Verify you added the correct person.

Send Message

Enter a reply in the text field [1]. Then click the **Send** button [2].

View Message

The link will update the total number of people involved in the conversation.
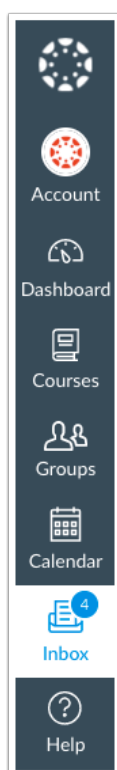
Newly added participants will be able to read and comment on the entire conversation, even the messages that were posted before they were added.

How do I delete a conversation as a student?

You can delete conversations from your Inbox when you no longer need them.

You can also **delete individual messages** from a conversation instead of deleting the entire thread.

Open Inbox

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

Select Conversation

Select the conversation.

Select Multiple Conversations
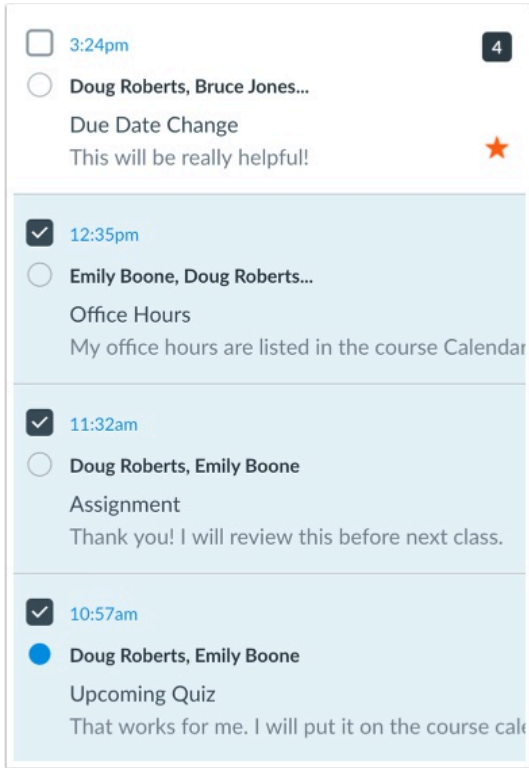
To select multiple messages to delete, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

To select all messages, press the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Delete Conversation

Click the **Delete** icon.

Note: You can only delete your copy of the conversation. You cannot delete the conversation for all recipients.

Delete Multiple Conversations

To delete multiple conversations, select the message checkbox or press the command key (Mac) or control key (Windows) while clicking each message you want to delete [1]. Then click the **Delete** icon [2].

Confirm Deletion
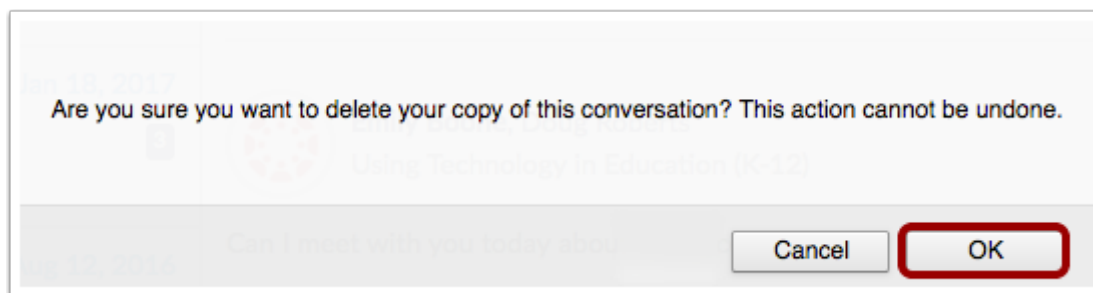
Select the **OK** button. All messages from that conversation will be deleted.

Note: New messages sent to you by any participant in a deleted conversation will still appear in your Inbox.

How do I delete a message from a conversation as a student?

You can delete individual messages within a conversation in Canvas.

Open Inbox

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

Select Conversation

Select the conversation.

Select Message

Hover over the timestamp of the message you want to delete to view more options. Select the **Delete** link.

Note: You can only select one message to delete at a time.

Confirm Deletion

Click the **OK** button to delete the message.

Note: You can only delete your copy of the message. You cannot delete the message for all recipients.

How do I archive a conversation as a student?

You can archive messages if you want to keep them but remove them from your Inbox.

Note: You cannot archive sent messages.

Open Inbox

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

Select Conversation

Select the conversation.

Select Multiple Messages
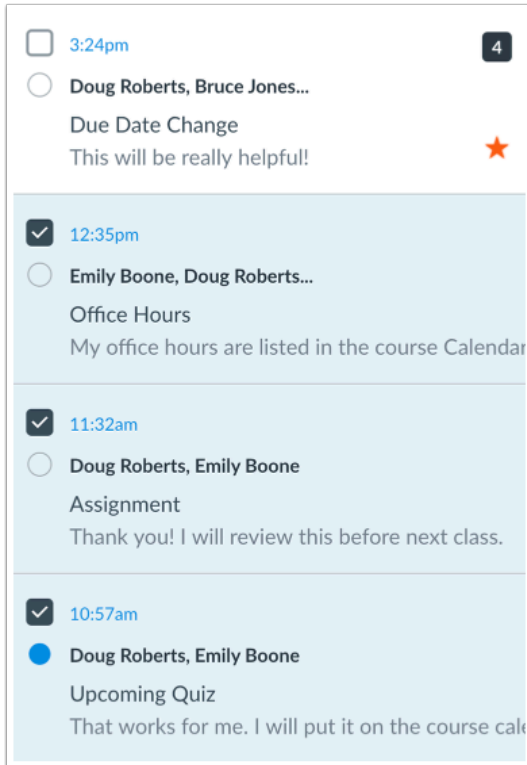
To select multiple messages to archive, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Archive Conversations
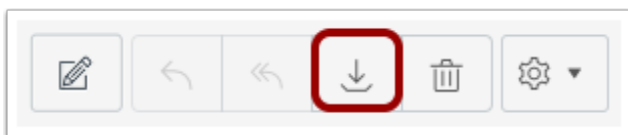
Click the **Archive** icon.

View Archived Conversations
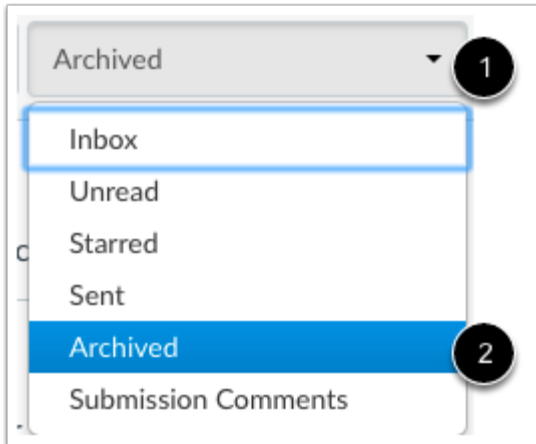
To view archived messages, click the **Inbox** drop-down menu [1]. Select the **Archived** link [2].

Unarchive Conversations
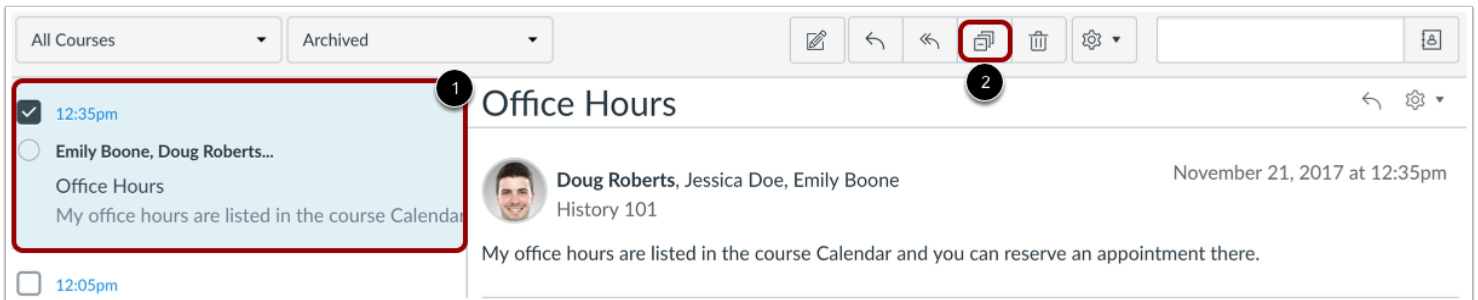
To unarchive a message, click the message you want to unarchive [1]. Click the **Unarchive** icon [2].

Modules

How do I view Modules as a student?

Some instructors will use modules to organize the course. Modules control the entire flow of the course, along with its content.
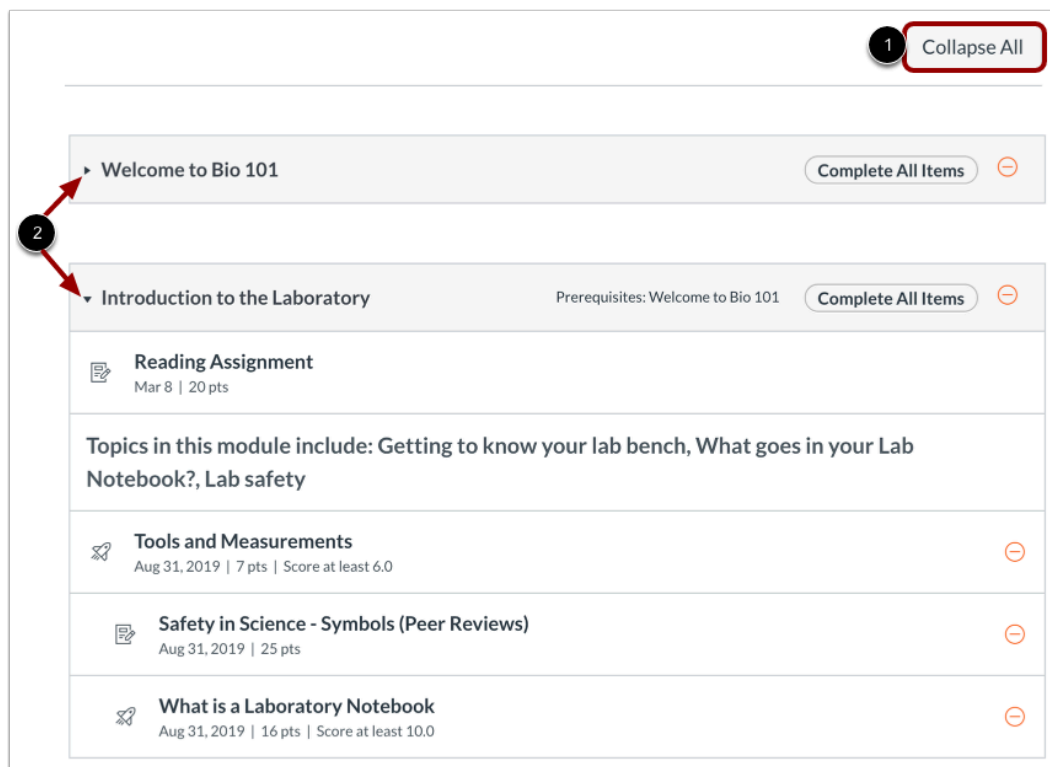
Note: Your instructor may choose to hide the Modules link in Course Navigation. If the Modules link is not available, you can still access Module items through other areas of Canvas, such as the Syllabus or Course Home Page. Alternatively, your instructor may choose to hide all Course Navigation links except for Modules. If other Course Navigation links are not available, your instructor wants you to navigate the course using Modules.

Open Modules

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

View Modules

In Modules, you can view all the modules in your course. Modules are organized by order of progression.

Modules house the content items within each module.

To expand or collapse all modules, click the Expand All/Collapse All button [1].

To expand or collapse individual modules, click the module Expand or Collapse arrows [2].

If you choose to collapse or expand one or more modules, the Modules Index Page retains the state of each module.

Notes:

- The Collapse All button displays if one or more modules are expanded. The Expand All button displays if all modules are collapsed.
- The Modules page supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, press the Shift+Question Mark keys simultaneously on your keyboard.

View Locked Module

Your instructor may lock a module until a specified date. Locked modules display a Locked icon [1] and an unlock date [2].

View Module Icons
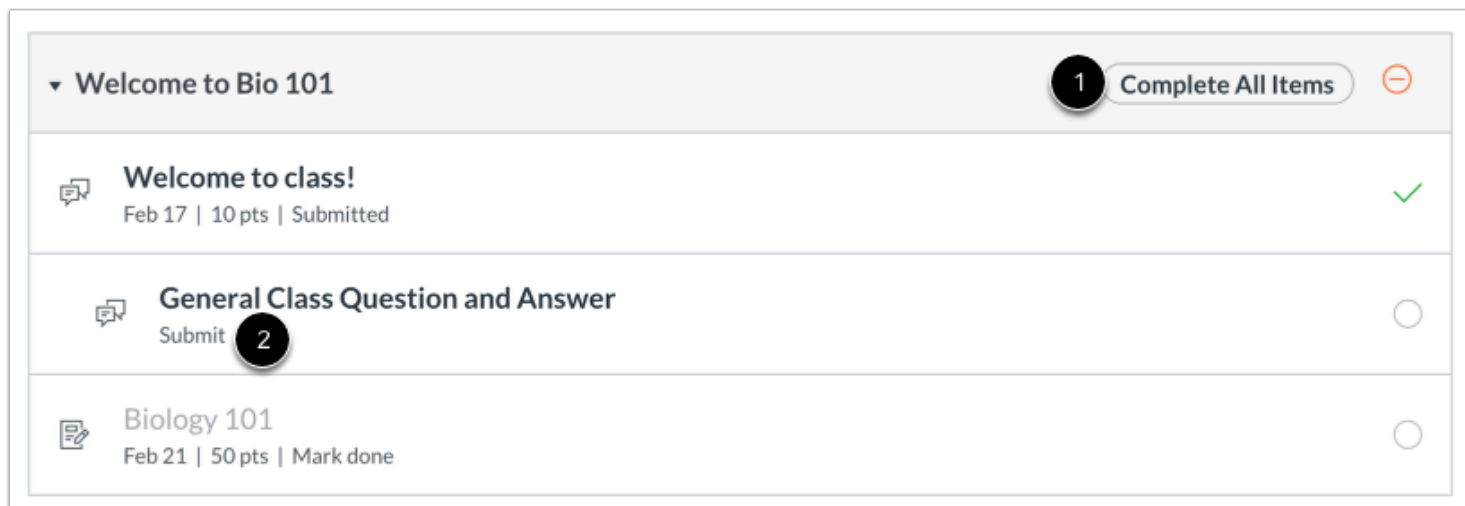
Modules can be filled with different types of content. Each module item also includes an icon with its type:

- **Page** [1]: a page of content to read
- **Discussion** [2]: a course discussion
- **Quiz** [3]: a course quiz
- **Assignment** [4]: a course assignment
- **Link or External Tool** [5]: an external link or tool to view outside of the course
- **File** [6]: a file to download or view

View Requirements

If a module includes requirements, the header shows whether you are supposed to complete all requirements or select one requirement [1].

Next to the module item, you can view the type of requirement necessary to complete the module item [2]. You must complete all required module items before you can progress to the next module. Some modules may require you to complete the module items in order.

Depending on the module item type, requirements include up to five options:

- **View**: You must view the item.
- **Mark as done**: You must mark the module item as done before you can progress to the next item.
- **Contribute**: You must post a reply to the discussion topic or contribute content to a page.
- **Submit**: You must submit the assignment, graded discussion, or quiz.
- **Score at least X**: You must submit the assignment with a minimum of the shown score.

View Progression Icons
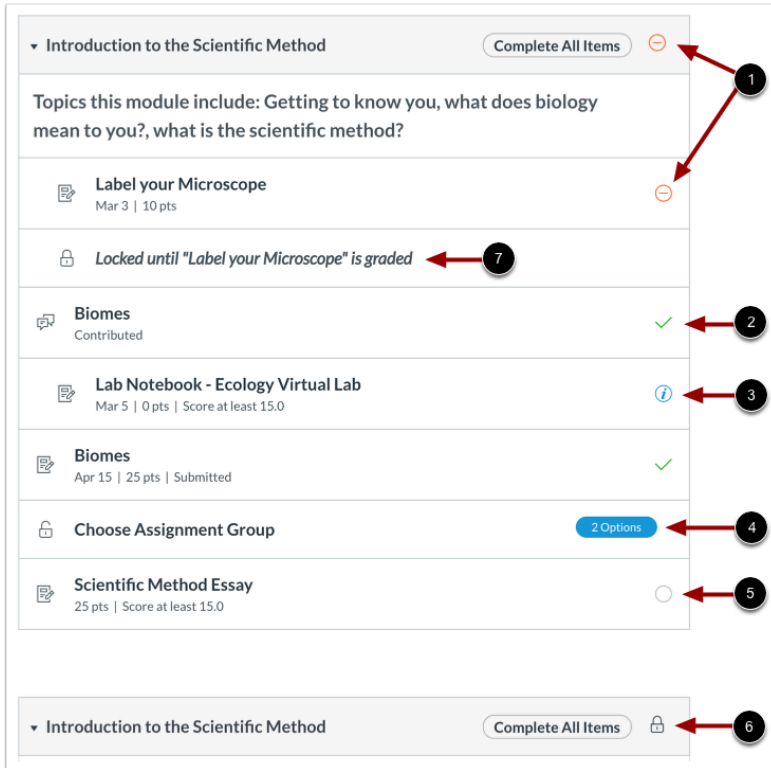
Module items can also be used to show progression through a module. Modules and/or module items that are not available to you are grayed out.

For any module icon, you can hover over the icon and view the message for the requirement.

Icon meanings may change depending on if your course is using requirements:

- **Orange dash icon** [1]: when next to a module item, the module item is overdue. When next to the module heading, the module requirements have not been met.
- **Green check mark** [2]: the module item has been completed. For requirements, this icon means the module requirement has been met.
- **Blue info icon** [3]: the module item has been submitted, but has not yet been graded.
- **Options label** [4]: the module item requires you to choose an assignment path before additional module items can be displayed.
- **White circle** [5]: the module item has not been started.
- **Lock icon** [6]: the module is locked until a future date. For prerequisites, this icon means the previous module has not been completed so it cannot be viewed.

- **Lock message** [7]: the module may contain additional information that cannot be accessed until the name of the assignment in the message is graded.

View Individual Module Item
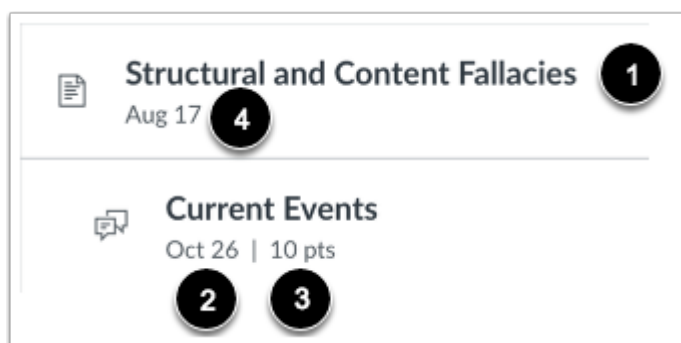
Each module contains module items. Each item includes the module item name [1]. Items will display the due date (if any) [2], and the number of points the assignment is worth [3]. If a To-Do date was added to a non-graded item, the date will display next to the module item [4].

Note: If your instructor has placed an unpublished quiz in the module, you will not be able to see the points possible or the quiz questions until the quiz has been published.

Open Module Item
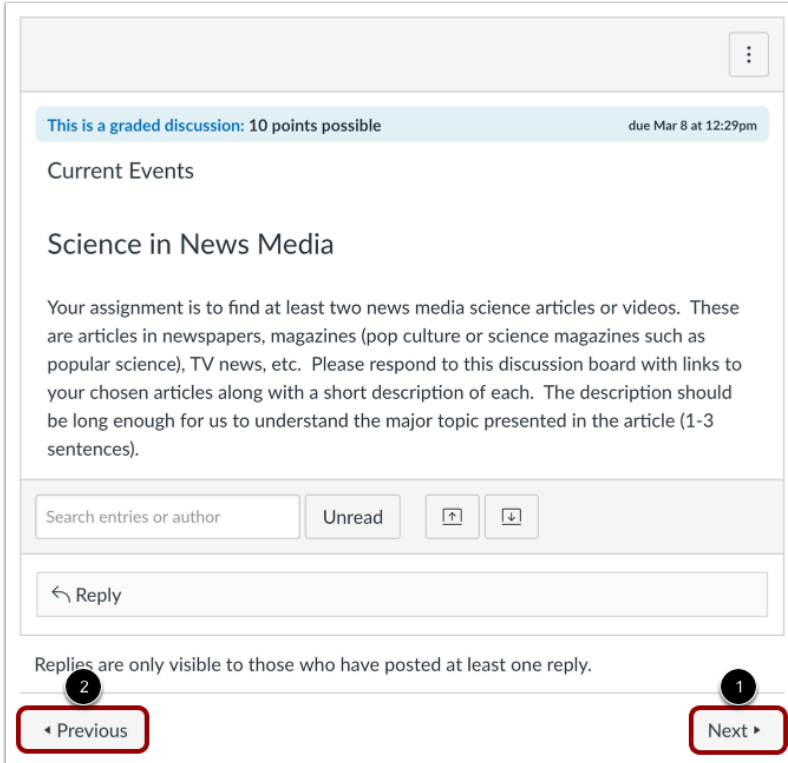
To begin a module, click the first item in the module.

Navigate Module

You can advance through module items or return to previous modules using the progression bar at the bottom of the page. To advance to the next module item, click the **Next** button [1]. To return to a previous module item, click the **Previous** button [2].

You can view the name of the next or previous module item by hovering over the Next or Previous button, respectively.

Note: If your instructor has enabled MasteryPaths for your course and an assignment is processing, the Next button in the modules progression bar indicates that you should refresh the page. This change notifies you about progressing to the next module item.

How do I mark a module item as done for a module requirement?

Your instructor may require you to mark a module page or assignment as completed before you can progress to the next item in the module.

Marking a content page as *done* means that you understand the course material in the content page and are ready to progress to the next item. Additionally, when you mark a content page as done, its associated to-do item is removed from the to-do list and the item displays as complete in the Dashboard List View.

Note: You may be able to mark online or external tool submission assignments as done. However, you must still submit the assignment for your instructor to grade.

Open Modules
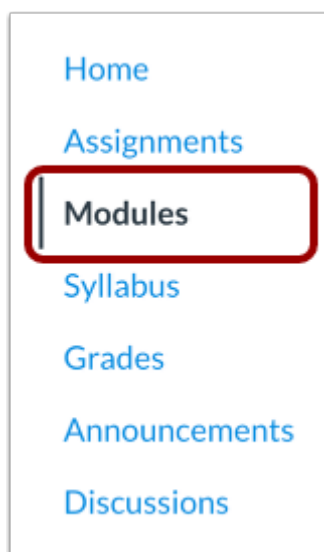
In Course Navigation, click the **Modules** link.

Open Content Page

Click the name of the content page with the requirement.

Mark Done

Click the **Mark as Done** button.

Confirm Done

When you mark the page as done, the button changes from Mark as Done to Done.

Unmark Page

If you want to unmark the page as done, click the **Done** button. The button will turn back into the **Mark as Done** button.

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How do I choose an assignment path in a module?
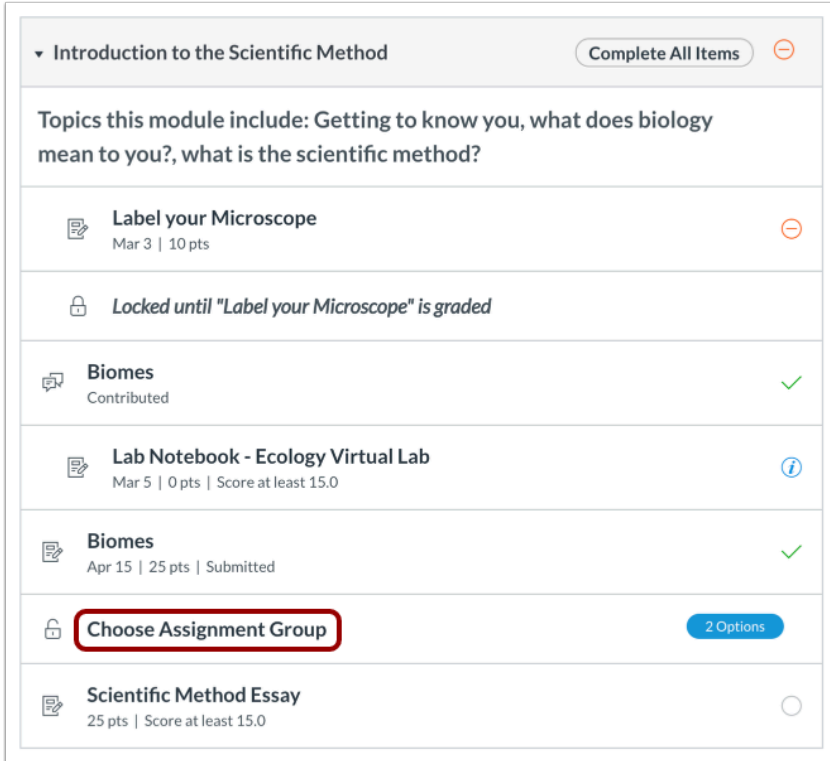
If your Modules page asks you to choose an assignment group, you need to choose which assignment(s) you want to select before you can progress to the next assignment.

Open Modules
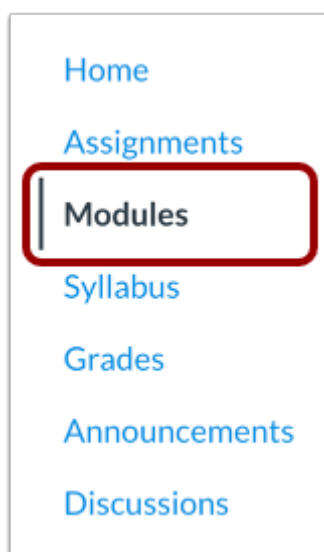
In Course Navigation, click the **Modules** link.

Choose Assignment Group

Locate the current module and click the **Choose Assignment Group** link.

Select Assignment

View the assignment options. Locate the assignment you want to select and click the **Select** button.

Note: Once you select an assignment, you cannot select a different assignment.

View Selected Assignment

Canvas will verify your selected assignment. To move to the next assignment, click the assignment link.

Note: If the link generates an error message, you can access the assignment by clicking the Modules link in Course Navigation.

View Modules

In the Modules page, you can also view your next assignment.

How do I view course content offline as an HTML file as a student?

If your institution has enabled offline content, you can view your course offline as an HTML file. You can download the HTML file from the Modules page and view any content available in each module. Currently HTML files can only be generated in the browser version of Canvas and are only supported on a computer.

HTML offline content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In the HTML file, you can view assignment details, availability dates, and point values. Discussions and quizzes only include the description. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the HTML file. If a link can only be accessed online, the link includes an external icon identifying the content as online only.

Content items within modules are available if you have permission to view them. However, content items locked by modules or by date are not included in offline content and show that the content is not available.

Offline downloads include all content from the course at the time of the download. You will need to download the course each time you want to view updated course content. After the initial download, the export page shows the history of each download, and the Modules page shows the last time the content was exported.

User Guidelines

When exporting course content, you may not reproduce or communicate any of the content in the course, including exported files, without your institution's prior written permission. Please be aware of your institution's online user agreement guidelines.

Notes:

- If your Course Home Page is set to Modules, you can export course content from the Course Home Page.
- Offline content cannot be downloaded once a course is concluded.
- If your course does not allow access to the Modules page, or if your course Modules page does not display the **Export Course Content** button, offline content is not available in your course. However, your institution may allow you to export course content as an ePub file.

Open Modules
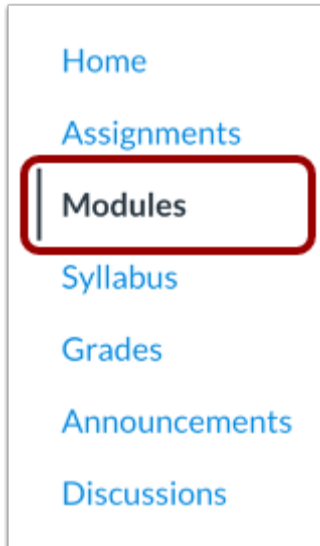
In Course Navigation, click the **Modules** link.

Export Course Content
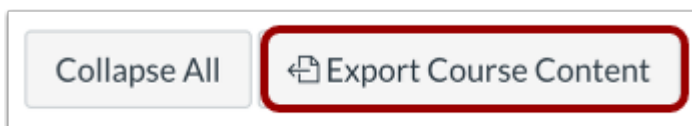
Click the **Export Course Content** button.

Export Course

Exported Package History

You may not reproduce or communicate any of the content on this course, including files exported from this course without the prior written permission of your institution. Check with your institution for specific online user agreement guidelines.

Processing

this may take a bit...

The download process has started. This can take awhile for large courses. You can leave the page and you'll get a notification when the download is complete.

The course will download to your computer as a ZIP file. If you remain in the page until the download is complete, the file will download directly to your computer.

If you leave the page, you'll receive an email notification when the course download is complete. You can use a link in the email to download the file.

View Export History

Exported Package History

Most recent export: Jul 3 at 11:44am

You may not reproduce or communicate any of the content on this course, including files exported from this course without the prior written permission of your institution. Check with your institution for specific online user agreement guidelines.

When the export is complete, the Exported Package History page shows the most recent export. To download the export again, click the date of the export.

If you export the course again at a later date, the most recent export will always display in the page, along with previous exports.
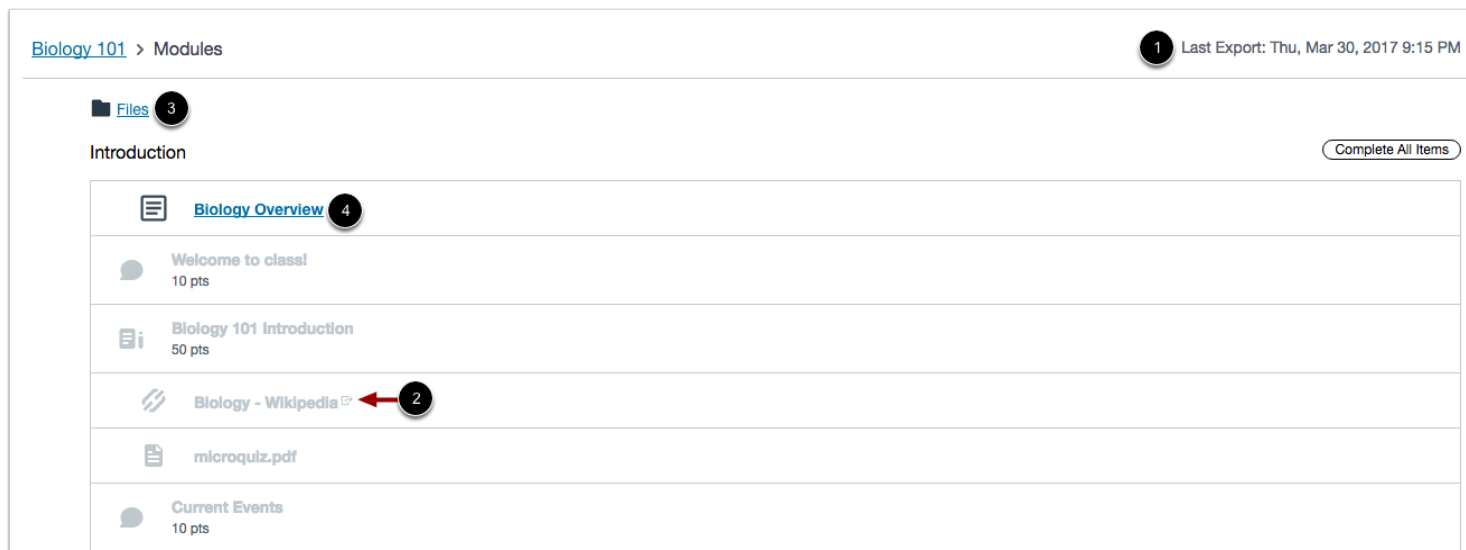
Open ZIP File
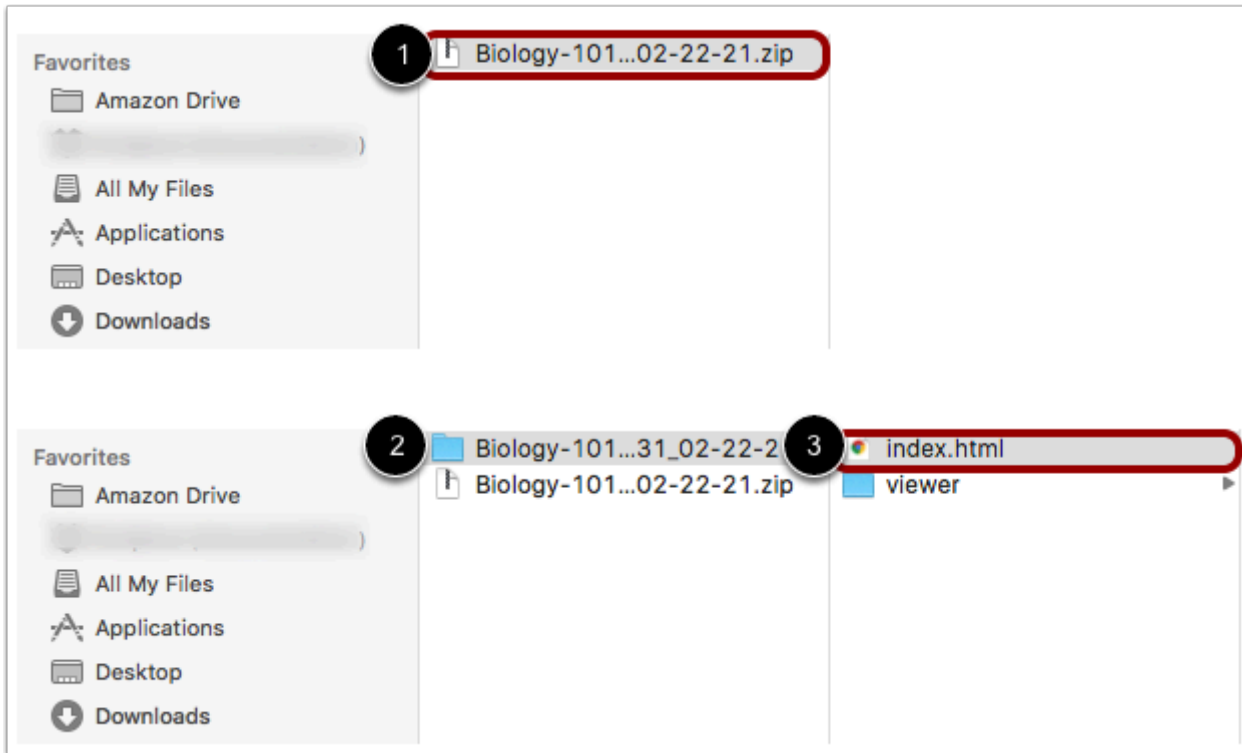
Once the file has been downloaded, locate the ZIP file on your computer [1]. Double click the file to open it (MAC users) or right-click the file and select Extract All (PC users).

When the file expands, open the course folder [2] and open the index.html file [3].

Open Course Content

The HTML file will open in your default browser. Offline downloads include all content from the course at the time of the download [1]. You will need to download the course each time you want to view updated course content.

If any content can only be accessed online, the content link includes an external icon identifying the content as online only [2].

To view course files, click the **Files** link [3].

To open course content, click the name of the content [4].

View Course Content

Biology Overview

Aenean tellus metus, bibendum sed, posuere ac, mattis non, nunc. Pellentesque posuere. Aenean imperdiet. Vivamus consectetuer hendrerit lacus. Nunc egestas, augue at pellentesque laoreet, felis eros vehicula leo, at malesuada velit leo quis pede.

Sed augue ipsum, egestas nec, vestibulum et, malesuada adipiscing, dui. In ac felis quis tortor malesuada pretium. Aenean commodo ligula eget dolor. Praesent congue erat at massa. Curabitur vestibulum aliquam leo.

Fusce egestas elit eget lorem. Nullam vel sem. Curabitur blandit mollis lacus. In turpis. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum.

Cras risus ipsum, faucibus ut, ullamcorper id, varius ac, leo. Donec interdum, metus et hendrerit aliquet, dolor diam sagittis ligula, eget egestas libero turpis vel mi. Phasellus ullamcorper ipsum rutrum nunc. Fusce risus nisl, viverra et, tempor et, pretium in, sapien. Vivamus laoreet.

Fusce vel dui. In hac habitasse platea dictumst. Suspendisse potenti. Vestibulum rutrum, mi nec elementum vehicula, eros quam gravida nisl, id fringilla neque ante vel mi. Etiam ut purus mattis mauris sodales aliquam.

Biology 101
2

Next >
1

View the content in the course file.

To view the next content item in the module, click the **Next** button [1].

To return to the main Modules page, click the name of the course in the page footer [2].

Pages

How do I view Pages as a student?

You can view Pages in your course through the Pages Index page or through Modules.

Note: If you cannot view the Pages Course Navigation link, your instructor has hidden the link in your course. Additionally, you will also not be able to view the View All Pages button If your course includes a Front Page.

View Pages
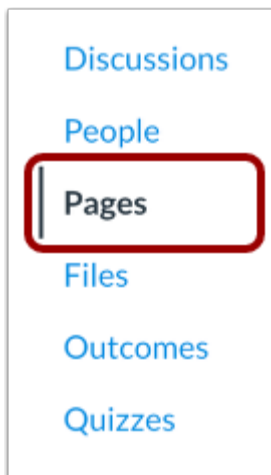
In Course Navigation, click the **Pages** link.

View All Pages
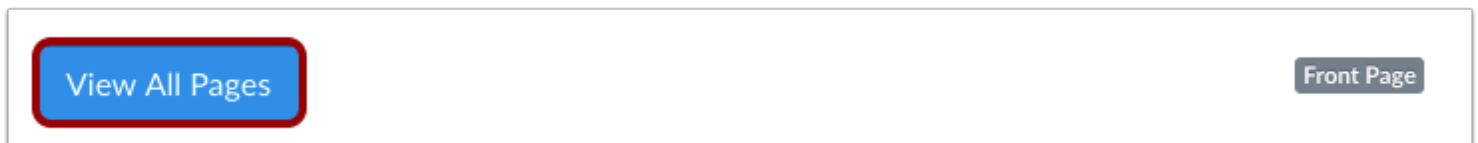
Pages is designed to open to the front page for the course, if there is a front page selected. To view the Pages index, click the **View All Pages** button.

Canvas Student Guide Updated 2020-08-31

View Pages Index

Page title ▲	Creation date ▼	Last edit ▼
A Declaration by Committee	Oct 19, 2018	Oct 19, 2018 by Doug Roberts
Amendments to the Constitution	Oct 19, 2018	Oct 19, 2018 by Doug Roberts
Bill of Rights	Oct 19, 2018	Feb 6, 2019 by Doug Roberts
Bill of Rights Introduction	Oct 19, 2018	Feb 6, 2019 by Doug Roberts
Bill of Rights Wrapup	Oct 19, 2018	Oct 19, 2018 by Doug Roberts

The Pages index will list all the pages in the course. Click the title of the page you want to view.

View Modules

Home

Assignments

Modules

Syllabus

Grades

Announcements

Discussions

You may also be able to view pages in Modules. In Course Navigation, click the **Modules** link.

View Modules Index

Each module can contain files, discussions, assignments, quizzes, and other learning materials the instructor decides to add. Course Pages are indicated with a document icon. Depending on how your course is set up, you may not be able to view module items that have a pre-requisite requirement.

How do I create a new page in a group?

You can create new pages in your student groups.

Open Pages
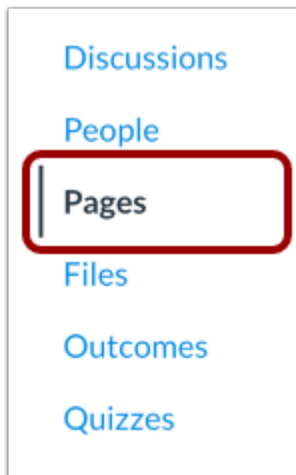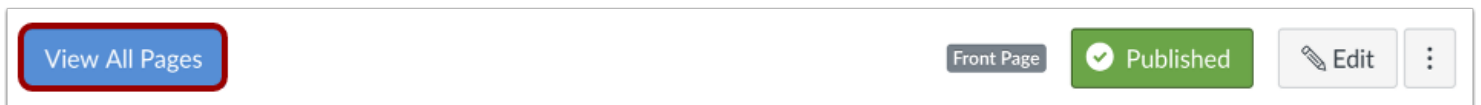
Discussions

People

Pages

Files

Outcomes

Quizzes

In Group Navigation, click the **Pages** link.

View Pages

View All Pages   Front Page ✓ Published   ✎ Edit   ⋮

Pages is designed to open to the front page for a group, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Create a New Page
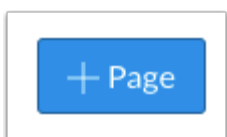
+ Page

Click the **Add Page** button.

Add Content

Type a name for your page [1]. Add content to your page using the Content Selector [2]. Edit the content and add links and media using the Rich Content Editor [3] or switch to the HTML Editor [4].

Note: The Rich Content Editor includes a word count display below the bottom right corner of the text box.

Edit Page Settings

You can decide who can edit the page by selecting the **Who can edit this page** drop down menu [1]. You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [2].

Save Changes

Click the **Save** button.

Note: If you try to navigate away from a page without saving, a pop-up warning will be generated.

View Page

View the page you created.

How do I change a page name in a group?

You can rename pages in your group.

Open Pages

Discussions

People

Pages

Files

Outcomes

Quizzes

In Group Navigation, click the **Pages** link.

View Pages

View All Pages   Front Page   ✔ Published   ✎ Edit   ⋮

Pages is designed to open to the front page for group, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Select Page

Page title ▲	Creation date ▼	Last edit ▼	
☐ Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
☐ Group Project	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮

Click the name of the page you wish to edit.

Edit Page
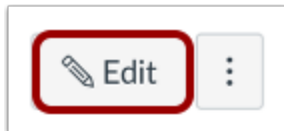
Click the **Edit** button.

Rename Page

Delete the previous title, and rename the page title.

Save Changes

To save changes, click the **Save** button.

View the Updated Page

View the new page name at the top of the page.

How do I edit a course page as a student?

The default setting in Canvas is to restrict editing of pages to instructors only. However, your instructor may allow you to edit a page in your course and contribute content to the page.

If you can edit a page, you can also view the history of a course page.

Open Pages

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

View Pages

Pages is designed to open to the front page for the course, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Click the title of the page.

Edit Page

Click the **Edit** button.

Note: You will only see the Edit button if you are allowed to edit the page.

Edit Content

Edit content on the page using the Content Selector [1]. You can also edit the content using the Rich Content Editor [2] or switch to HTML view to edit [3].

Note: Depending on your course setup, the Files tab may not display in the Content Selector.

Save Changes

You can notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [1]. Click the **Save** button [2].

View Page

> # A Declaration by Committee
>
> The following are key elements leading up to the Declaration of Independence. You may sign up for a group. Your group will edit this page to add details for each heading. The first is completed as an example. Be sure that you adequately, succinctly, and correctly describe the concept as well as the people involved. Make sure to provide a reference for your information.
>
> ## Developing the idea
>
> In June 1776, the Second Continental Congress decided that they needed to declare independence in one fashion or another. They agreed to take a three week recess and appointed the "Committee of Five" which included John Adams, Roger Sherman, Benjamin Franklin, Robert R. Livingston, and Thomas Jefferson. After the committee discussed the general direction that the document would take, they asked Jefferson to write the first draft.
>
> (References: http://www.archives.gov/exhibits/charters/declaration_history.html , http://www.history.com/this-day-in-history/congress-appoints-committee-of-five-to-draft-the-declaration-of-independence
> , http://en.wikipedia.org/wiki/Committee_of_Five)
>
> ## Writing
>
> John Adams, Thomas Jefferson
>
> Group A

View your changes.

How do I edit a page in a group?

You can easily edit a page to collaborate on group projects or assignments.

Note: Your instructor may also allow you to **edit course pages**.

Open Pages
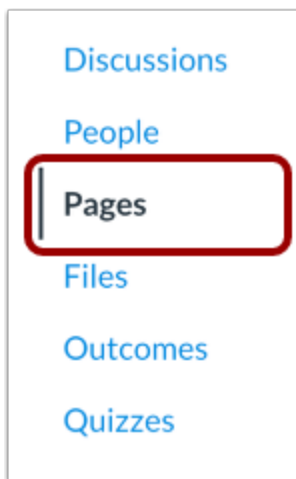
Discussions

People

Pages

Files

Outcomes

Quizzes

In Group Navigation, click the **Pages** link.

View Pages

View All Pages　　　　　　　　　　　　　　　✅ Published　✎ Edit　⋮

Group Introductions
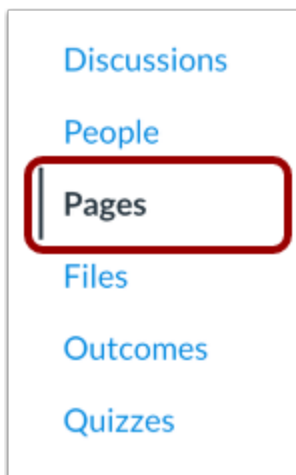
Welcome to our Project Group! We'll be collaborating on a midterm project this semester. Take a moment to introduce yourself here!
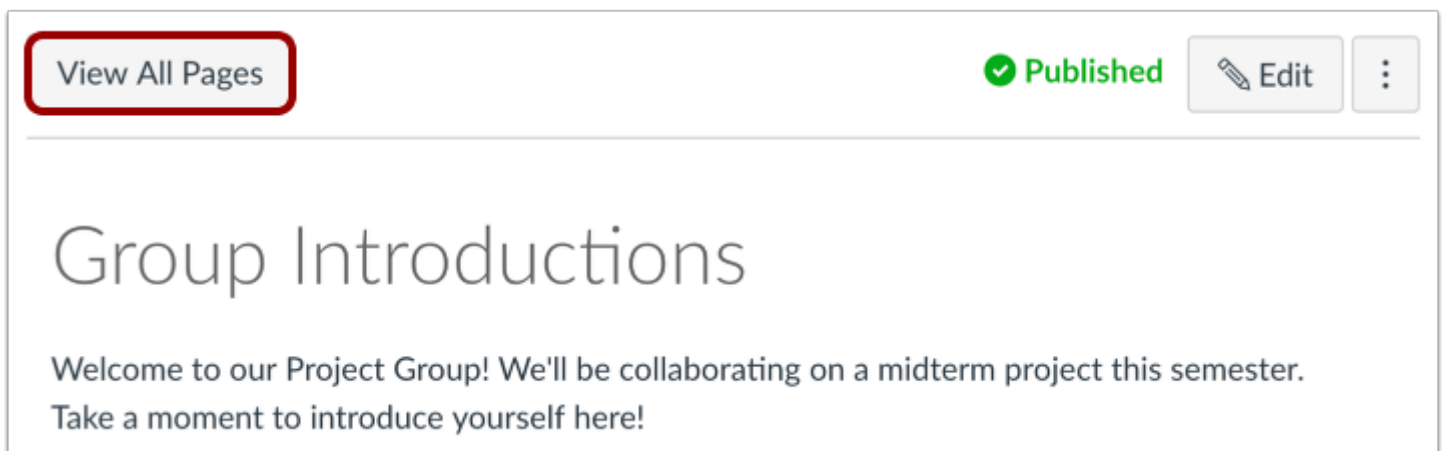
Pages is designed to open to the front page for a course, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

	Page title ▲	Creation date ▼	Last edit ▼	
☐	Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
☐	Study Group 1	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
☐	Welcome	Jul 28, 2020	Jul 29, 2020 by Emily Boone	⋮

Click the title of the page you wish to change.

Edit Page

✎ Edit ⋮

Click the **Edit** button to make changes to the page.

Edit Content

Add content to your page using the Content Selector [1]. Edit the content and add links and media using the Rich Content Editor [2] or switch to the HTML Editor [3].

Save Changes

Click the **Save** button.

View Changes

View the changes you made to the page.

How do I delete pages in a group?

You can delete a single page or multiple pages if you no longer need them in your group.

Note: You will be unable to delete a page if it is used as the Front Page for your group.

Open Pages
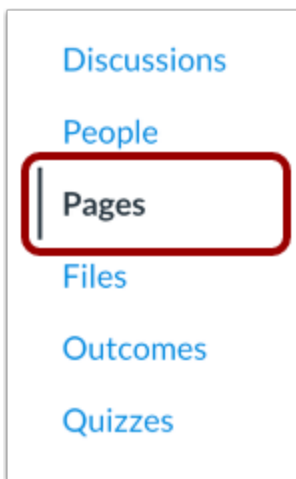
Discussions

People

Pages

Files

Outcomes

Quizzes

In Group Navigation, click the **Pages** link.

View Pages

View All Pages   ✅ Published   ✎ Edit   ⋮

Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Delete Pages

Select the checkbox of the page or pages you want to delete [1]. Then click the **Delete** button [2].

Note: You will be unable to delete a page if it is used as the Front Page for your course [3].

Confirm Deletion

To confirm deletion of the selected pages, click the **Delete** button.

How do I upload a PDF to a page in a group?

You can upload PDFs to a group page in Canvas.

Open Pages

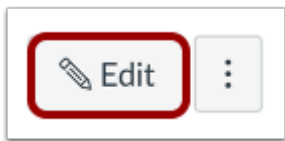In Group Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Page title ▲	Creation date ▾	Last edit ▾	
☐ Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
☐ Group Project	Jul 28, 2020	Jul 29, 2020 by Emily Boone	⋮
☐ Study Group 1	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮

Click the title of the page you want to edit.
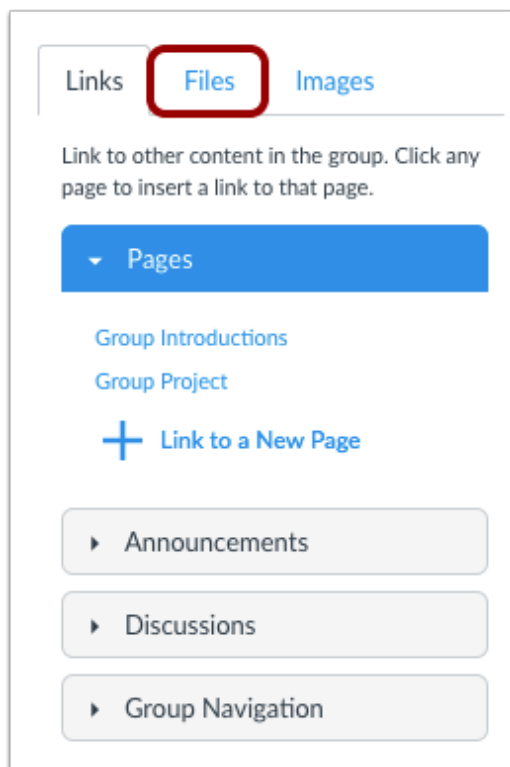
Edit Page

[✎ Edit] [⋮]

Click the **Edit** button.

Select PDF Location

In the Rich Content Editor, place your cursor where you wish to insert the PDF document.

Open Files
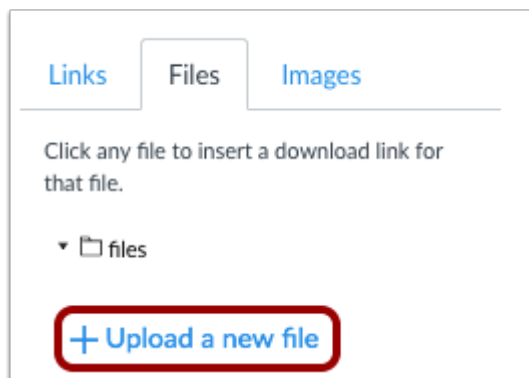
In the Content Selector, click the **Files** tab.

Open File Uploader

Click **Upload a new file.**

Browse for PDF File

Click the **Choose File or Browse...** button to browse your local desktop computer for your PDF file.

Select PDF File
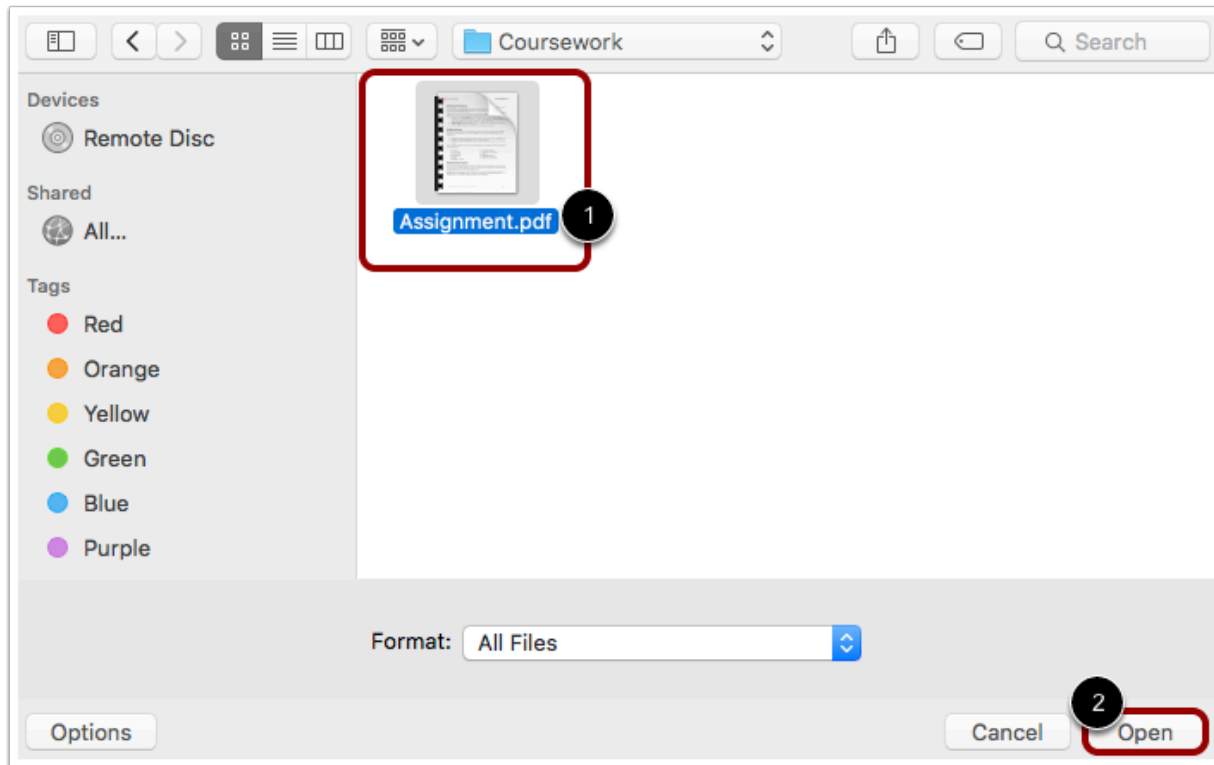
Click the document you want to upload [1] and click the **Open** button [2].

Choose a File Folder
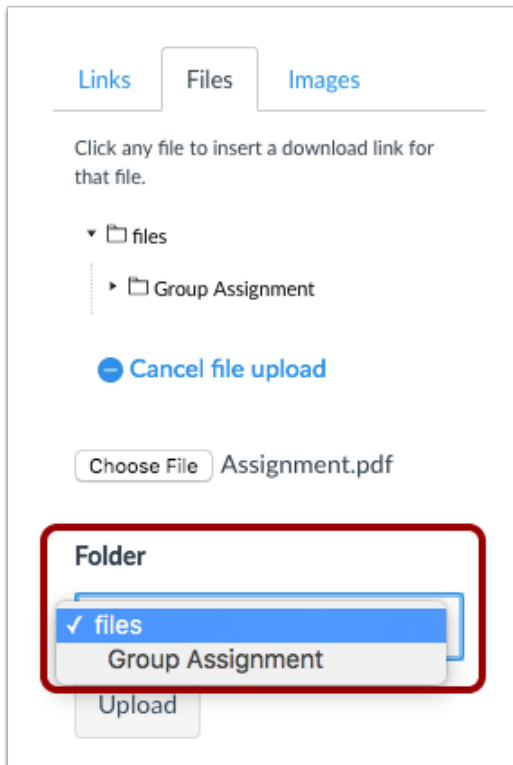
Click the **Files** drop-down menu and choose where you would like to store the file.

Upload File

Click the **Upload** button to upload your file.

Verify PDF Upload

Verify the placement of the linked file. The text will turn blue indicating that the link is downloadable.

Save Changes

Click the **Save** button.

Preview PDF File

View the PDF file by clicking on the file name.

How do I link to other pages in a group?

You can link to other pages in your group.

Open Pages

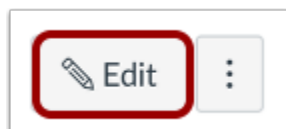In Group Navigation, click the **Pages** link.

View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Click the title of the page you want to edit.

Edit Page

Click the **Edit** button.

Select Link Location

In the Rich Content Editor, place your cursor where you wish to insert the link.

Insert Link

In the Content Selector, click the name of the page you want to insert into the Rich Content Editor [1]. The name of the page will appear in the Rich Content Editor and flash yellow. Then the name will turn blue, indicating it is a link [2].

Save Changes

Click the **Save** button.

View Page

View the page.

Page 842

How do I embed a video in a page in a group?

Canvas lets you embed video content within a page.

Notes:

- Canvas only supports secure video URLs (HTTPS) for embedding.
- Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.

Open Pages
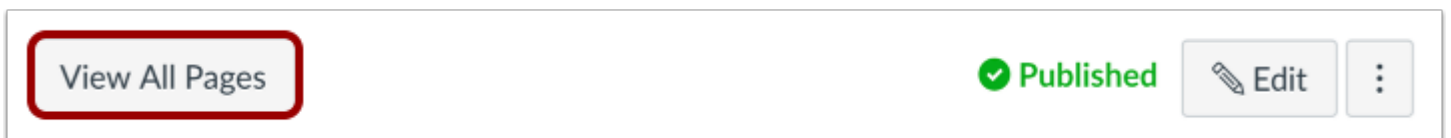
Discussions

People

Pages

Files

Outcomes

Quizzes

In Group Navigation, click the **Pages** link.

View Pages

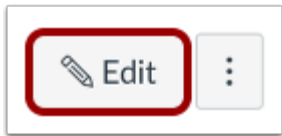View All Pages   ✓ Published   ✎ Edit   ⋮

Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Click the title of the page you want to view.

Edit Page
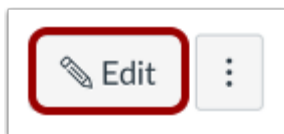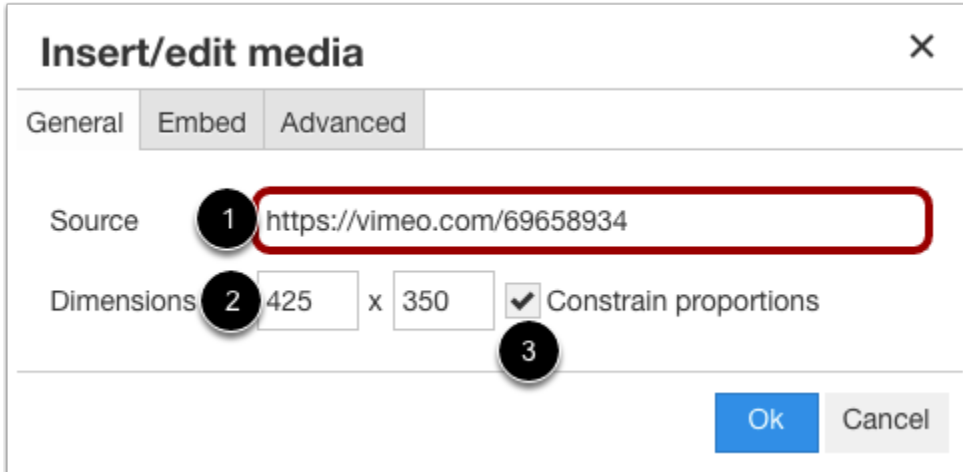
Click the **Edit** button.

Open Insert Media Tool

Click the **Insert Media** icon.

Note: Media will be inserted at the location of your cursor in the Rich Content Editor.

Insert Using Source URL
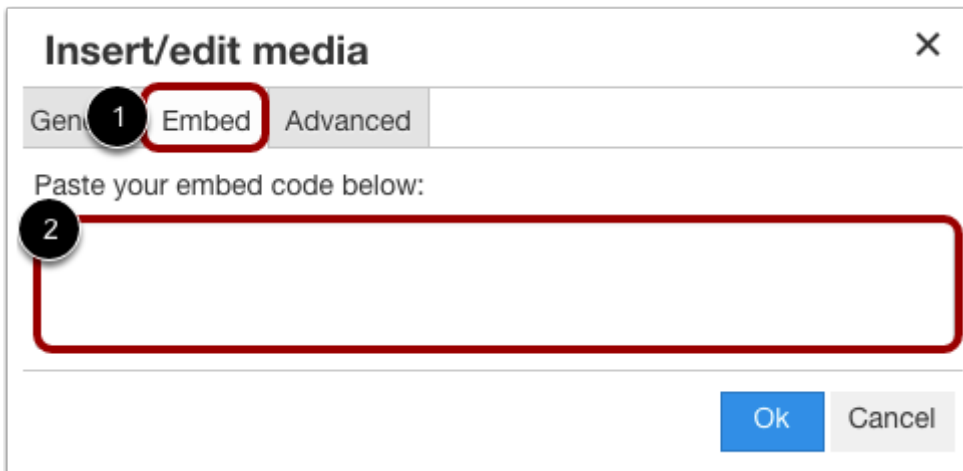
By default, the media window displays the General tab.

To embed the video using a URL, paste the video URL in the **Source** field [1]. The video's dimensions will automatically populate the **Dimensions** fields [2]. You can also resize the video using the Dimensions fields. To maintain height and width proportions when resizing the video, click the **Constrain proportions** checkbox [3].

Insert Using Embed Code
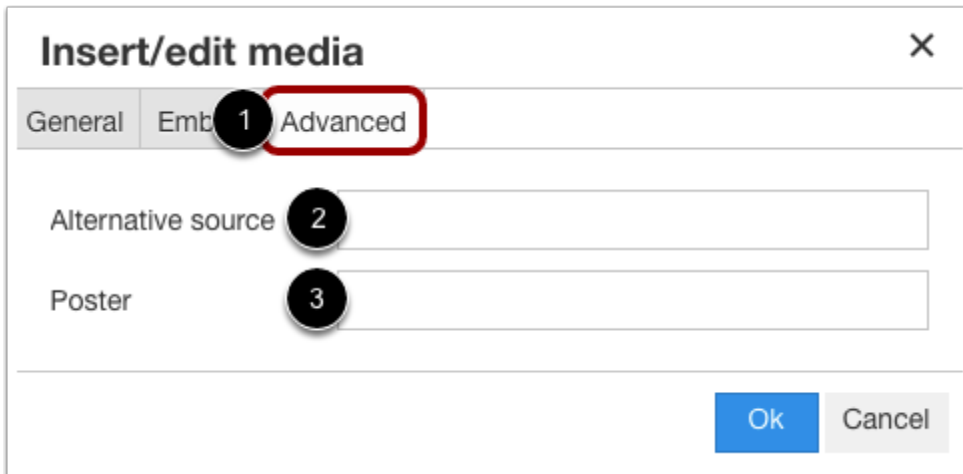
To embed the video using an embed code, click the **Embed** tab [1] and paste the code in the text field [2].

When you insert a video with an embed code, the General tab source and Dimension fields automatically update with information according to the embed code content.

Insert Using Advanced Options
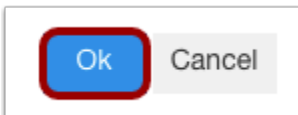
In case a browser doesn't support source video encoding, you can use advanced options to embed your video. Click the **Advanced** tab [1].

To specify an alternative source for the video, enter the URL in the **Alternative source** field [2]. Alternative source URLs specify alternative video encoding if a browser doesn't support the initially offered encoding.

To specify a thumbnail image for the video, enter the image URL in the Poster field [3]. If the Poster field is blank, the first frame of the source video will be used as the poster image.
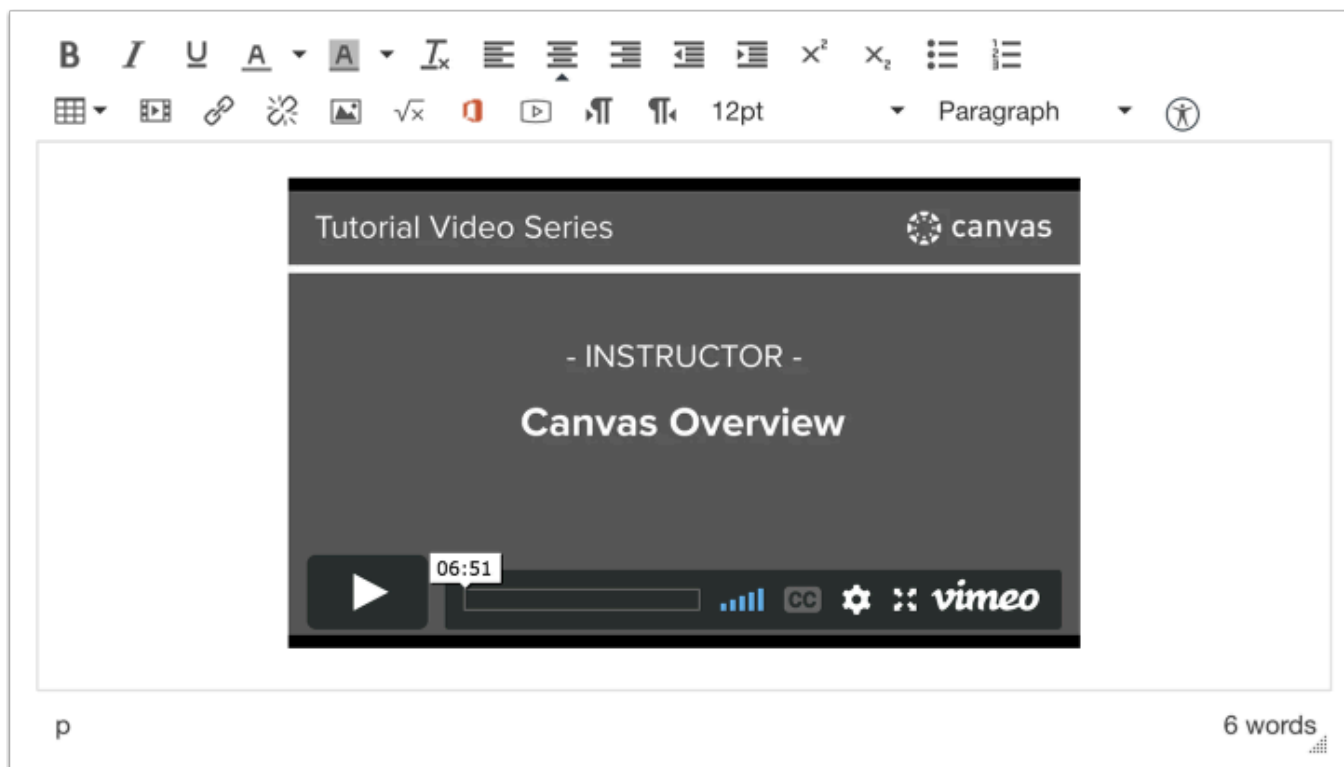
Note: Links from common providers (like YouTube and Vimeo) often link to custom media players and will not recognize any content added to the alternative source and poster options.

Embed Media

To close the media tool and embed your video, click the **Ok** button.

Preview Video

Preview your video in the Rich Content Editor.
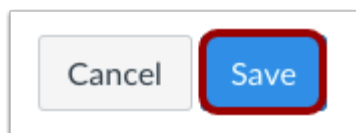
Save Changes

To save changes to the page, click the **Save** button.

How do I create a file link in a page in a group?

In groups, you can add a file to a page.

Open Pages

Discussions

People

Pages

Files

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Quizzes

In Group Navigation, click the **Pages** link.

View Pages

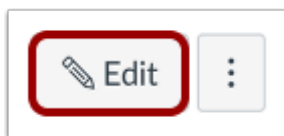View All Pages

✓ Published ✎ Edit ⋮

Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

Page title ▲	Creation date ▾	Last edit ▾	
☐ Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
☐ Group Project	Jul 28, 2020	Jul 29, 2020 by Emily Boone	⋮

Click the title of the page you want to edit.

Edit Page

Click the **Edit** button.

Open Files

Links   Files   Images

Click any file to insert a download link for that file.

▸ ☐ files

╋ Upload a new file

In the Content Selector, click the **Files** tab.

Open Files Folder
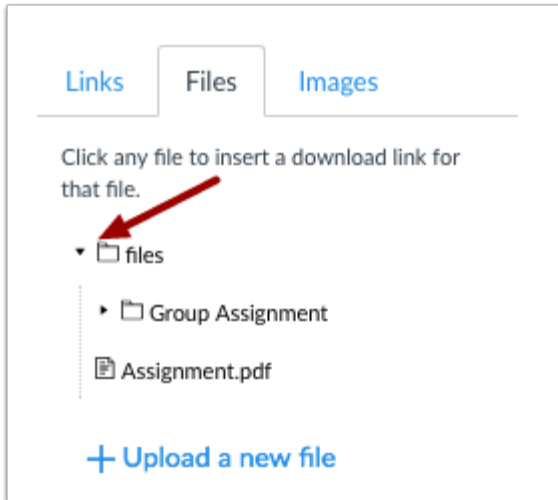
Click the files folder. If there is a subfolder, the course files folder will expand.

Select Link Location
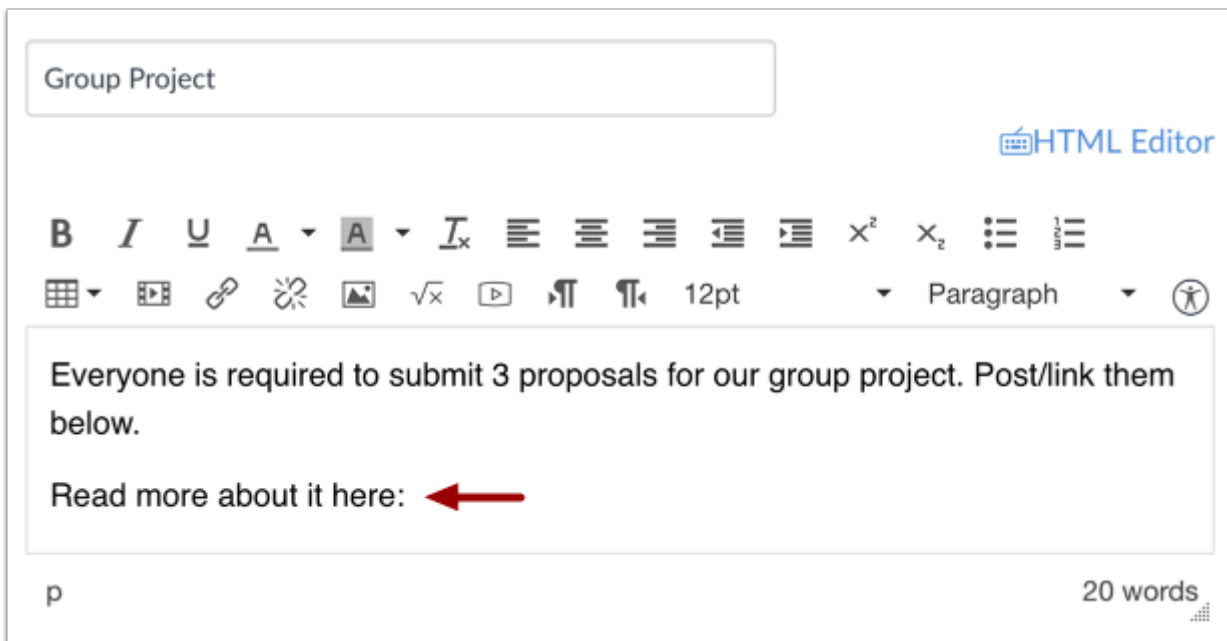
In the Rich Content Editor, place your cursor where you wish to insert your file.

Insert File Link

In the Content Selector, click the name of the file you want to insert into the Rich Content Editor [1]. The name of the file will appear in the Rich Content Editor in blue text [2], indicating that the link is downloadable.

Save Changes

Click the **Save** button.

View Page

View the page.

How do I view the history of a page in a group?

In your student groups, you can view the page history and see the date, time, and author of any changes made to the page. Page editors can also restore the page content to a previous version of the page.

Note: If your instructor allows students to edit course pages, students will be able to view the page history but will not be able to restore a prior version of the page.

Open Pages

In Group Navigation, click the **Pages** link.
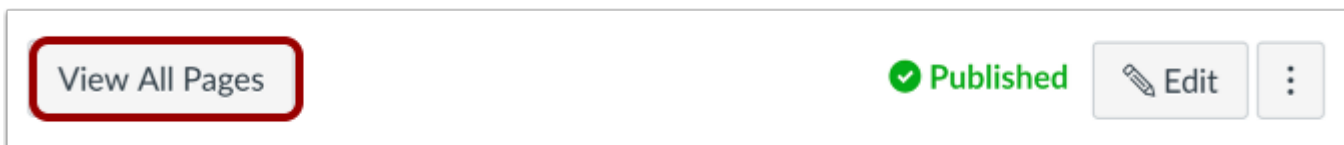
View Pages

Pages is designed to open to the front page for a group, if there is a front page selected. Click the **View All Pages** button to select a page from the Pages Index.

Open Page

| Page title ▲	Creation date ▾	Last edit ▾	
☐ Group Introductions	Jul 28, 2020	Jul 28, 2020 by Emily Boone	⋮
☐ Group Project	Jul 28, 2020	Jul 29, 2020 by Emily Boone	⋮

Click the page you wish to view.

View Page History

View All Pages   ✔ Published   ✎ Edit   ⋮ 1

🗑 Delete

2 ⏱ View Page History

🔖 Use as Front Page

Group Project

Everyone is required to submit 3 proposals for our group project. Po

Read more about it here: Assignment.pdf

Click the **Options** icon [1] and select the **View Page History** link [2].

View Past Revisions

View the revision history [1]. To return to the current page revision, click the **Close** icon [2].

Open Prior Page Revision

To open a prior version of your page, click the date [1] you want to access and then click the **Restore this revision** link [2].

View Prior Version

View the content from the latest revision. Canvas will remind you that this version of your page is the most recent revision [1]. If you want to replace your current page with different content, click a different date and page revision.

Click the **Close** icon [2] to return to the current page.

How do I use the Microsoft Immersive Reader when viewing a page as a student?

You may be able to use the Microsoft Immersive Reader when viewing pages in Canvas. The Microsoft Immersive Reader enhances your reading experience by improving accessibility and boosting reading comprehension. For more information about the reader, visit the [Microsoft Immersive Reader](#) website.

Notes:

- The Microsoft Immersive Reader is an account feature option. If the Immersive Reader button does not display in your course, talk to your institution's Canvas admin about enabling this feature.
- The Microsoft Immersive Reader is being offered in Canvas as a trial feature.

Open Pages

Home

Modules

Assignments

Announcements

Discussions

Grades ①

People
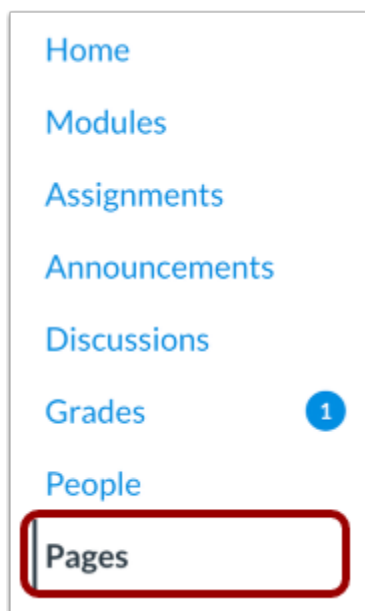
Pages

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

View Page

By default, Pages displays the set front page for your course [1].

To view all pages in your course, click the **View All Pages** button [2].

Open Page
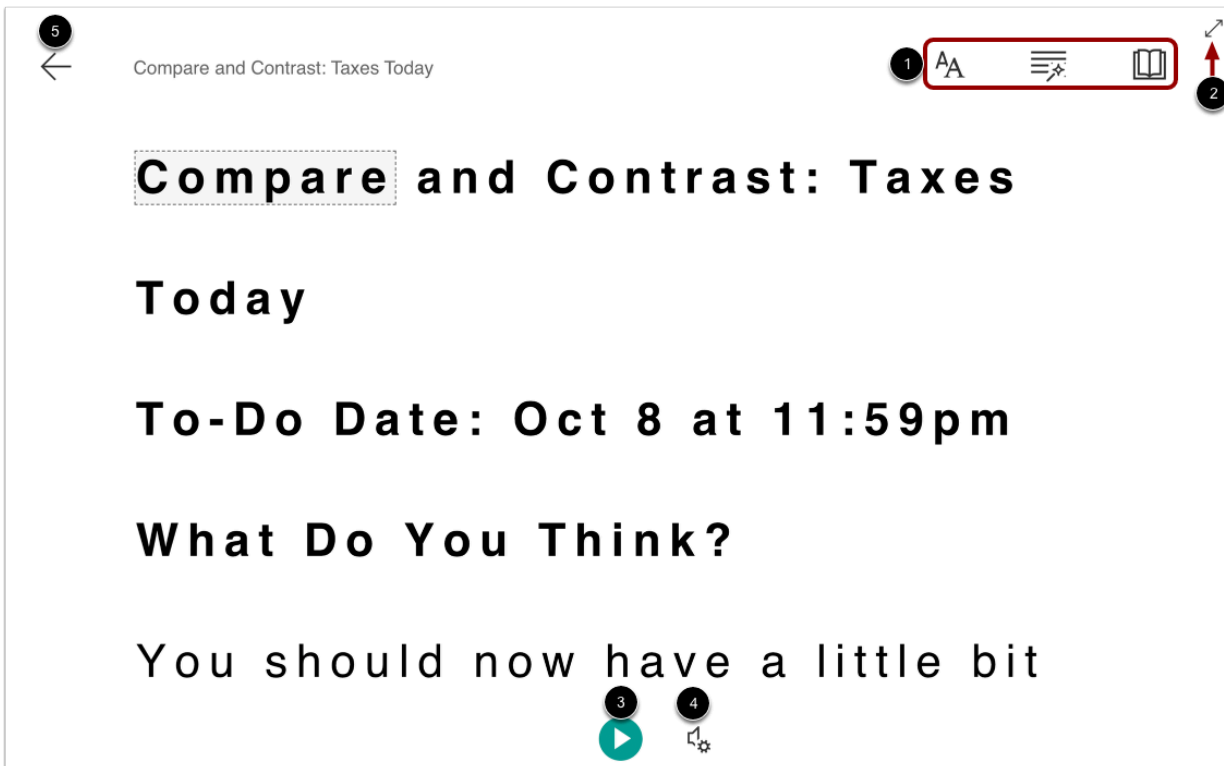
To view a page, click the page title.

Open Immersive Reader
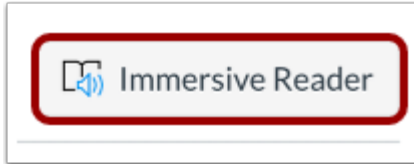
Click the **Immersive Reader** button.

View Immersive Reader

The Microsoft Immersive Reader displays a variety of tools and options to enhance your reading experience.

You can manage text, grammar, and reading preferences using the toolbar [1]. To expand the reader display, click the **Full Screen** button [2].

To hear the page text read aloud, click the **Play** button [3]. To adjust audio settings, click the **Voice Settings** button [4].

To close the reader and return to Canvas, click the **Exit** button [5].

Note: For more details about the Microsoft Immersive Reader functionality, visit the [Microsoft Immersive Reader website](url).

People and Groups

How do I use the People page in a course as a student?

People shows all the users enrolled in the course.

Note: The Section column may be hidden in your course.

Open People
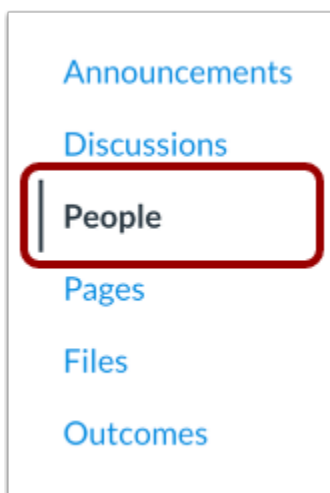
In Course Navigation, click the **People** link.

View People

In People, students can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. Use the Options drop-down menu to view user groups or registered services in the course.

Search Users

To search for a specific user, start to type the user's name in the search field [1]. Possible results will be listed below [2].

Filter Users by Role

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

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View User

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

Clicking your own name provides access to your grades. You may also be able to [view your own course analytics](link).

View User Details

You can view any details the user has included. You can also send a message directly to the user.

If your institution supports the Profiles feature, the page displays slightly differently. You can view the user's profile information, if any.

Report Profile Picture
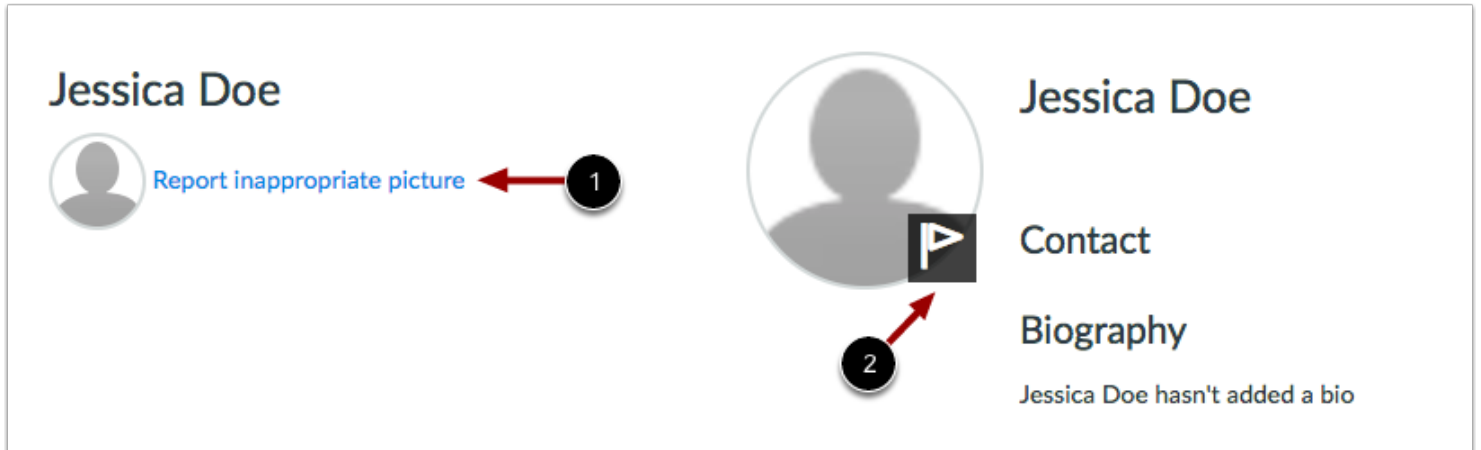
If your institution supports profile pictures and the user's profile picture is inappropriate, you can report the image to your institution by clicking the **Report inappropriate picture** link [1].

If your institution supports the Profiles feature, you can report the image by hovering over the picture and clicking the **Flag** icon [2].

View User Groups
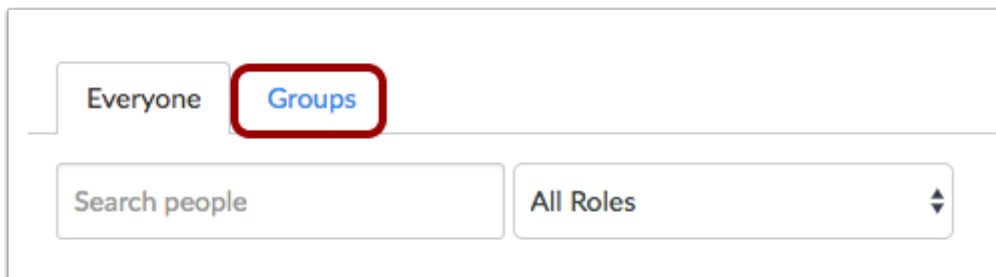
To view User Groups, click the **Groups** tab.
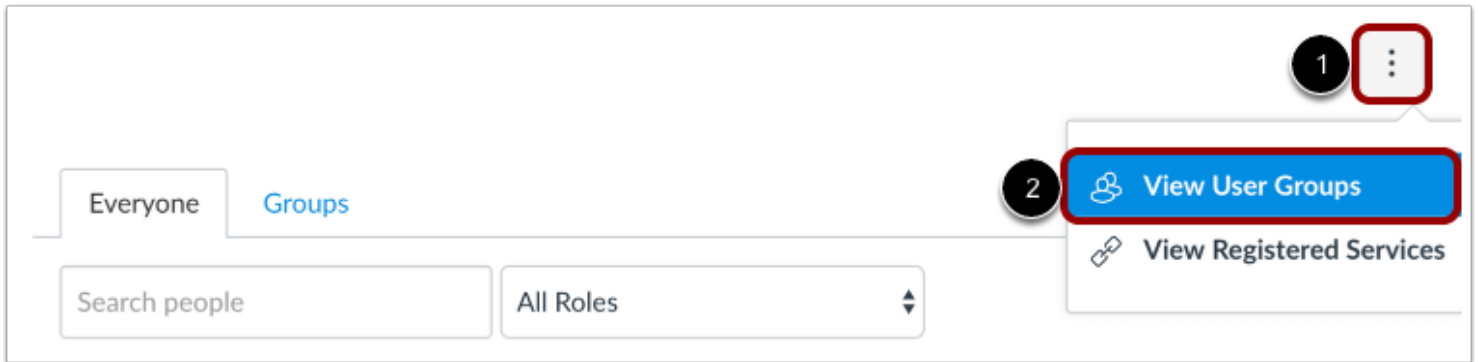
You can also access your User Groups in the Settings menu. Click the **Options** icon [1], and click the **View User Groups** link [2].

View Registered Services
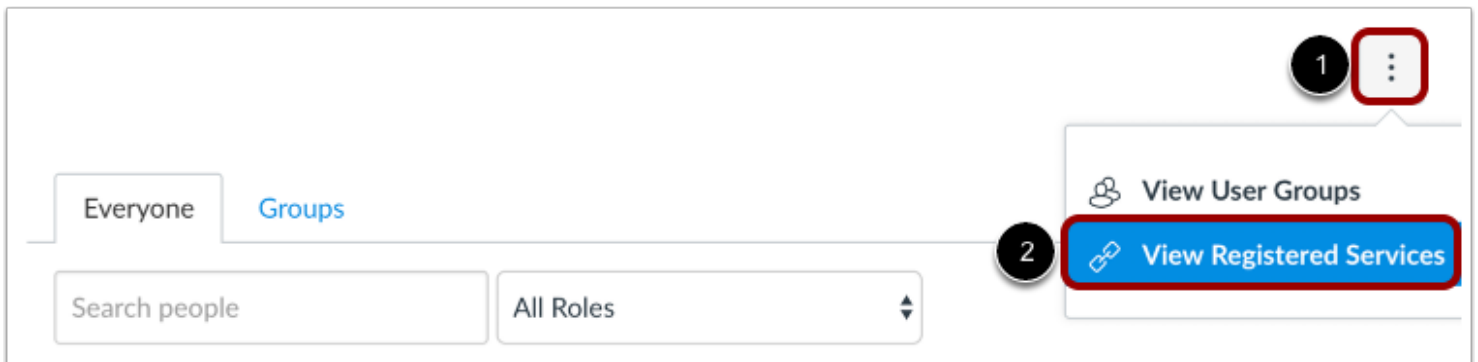
To view the registered services for each person in the course, click the **Options** icon [1], and click the **View Registered Services** link [2]. If a person has registered a social media account in Canvas, you can see that service listed and communicate with that person through any social media site they have registered. Learn how to [connect to web services](link) in Canvas.

How do I view my course analytics as a student?

If you have permission from your institution, you can view your own analytics in an active course. Analytics show your activity and communication within the course.

Notes:

- Viewing Analytics is a course permission. If you cannot view Analytics, your institution has restricted this feature.
- If the analytics displayed in your course are different that what is displayed in this lesson, your course is using New Analytics. For more information on using New Analytics, please view the **New Analytics Guide**.
- Students cannot view analytics in concluded courses.

Open People
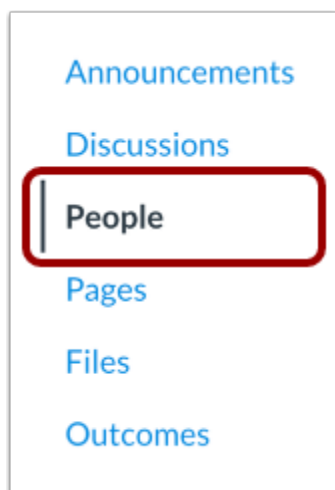
In Course Navigation, click the **People** link.

Open User Details

Locate and click your name in the course roster.

Open Analytics
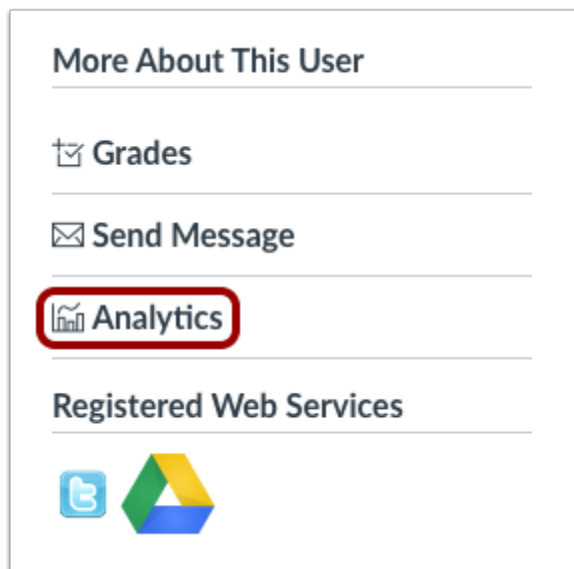
In the sidebar, click the **Analytics** button.

View Grade Percentage
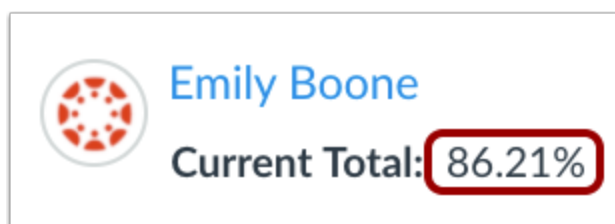
In the analytics page, you can view your total grade percentage in the course.

View Analytics Graphs
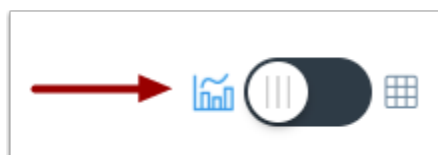
By default, analytics are shown in a graph format. These are four types of graphs: Activity by Date, Communication, Submissions, and Grades.

View Activity by Date
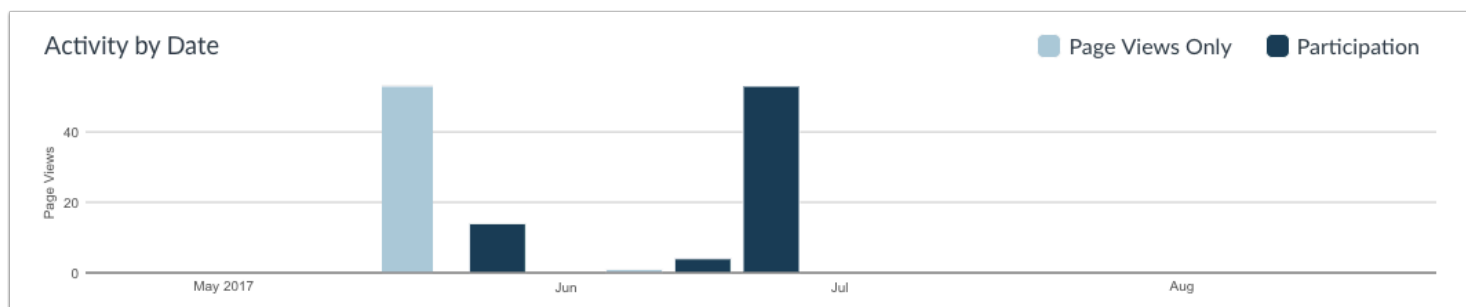
The Activity by Date graph shows all your course activity. The x-axis represents the course dates, while the y-axis represents the number of page views. Dark blue bars represent participation in the course. If a date only includes page views, the bar only displays as light blue.

The graph changes the bar display according to the length of time. Activity that is less than six months old displays bars as daily activity, at six months bars are displayed as weekly activity, and at approximately a year bars are displayed as monthly activity. To view the details of the bar graph, hover over the specific bar you want to view. The weekly view shows the first and last date for the week; the monthly view shows the month and the year. Browser window size, zoom level, and screen resolution may also change how the bars display.

The following user actions will generate analytics course participation:

- Collaborations: loads a collaboration to view/edit the document
- Conferences: joins a web conference
- Discussions/Announcements: posts a new comment to a discussion or an announcement
- Quizzes: submits a quiz
- Quizzes: starts taking a quiz
- Assignments: submits an assignment
- Pages: creates a wiki page

View Communication
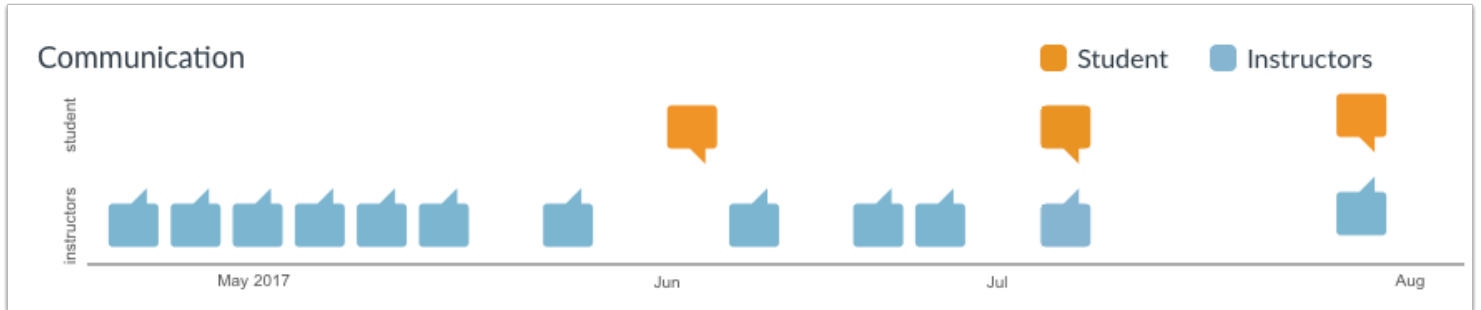
The Communication graph shows the conversations that have taken place with your instructor(s) through the Canvas Inbox. The x-axis represents the user type; orange message icons show when you sent a message to an instructor, and blue message icons show when an instructor sent a message to you. The y-axis represents the interaction date.

To view the details of the bar graph, hover over the specific bar you want to view. You can view the date of the communication and how many messages were sent. A message is an individual message passed from one user to the other; in message threads, each message is individually counted. In group conversations, interactions are counted as long as you were one of the recipients. Notifications are not included in analytics unless you acted on the notification and generated a new message that passes through the Canvas Inbox. Announcements are not included in communication analytics.

View Submissions
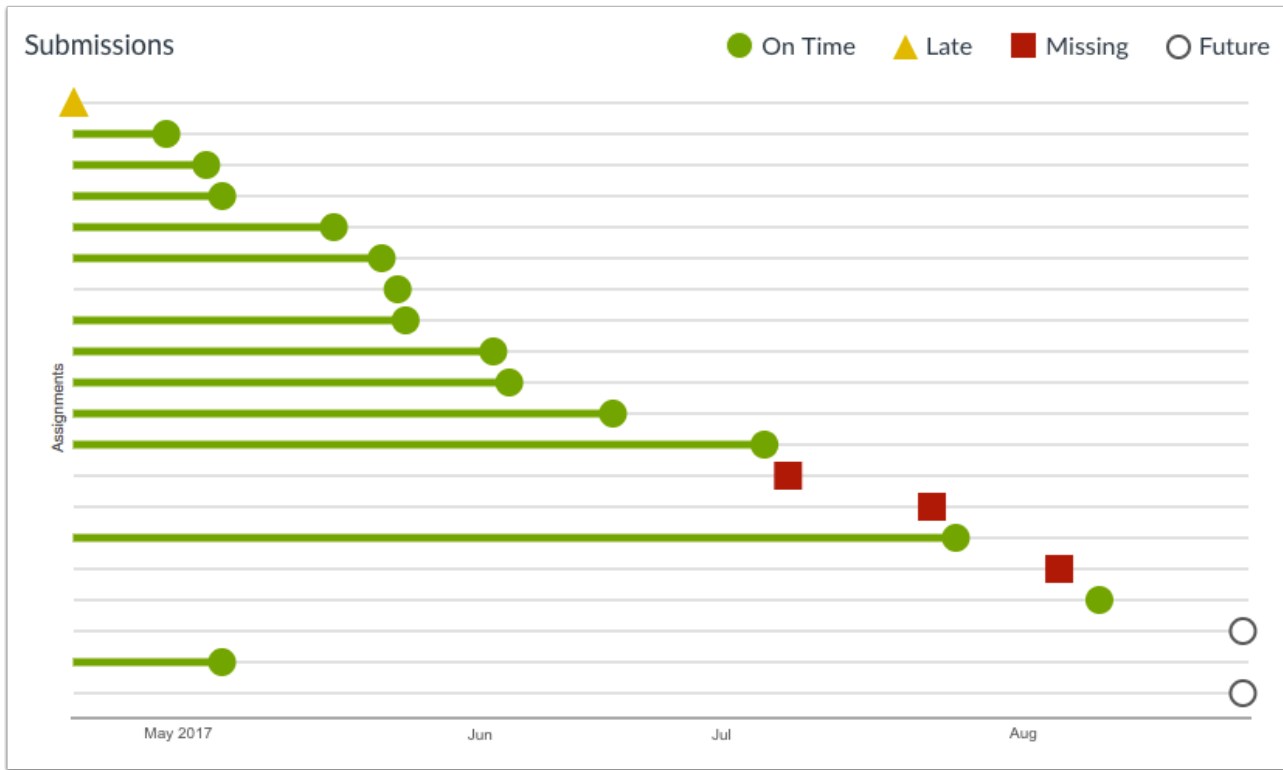
The Submissions graph shows the status of each of your assignment submissions. The x-axis represents each assignment, while the y-axis represents the submission date. A green circle indicates an assignment that was submitted on time. A yellow triangle indicates an assignment that was submitted late. A red square indicates an assignment that is missing (not submitted). The diamond indicates the due date and the bar extends to the submission date. A white circle with a black outline indicates an assignment with a future due date.

If a submission includes a due date, the submission may include horizontal line. The line indicates when the assignment was submitted, while the shape indicates the actual due date. If a submission was submitted before the due date, the horizontal line is green; if it was submitted after the due date, the horizontal line is yellow. Submissions without a horizontal line either have no due date, or the assignment was submitted on the due date.

To view the details of the bar graph, hover over the specific bar you want to view. Current and past assignments include the assignment title, the due date (if any), the submission date, and the score. Future assignments include the assignment title, due date (if any), and the score.

Note: The Submissions chart does not include information about assignments that do not require a submission (e.g., not graded, on paper assignments) or excused assignments.

View Grades
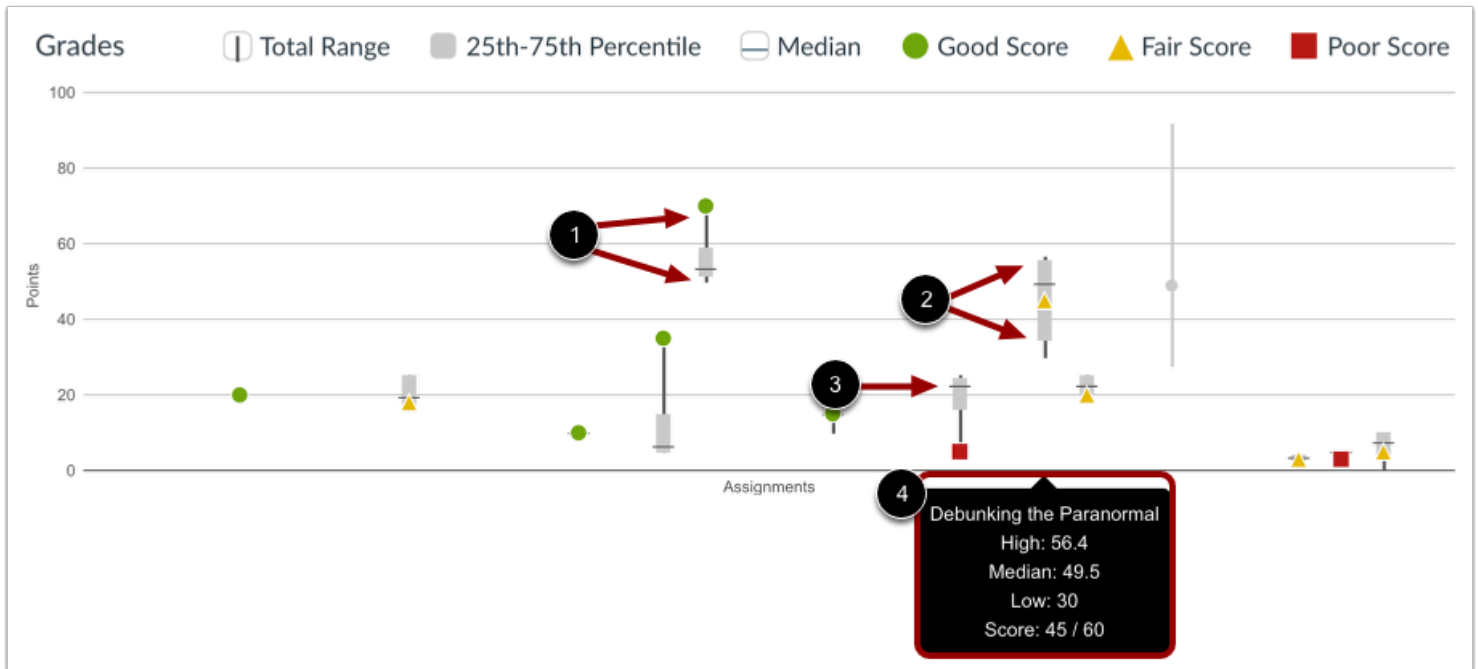
The Grades graph shows the median, high, and low scores for each of your assignments. The x-axis represents each assignment, while the y-axis represents the number of points for an assignment. The vertical black line extends from the highest score to the lowest score [1]. The gray box extends from the 75th percentile to 25th percentile [2]. The horizontal black line shows the median score for the assignment [3].

Each assignment score is indicated by the same shapes found in the Submissions graph. A green circle indicates an assignment with a score at or above the course median. A yellow triangle indicates an assignment with a score slightly below the median. A red square indicates an assignment with a score below the median or at the bottom of the score range.

To view assignment names and details, hover your cursor over the graph [4].

View Analytics Tables

To view analytics without hovering over graph columns, you can view all data in a table format. To switch to the table format, click the Analytics icon. The icon will switch from the left side to the right, indicating the current analytics view.

View Table Data

Activity by Date

Date	Page Views	Actions Taken
2017-06-30	2	0
2017-06-29	11	1
2017-06-29	13	0
2017-06-29	3	0
2017-06-29	6	1
2017-06-28	18	1
2017-06-21	4	1
2017-06-18	1	0
2017-06-02	4	1
2017-06-02	10	3

<< < 1 > >>

Tables apply to every graph in its respective page, and each column defines the data within its respective graph. Graphical data is displayed by column.

Each table is paginated to 30 entries per page; additional pages can be viewed by advancing to the next page.

How do I view all groups in a course as a student?

You can view any groups where your instructor has added you as a member, as well as any available self sign-up groups in your course.

Learn how to easily see the **groups you are enrolled in**.

Open People
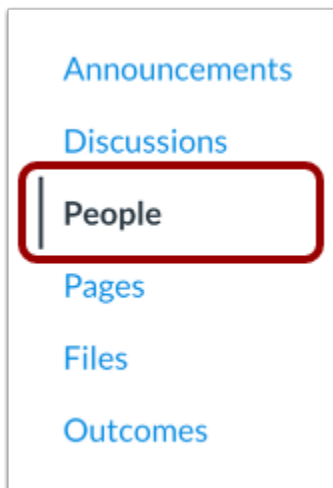
In Course Navigation, click the **People** link.
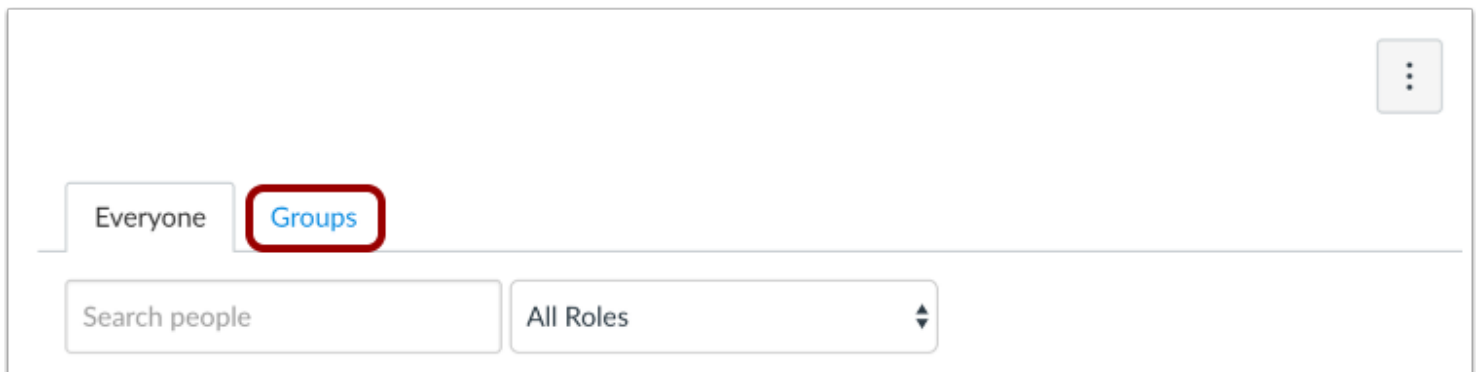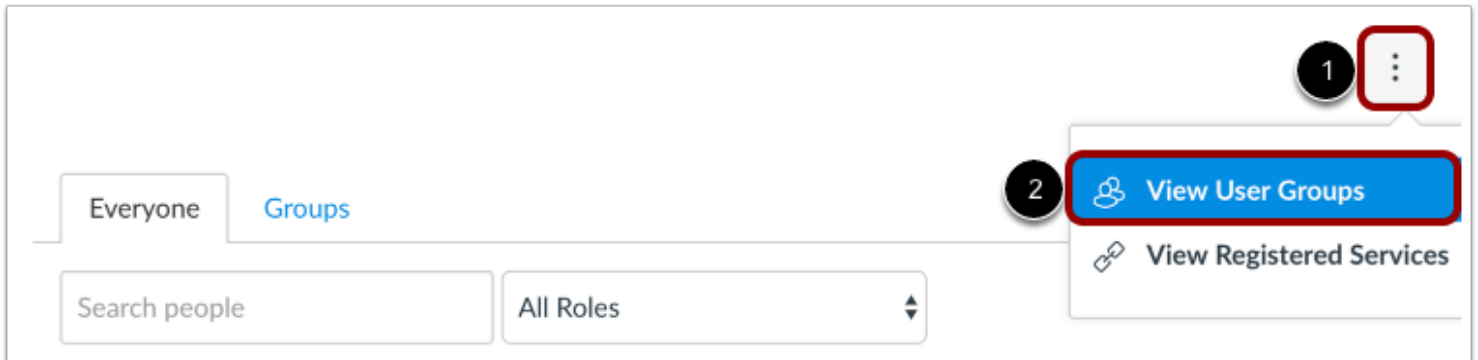
View Groups

Click the **Groups** tab.

You can also access your User Groups through the Settings menu. Click the **Options** icon [1] and click the **View User Groups** link [2].

View Course Groups
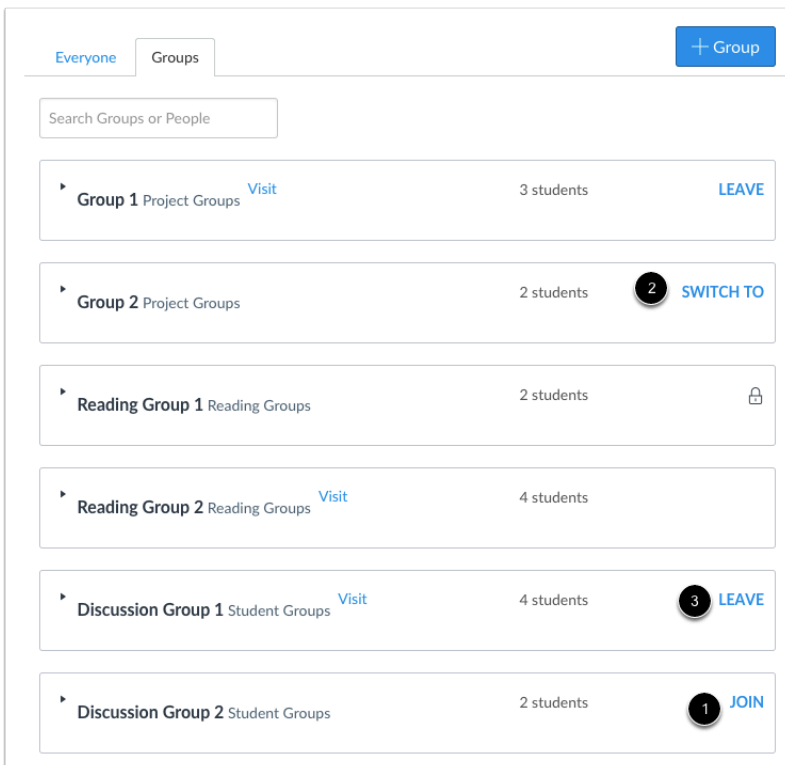
View the groups available in your course. Each group shows the name of the group and how many members are part of that group.

If there are any self sign-up groups available to join, you can join the group by clicking the **join** link [1] or you can change groups by clicking the **switch to** link [2].

If you are already part of a self sign-up group, you can leave the group by clicking the **leave** link [3].

Note: You cannot leave groups that are not self sign-up groups.

View Student Leader Groups
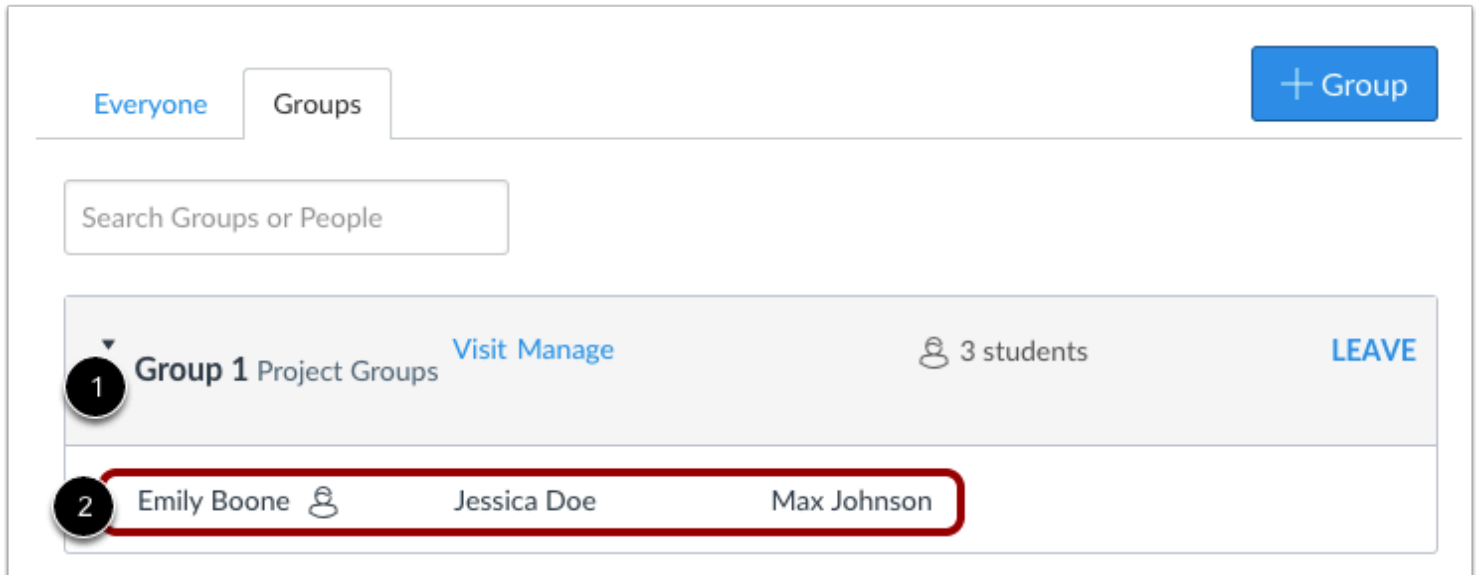
If you have been invited to be a student leader and manage a group, the **Manage** link will appear next to the name of the group.

View Group Members

To view which students are assigned to the group, click the name of the group [1]. The names of the students will appear in an expanded list [2].

How do I view my Canvas groups as a student?

You can see the current groups where you are enrolled using the Global Navigation Menu. If you do not see any groups listed, you have not joined a group or been enrolled in a group by your instructor. Previous groups are listed under the Previous Groups header.

Open Groups
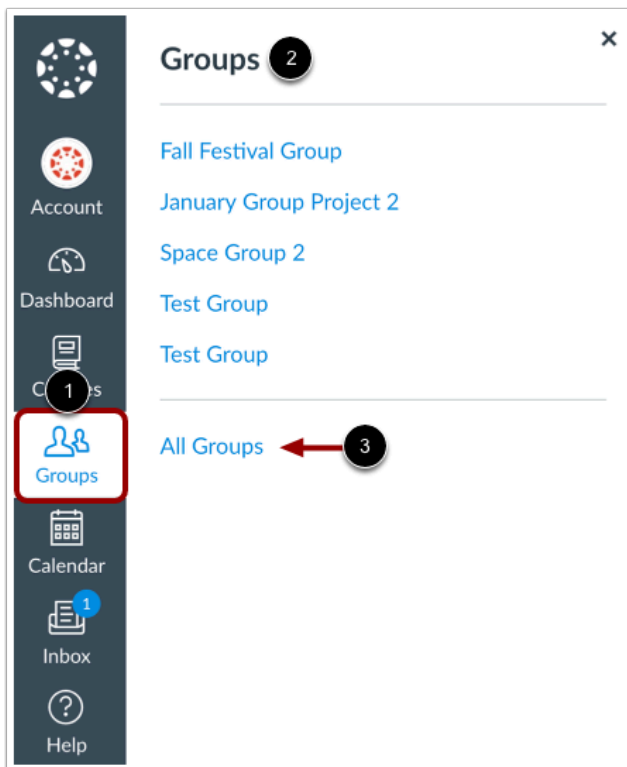
In Global Navigation, click the **Groups** link [1], then view your current groups [2]. To view all your groups, click the **All Groups** link [3].

View Groups

Groups are organized into Current Groups [1] and Previous Groups [2].

View Current Groups

Current Groups are groups in courses that are part of the current semester or term. You can view the name of the group [1] and the course name for the group [2]. If a course includes a term date [3], the term date displays next to the course name. Depending on access settings for a course, Current Groups can also display groups in courses that have been published but have not yet started.

Groups that are available to you display linked text [4]. These groups are associated with current courses. To open a group, click the name of the group.

View Previous Groups

Groups listed under the **Previous Groups** heading are groups that are part of courses that have concluded. Students cannot view group material nor interact with the group after the course is concluded.

Note: Some institutions may not allow previous groups to display in the Courses page.

How do I join a group as a student?

> You can sign up for a group in your course if your instructor has enabled the self sign-up option.

Open People
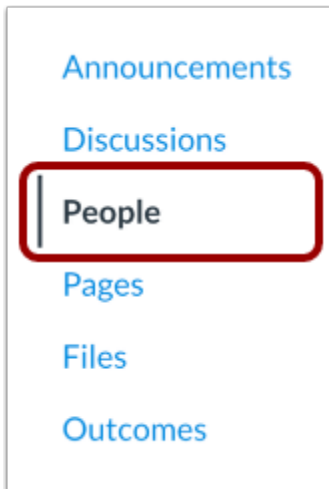
In Course Navigation, click the **People** link.
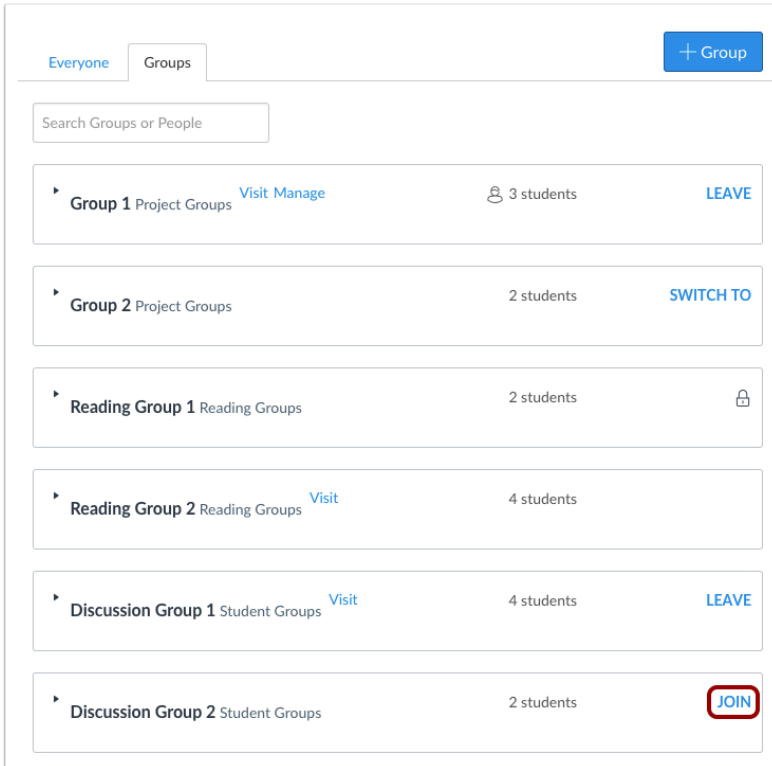
View Groups
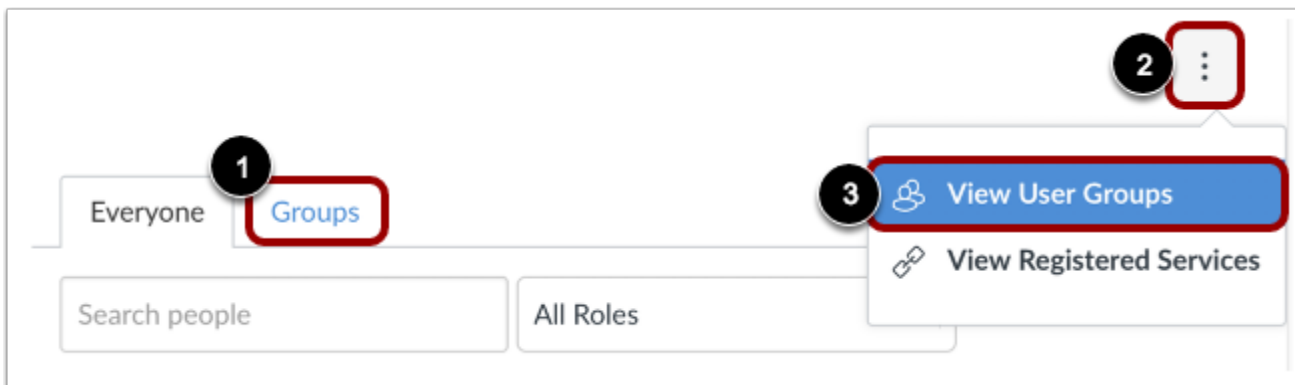

To access your User Groups, click the **Groups** tab [1].

You can also access your User Groups through the Options menu. Click the **Options** icon [2] and click the **View User Groups** link [3].
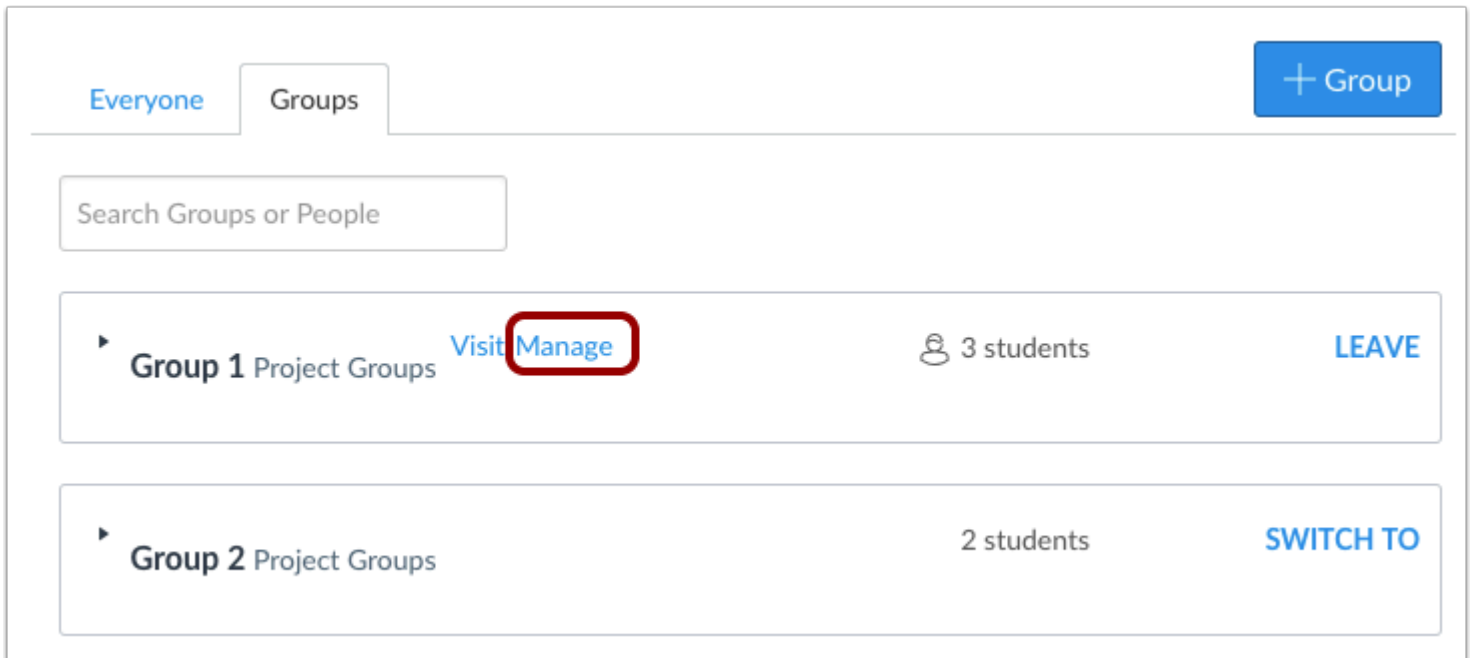
Join Group
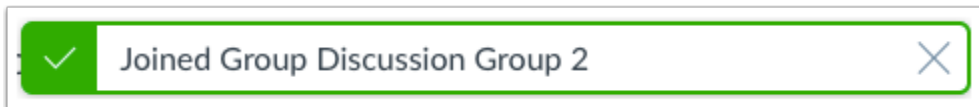
Next to the name of an available group, click the **Join** link.

Verify Group Sign Up

A message appears at the top of your browser verifying you signed up for the group.

How do I leave a group as a student?

If you are able to **join a group** in your course, you can leave the group at any time. You cannot leave groups that are not self sign-up groups.

When a course is concluded, all associated groups will be shown as previous groups in your **groups list**.

Open People
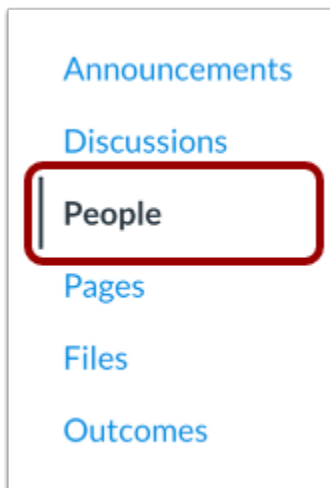
In Course Navigation, click the **People** link.
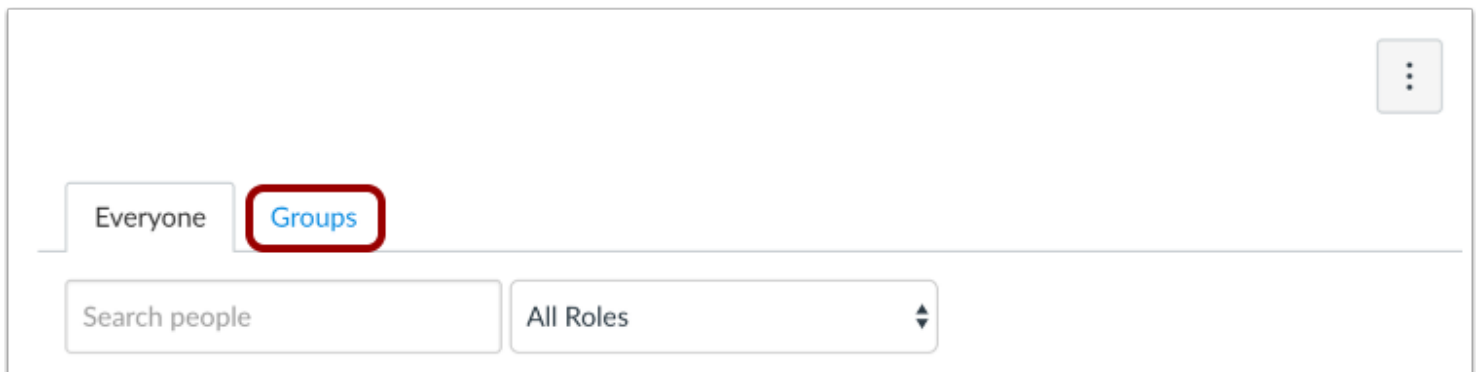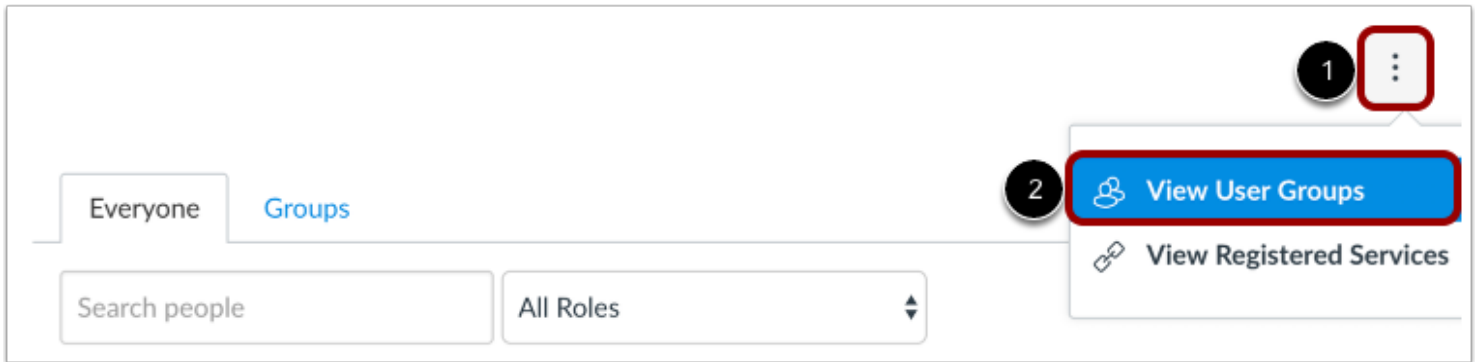
View Groups

Click the **Groups** tab.

You can also access your User Groups through the Settings menu. Click the **Options** icon [1] and click the **View User Groups** link [2].

Leave Group
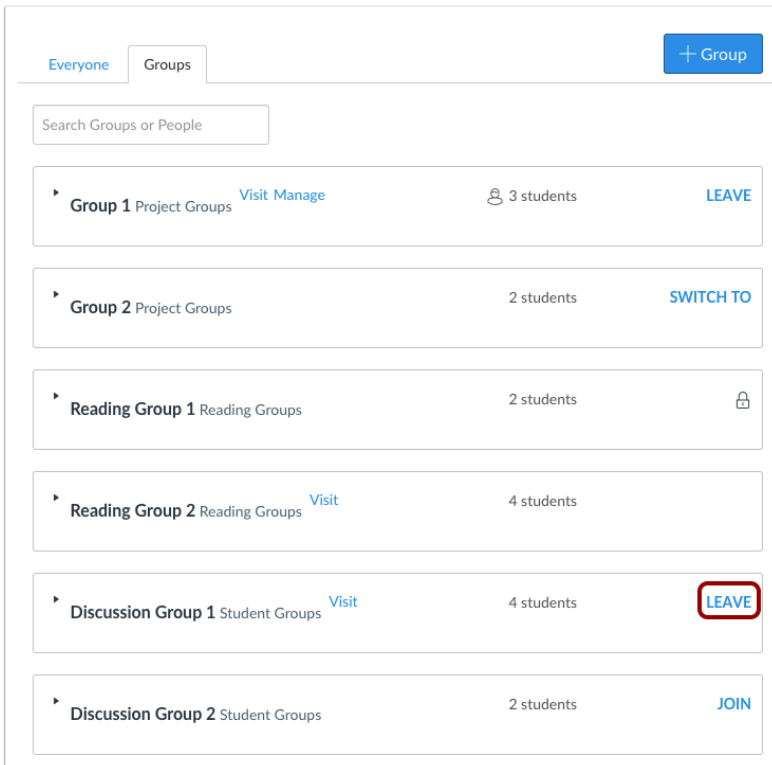
Next to the name of an available group, click the **Leave** link.

Verify Group Removal
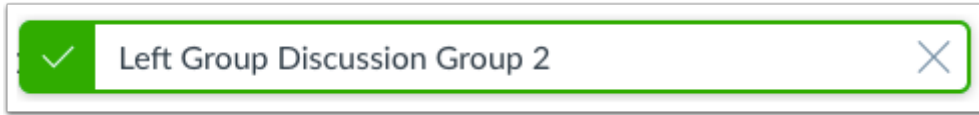
A message appears at the top of your browser verifying you left the group.

How do I create a group as a student?

As a student, you can create your own Student Groups for study groups, discuss an assignment, etc. You can be part of more than one student group.

Note: If you cannot see the People tab in your course, or if you cannot see the Add Group button, your instructor has restricted this feature.

Open People
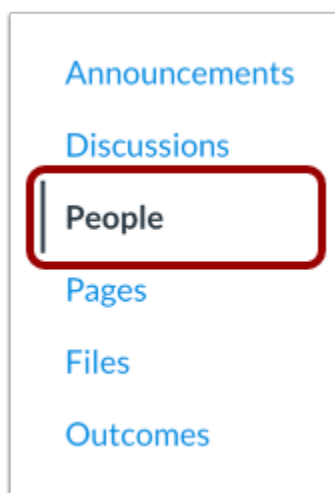
In Course Navigation, click the **People** link.
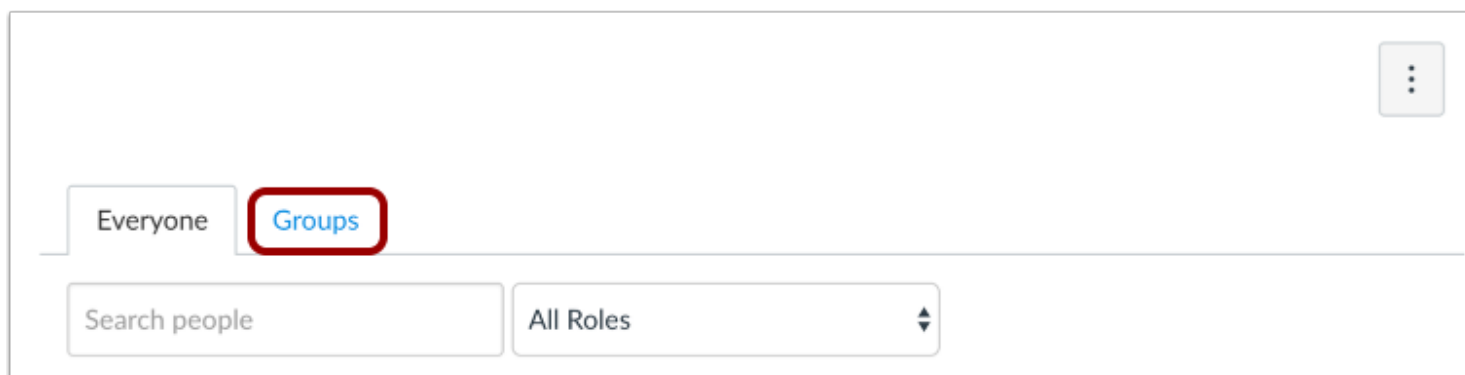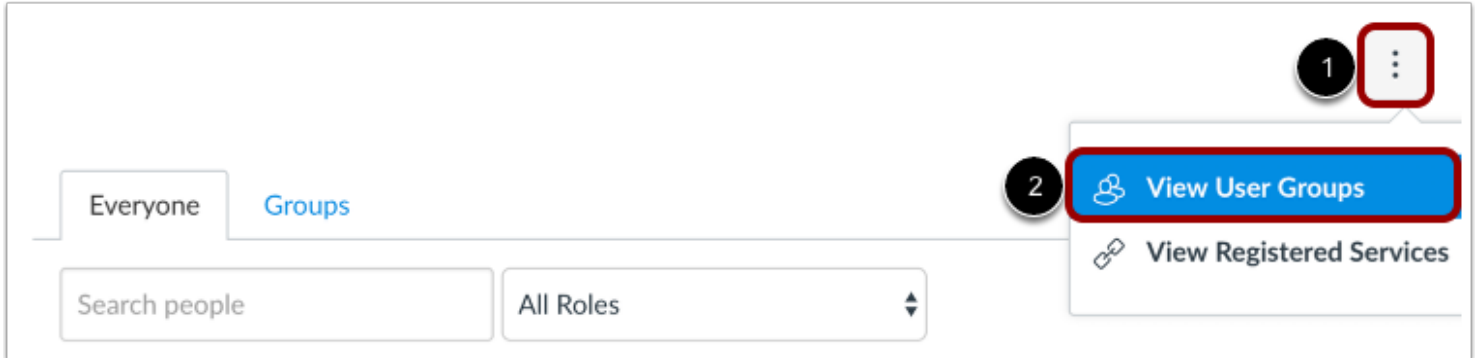
View Groups

Click the **Groups** tab.

You can also access your User Groups through the Settings menu. Click the **Options** icon [1] and click the **View User Groups** link [2].

Add Group

Click the **Add Group** button.

Membership by Invitation Only
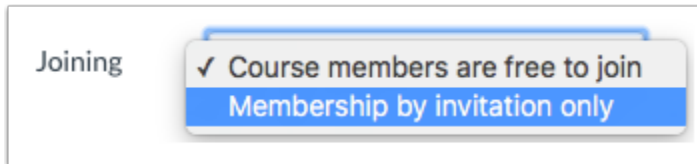
If you want to create a group with only specific people in your course, **choose the Membership by invitation only** option.

Invite Users
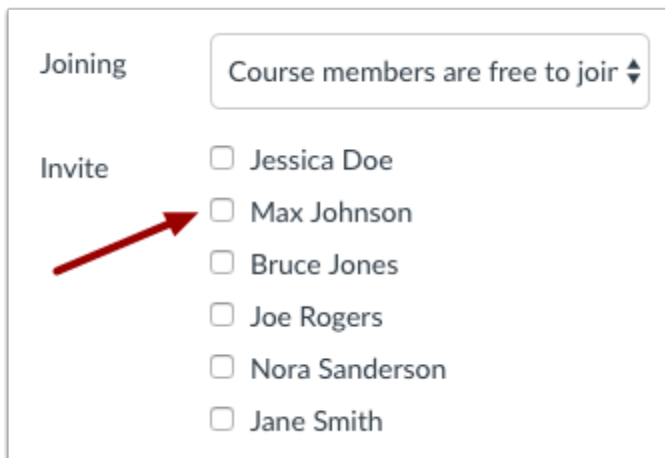
Invite users to join the group by clicking the checkbox next to each user's name. Users are listed alphabetically by last name.

Notes about invitations and group membership:
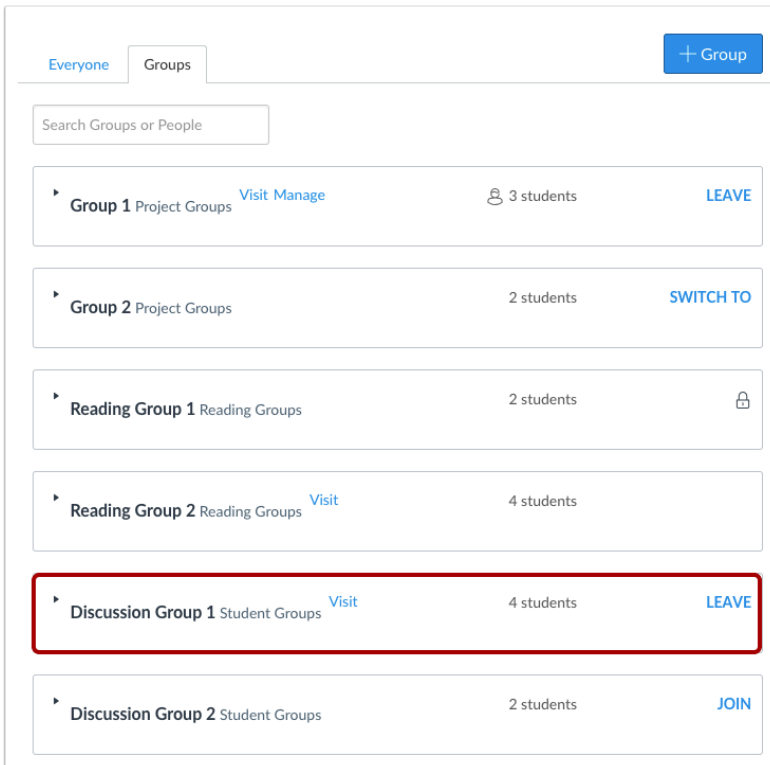
- If you set the group membership option so that anyone can join, but you choose to select only a few of the students to invite to the group, the remaining students who were not invited can see the group in the student group list and can join the student group later.
- If you set the group membership option as invitation only, students who were not invited will not be able to see the group in the student group list. If you want to add a new user to an invitation-only group at a later time, contact your instructor for assistance.

Save Group
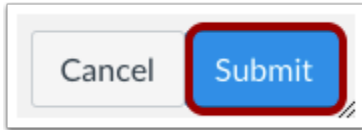
Click the **Submit** button to create a new group.

View Group

The new group you created will now appear in your course groups.

Edit Group Details

If you need to change the details of your group later, such as renaming the group you created, click the **Edit Group** [1] button.

To switch between groups you have created, click the **Switch Groups** [2] link.

How do I upload a file to a group?

You can share files with members of your group.

Notes:

- Canvas does not support file uploads larger than 5 GB.
- All files added to the group will be accessible to all group members.

Open Files
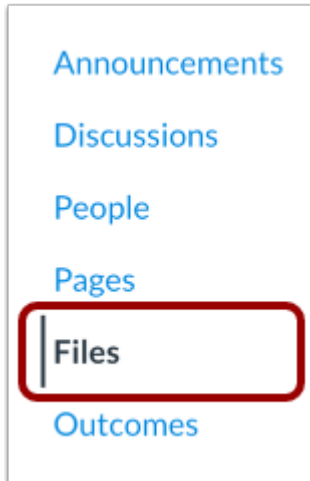
In Group Navigation, click the **Files** link.

View Files

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

Add Files

Click the **Upload** button to add new files to the group.

Choose File to Upload

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

View Group Files

Once you upload the file you selected, it will show up in the Files section of the group navigation. This way all the group members will be able to access the file.

How do I start a collaboration in a group?

You can create collaborations within your groups. Canvas defaults to using Google Docs. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.

Depending on your institution's preference, you may be able to create a Google Drive collaboration or create a Microsoft Office 365 collaboration in groups as well.

Open Collaborations

Files

Outcomes

Quizzes

Conferences

Collaborations

Chat
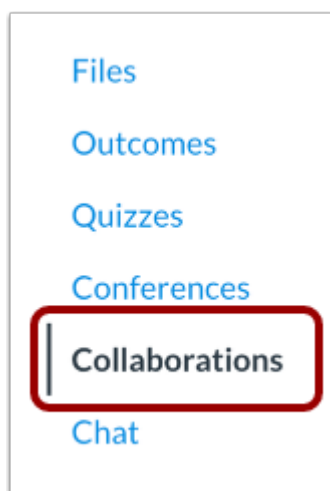
In Group Navigation, click the **Collaborations** link.

Create Collaboration

To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select who you will be collaborate with [3]. Click the **Start Collaborating** button [4].

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How do I create a discussion in a group?

You can start discussions with a group in Canvas.

Open Discussions

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

Add Discussion

Click the **Add Discussion** button.

Create Discussion

Edit discussion information:

1. Type a title for the discussion in the topic field.
2. Write a discussion prompt using the Rich Content Editor. The Rich Content Editor includes a word count display below the bottom right corner of the text box.
3. Use the Content Selector in the Sidebar to link to course Pages, Assignments, Discussions, etc.
4. Attach a file to your discussion. (**Note**: If the attachment option does not appear, your instructor has restricted this setting. Depending on your browser you may also see "Browse" instead of "Choose File".)
5. Create a threaded replies by clicking the **Allow threaded replies** checkbox.

Save Discussion

Click the **Save** button to start the discussion.

View Discussion

View the discussion you started in your group.

How do I close a discussion for comments in a group?

Students can close discussions for comments if they meet the following conditions:

1. They are the creator of the discussion.
2. There are no replies to the discussion.

Note: Once a discussion is closed for comments, only instructors can re-open it.

Open Discussions
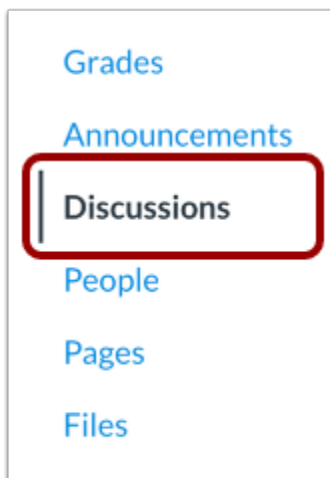
In Group Navigation, click the **Discussions** link.
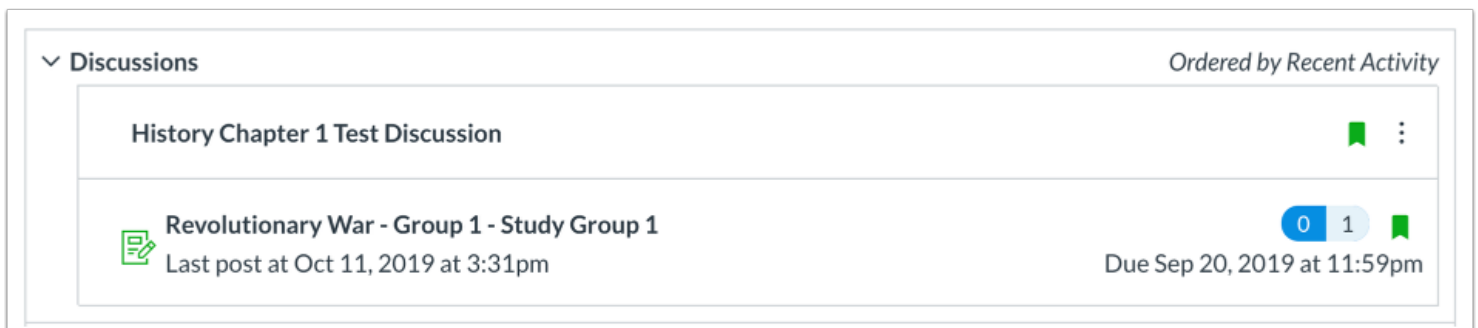
View Discussions

The group discussions index page is very similar to the course discussions index page. It will display an icon overview of each discussion and whether or not the user is subscribed. Green discussion icons indicate a subscription to the discussion.

Close for Comments
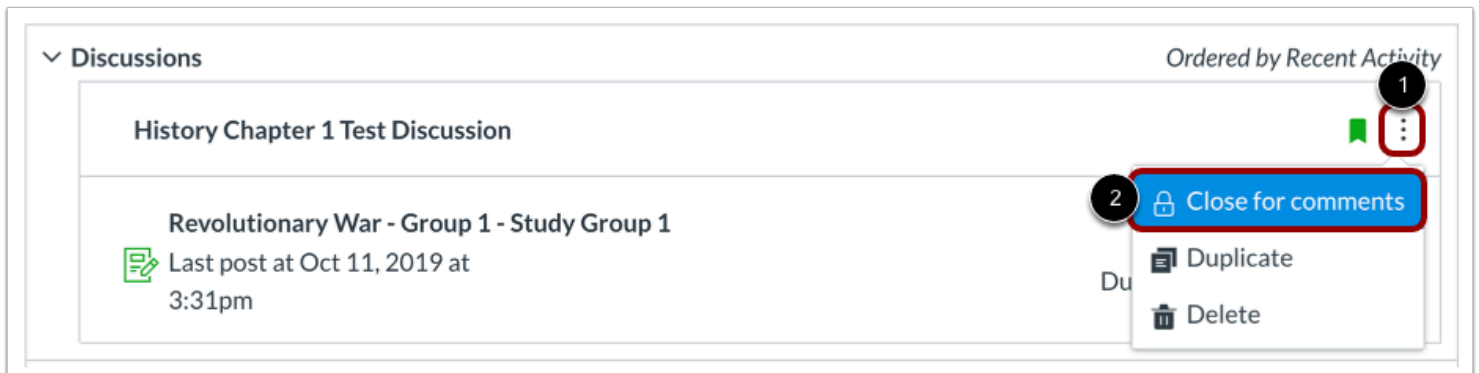
Locate the **Options** icon [1] and click the **Close for comments** link [2].

View Discussion
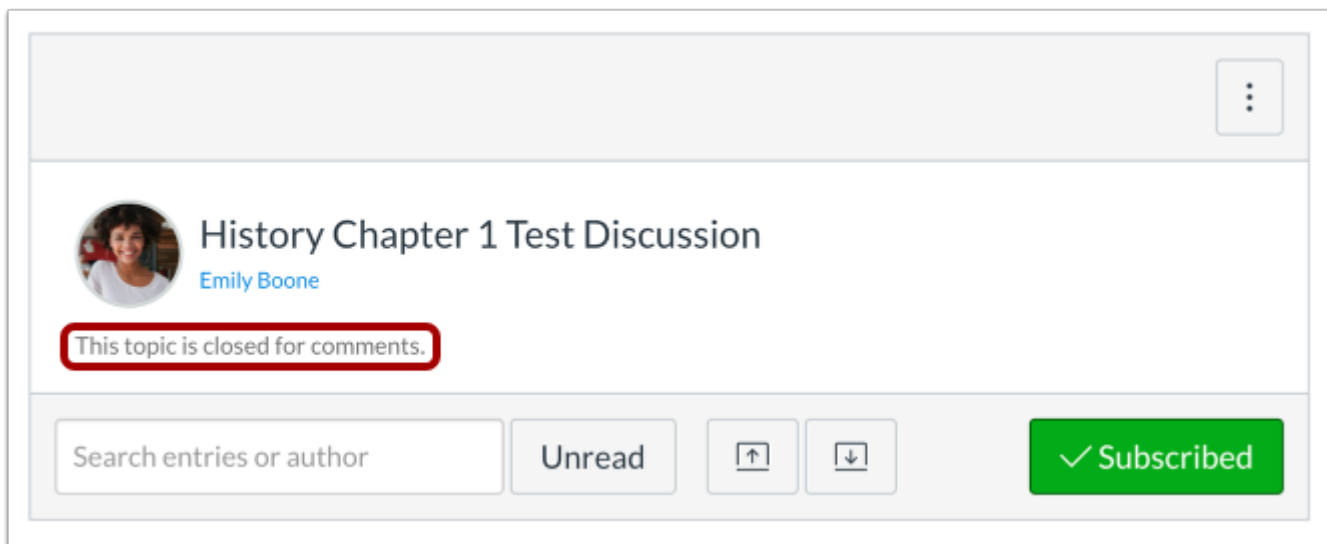
Verify the discussion is closed for comments by locating the **This topic is currently locked** indicator.

How do I manage groups as a student group leader?

As a student group leader, you can help manage a group in a course. Group leaders are assigned automatically or manually by your instructor. You will not receive any notification that you have been added as a group leader.

Open People
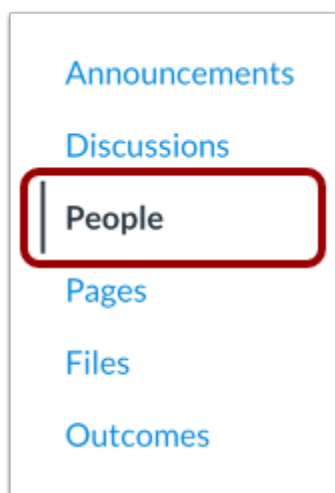
In Course Navigation, click the **People** link.
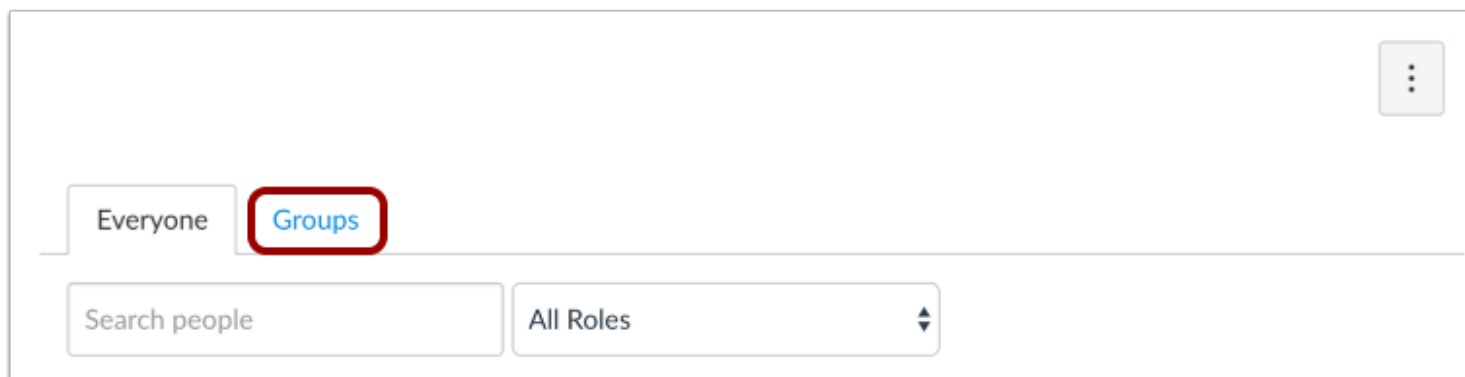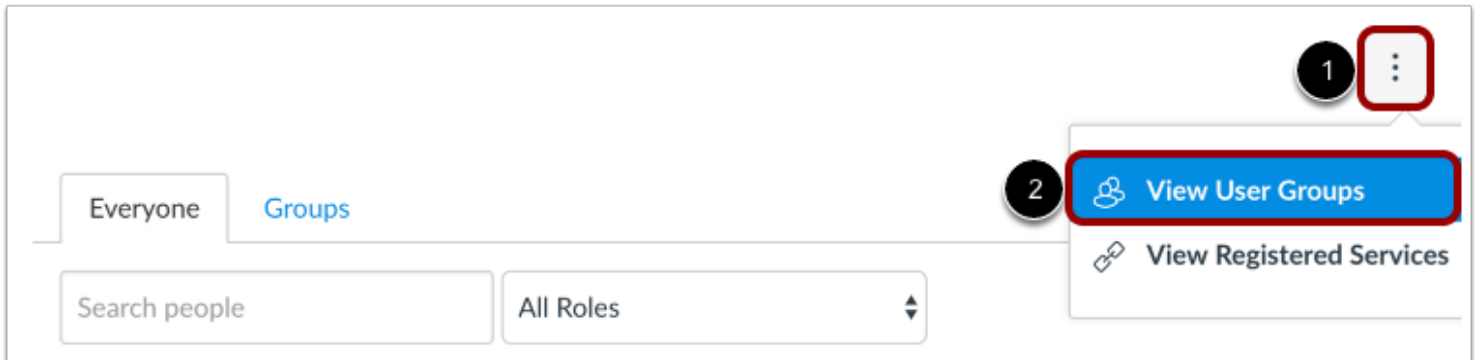
View Groups

Click the **Groups** tab.

You can also access your User Groups through the Settings menu. Click the **Options** icon [1] and click the **View User Groups** link [2].
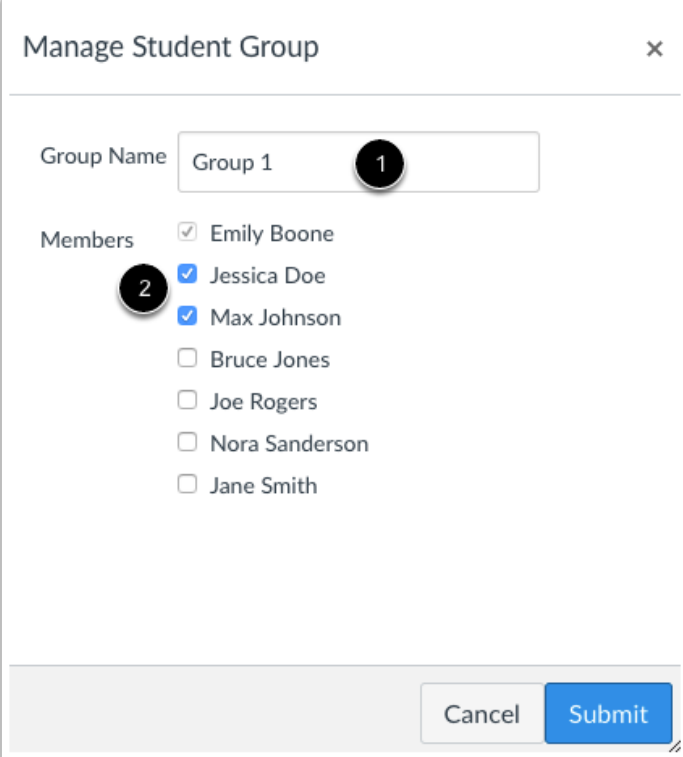
Open Group
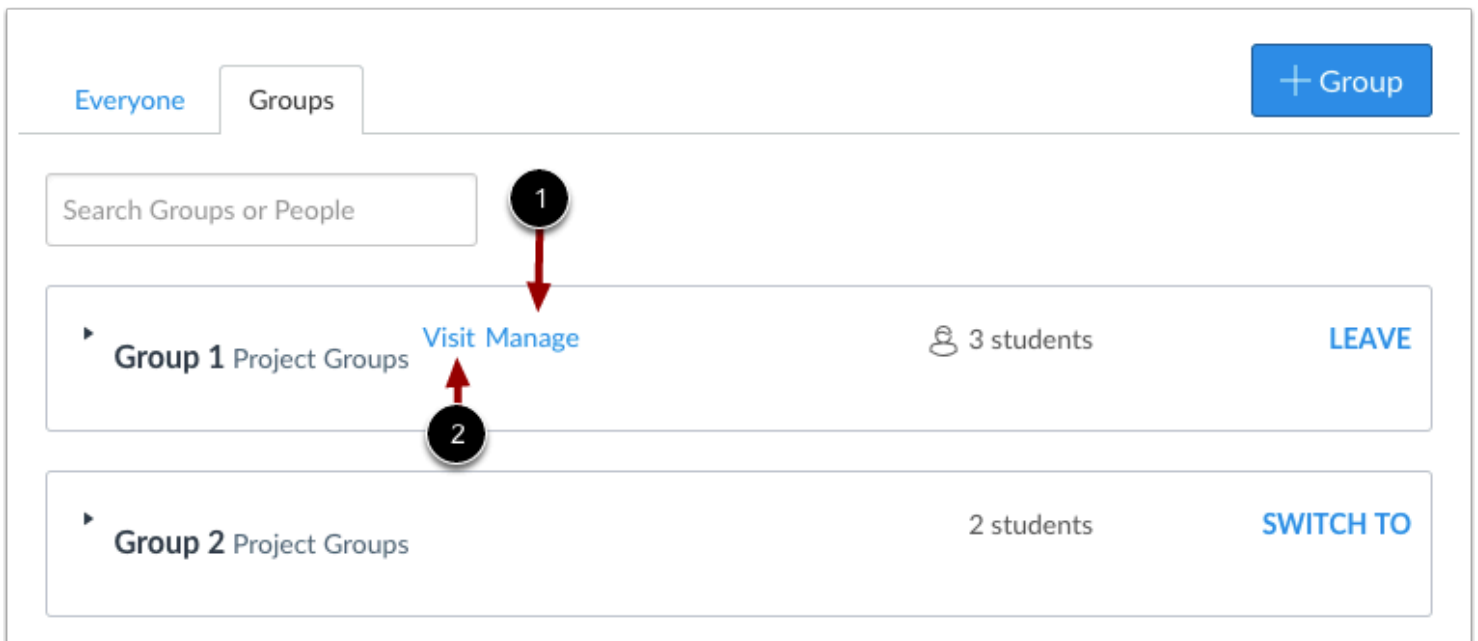
Click the **Manage** link [1] to edit the group name and add or remove members. Click the **Visit** link [2] to view the group dashboard.

Note: If you visit the group dashboard, you will see an **Edit Group** link for quick access to edit the name of the group.

Manage Group

You can edit the group name by [1]. You can also manage all the users in the group and add or remove members as necessary [2].

Note: You cannot change the number of members in the group.

Add or Remove Group Members

You can add or remove group members by clicking the checkbox next to the name. When you are finished, click the **Submit** button.

View Group Changes

View the updated group information.

Profile and User Settings

How do I edit my profile in my user account as a student?

Some institutions may enable a feature in Canvas called Profiles. Profiles allows you to update your name, preferred contact methods, and any personal links for your account. Your profile information can be viewed by all users in your courses.

Note: If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your institution.

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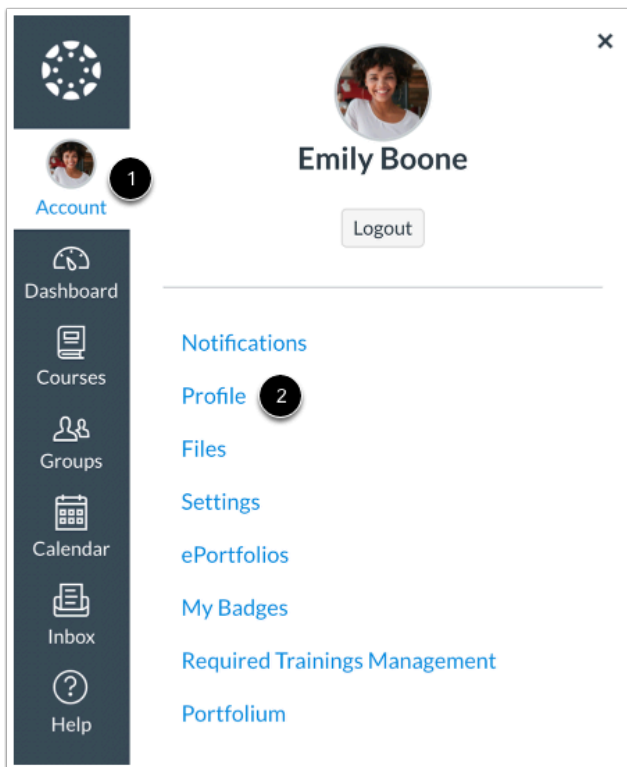
In Global Navigation, click the **Account** link [1], then click the **Profile** link [2].

Edit Profile

Click the **Edit Profile** button.

Edit Profile Picture

To upload a profile picture, click the **profile picture** icon.

Note: Profile pictures are a separate permission from profiles. If you do not see a placeholder picture, your institution has not enabled this feature.

Edit Name and Title

If you are allowed to change your name, type your name in the name field [1]. Type your title in the title field [2].

Add Contact Methods
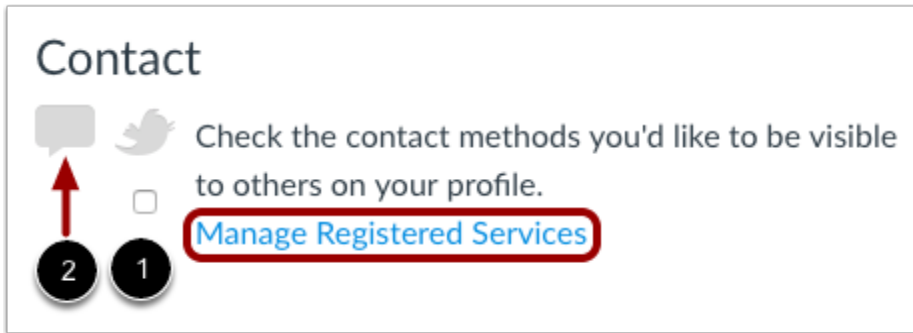
If you have connected to any web services, click the checkbox underneath the web service to indicate how you wish to be contacted via that service [1]. To add additional services, click the **Manage Registered Services** link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the Manage Registered Services page.

The Discussion icon [2] automatically appears as a contact method for Admins so users can contact them through Canvas Conversations. It cannot be selected by any other users.

Note: As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

Edit Bio
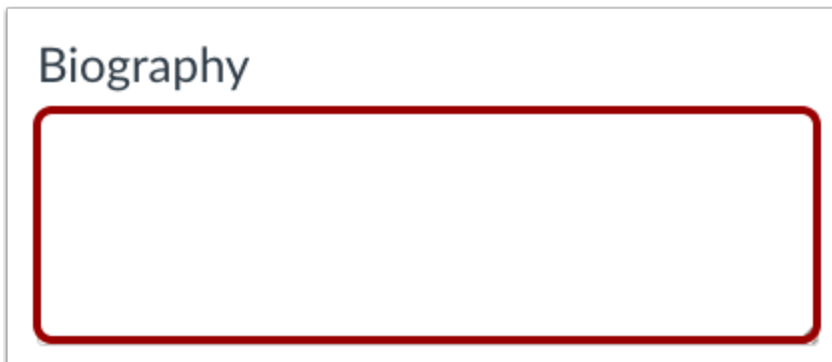
Type your biography in the bio field. You can add hobbies and interesting facts about yourself.

Edit Links

To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the **remove** icon to delete the link [3]. Click the **Add another link** button to add another link [4].

Save Profile

Click the **Save Profile** button.

How do I add a profile picture in my user account as a student?

If your institution has enabled profile pictures, you can add and change profile pictures in your account. If you do not see a placeholder picture in your user settings, your institution has not enabled this feature.

There are three ways you can select a profile picture to use throughout Canvas:

- **Upload a Picture** from your computer
- **Take a Picture** using your computer's camera (not supported when using Safari or Internet Explorer)
- Import from an existing **Gravatar** account (this feature may be restricted by your institution and only G-rated images are supported)

Tips for profile pictures:

- Please choose an appropriate picture to represent yourself. Your institution has the right to remove pictures that are not appropriate for a classroom setting.
- Images should be square in size to prevent your picture from being resized or distorted.
- Files can be any type (.jpg, .png, .gif) or size as long as you have room in your personal files to store the file. Canvas recommends that your profile picture be as small as possible.
- Your personal files quota is enforced when uploading a profile picture. If you do not have enough storage space in your personal files, you will not be able to upload your profile picture. Create more space by removing some files in your personal files.

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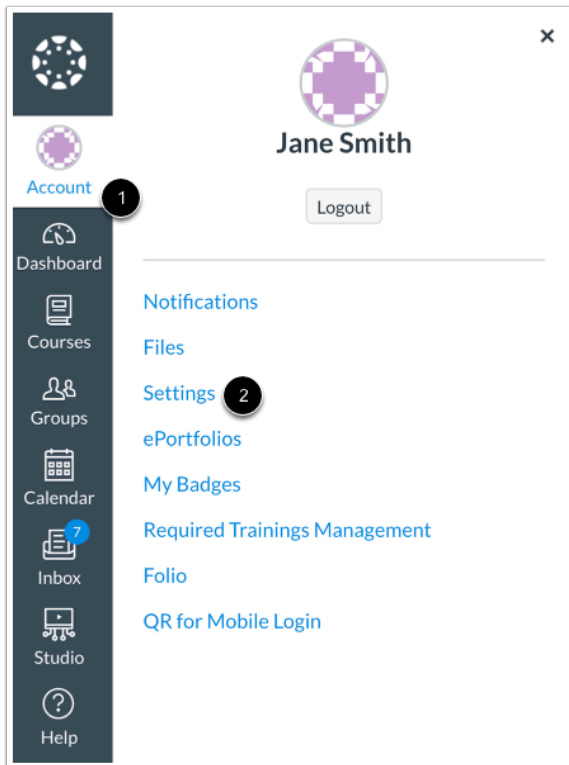
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Open Profile Picture

Click the profile picture icon.

Note: If you don't see a placeholder profile picture icon, your institution does not allow you to add or change your profile picture.

Upload a Picture
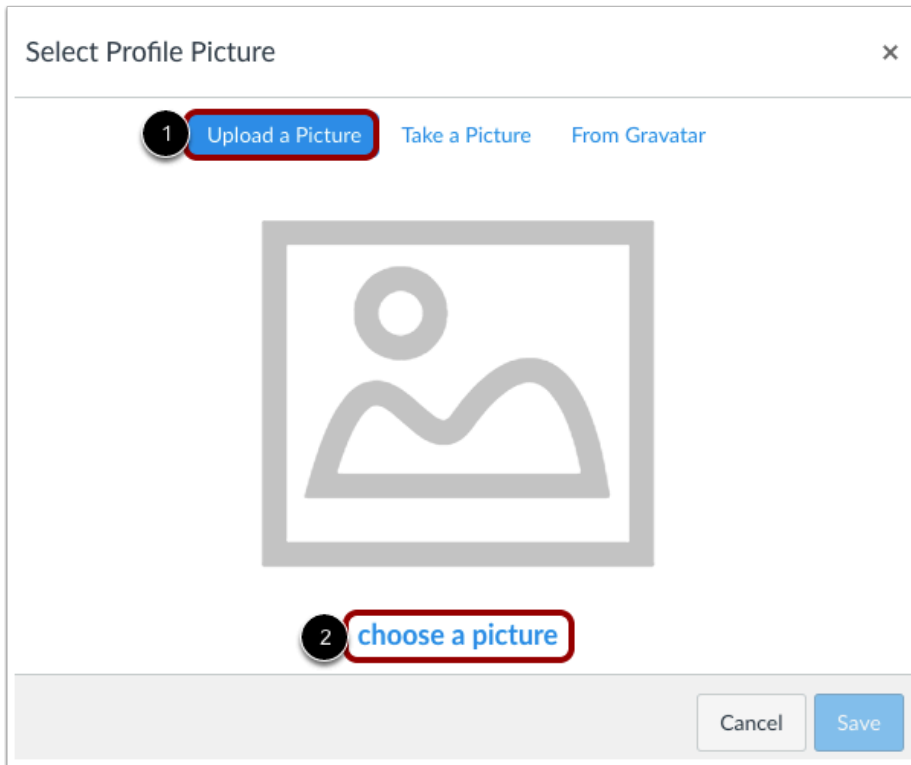
To upload a new profile picture, click the **Upload a Picture** tab [1], then click the **choose a picture** link [2]. You can also drag a picture from your desktop and drop it into the uploader.

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Choose Profile Picture
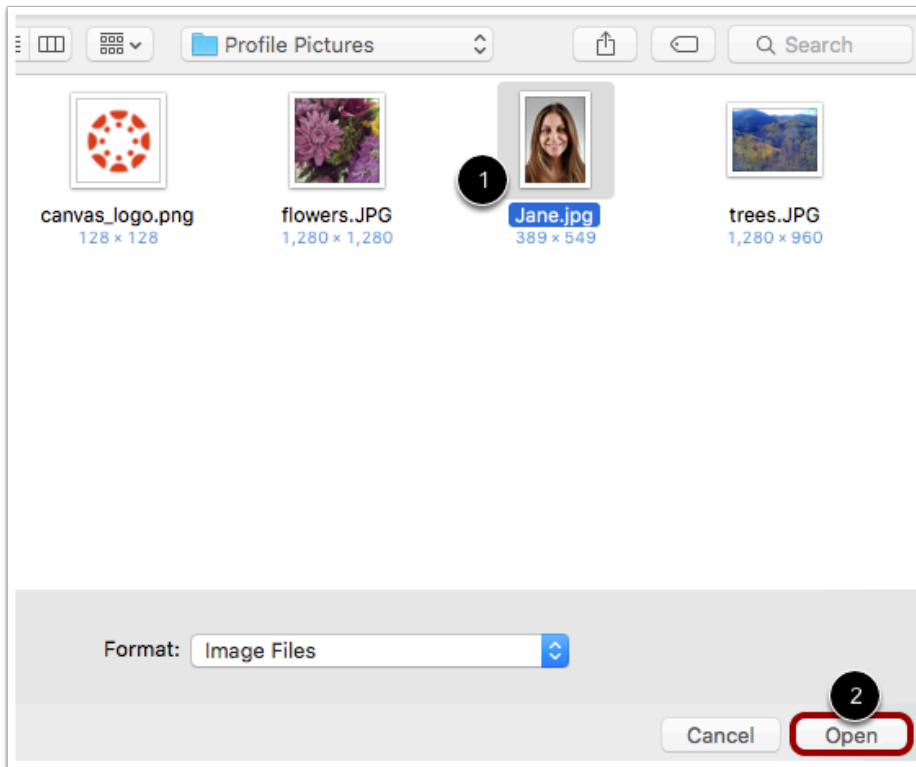
Find the image you want to upload [1] and click the **Open** or **Browse** button [2].

Crop or Resize Picture
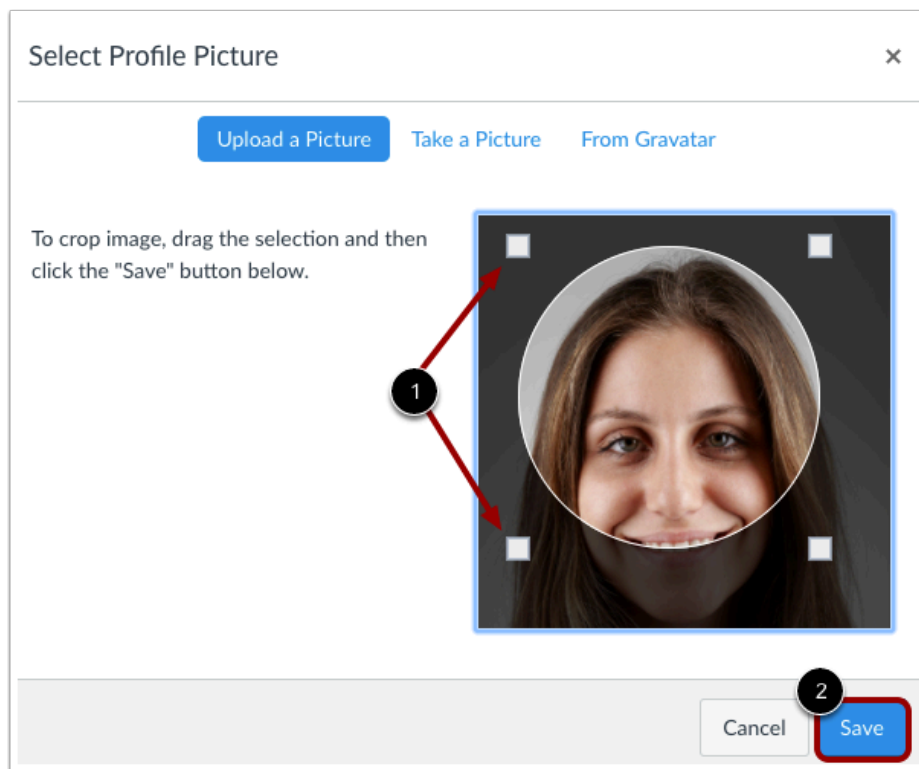
Use the selection boxes to crop your image [1]. When you are finished, click the **Save** button [2].

Note: Canvas will automatically store a copy of the saved profile picture in your personal files. When a new picture is saved in your profile, the new picture will override the existing picture file in your personal files.

Take a Picture
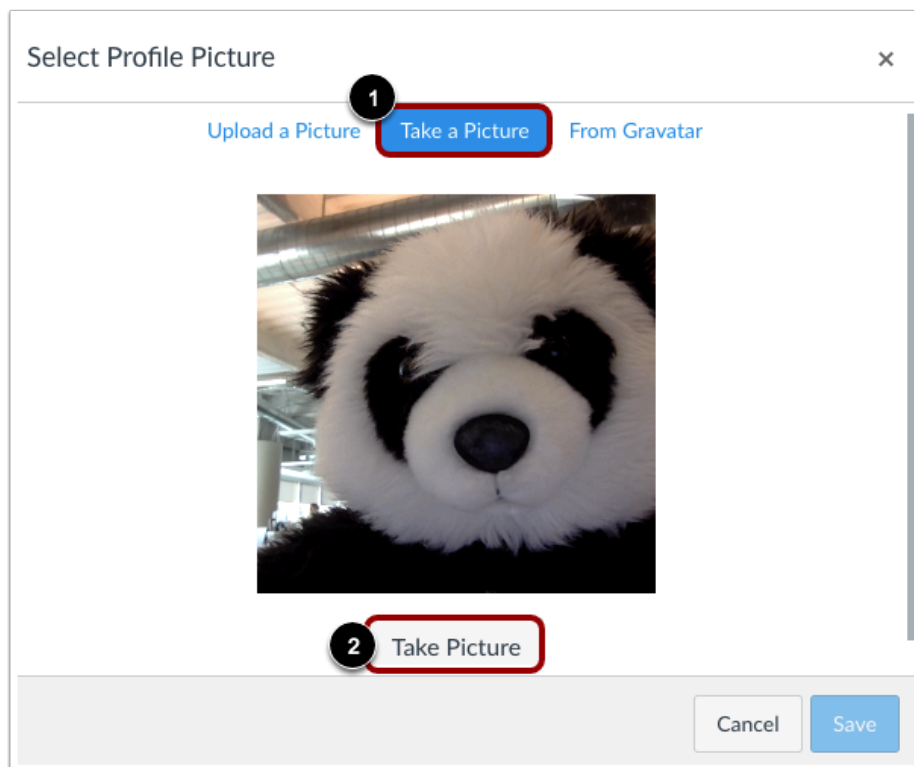
To take a picture to use as your profile picture, click the **Take a Picture** tab [1], then click the **Take Picture** button [2].
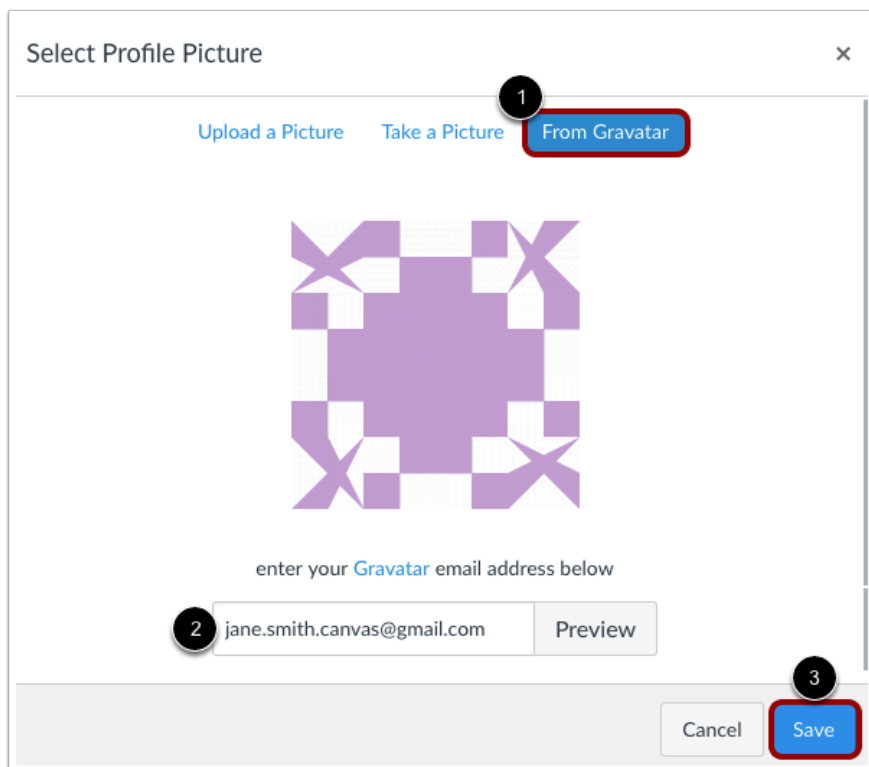
Note: Depending on your browser, you may need to allow Canvas to access your camera. The Take a Picture option is not supported when using Safari or Internet Explorer.

Save Picture
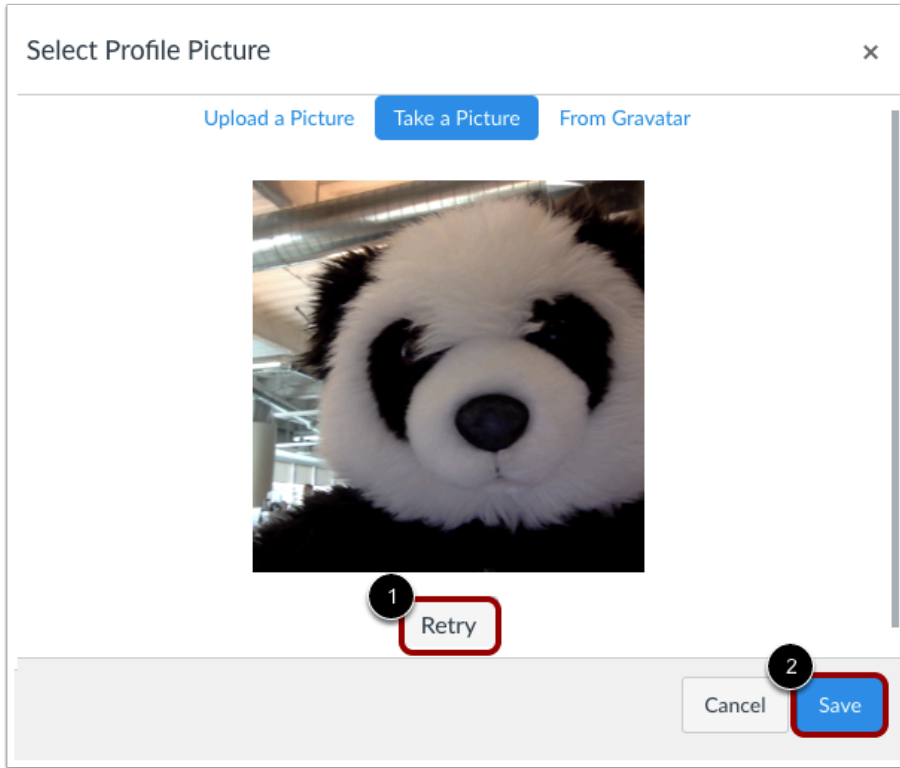
To take another picture, click the **Retry** button [1]. When you are finished, click the **Save** button [2].

Import from Gravatar

If your institution allows Gravatars and you have a [Gravatar](#) account, you can import an existing Gravatar to use as your profile picture.

Click the **From Gravatar** tab [1] and enter your Gravatar email address in the field provided [2]. Click the **Preview** button to view your Gravatar. When you are finished, click the **Save** button [3].

Note: Before adding a photo in your Gravatar account, you will have to rate the photo. Please note that only G-rated Gravatar photos can be displayed as a Canvas profile picture.

View Profile Picture

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

Delete Profile Picture

Profile pictures are linked to your personal files, so you can easily delete them to remove old profile pictures.

Note: Gravatar images cannot be deleted from your account through your personal files. However, Gravatar images may be replaced with an uploaded image or with a captured image using the Take a Picture option.

Open Files

To delete a profile picture, click the **Files** link.

Open Profile Pictures

Click the **profile pictures** folder.

Delete Profile Picture

Next to the file you want to delete [1], click the **Options** icon [2] then click the **Delete** link [3].

How do I change the settings in my user account as a student?

Depending on how your Canvas account was created, you may be able to make changes to your name, **pronouns**, default email, **language**, **time zone**, and **password**.

- Setting a chosen language will override any default language settings across your institution; however, any language set in a course will override your user language.
- Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas.
- Users associated with a SIS ID cannot delete their own account.

Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

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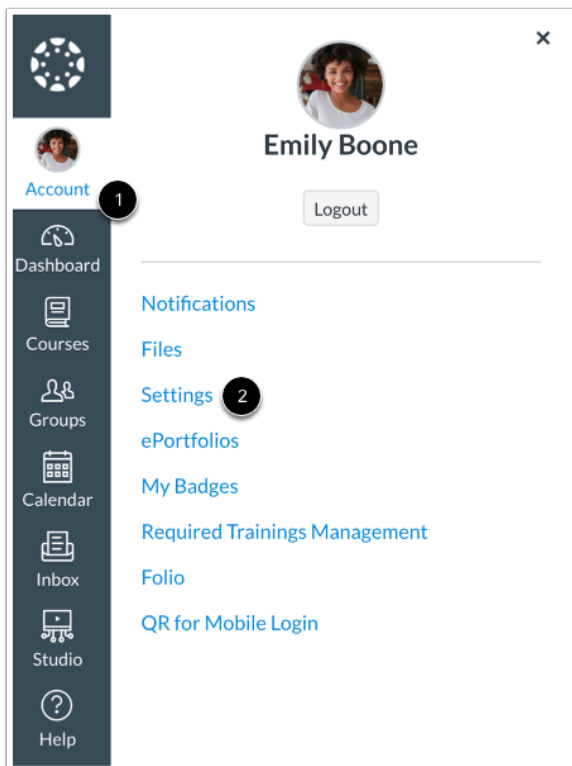
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
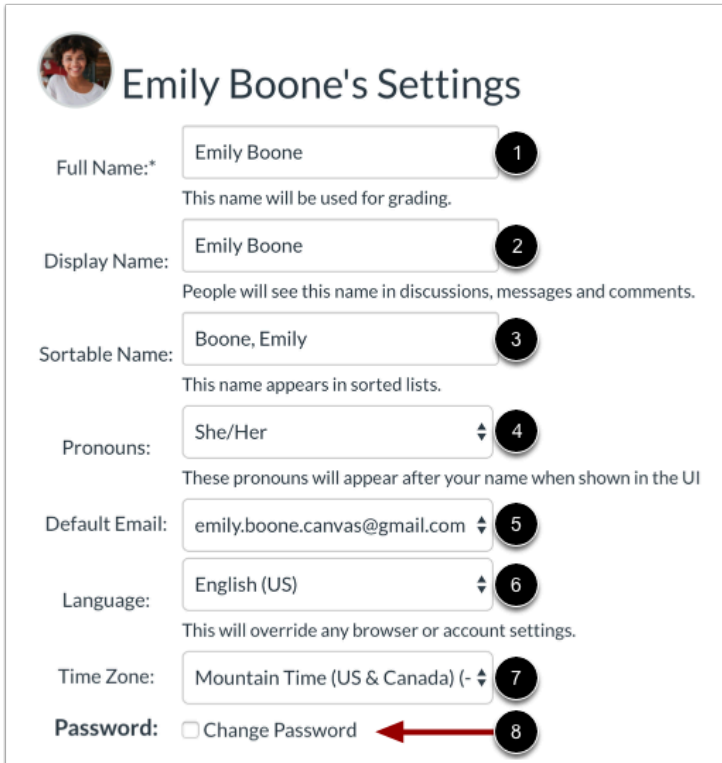
Edit Settings

Click the **Edit Settings** button.

Change Settings

If enabled, edit the appropriate settings:

- **Full Name** [1] is used for the Gradebook and Grades pages, Chat, People, and SIS imports.
- **Display Name** [2] is how other users will see your name in Announcements, Conferences, Conversations, and Discussions.
- **Sortable Name** [3] defaults to your last name, first name and appears in sorted lists so admins can search for it.
- **Pronouns** [4] display after your name in various areas throughout Canvas.
- **Default Email** [5] can be set when you have multiple Notification email addresses associated with your account.
- **Language** [6] can be set to your native language and is the language you want to use in Canvas (does not apply if an instructor sets a specific language for a course).
- **Time Zone** [7] can be set to where you are located and displays assignments in your local time.
- **Password** [8] is the combination of characters you choose to use to log in to your Canvas account.

Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

Update Settings
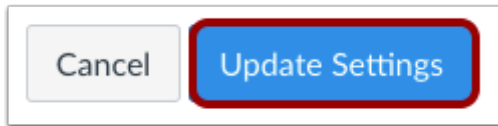
Click the **Update Settings** button.

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

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

Notes:

- 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.
- If you change your language or locale preferences, the Calendar week start date may also change. Certain languages or locales change the Calendar week start date to Monday.

Open User Settings

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

Edit Settings

Click the **Edit Settings** button.

Select Language

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

Update Settings
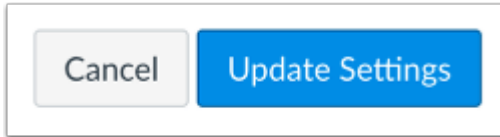
Click the **Update Settings** button.

View Preferred Language

View Canvas in your preferred language.

How do I select personal pronouns in my user account as a student?

If enabled by your institution, you can select personal pronouns to add to your user account. Personal pronouns display after your name in various areas in Canvas, including:

- Comment Fields
- Discussions
- Inbox
- People Page (Course and Groups)
- User Navigation Menu
- User Profile Page
- User Settings Page

Notes:

- If you cannot view pronouns in your User Settings, your institution has not enabled this feature.
- LTI tools, such as New Quizzes and Analytics, do not currently support displaying pronouns.

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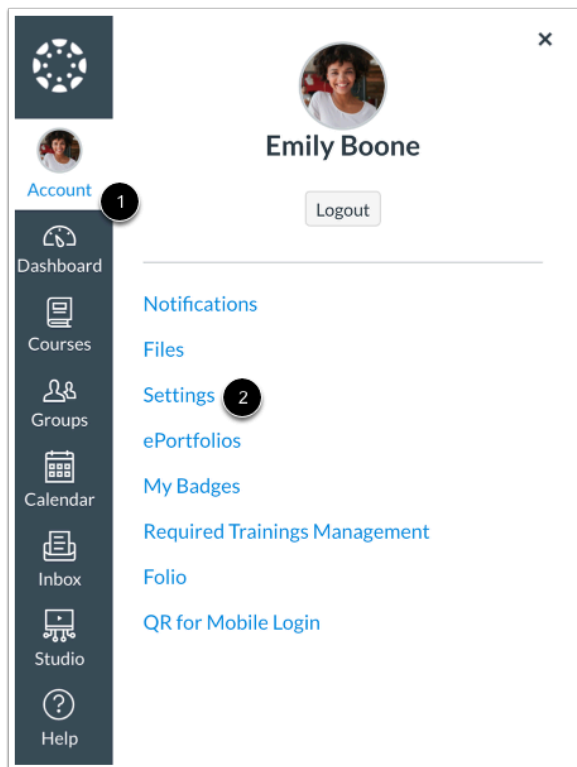
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
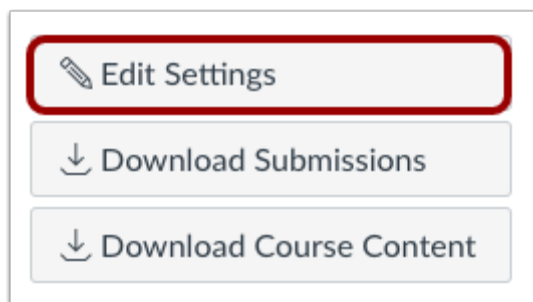
Edit Settings

Click the **Edit Settings** button.

Select Pronouns

In the **Pronouns** drop-down menu, select your personal pronouns.

Notes:

- If the Pronouns drop-down menu does not display in your User Settings, your institution has not enabled this feature.
- Pronoun options are managed by your institution. You cannot add pronoun options.

Update Settings

Click the **Update Settings** button.

View Pronouns

You can view your personal pronouns in your User Settings [1]. Your personal pronouns will also display after your name in many areas throughout Canvas [2].

How do I set a time zone in my user account as a student?

All dates and times throughout your Canvas courses are displayed according a course's respective time zone. However, you can set your own time zone for your user account and have your local time zone display throughout Canvas. Displaying dates in your local time may help you stay up to date on assignments and due dates, especially if your course time zone differs significantly from where you reside.

Note: If you set a time zone in your user settings, you can always view the course time zone by hovering over any date and time in your course. The text will show both the local time and course time.

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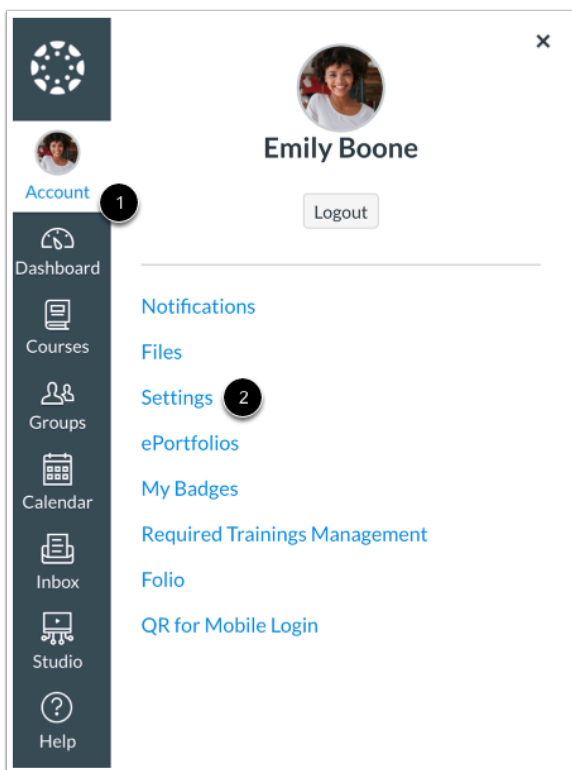
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
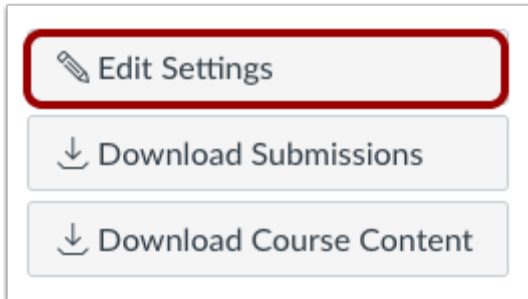
Edit Settings

Click the **Edit Settings** button.

Set User Time Zone

In the Time Zone drop-down menu, select a new time zone for your user account.

Update Settings
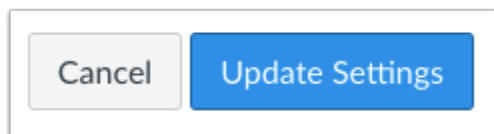
Click the **Update Settings** button.

View Time Zone

View the time zone for your user account.

How do I change my login password as a student?

You may be able to change your password in your profile settings.

If you do not have access to change your password, your password is controlled through your institution. Contact your institution to learn how to change your password.

If you can change your password, there are no password reset intervals, so you can change your password as little or as often as you want. However, you can keep strong passwords effective by changing them often. Here are some good password guidelines:

- Use at least eight characters (the more the better), but most people will find anything more than about 15 characters difficult to remember.
- Use a random mixture of characters, upper and lower case, numbers, punctuation, spaces and symbols.
- Don't use a word found in a dictionary, English or foreign.

Note: If you forget your password, you may be able to reset it. Learn how to **reset your password**.

Open User Settings

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

Edit Settings

Click the **Edit Settings** button.

Change Password

Click the **Change Password** checkbox [1] to create a new password. Type your old password in the **Old Password** field [2]. Type your new password in the **New Password** field [3]. Type your new password again in the **Confirm Password** field [4].

Note: If you do not have access to change your password, please contact your institution. Your institution will tell you how to change your password.

Update Settings

Click the **Update Settings** button.

How do I add contact methods to receive Canvas notifications as a student?

In Canvas you can add contact methods to receive notifications. Contact methods allow you to select how you want to be notified when various events occur within a course. Notifications are applied to all courses in Canvas. Canvas supports notification through email, SMS text message, Slack, and various web services.

Once you add contact methods, you can **set your own Notification Preferences** to select how often you want to be notified of course events.

View a **video about Notification Preferences**.

Note: SMS notifications are only available for Announcements and Grading notification types.

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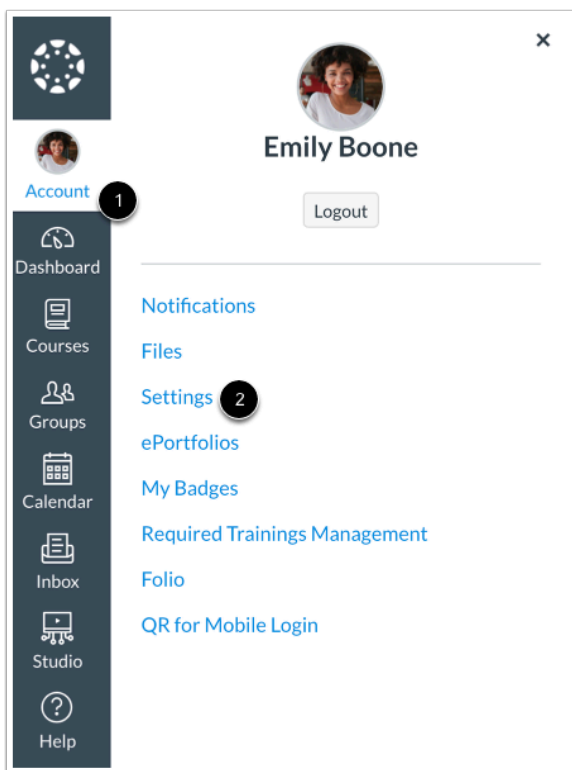
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Add Ways to Contact
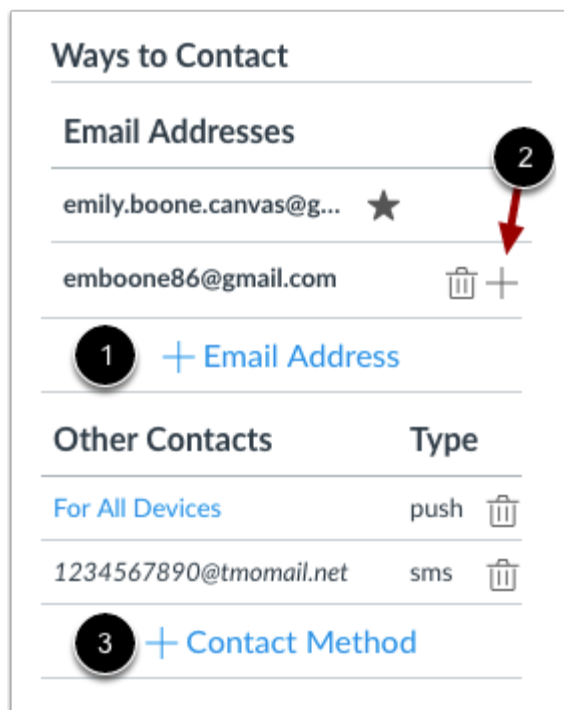
In the Ways to Contact sidebar, your account displays the default email associated with your account, if any. However, if you want to add an additional email address, click the **Add Email Address** link [1].

If you have multiple Canvas accounts, you can view the **Add** icon [2], which allows you to merge the address with another Canvas account that uses the same email address.

If you want to add SMS text messages and Slack as a contact method, click the **Add Contact Method** link [3].

View Communication Warnings
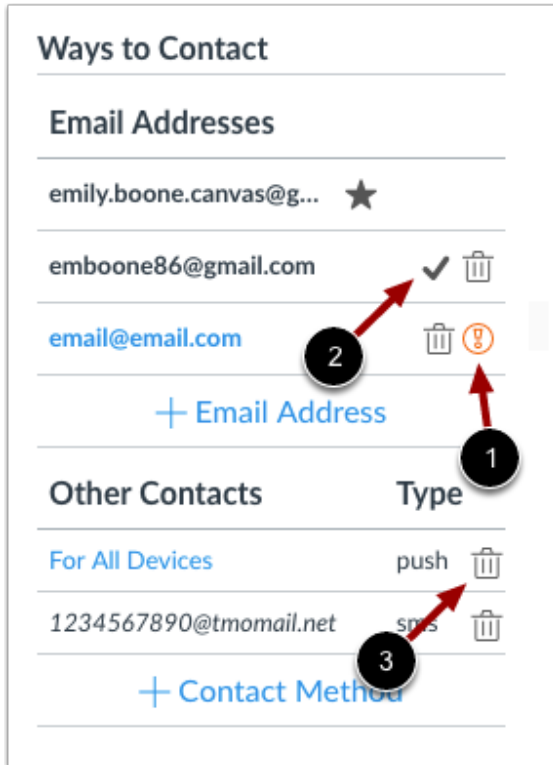
Canvas does not send notifications to communication channels that have bounced, which means the channel can no longer attempt to generate or send a notification. Bounces can occur from invalid addresses (caused by address typos, changed addresses, etc.) or blocked servers.

In User Settings, Canvas may display the following icons to indicate a contact method's status:

- **Warning** [1]: indicates a bounced contact method. To correct the error, you can remove then re-add the contact method to your profile.
- **Check Mark** [2]: notifies you of an unconfirmed email address.

To delete a contact method, click the **Delete** icon [3].

Link to Web Services

The Web Services portion on your settings page is divided into two columns. Services you have already registered, such as through the Ways to Contact section of your settings, or through course Collaborations and assignments, appear in the left column under the **Registered Services** heading [1]. Other services that are available for registration appear in the right column under the **Other Services** heading [2].

Learn how to add web services in Canvas.

View Approved Integrations

When you allow third-party integrations to access your account, the Approved Integrations section will appear and display the authorized integrations. Each integration will show you the name of the app, the purpose (if one is noted), the date the app was last used, the date the app expires, and a link to view further details.

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How do I add an additional email address as a contact method in Canvas as a student?

When you create a **contact method** in Canvas, you can use that contact method as a way to receive Canvas notifications. By default, notifications are sent to the email address used to create your Canvas account. However, you can add an additional email address if you do not want to use your existing email address or want to use an additional email for notifications.
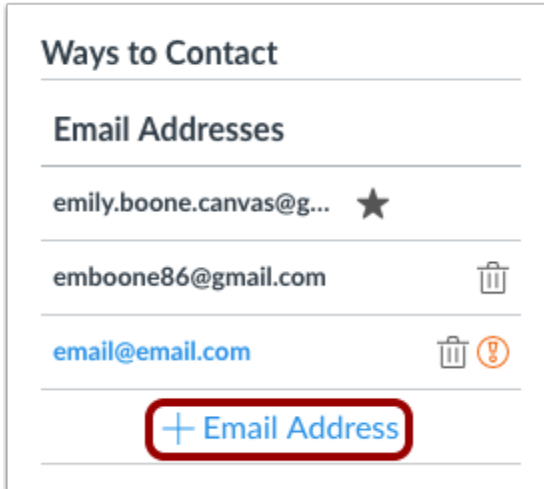
Learn how to **set notification preferences**.

Open User Settings
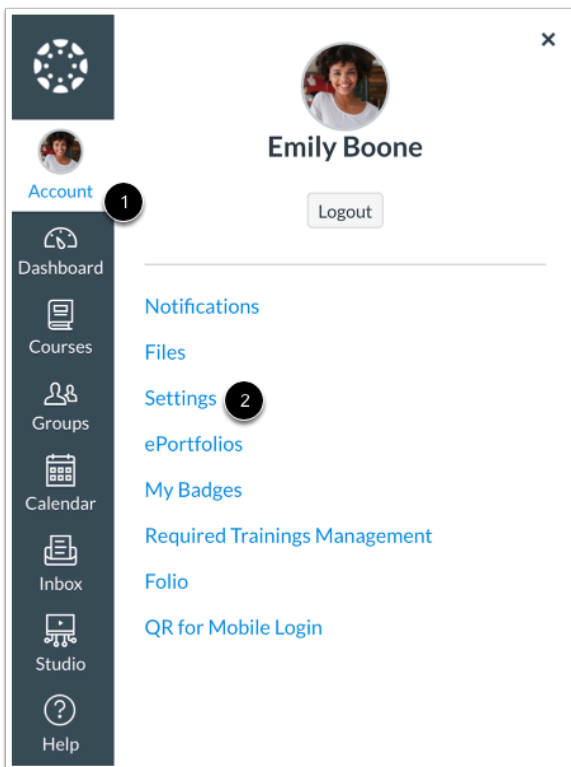
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
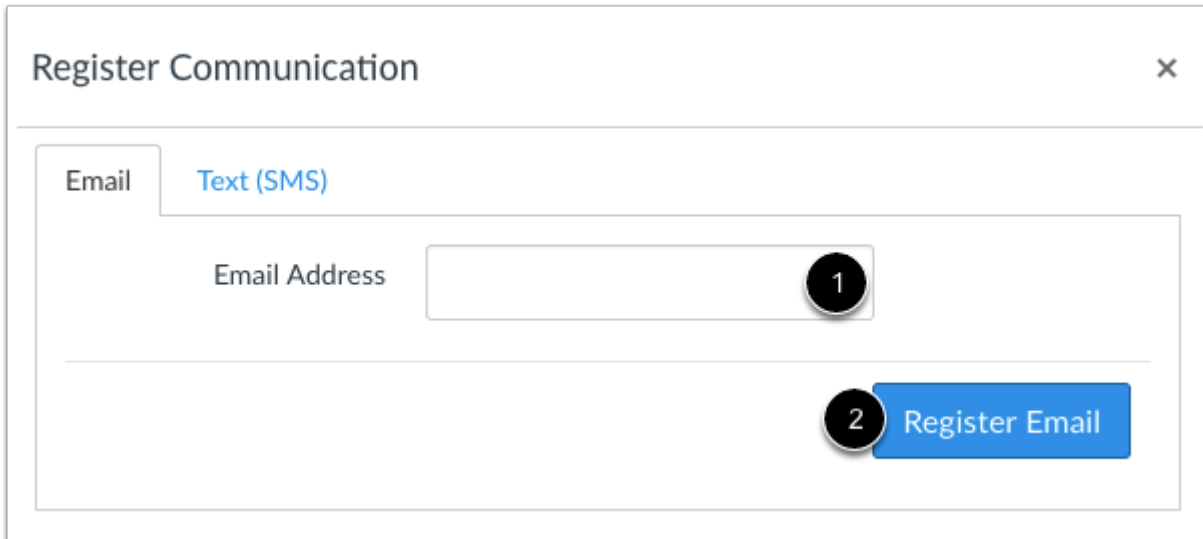
Add Email Address

In the Email Addresses section, click the **Add Email Address** link.

Register Email

Type in the email address you want to add in the text field [1]. When you are finished, click **Register Email** [2].

Confirm Email Address
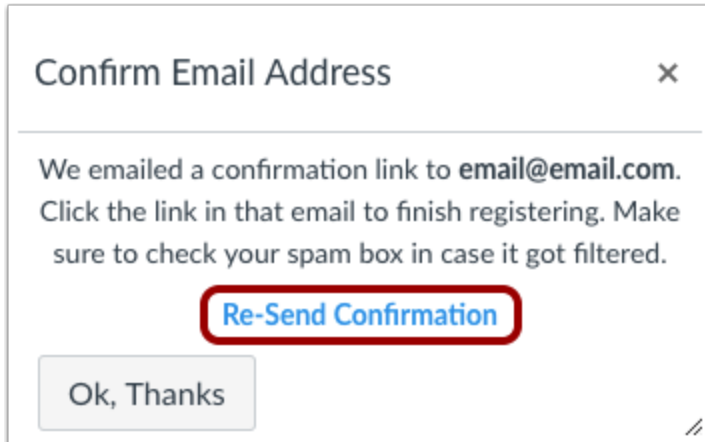
Open your email account you just added. Click the link that is in the email to finish registering the additional email address. You may have to check your junk mail folder.

If you need to resend the confirmation, click the **Re-Send Confirmation** link.

Delete Email Address
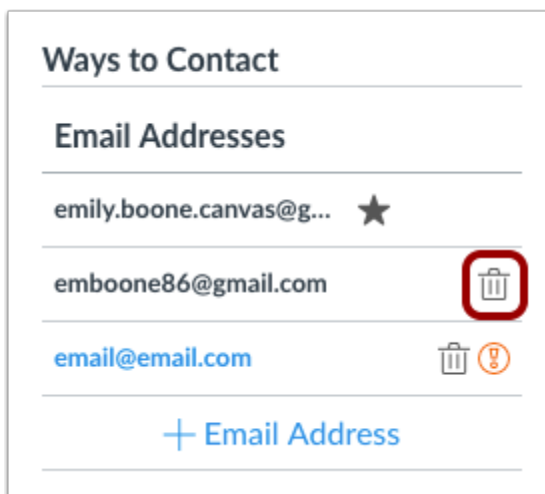
To delete the email address, click the **Delete** icon.

Confirm Delete
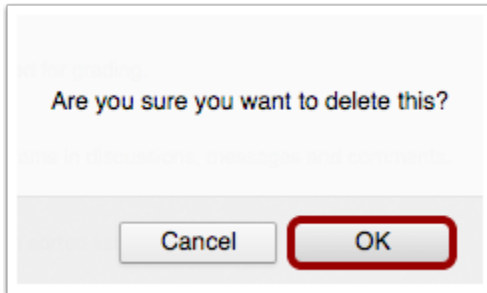
Click the **OK** button.

How do I add Slack as a contact method in Canvas as a student?

If your institution allows, you may be able to add Slack as a contact method in Canvas. Notifications from Canvas are received via message in the Slack app. Slack appears under the Other Contacts sidebar heading.

Once you have enabled the contact method, learn how to **set notification preferences**.

Open User Settings
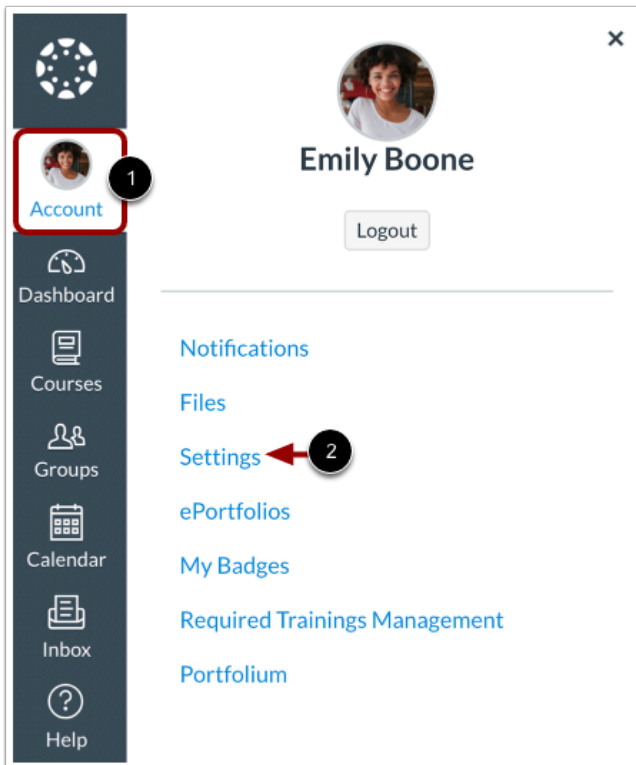
In Global Navigation, click the **Account** link [1]. Then click the **Settings** link [2].

Add Contact Method

In the Other Contacts section, click the **Add Contact Method** link.
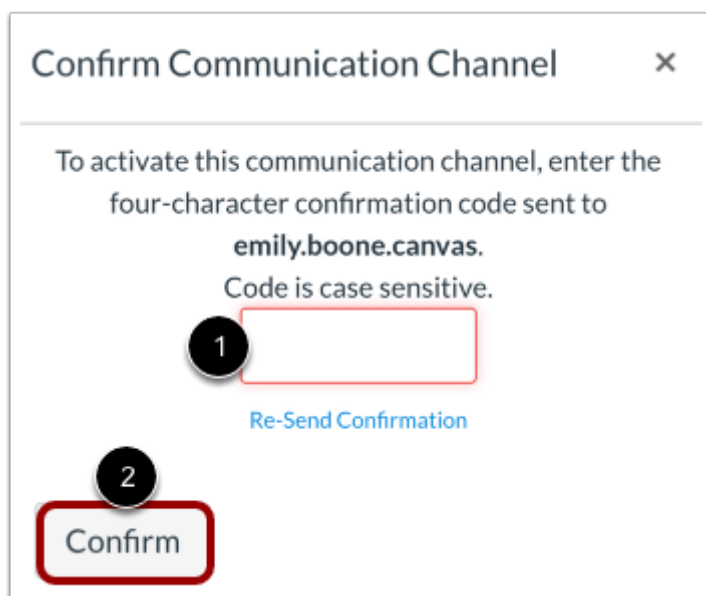
Register Slack Email

Click the **Slack Email** tab [1].

Enter the email address associated with your Slack account in the **Slack Email** field [2].

Click the **Register Slack Email** button [3].
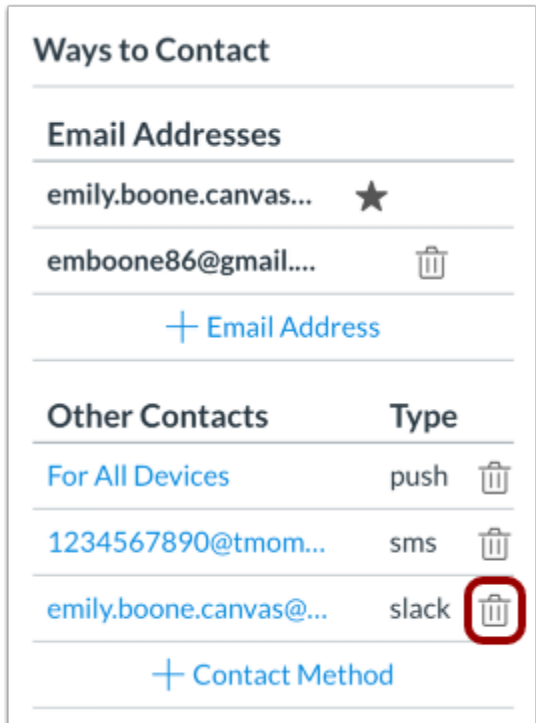
Confirm Slack Email

You will receive a Slack notification with a four-character confirmation code. Enter the code in the confirmation field [1].

To confirm the communication channel, click the **Confirm** button [2].

Delete Slack
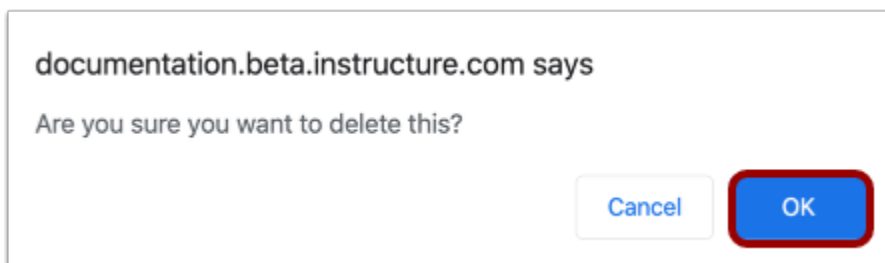
To delete Slack as a contact method, click the **Delete** icon.

Confirm Deletion

Click the **OK** button.

How do I set my Canvas notification preferences as a student?

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

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

Notification settings apply to all of your courses unless you **set notification preferences for individual courses**.

You may be able to reply directly to email notifications outside of Canvas. Replies are updated in the Canvas Inbox. However, please be aware that attachments added as part of an external reply are not included with the message shown in Canvas.

Notes:

- Notifications are sent to Canvas contact methods as specified in your account. You cannot receive notifications if your contact methods are unconfirmed. If you are not receiving Canvas notifications, please **confirm your Canvas contact methods**.
- The Canvas Student app supports setting notification preferences. However, setting preferences inside the app will override preferences in the browser version of Canvas.
- You may be able to select notification preferences for an individual course. Learn more about **managing notifications for a single course**.
- SMS notifications are only available for Announcements and Grading notification types.

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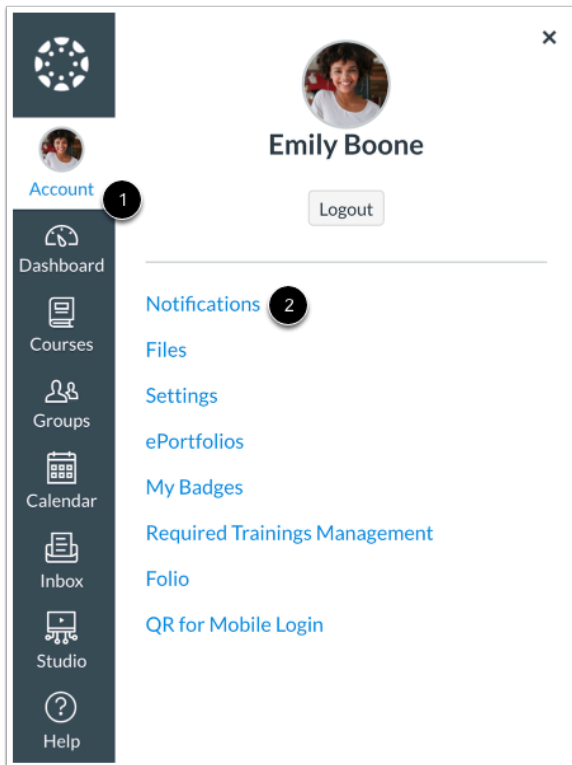
In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

Set Notification Preferences

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

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

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

To receive a weekly notification, click the **Calendar** icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.
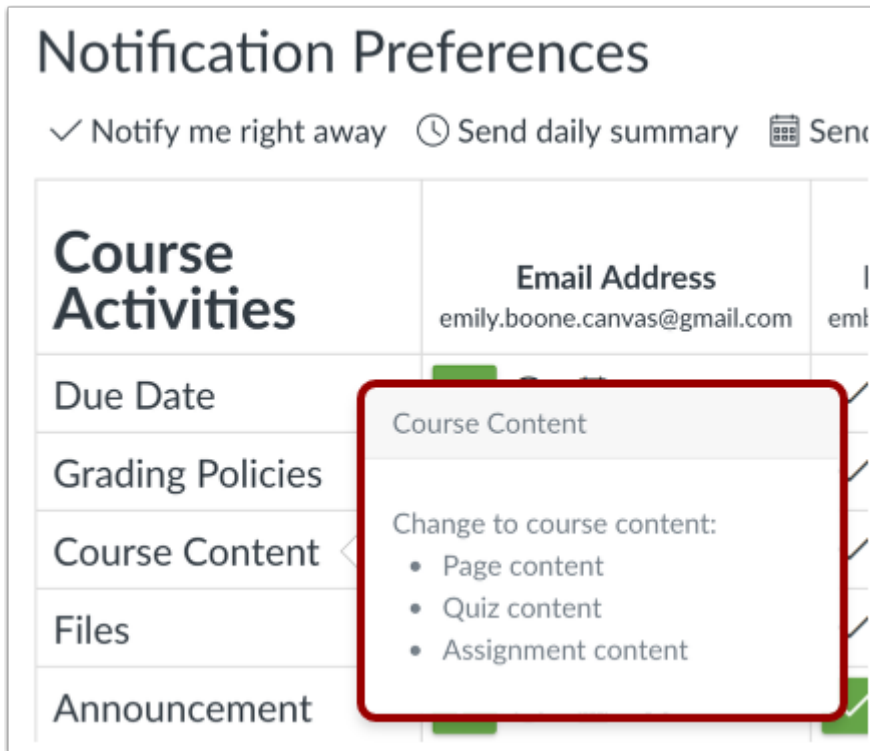
If you do not want to receive a notification, click the **Remove** icon [4].

Unsupported notification types display the **Unsupported** icon [5]. Unsupported notification types cannot be enabled.

Notes:

- Each set notification preference will automatically apply to all of your courses. However, if you manage notification preferences for a single course, notifications for that course must continue to be managed in the course.
- Twitter and SMS notification preferences do not support daily summary or weekly summary options.
- Unregistered contact methods will appear in notification preferences but will not receive notifications until you confirm the registration.

View Notification Details

To view details for a notification, hover over the notification name.

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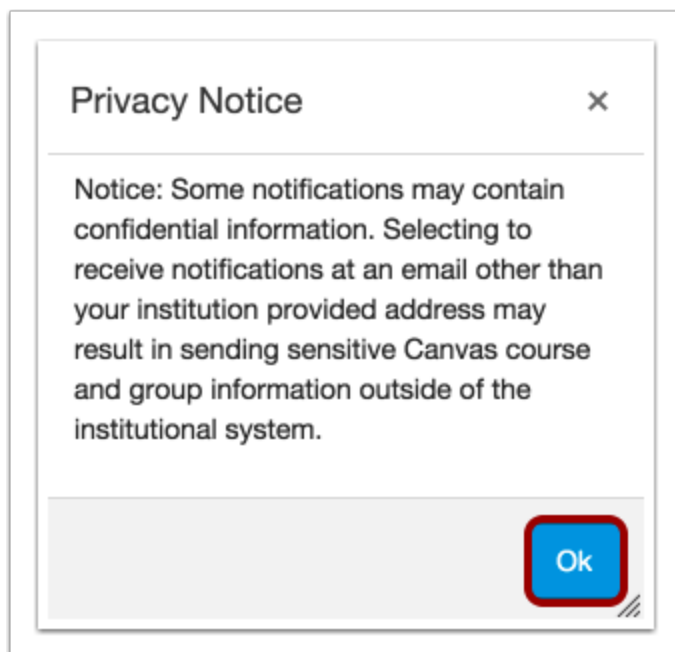
If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the **Ok** button. Once the warning has been displayed, it will not display again.

Set Text Notifications

You can set up your mobile phone as a contact method to receive Grading and Announcement notifications as text (SMS) messages.

On Android devices, text messages appear from notifications@instructure.com. On iOS devices, text messages appear from area code ending in 10 (such as 210 or 410).

Notification headings identify the course and the type of message notification. All notifications contain at least one text message. You cannot reply to text message notifications.

Note: You may want to enable push notifications in the Canvas Student app to receive all notifications on your mobile device.

Set Push Notifications

If you have enabled push notifications in the Canvas Student app, you can manage your preferences in the Push Notification column. Please be aware that push notifications can only be sent to your mobile device right away or not at all. Daily and weekly notification options are not supported.

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

Set Slack Notifications

If your institution has enabled Slack as a contact method, you can [add Slack as a contact method](#) and receive direct message notifications from Canvas in Slack.

Slack notifications may vary depending on your Slack notification settings.

How do I manage notifications for a single course as a student?

You can manage notifications for a single course on the Course Notification Settings page. Course notification settings only apply to the course in which they are set. To receive course notifications, you must first **set your Canvas notification preferences**.

Note: Once a notification preference is changed in your course, the course course notification preference will override preferences set in your Account Settings. You must continue to manage that notification type within your course.

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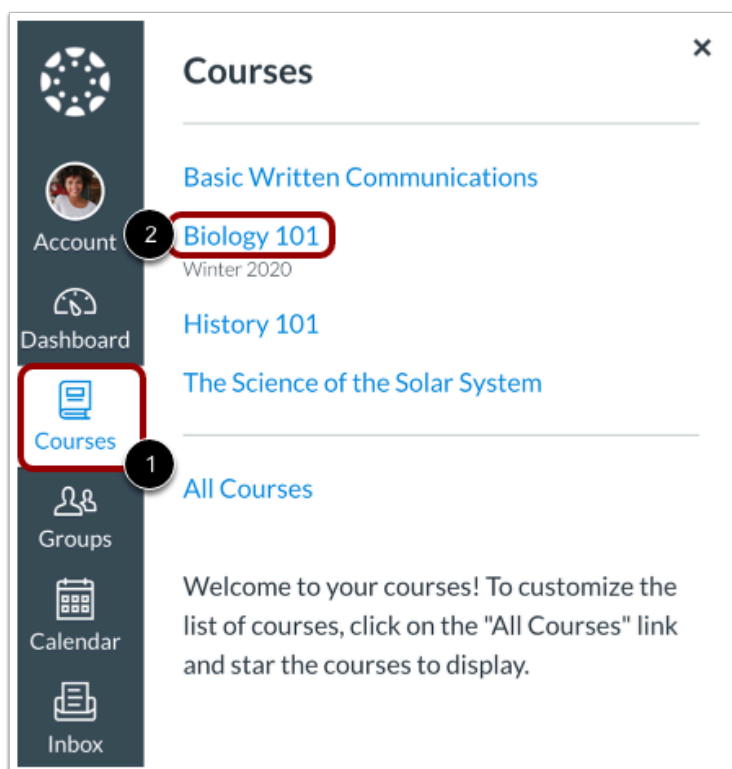
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open Course Notifications
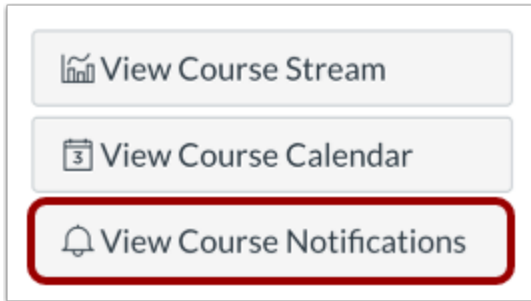
In the course home page sidebar, click the **View Course Notifications** button.

View Course Notification Settings

You can manage notification settings for the course in the Course Notification Settings page.

Manage Notification Settings

To manage your course notification settings, click the Enable Notifications toggle. When notifications are enabled for the course, the toggle displays a checkmark icon [1]. When notifications are disabled for the course, the toggle displays an X icon [2].

Manage Individual Notifications

To manage notifications for specific course features, click the notification icon for the notification method [1]. You can select how often you want to receive notifications for the course. Options include Notify immediately [2], Daily summary [3], Weekly summary [4], or Notifications off [5].

View Course Notifications Icon
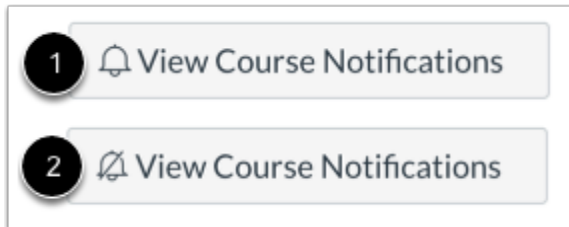
You can view your course notification status on your course home page. The View Course Notifications button icon displays if course notifications are enabled [1] or disabled [2].

How do I merge my user account with an account using the same email address as a student?

If you have an email address registered in two Canvas accounts, you can merge these accounts. Merging accounts combines the logins, contact methods, and enrollments for the two accounts.

The icon to complete this process will only appear in User Settings if there are two or more email addresses on the account and the email address that appears on both accounts has been registered.

In order to complete this process, you must have the Canvas username and password for both accounts.

Note: Merging user accounts cannot be undone.

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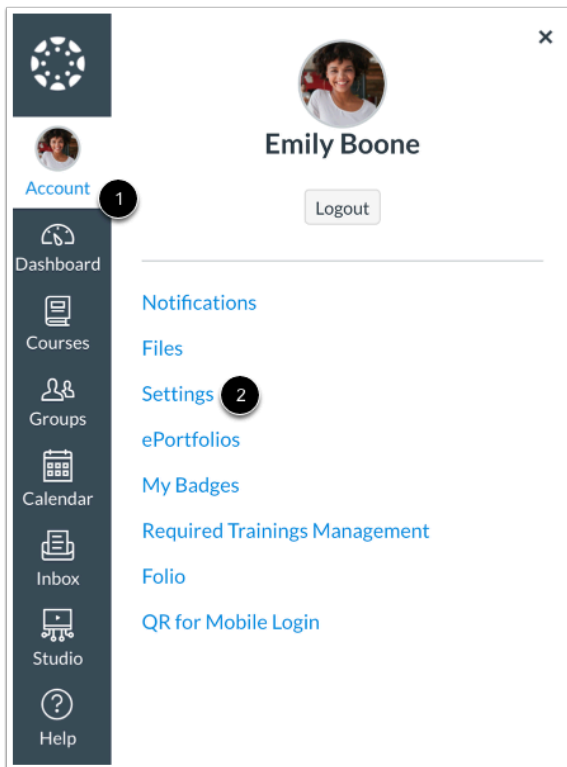
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Combine User Accounts

To merge user accounts, click the **Merge** icon in the Ways to Contact sidebar.

Confirm Account Merger
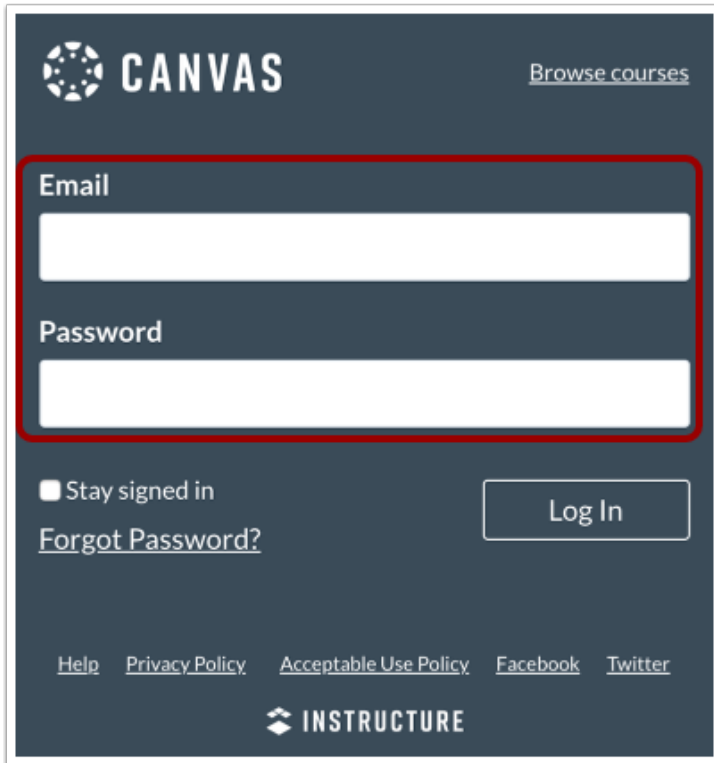
To confirm that you would like to merge accounts, click the **Combine** button.

Enter Credentials

Enter the email address and password for the second account.

View Confirmation Message
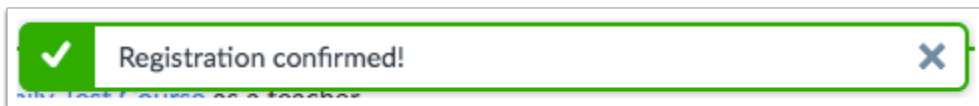
Confirm the merge was successful.

How do I change my default email address in my user account as a student?

Your default email address is used as your main contact method in Canvas and is added when creating your Canvas account. Email addresses are used to create **Canvas notifications**; they are not used as a contact method for other Canvas users.

If you **add another email address** as a contact method, you can change your default email address in Canvas.

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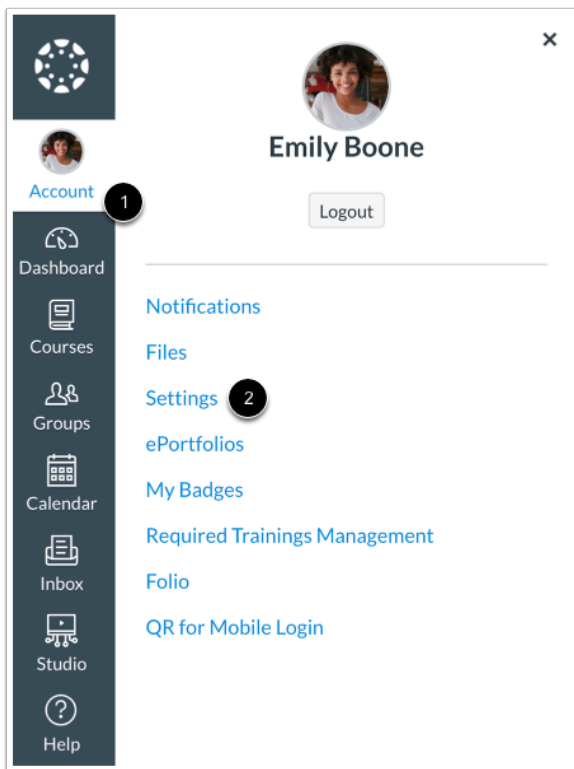
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

View Email Addresses
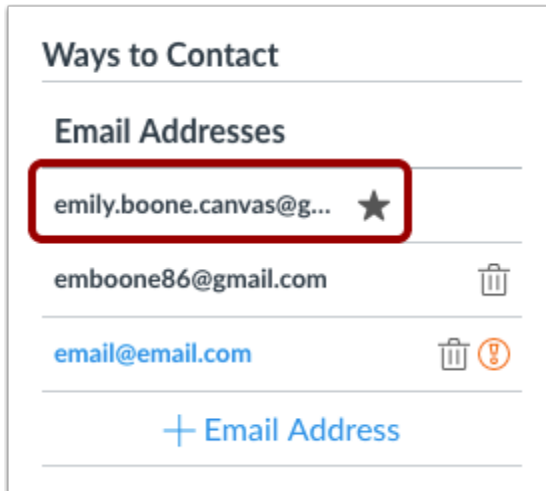
In the Ways to Contact sidebar, under Email Addresses, you can tell what email address is your default by the star icon next to the email address.

Choose Default Email Address
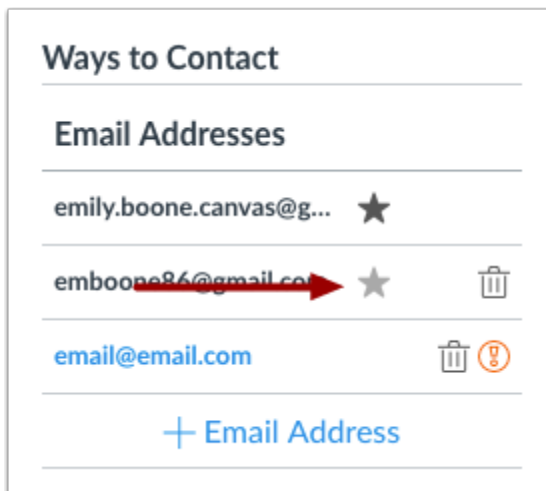
To choose a new default email address, hover over the email address and a faint star icon will appear. Click the star icon.

How do I reset my password as a student?

If you created your own Canvas account, you can reset your password through a link in the password request email.

If your login credentials were provided to you by your institution, you may not be able to reset your Canvas password on your own. Additionally, if you log in to Canvas using your institution's authentication system, you may need to reset your password using your institution's website. If you request a password reset and the email does not have a password reset link, it will include your Canvas email address and the institution that provided you with your password. To change or verify your password, contact the system administrators at your institution.

Notes:
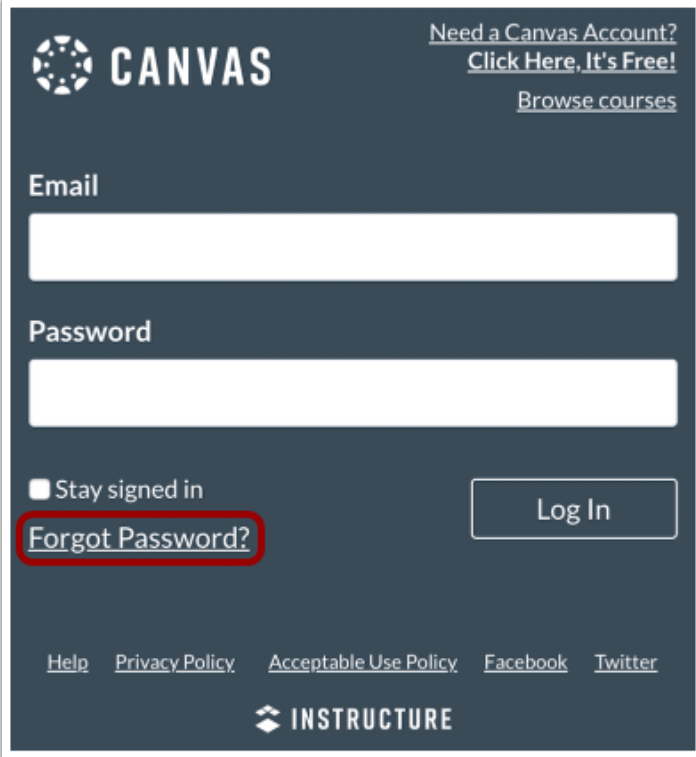
- A password reset email may take up to five minutes to arrive in your email inbox.
- Password reset emails expire after two hours.
- If you can log in to Canvas and want to *change* your password, please visit the How do I change my login password as a student? lesson.

Email Errors

If you enter your email address and never get a password reset email, review the following password tips.

- **Have you typed your email address correctly?** Sometimes email addresses can be misspelled.
- **Are you accessing the correct Canvas URL?** You will not get the reset email if you are trying to reset your password on a site where you are not enrolled (such as canvas.instructure.com instead of myinstitution.instructure.com).
- **Is your Canvas email sponsored by your institution?** If your mail email address is part of a campus firewall system that blocks emails from mass senders, you won't be able to receive the email. Contact your institution's IT department for assistance.
- **Are you the owner of your email address?** If your email address is owned by someone else and you can't receive email for that address, you won't be able to get the reset email. Contact the owner of the email address for assistance.

Reset Password
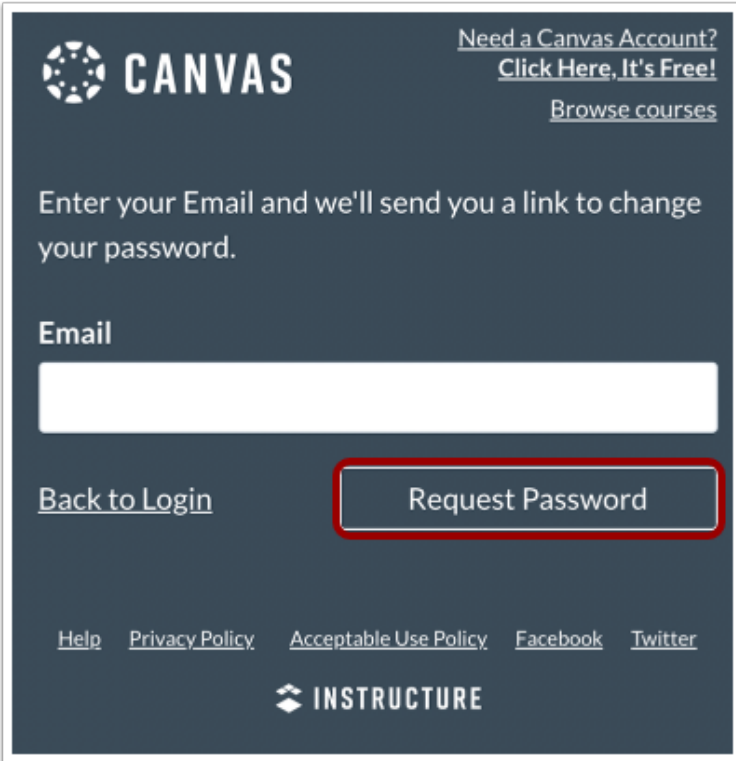
In a new browser window, open to your Canvas login page. Click the **Forgot Password?** link.

Note: If your login screen does not show the password reset link, contact your institution for assistance.

Request Password

Enter the login information associated with your Canvas account and click the **Request Password** button**.**

Note: The password reset field verifies password reset information by user login. Depending on your institution, login information may vary.

View Password Recovery Notification
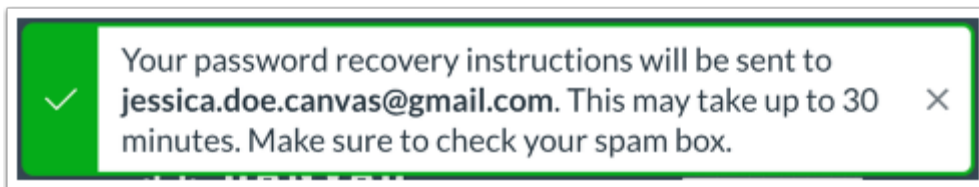
A notification displays stating that it may take up to 30 minutes to send password recovery instructions to your email and you may need to check your spam folder to locate the email.

Check Email

Return to your email account and sign in. Open the *Forgot Password* email. (If the email is not in your Inbox, check your Spam folder.)

If your user login is associated with multiple email addresses, password reset instructions will be sent to each address.

Open Password Link

Click the **Click here to set a new password** link.

Note: Password reset emails expire after two hours.
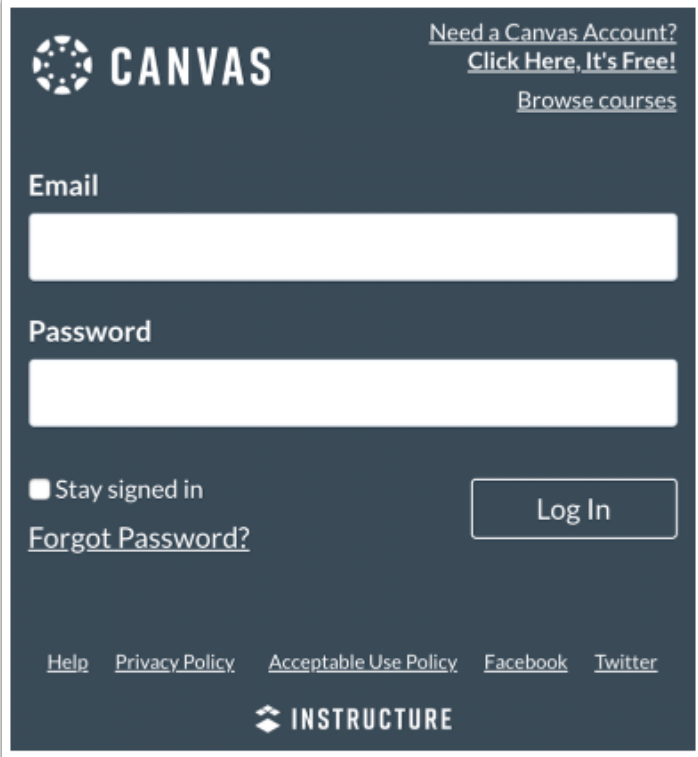
Change Password

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

Log in to Canvas

With your login credential and new password, log in to Canvas.

How do I view course content offline as an ePub file as a student?

If one or more of your courses have enabled ePub exports, you can view your course offline as an ePub file. You can download the ePub file and upload it into any eReader software for viewing, such as iBooks or Azardi.

ePub content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. In an ePub file, you can view assignment details, availability dates, and point values. Discussions include the discussion topic. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the ePub. Any files that aren't supported in the ePub format, such as file attachments or PDFs, can be downloaded to be viewed in the file's native environment.

Currently ePub files and any associated files can only be generated in the browser version of Canvas, but the files can be transferred for viewing on any supported device.

Depending on the course setup, the ePub may be organized by modules or content type (assignments, discussions, quizzes, etc.). When viewing by module, only items you have access to view in each module will be included in the ePub file. Locked modules list either their prerequisites or the unlock date, as well as the items that are contained within that module (though not the actual content of those items themselves).

Notes:

- You cannot download ePub files for concluded courses.
- If you can view the **Download Course Content** button but cannot download an ePub file for a specific course, the feature has not been enabled for that course.
- If your account does not display the **Download Course Content** button, your institution may only allow you to export content offline as an HTML file in Modules.

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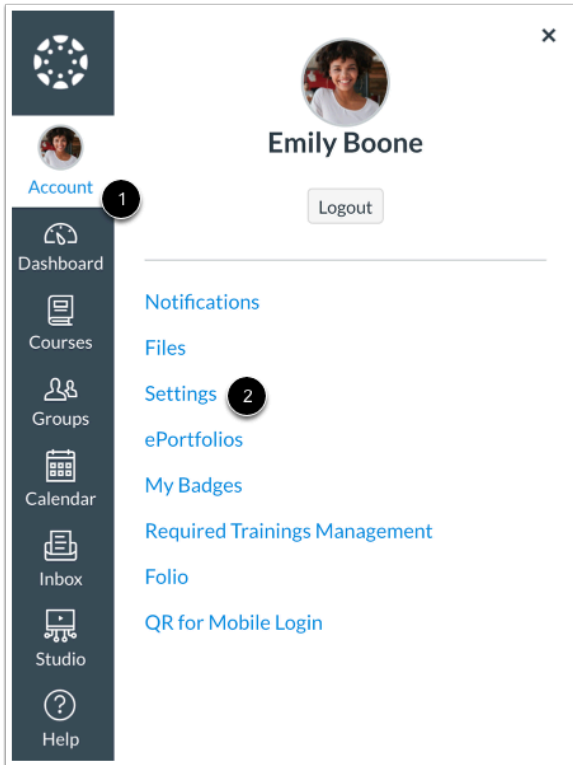
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Download Course Content
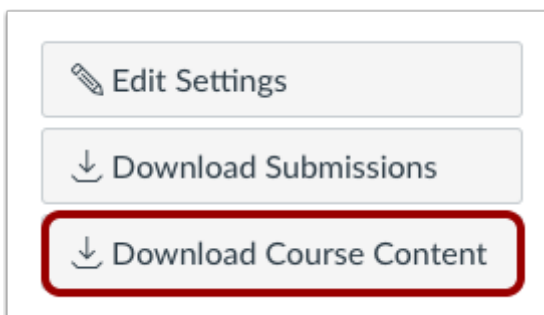
Click the **Download Course Content** button.

Generate ePub

View the courses available as ePub exports. To generate an ePub, locate the course and click the **Generate ePub** link.

Download ePub

Once the export has completed, download the ePub by clicking the **Download ePub** link [1]. You can upload the ePub file into any eReader for viewing.

If the course includes files that aren't supported in the ePub, click the **Download Associated Files** link [2]. Associated files download in a ZIP file and contain all unsupported files, such as media files and Microsoft Office documents.

To regenerate the ePub file, click the **Regnerate ePub** link [3].

How do I generate a pairing code for an observer as a student?

As a student, you can generate a pairing code to link an observer to your Canvas account. You must create a separate pairing code for each observer who wants to link to your account. For more information on pairing codes, view the <u>Pairing Codes - Frequently Asked Questions PDF</u>.

An observer may be your parent, guardian, mentor, counselor, or another individual who needs to view your Canvas courses. Linked observers can can view and participate in certain elements of your Canvas courses. For more information on the observer role, view the <u>Observer Visibility and Participation PDF</u>.

Notes:

- If you are an observer and want to generate a pairing code for a student, you will need to log in to the student's Canvas account and follow the steps in this lesson. After you have copied the pairing code, you can link to the student by <u>entering the code in your User Settings</u>.
- Pairing codes can only be generated from the web version of Canvas. Pairing codes cannot be generated from the Canvas mobile apps.

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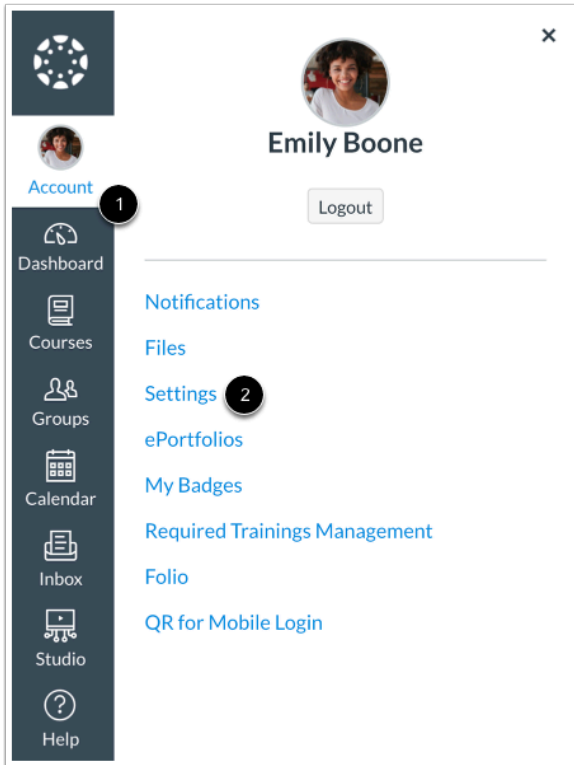
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Pair with Observer
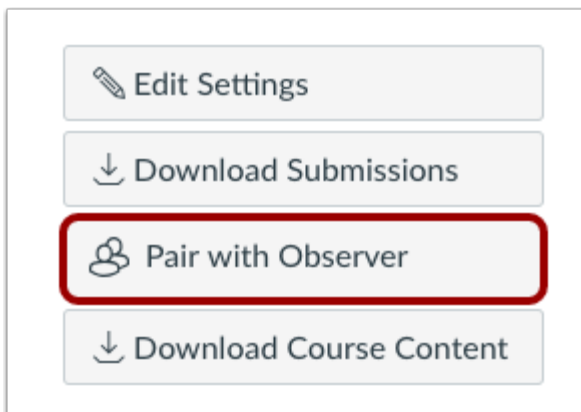
Click the **Pair with Observer** button.

Note: If the Pair with Observer button doesn't display in your User Settings, please contact your institution for assistance with pairing with an observer.

Copy Pairing Code
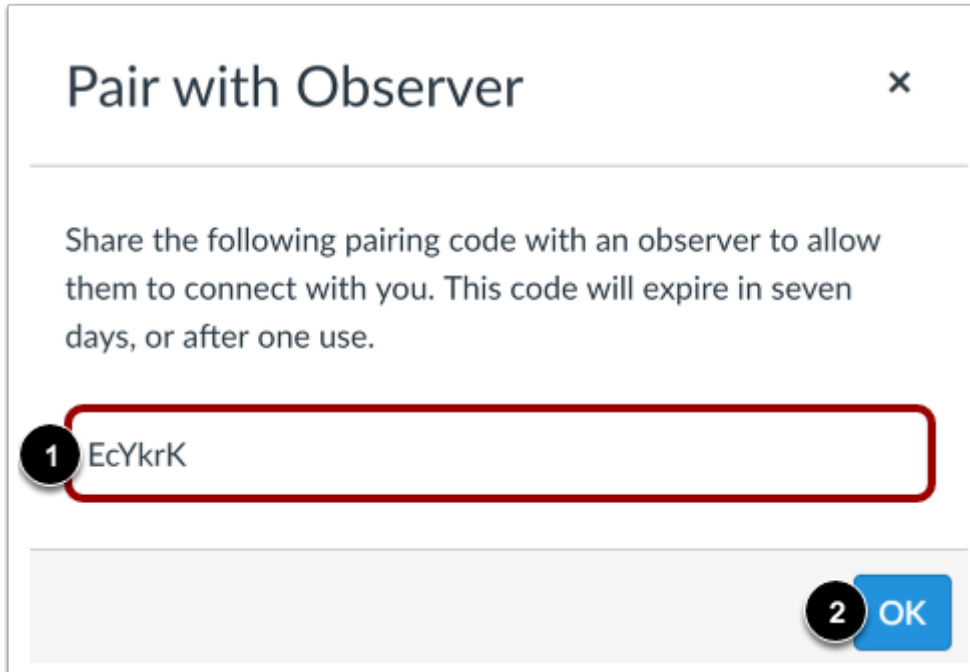
Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after seven days or its first use.

To close the window, click the **OK** button [2].

Note: Pairing codes are case sensitive.

How do I add a text (SMS) contact method in Canvas as a student?

If your institution allows, you may be able to add a text or SMS communication channel to receive Canvas notifications on your cell phone. Text or SMS channels appear under the **Other Contacts** sidebar heading.

Once you have enabled the contact method, learn how to **set notification preferences**.

SMS notifications are currently available for cellular numbers registered in Afghanistan, Argentina, Australia, Austria, Belgium, Bolivia, Brazil, Canada, Chile, China, Colombia, Costa Rica, Denmark, Dominican Republic, El Salvador, Finland, France, Germany, Guatemala, Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Ireland, Israel, Italy, Japan, Kazakhstan, Kenya, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Oman, Pakistan, Panama, Paraguay, Philippines, Poland, Qatar, Russia, Rwanda, Saudi Arabia, Singapore, South Africa, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, Trinidad and Tobago, United Arab Emirates, United Kingdom, United States of America, Uruguay, Venezuela, and Vietnam.

Note:

- Standard text message rates may apply.
- SMS notifications are only available for Announcements and Grading notification types.
- If notifications are not enabled by your institution or are not available in your country, you can use the **Canvas Student app** and receive push notifications.
- If you have a mobile device and have enabled push notifications, your Canvas profile will include a For All Devices push contact type in your profile page. If you delete this contact method, the method will reappear the next time you enable the Canvas app on your mobile device.

Open User Settings

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

Add Contact Method

In the Other Contacts section, click the **Add Contact Method** link.

Register SMS: United States

If you are in the United States, enter your 10-digit cell phone number [1], and select your cell phone carrier [2]. The SMS Email field [3] will auto-populate your SMS email address.

Click the **Register SMS** button [4].

Register SMS: International

If you're located outside the United States, you may be able to select your country or region [1] and enter your cell number [2]. To register your number, click the **Register SMS** button [3].

Note: International SMS must be enabled by your institution. If you cannot select a country, this feature is not available to you.

Confirm SMS Number

Check your cell phone for a confirmation code from canvas. Enter the code into the text field [1]. To resend the confirmation again, click the **Re-Send Confirmation** link [2]. Click the **Confirm** button [3].

Delete SMS

To delete the contact method, click the **Delete** icon.

Confirm Deletion
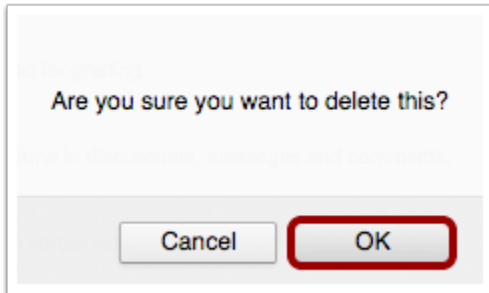
Click the **OK** button.

How do I set up multi-factor authentication for my user account as a student?

Your institution may enable multi-factor authentication for your user account. Multi-factor authentication adds security to your account by verifying you are the user accessing your account. Multi-factor authentication may be optional or required.

You must have a mobile device to set up multi-factor authentication for your user account. Your device must be able to send text (SMS) messages, or if you have a smartphone, you can download the Google Authenticator app for iPhone or Android.

Note: This lesson shows how to set up multi-factor authentication if it is an optional setting in your user account. However, if multi-factor authentication is *required* by your institution, you will be shown the multi-factor authentication page directly after you log in to Canvas.

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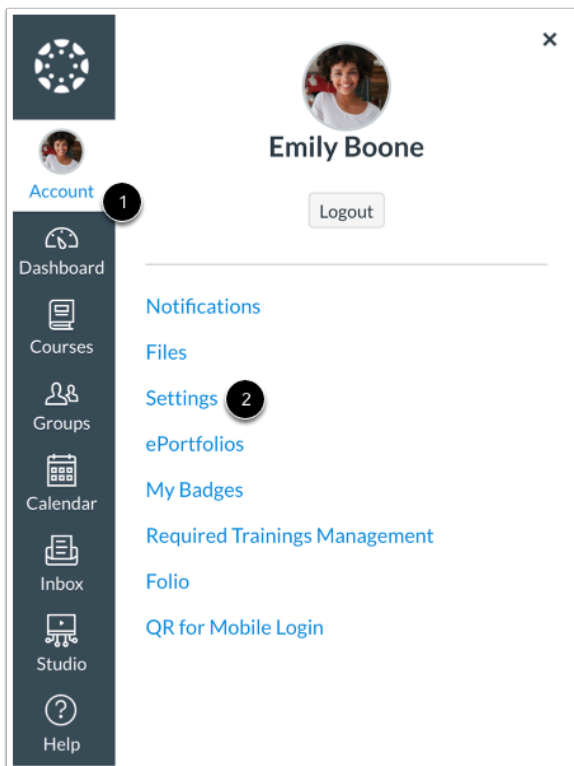
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Set Up Multi-Factor Authentication
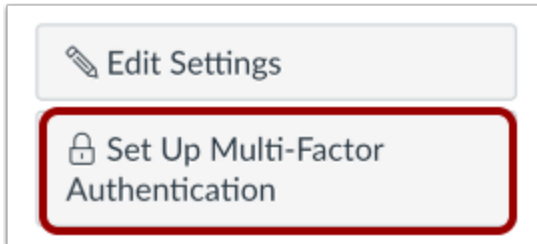
Click the **Set Up Multi-Factor Authentication** button.

Verify via Google Authenticator
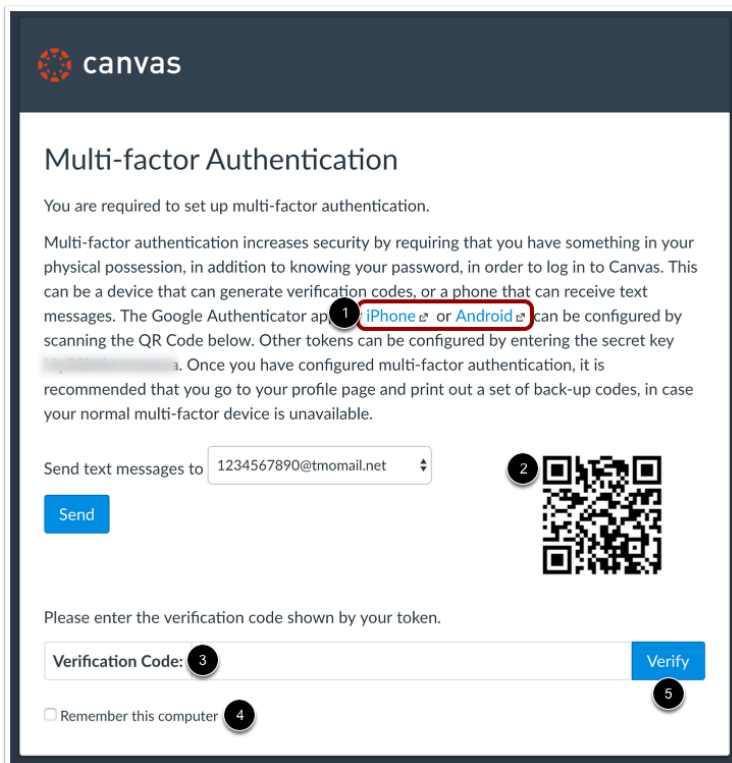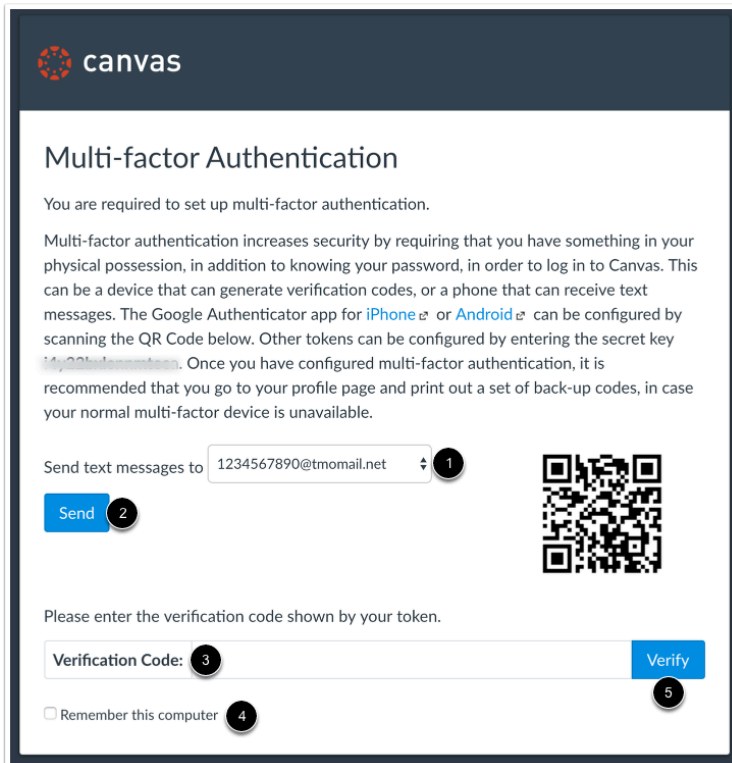
To verify multi-factor authentication with Google Authenticator, download the app for your device (iPhone or Android) [1]. Use the app to scan the QR code and generate a code. Enter the code in the **Verification Code** field [3].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [4].

Click the **Verify** button [5].

Verify via Text Message

To verify multi-factor authentication via text message, any existing SMS notification type displays in the drop-down menu [1]. This is the number where your multi-factor verification code will be sent. To select a new text (SMS) number, select the drop-down menu and enter the option to add a new phone number. You will need to know the phone number and mobile carrier (provider).

Once you have set up your new phone number, or selected an existing phone number, click the **Send** button [2]. Your mobile device will receive a verification code. Enter the code in the **Verification Code** field [3].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [4].

Click the **Verify** button [5].

Manage Multi-Factor Authentication
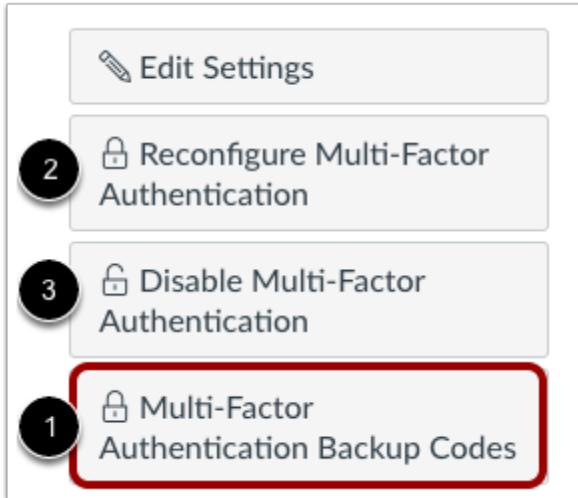
Once multi-factor authentication is enabled, your User Settings page may display additional options to manage your authentication.

You can choose to create multi-factor authentication codes to use as backup in case your authentication device is not available [1]. This option is available to all users with multi-factor authentication.

If multi-factor authentication is *optional* for your account, you can also choose to reconfigure authentication [2] or disable authentication [3].

How do I manage API access tokens as a student?

You can manage API access tokens from your User Settings. Access tokens provide access to Canvas resources through the Canvas API. Access tokens can be generated automatically for third-party applications or created manually.

Using the Canvas API allows the access token holder to access the same Canvas resources that you can access. For example, third-party applications, including devices you have used to open the Canvas Student app, are authorized to access Canvas on your behalf. For more information on using the Canvas API, view the **Canvas API documentation**.

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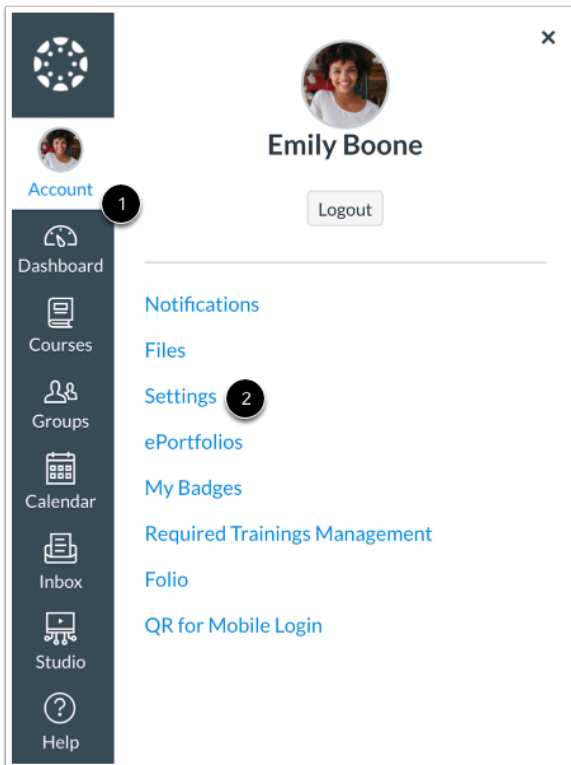
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

View Access Tokens

Third-party applications with access tokens and user-generated access tokens are listed in the Approved Integrations section [1].

For each access token, you can view the name [2], purpose [3], expiration date [4], and date of last use [5].

Note: Mobile access tokens are generated for you when you log in to a Canvas mobile app and never expire. To remove access for a mobile application, the access token must be deleted.

Add Access Token

To manually add an access token, click the **Add New Access Token** button.

Add Token Details

Enter a description for your access token in the Purpose field [1]. You can also select an expiration date by clicking the Calendar icon [2]. To generate a token with no expiration, leave the Expires field empty.

To generate a new access token, click the **Generate Token** button [3].

View Access Token

View the token description [1]. To view details for the token, click the **details** link [2].

View Token Details

The access token details include a token that can be used to make API calls on your behalf [1].

To regenerate an access token, click the **Regenerate Token** button [2].

Delete Access Token

Approved Integrations:

These are the third-party applications you have authorized to access the Canvas site on your behalf:

App	Purpose	Dates		
Canvas for iOS		Expires: never Last Used: May 2 at 10:30am	details	🗑
Canvas for Android	Nexus_5X	Expires: never Last Used: May 9 at 2:11pm	details	🗑
Canvas for Android	Pixel_2_XL	Expires: never Last Used: Nov 23 at 11:51pm	details	🗑

To delete an access token, click the **Delete** icon.

Confirm Deletion

documentation.beta.instructure.com says

Are you sure you want to delete this access key?

Cancel   OK

To confirm the deletion, click the **OK** button.

How do I view a QR code to log in to the Canvas mobile apps as a student?

You can view a Canvas login QR code in your Canvas web browser. You can scan this QR code with your mobile device to log in to the Canvas Student app without entering your institution URL and user credentials.

While you would most likely use the QR code to **access the Canvas Student app**, the code can also be used to log in to the Teacher app or Parent app if you have been assigned an instructor or observer role in a course.

Notes:

- If you cannot view QR codes, your institution has not enabled this feature.
- QR codes should be kept as confidential as passwords.
- No other users should be in the surrounding area to capture the QR code.
- Codes should also never be generated while sharing a screen via a screen sharing service.

Open QR Code
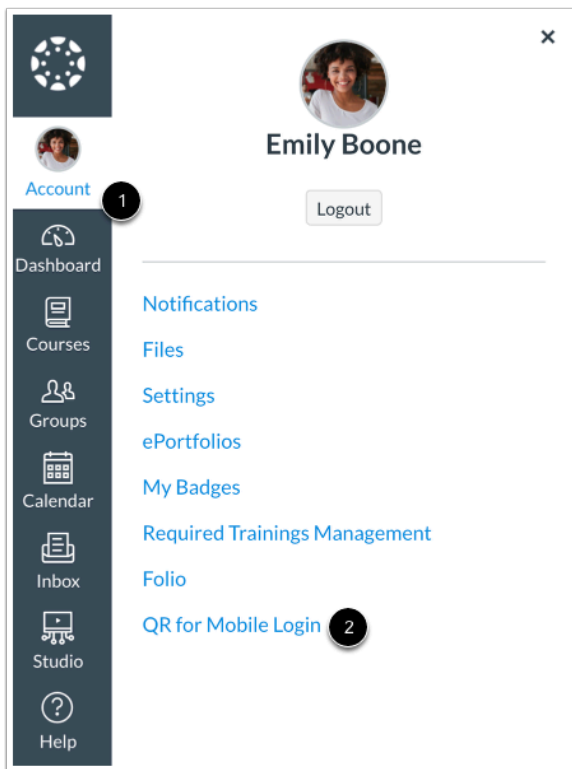
In Global Navigation, click the **Account** link [1], then click the **QR Code for Mobile Login** link [2].

Note: If you cannot view the QR for Mobile Login link, your institution has not enabled this feature.

Confirm QR Code Display
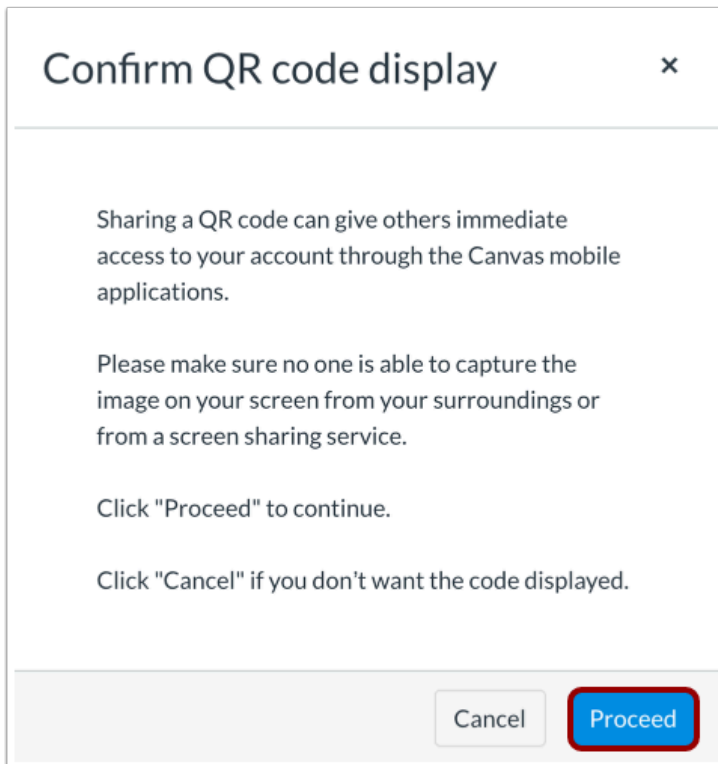
To display your mobile login QR code, click the **Proceed** button.

View QR Code

View your QR code. The QR code can be scanned from the login page of the Student app from an Android device or an iOS device.

Note: Mobile login QR codes expire 10 minutes after they are generated.

What feature options can I enable in my user account as a student?

Canvas is continually creating new features to improve your user experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas. Learn more about User Feature Options and how to enable them in the **manage new features** lesson.

High Contrast UI

By default this feature is set to Off.

The **High Contrast UI** feature option allows you to view Canvas using high contrast styles. This feature enhances the color contrast of the user interface (text, buttons, etc.) so they are more distinct and easier to identify in Canvas. However, institutional branding is not supported when this feature is enabled, so you will not be able to view the institution's logo or other elements.

You can also enable High Contrast UI from your User Navigation Menu.

Disable Alert Notification Timeouts

By default this feature is set to Off.

The **Disable Alert Notification Timeouts** feature option prevents alert notification pop-ups from timing out. When this feature option is enabled, alert notifications in Canvas will display until you manually dismiss the alert.

Disable Celebration Animations
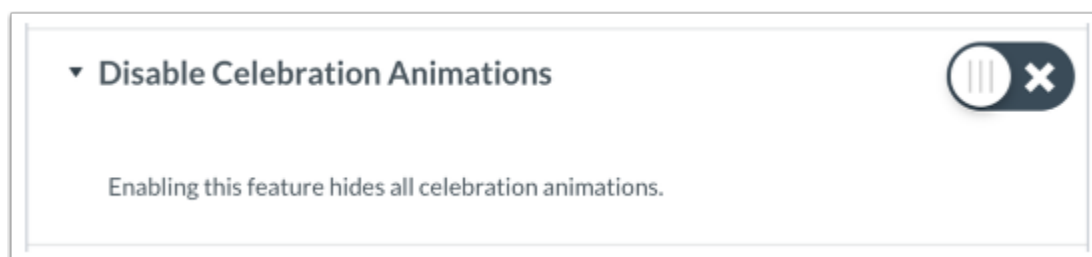
By default this feature is set to Off.

The **Disable Celebration Animations** option allows you to turn off all celebration animations. The Celebration feature must be enabled by a Canvas admin at your institution. If this feature is not enabled, the Disable Celebration Animations option will not display in your user Feature Options. Learn how to [manage celebrations](#).

Underline Links

By default this feature is set to Off.

The **Underline Links** feature option allows you to view Canvas interface links as underlined text. When enabled, this feature underlines hyperlinks in navigation menus, the Dashboard, and page sidebars. This feature option does not apply to user-generated content links in the Rich Content Editor, which always underlines links for all users.

CSV Separator Preferences

You can set how you want to view separators in CSV export files, depending on your locale or preference.

Separator options are managed through one of three feature options in User Settings. These options only apply to compatible spreadsheet exports.

Include Byte-Order Mark in Compatible Spreadsheet Exports

The **Include Byte-Order Mark** feature option generates a specific set of three characters at the beginning of the CSV file. These characters, known as a byte-order mark, help some versions of Microsoft Excel understand that the CSV file is a UTF-8 encoded file. It also tells some localized versions of Excel that they should treat the incoming CSV file as if it were semicolon-separated by default. Because some versions of Excel do not understand or honor the byte-order mark, this feature allows all users to disable generation of this byte-order mark.

Use Semicolons to Separate Fields in Compatible Spreadsheet Exports

The **Use semicolons to separate fields** feature option generates CSV files with semicolons as the field separators instead of the default comma. When disabled, this feature falls back to behavior determined by the state of the Autodetect field separators option.

Note: This feature is automatically disabled if the Autodetect Field Separators option is enabled.

Autodetect Field Separators in Compatible Spreadsheet Exports

The **Autodetect field separators** feature option attempts to determine the appropriate field separator as indicated by the language set in the user's account. For languages where the decimal separator is a dot, (e.g. 1,234.56), autodetection will choose a comma as the field separator. For languages where the decimal separator is a comma, (e.g. 1.234,56), autodetection will choose a semicolon as the field separator. For all other cases, autodetection will choose a comma as the field separator as a default.

Note: This feature is automatically disabled if the Use semicolons to separate fields option is enabled.

How do I manage new features in my user account as a student?

Canvas is continually creating new features to improve your user experience. The majority of improvements will be made available as part of our regular release cycle. However, some features may affect your personal interaction with Canvas.

This lesson gives an overview of how to manage user-level feature options for your user account. To view specific feature options available in Canvas, visit the user account features lesson.

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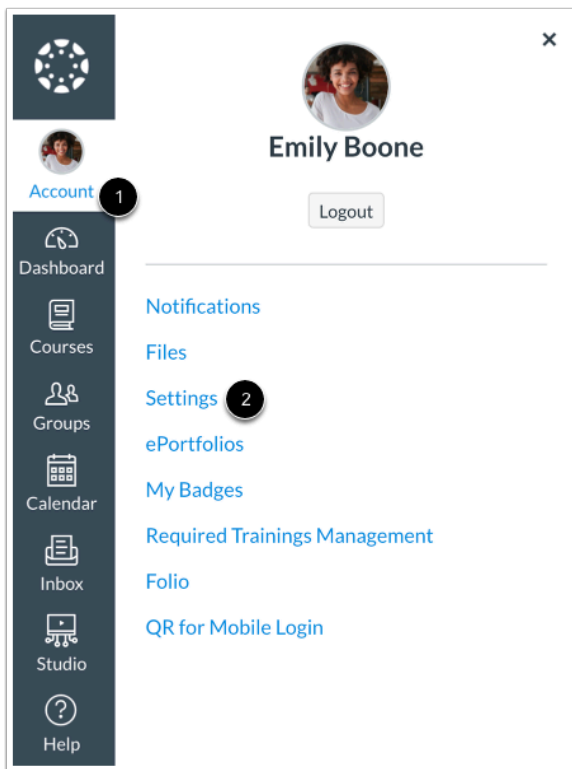
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

View Feature Options

Available features will appear in the Feature Options section.

View Types of Features

Each feature includes a feature description. To expand the feature box and display the description, click the arrow icon.

View Feature Tags
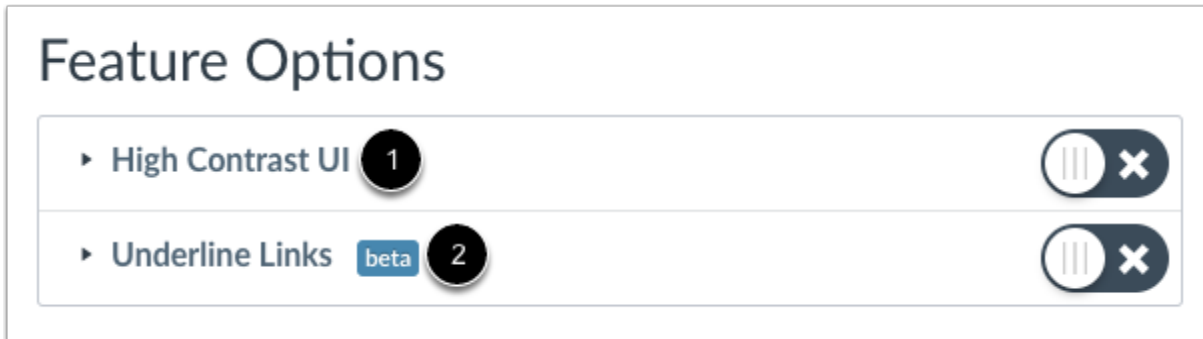
Feature tags help identify the state of each feature. A feature with no label [1] means the feature is stable and ready for use in your production environment. Features may also include a beta tag [2], which means the feature is available for use in your production environment but is still being tested for usability and accessibility behavior. Enabling a beta feature may create unintended behavior within your Canvas account.

View Feature Access
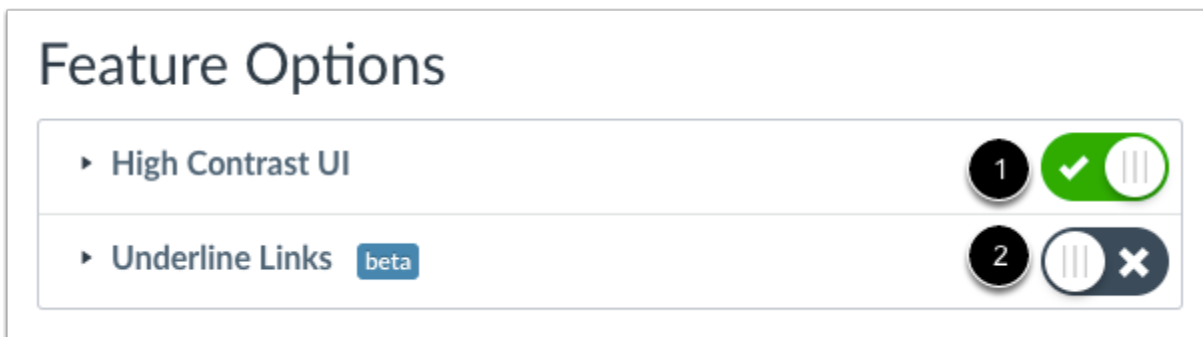
If a feature is displayed, you can choose to toggle the feature on or off.

On [1]**:** Click the toggle to turn on this feature in your user account. The toggle will turn green and show a checkmark.

Off [2]**:** By default, the feature will be off. Leave this button unselected if you do not want to enable this feature for your user account.

How do I enable the high contrast user interface as a student?

The high contrast user interface (UI) enhances the color contrast of text, buttons, and other elements so they are more distinct and easier to identify in Canvas.

High contrast UI can also be enabled from the <u>feature options in your User Settings</u>.

Note: The High Contrast UI option does not support Institutional branding.

Open User Navigation Menu
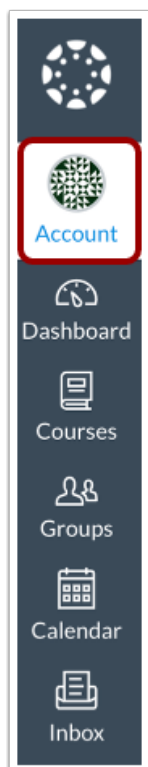
In User Navigation, click the **Account** link.

Enable High Contrast UI
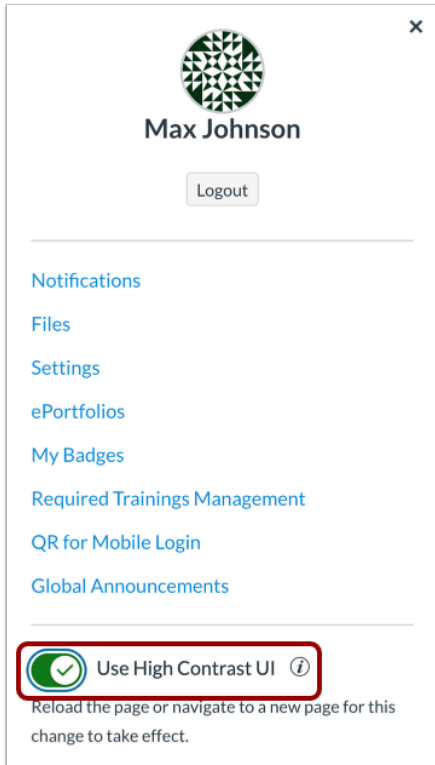
Click the **Use High Contrast UI** toggle.

Reload Page
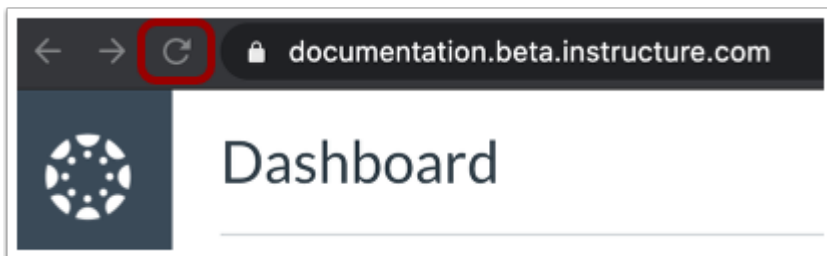
For the high contrast UI to take affect, reload the page or navigate to another page in Canvas.

View High Contrast UI
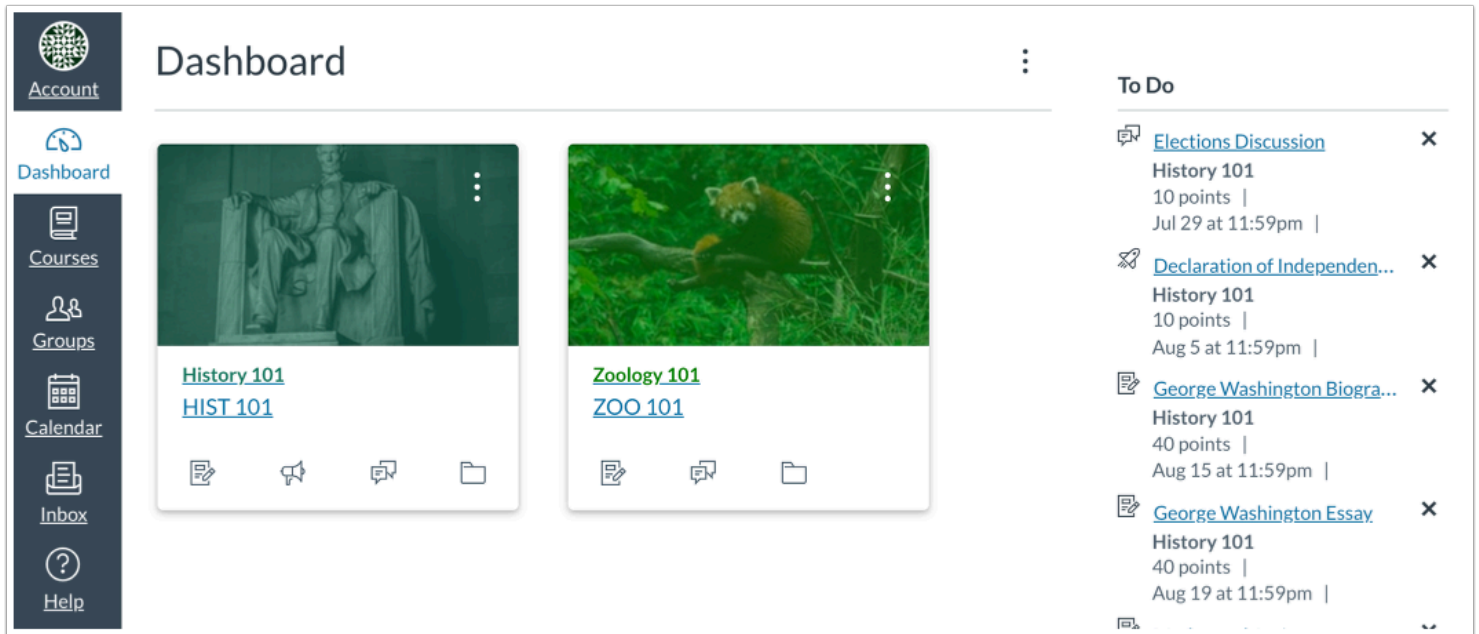
View the high contrast user interface (UI).

The high contrast user interface (UI) enhances the color contrast of text, buttons, and other elements so they are more distinct and easier to identify in Canvas.

Note: The High Contrast UI option does not support Institutional branding.

Quizzes

How do I view Quizzes as a student?
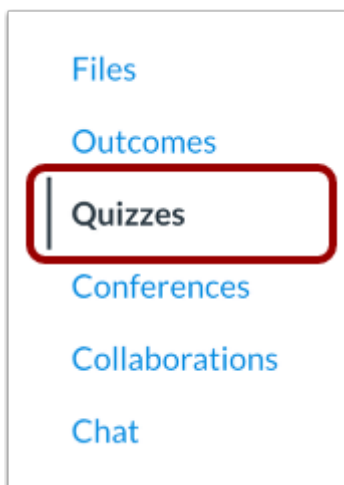
Open Quizzes

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

View Quizzes

Quizzes are identified by the quiz icon [1].

In the Quiz Index Page, you can view the name of each quiz [2], the availability dates for the quiz [3], the due date for the quiz [4], the number of points the quiz is worth [5], and the number of questions in the quiz [6].

Quizzes are ordered by due date. Some quizzes may not include a due date.

View Availability Dates

The first dates you may see are called availability dates. Sometimes your instructor only wants you to submit a quiz during a specified date range, so the available dates are the range of time that the quiz is accessible to you.

1. If the quiz does not have a date listed, the quiz is open; you can complete the quiz at any time during your course.
2. If the quiz says **Available until** [date], you can complete the quiz until the specified date.
3. If the quiz says **Not Available Until** [date], the quiz is locked until until the specified date.
4. If the quiz says **Closed**, the quiz cannot accept quiz submissions.

If you start a quiz but do not submit it, Quizzes includes an autosubmit feature that will submit the quiz for you on the **Available until** quiz date. If a quiz does not include an Available until date, the quiz will autosubmit on the last day of the course.

Note: If a date does not include a time, the listed date defaults to 12 am. Therefore, the last day for the quiz is the full day before the listed date. For instance, if a quiz is Available until August 22, you can access the quiz until August 21 at 11:59 pm, which in this example is the same date as the Due date.

View Due Dates

The second set of dates are the Due dates [1] for each respective quiz. Any quizzes submitted after the due date are marked as late; some instructors may deduct points for late submissions. Again, not all quizzes may include a Due date.

You can still submit late quizzes before the quiz **Available until** date (otherwise the quiz will be autosubmitted for you).

*Please be aware that the Due date may be **before or on** the Available date.*

Due dates also include a time [2]. If your instructor does not set a specific time, the quiz due time defaults to 11:59 pm and submissions will be late if submitted after 11:59:59 pm.

Filter Quizzes

You can search for a quiz by typing a quiz title or a keyword in the **Search for Quiz** field.

View Quiz Details

To view the details of a quiz, click the name of the quiz.

View Open Quiz

When a quiz is open to you to take at any time, you can view the due date, points, and questions for the quiz.

You can also view additional details:

- **Time Limit** [1]: the length of time you have to complete the quiz. If your quiz has a time limit, you must complete the entire quiz within that time in one sitting. If you navigate away from the quiz, the timer will keep running. You will also be kicked out of the quiz when the time limit has been reached.
- **Instructions** [2]: any instructions that your instructor has about the quiz.

In the example above, the quiz is due by September 15. However, if you were to miss the due date, you could still take the quiz for late credit before the last day of the course.

To take the quiz, click the **Take the Quiz** button.

Notes:

- If you start a quiz that has a due date, but do not finish the quiz by the due date (as indicated in your local time zone), Canvas will automatically submit the quiz on the due date.
- Quiz details do not show the due date in relation to the current time. For example, if a quiz has a due date of 11:59 pm and you begin the quiz at 11:30 pm, you will only have 30 minutes to complete the quiz before it is marked late. The same time restriction applies if you are taking a timed quiz. For example, if the Time Limit was set to 60 minutes but you begin the quiz at 11:30 pm, you still only have 30 minutes to complete the quiz before it is marked late. Canvas will notify you regarding any time restrictions when you begin the quiz.

View Quiz with Availability Dates

Revolution Quiz

Due Apr 9 at 11:59pm   Points 30   Questions 18
Available Apr 8 at 12am - Apr 10 at 11:59pm 3 days
Time Limit 15 Minutes   Allowed Attempts 2

Instructions

Please take this quiz following module 2. This is not an open-book quiz.

Take the Quiz

When a quiz is open to you during availability dates, you can view all available quiz information in addition to the specific dates the quiz is available to you. Availability dates may include a first available date (open date), last available date (locked or closed), or both dates to create an overall date range. The Due date may be **before or on** the last available date (if one is set).

In the example above, the quiz is available to you starting April 8 at 12 am and is due by April 9 at 11:59 pm. However, if you were to miss the due date, you could still take the quiz until April 10 at 11:59 pm for late credit. If you do not submit the quiz by the last available date of April 10 at 11:59 pm (as indicated in your local time zone), Canvas will automatically submit the quiz on the last available date. On April 11 at 12 am, the quiz will not be available to you.

Note: Quiz details do not show due and availability dates in relation to the current time. For example, if a quiz has an Until date of 11:59 pm and you begin the quiz at 11:30 pm, you will only have 30 minutes to complete the quiz. The same time restriction applies if you are taking a timed quiz. For example, if the Time Limit was set to 60 minutes but you begin the quiz at 11:30 pm, you still only have 30 minutes to complete the quiz. Canvas will notify you regarding any time restrictions when you begin the quiz.

View Locked Quiz

When a quiz is locked, you can view all details of the quiz. You can also view the date when you can take the quiz.

View Closed Quiz

The Bill of Rights Quiz

Due Apr 3 at 11:59pm **Points** 10 **Questions** 10
Available until Apr 5 at 12:59am **Time Limit** None
Allowed Attempts 3

Instructions

This quiz will test your knowledge of the Bill of Rights. Make sure you review the Bill of Rights transcript ⤢ before taking the quiz. You have 3 attempts and your highest score will be kept.

This quiz was locked Apr 5 at 12:59am.

When a quiz is closed, you can view all details of the quiz. You can also view the date the quiz was locked to submissions.

How do I view the rubric for a quiz?

Your instructor may attach a rubric to a quiz. Before submitting your quiz, you can view the rubric's definitions.
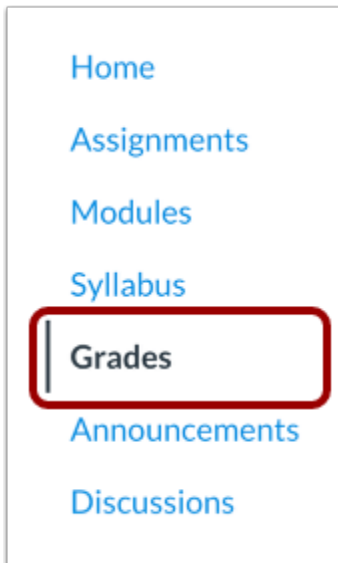
Open Grades

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

Open Quiz

Click the name of a quiz.

Show Rubric

In the submission details page, click the **Show Rubric** link.

View Rubric

View the rubric for your quiz.

Note: Depending on how your instructor set up the rubric, it may or may not include point values. If the rubric does not include point values your instructor may still use it to provide feedback on your quiz.

How do I take a quiz?

You can easily take a quiz by accessing the Quizzes page. Depending on how your instructor set up the quiz, questions may be shown all on one page or one at a time. If you are unable to finish a quiz you may be able to resume it at a later time.

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are taking displays differently, your instructor may be using New Quizzes. For help with taking a New Quizzes quiz, please see How do I take an assessment in New Quizzes?
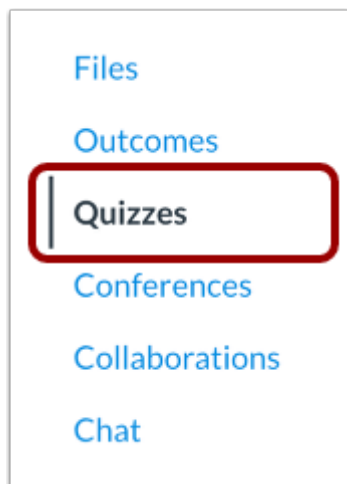
Open Quizzes

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

Open Quiz

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

Take Quiz

Declaration of Independence Quiz

Due Aug 25 at 1:59pm   **Points** 10   **Questions** 5
Available May 19 at 12am - Aug 25 at 11:59pm 3 months
Time Limit 60 Minutes

Instructions

This practice quiz is to determine your understanding of the Declaration of Independence. Write what you think each section or statement means. You have 1 attempt and 60 minutes to complete the quiz.

Take the Quiz

To begin the quiz, click the **Take the Quiz** button.

View Quiz
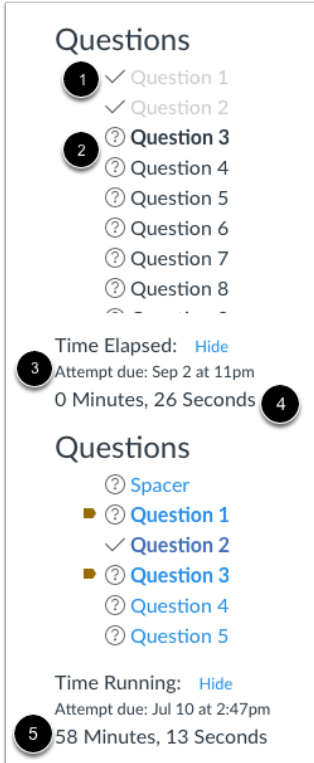
Complete the quiz per your instructor's instructions. Quizzes will either have all the questions on one page, or each question will be shown one at a time.

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

You can use other areas in the quiz to help you navigate and complete quiz questions, including the sidebar and the flagging questions feature.

View Sidebar

At any point during the quiz, you can view a summary of your quiz. Questions you've answered will be faded out and identified by a checkmark icon [1], while unanswered questions will be bolded and identified by a question mark icon [2].

You can also view the due date for the quiz [3]. In the sidebar, the quiz due date refers to the autosubmit date, which can be a specified Until date or the last day of the course. *This is not the due date set for when the quiz will be marked late.*

You'll also see a timer showing your progress on the quiz. For untimed quizzes [4], the quiz shows as the elapsed time. If you are taking a timed quiz [5], the timer shows the running time and counts down until time expires.

Flag Questions

You can flag the questions you want to go back to by clicking the flag by the question [1]. The flag will change color to yellow to remind you to finish the question. The yellow flag will also appear in the question overview in the sidebar [2].

View Quiz Warning Notifications

If you are taking a timed quiz, or you are taking a quiz close to the due date or lock date and time, Canvas generates warning messages to help you manage your time in the quiz. Canvas will also warn you if you lose the connection to the internet during the quiz.

View Due Date Warning
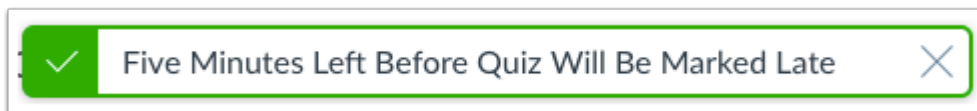
If you are taking a quiz with a set due date, you will see a warning popup banner as to how many minutes remain before the quiz will be marked late. Warnings appear 30 minutes prior, five minutes prior, and one minute prior.

View Time Restriction Warning
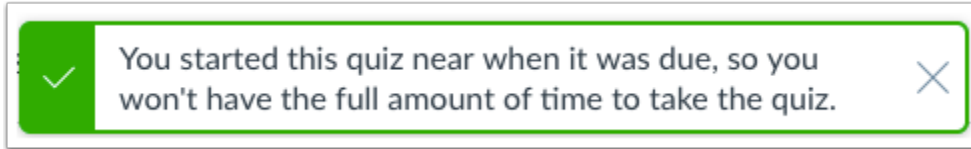
If you start a quiz near the time when it will be due, you will see a warning popup banner. Use the sidebar to view the time the quiz is due and how many minutes are remaining. In this sense, the quiz due date refers to the autosubmit date, which is either a specified lock (Available until) date or the last day of the course. Warnings appear 30 minutes prior, five minutes prior, one minute prior, and 10 seconds prior.

View Quiz Logout Warning
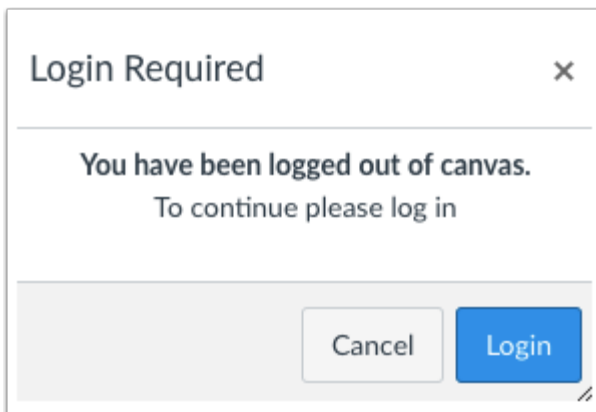
If at any time you get logged out of Canvas while taking a quiz, you will see a warning pop-up banner. To resume your quiz, click the **Login** button.

Pause Quiz

If your browser allows you to leave the quiz, you can pause the quiz by leaving the quiz page. When you are ready to resume the quiz, the quiz will resume where you left off.

Note: If you leave a timed quiz, the timer will keep running and the quiz will be automatically submitted when time runs out.

Submit Quiz

Quiz saved at 1:52pm   Submit Quiz

Canvas will save your quiz as you go through it. When you are finished, submit your quiz and view the quiz results to find out your score.

View Auto Submit Warning
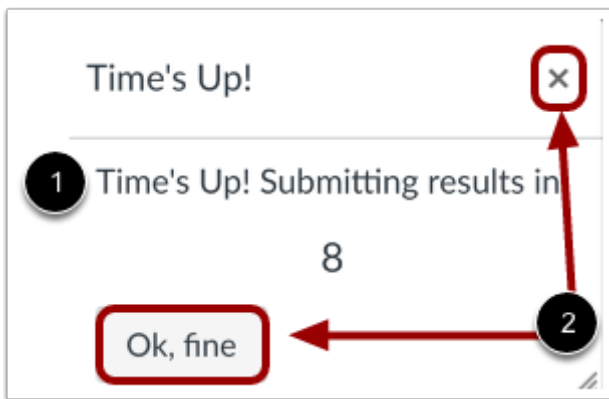
If you do not submit a timed quiz before the time runs out, Canvas displays a pop-up box telling you that your quiz time has expired. The quiz automatically submits after the ten-second count down [1], or you can click the **Ok, fine** button or **Close** icon to submit your quiz [2].

How do I take an assessment in New Quizzes?

You can take a New Quizzes assessment on the Quizzes page in Canvas. Depending on how your instructor set up the assessment, questions may be shown all on one page or **one at a time**. If you are unable to finish an assessment, you may be able to resume it at a later time.

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with taking a quiz, please see **How do I take a quiz?**

Open Quizzes

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

Open Assessment

To open an assessment, click the title of an assessment.

View Assessment

From the assessment page, you can view the title [1], introduction [2], time limit [3], and due date [4]. You can also view the amount of attempts allowed [5] and previous attempts of the assessment [6].

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with taking a quiz, please see How do I take a quiz?

Enter Access Code

An access code is required to start

1 •••••

2 ☐ Show access code

3 Submit

If your assessment includes an access code, enter the code in the **Access Code** field [1]. To display a masked access code, click the **Show access code** checkbox [2]. Then click the **Submit** button [3].

Take Assessment

Begin

To begin taking an assessment, click the **Begin** button.

Resume Assessment

⌄ Attempt History

Results	Points	Score	(Highest score is kept)
Attempt 1	2 of 11	18.18%	(Highest score)

Resume

If you previously left your assessment and are still able to complete it, the page will display the Resume button.

To resume your assessment, click the **Resume** button.

View Assessment

Complete the assessment per your instructor's instructions.

Your instructor may ask you to complete several types of questions. Each question will display its point value [1].

To pin a question to review later, click the **Pin** icon [2].

Open Question Navigator
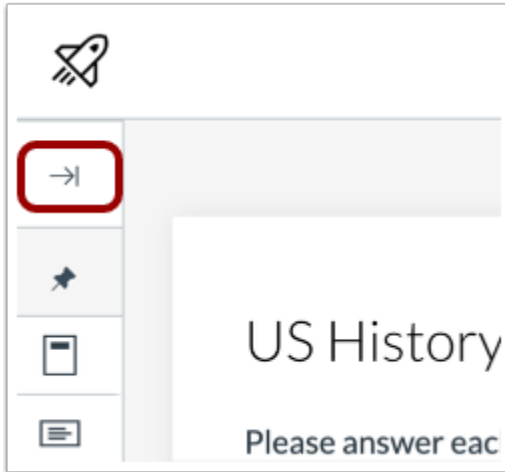
To open the Question Navigator, click the **Expand** icon.

View Question Navigator
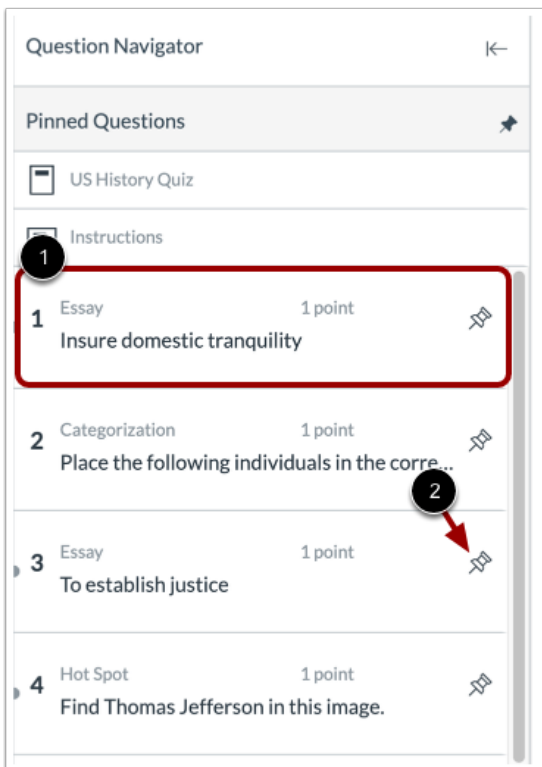
The Question Navigator allows you to easily view all questions included in an assessment. To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the **Pin** icon [2].

Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.

View Pinned Questions
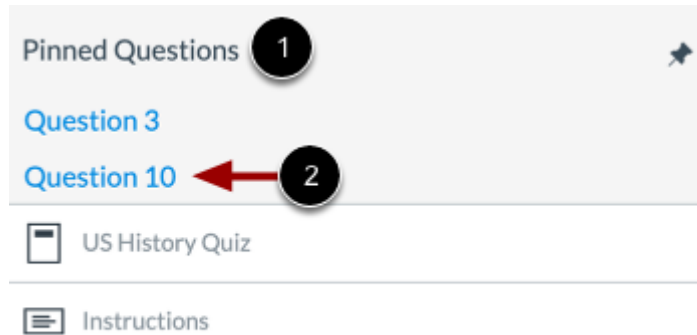
All pinned questions will display in the **Pinned Questions** section [1]. To view a pinned question, click the name of the question [2].

View Time Limit
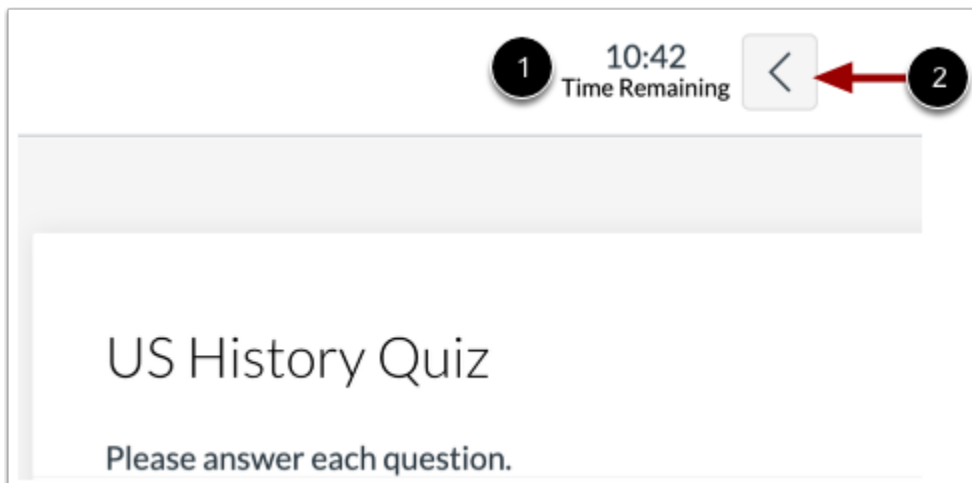
If your assessment has a time limit, a countdown will appear on your screen [1]. To hide the time limit, click the **Hide** button [2].

Open Calculator
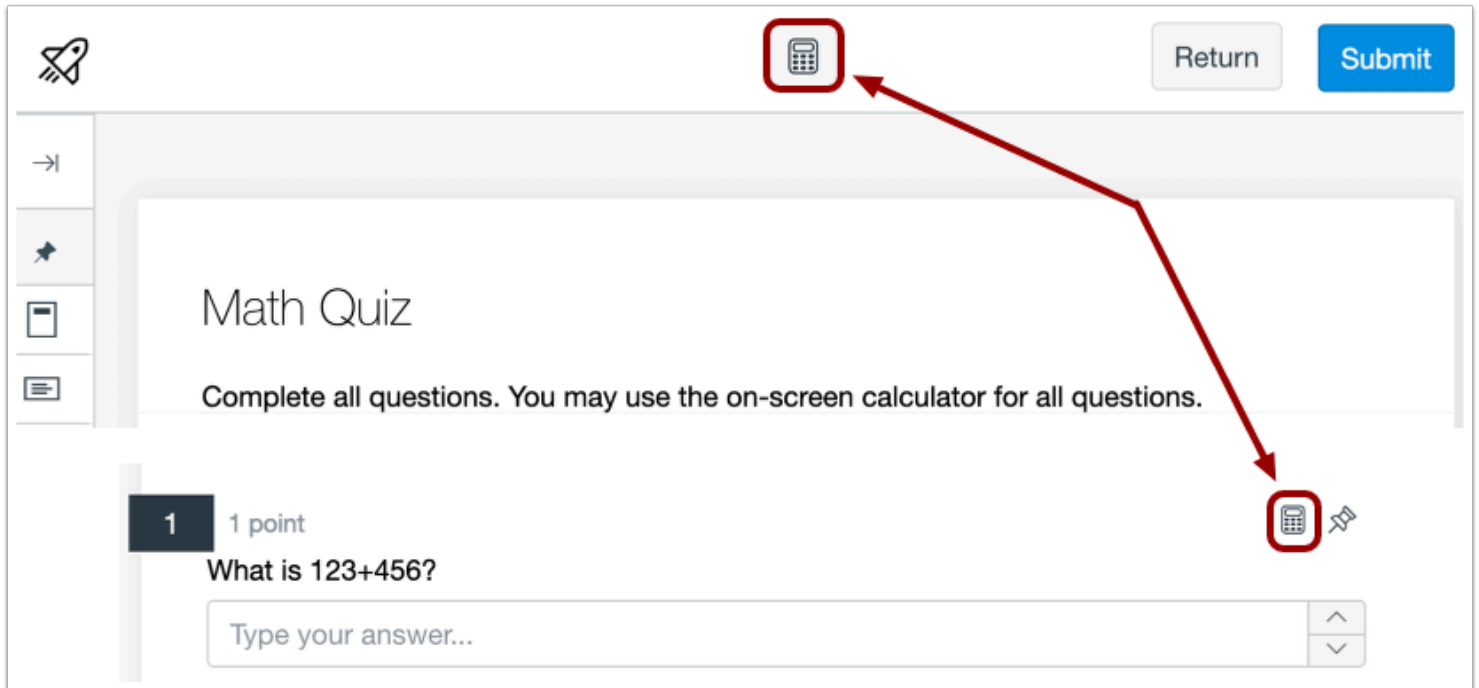
Your instructor may allow you to use an on-screen calculator for the entire assessment or only for certain questions. To open the on-screen calculator, click the **Calculator** icon.

Note: If the Calculator icon doesn't display on the question, your instructor has not enabled calculators.

Use Calculator

Your instructor may enable a basic calculator or a scientific calculator. To use the calculator, click the number and function buttons or type numbers and functions using your keyboard [1].

To clear a calculation, click the **Clear** button [2].

View your calculation and results in the results field [3]

Close the calculator by clicking the **Close** button [4]. Calculations are saved if you close the calculator window.

To move the calculator around the browser window, click and drag the calculator header [5].

The scientific calculator includes additional buttons for more advanced functionality [1].

Click the **Rad/Deg** toggle to switch between Radian and Degree mode [2].

Submit Assessment

To submit your assessment, click the **Submit** button [1]. To return to Canvas and resume your assessment at a later time, click the **Return** button [2].

How do I take a quiz where I can only view one question at a time?

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

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may have used the New Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see How do I take an assessment where I can only view one question at a time in New Quizzes?.

Next Questions

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

Previous Questions

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

Navigate Questions in Sidebar

You can also use the sidebar links for quicker navigation between questions. The question mark icon shows the questions you still need to answer while the checkmark icon shows you the questions you have answered. If your instructor allows you to return to prior questions, you may return to a previously answered question by clicking the link to that question.

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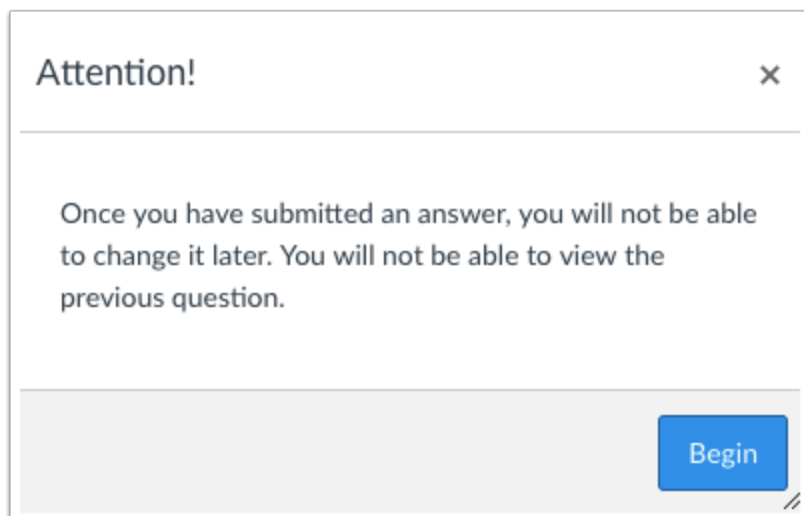
If your instructor does not allow you to go back to questions after you answer them, a pop-up window will display a warning message when you begin your quiz.

Blank Responses
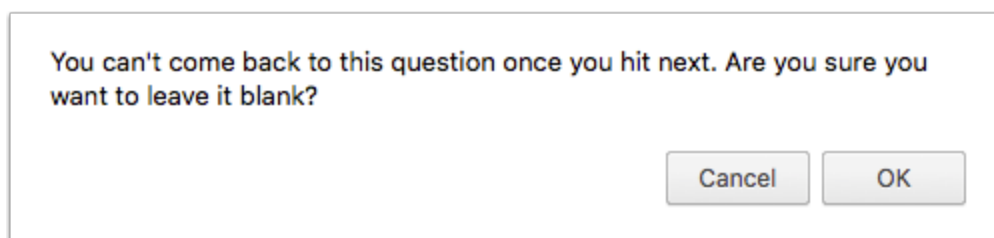
If you leave a question blank and try to advance to the next question, a pop-up window will display a warning message to explain that you won't be able to return to this question.

How do I take an assessment where I can only view one question at a time in New Quizzes?

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

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see How do I take a quiz where I can only view one question at a time?

Open Quizzes

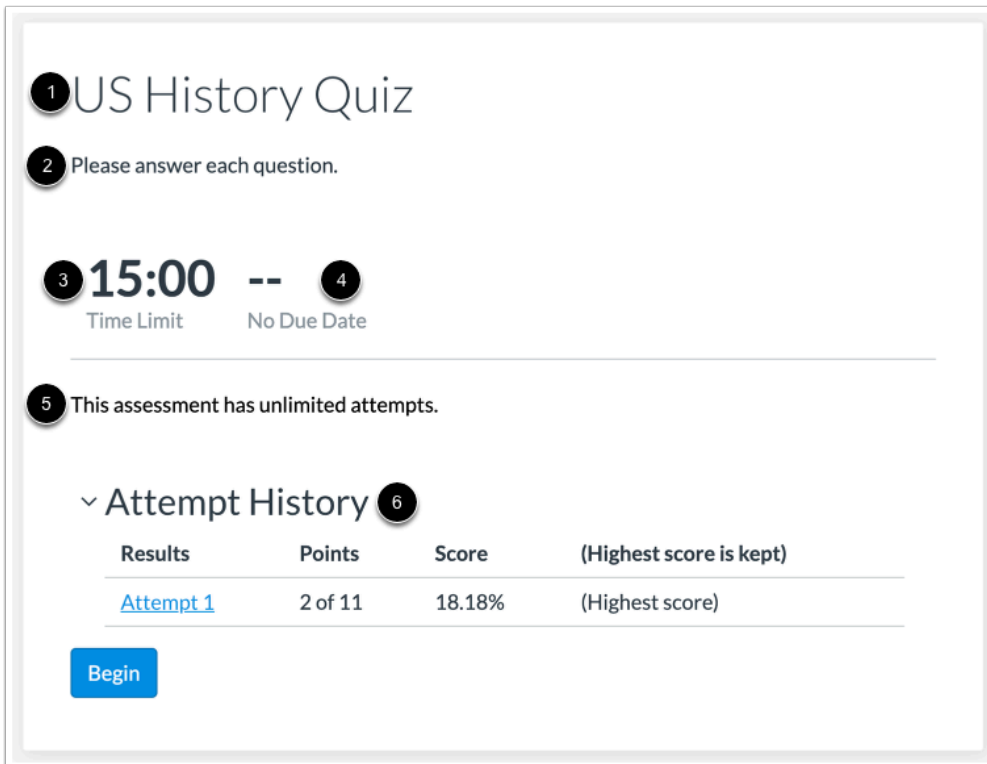In Course Navigation, click the **Quizzes** link.

Open Assessment

To open an assessment, click the title of an assessment.

View Assessment

From the assessment page, you can view the title [1], introduction [2], time limit [3], and due date [4]. You can also view the amount of attempts allowed [5] and previous attempts of the assessment [6].

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with viewing one quiz question at a time, please see How do I take a quiz where I can only view one question at a time?

View Backtracking Warning

Backtracking disabled

This assessment is delivered one question at a time. Viewing and going back to a previously answered question (backtracking) is not allowed. Exercise caution when navigating through this assessment.

If your instructor has disabled backtracking in your assessment, a warning message displays in the assessment page. The message states that the assessment is delivered one question at a time and going back to previously answered questions is not allowed.

Enter Access Code

An access code is required to start

1 •••••

2 ☐ Show access code

3 Submit

If your assessment includes an access code, enter the code in the **Access Code** field [1]. To display a masked access code, click the **Show access code** checkbox [2]. Then click the **Submit** button [3].

Begin Assessment
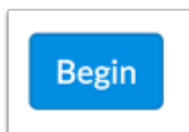
Begin

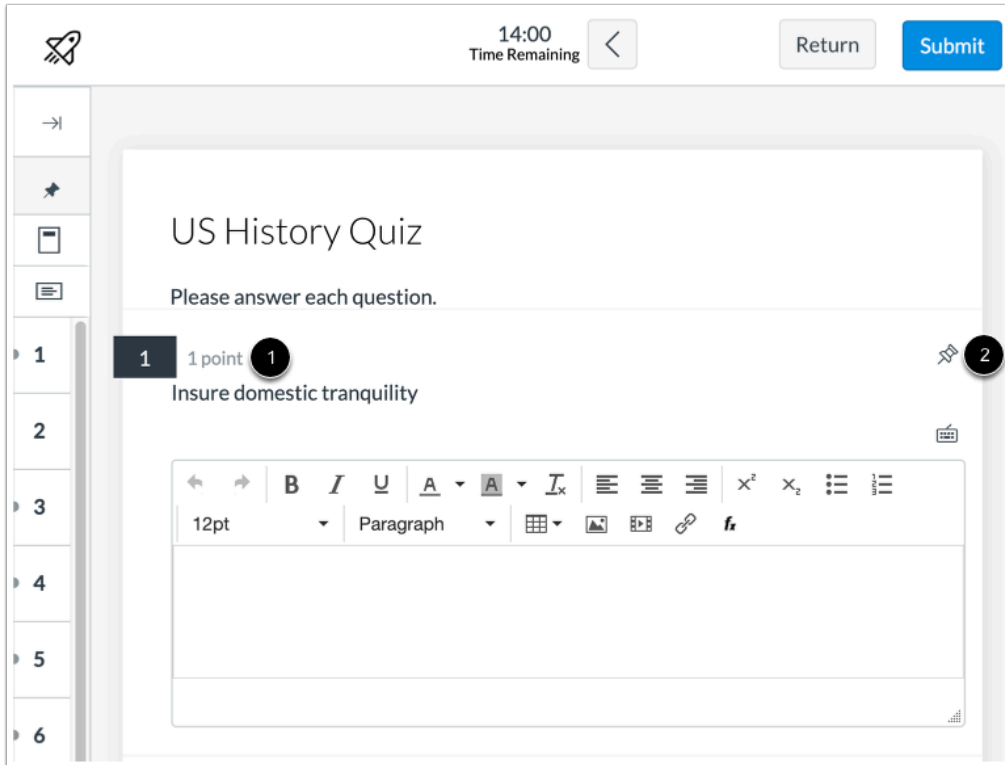To begin taking an assessment, click the **Begin** button.

View Next Question

1   1 point

Match the state to its capital.

Delaware ———————— [⌄]

New Jersey ———————— [⌄]

Maryland ———————— [⌄]

Next

Each question displays one at a time. To advance through the assessment, click the **Next** button.

View Previous Question

3   1 point

The Declaration of Independence was [type your answer...] in [choose your answer... ⌄] ,

Drag your answer here   .

⠿ Delaware   ⠿ Pennsylvania   ⠿ New Jersey

Previous   **Next**

If your instructor did not disable backtracking and allows you to return to prior questions, you can click the **Previous** button to check your answers or return to questions you left blank.

Open Question Navigator
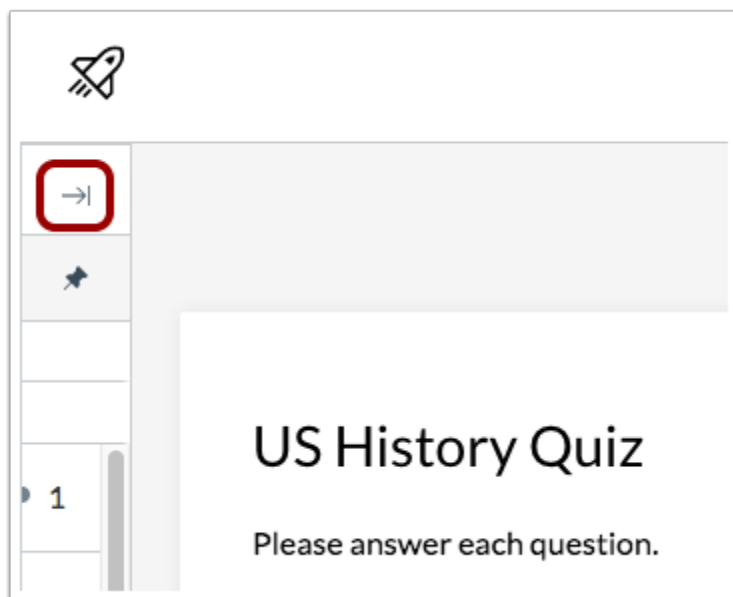
You can also use the Question Navigator to move between questions in an assessment. To open the Question Navigator, click the **Expand** icon.

Note: If you cannot view the Question Navigator, your instructor has disabled backtracking in your assessment.
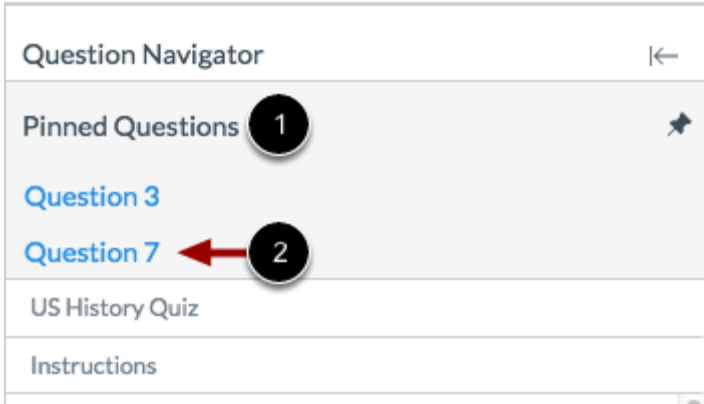
View Question Navigator
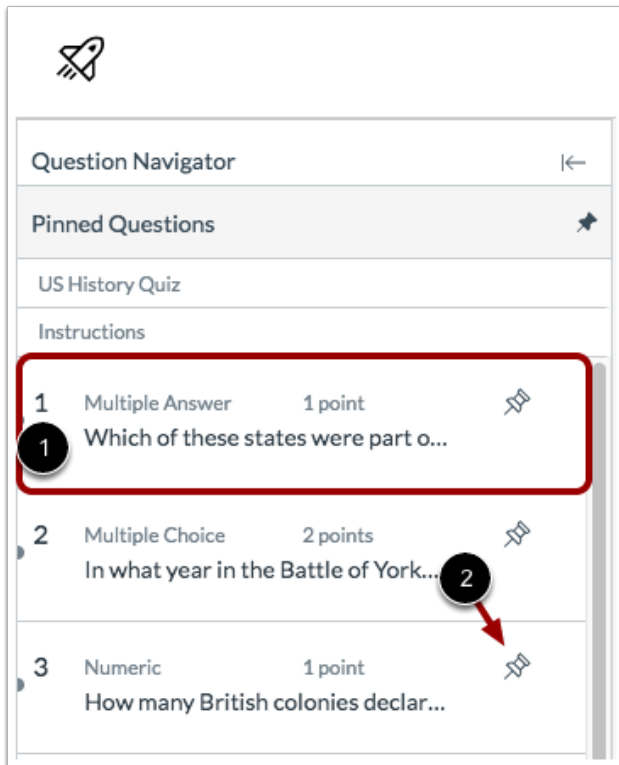
To jump to a specific question, click the question in the Question Navigator [1]. To pin a question to review later, click the **Pin** icon [2].

Answered questions are highlighted in blue text. Unanswered questions are indicated by white text.
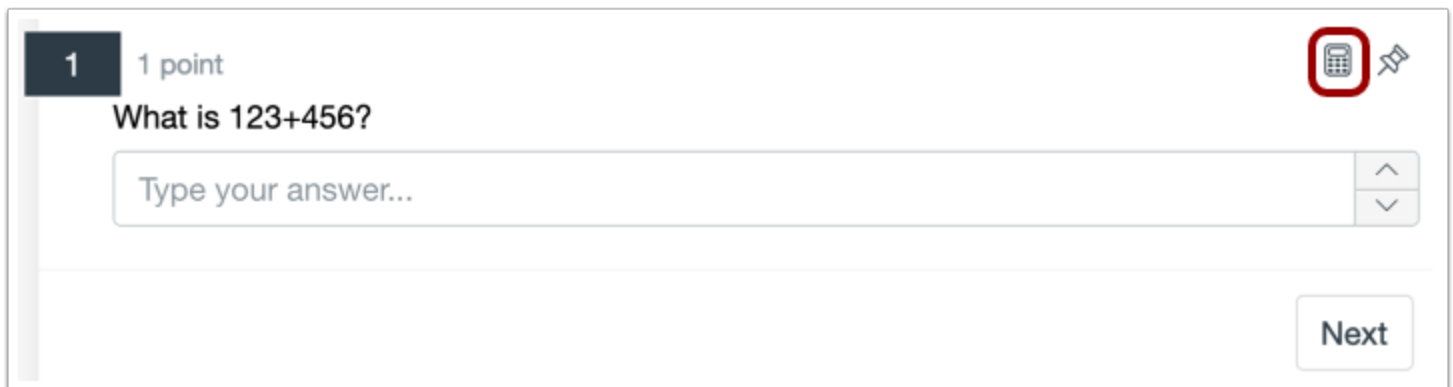
View Pinned Questions

All pinned questions will display in the **Pinned Questions** section of the Question Navigator [1]. To view a pinned question, click the name of the question [2].

Open Calculator

To open the on-screen calculator, click the **Calculator** icon.

Note: If the Calculator icon doesn't display on the question, your instructor has not enabled calculators.
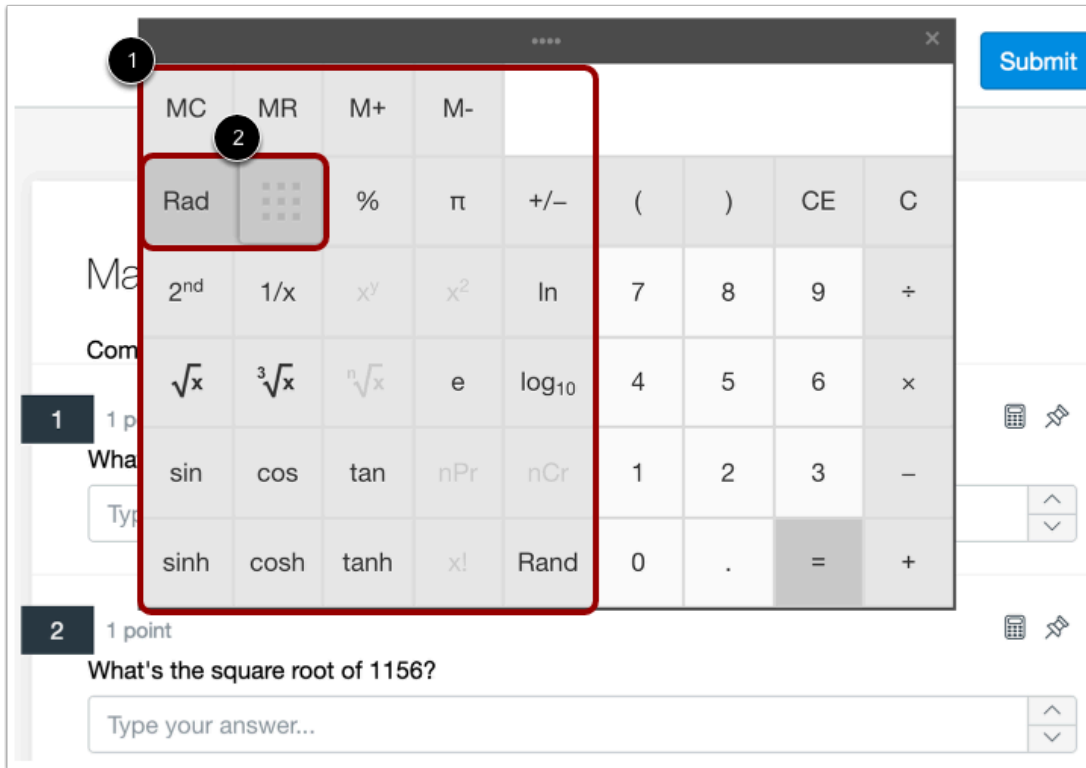
Use Calculator

Your instructor may enable a basic calculator or a scientific calculator. To use the calculator, click the number and function buttons or type numbers and functions using your keyboard [1].

To clear a calculation, click the **Clear** button [2].

View your calculation and results in the results field [3]

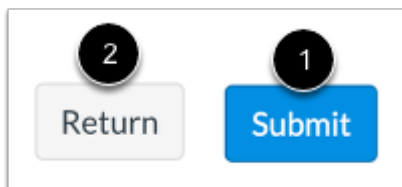Close the calculator by clicking the **Close** button [4]. Calculations are saved if you close the calculator window.

To move the calculator around the browser window, click and drag the calculator header [5].

The scientific calculator includes additional buttons for more advanced functionality [1].

Click the **Rad/Deg** toggle to switch between Radian and Degree mode [2].

Submit Assessment

To submit the assessment, click the **Submit** button [1]. To return to Canvas and resume the assessment at a later time, click the **Return** button [2].

How do I answer each type of question in a quiz?

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

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course.If the quiz you are accessing displays differently, your instructor may have used the New Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with answering quiz questions, please see How do I answer each type of question in New Quizzes?.

Multiple Choice Question

Question 1	1 pts

How much time should you spend on your online course each week in order to understand the concepts?

○ However long it takes

○ At least 3 hours

○ 30 minutes

○ 1-2 hours

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

True/False Question

Question 2	1 pts

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

○ True

○ False

To answer a true/false question, click the radio button next to the answer.

Fill-in-the-Blank Question

Question 3	1 pts

is the capital of Washington

To answer a fill-in-the-blank question, click the text box and type your answer.

Fill-in-Multiple-Blanks Question

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

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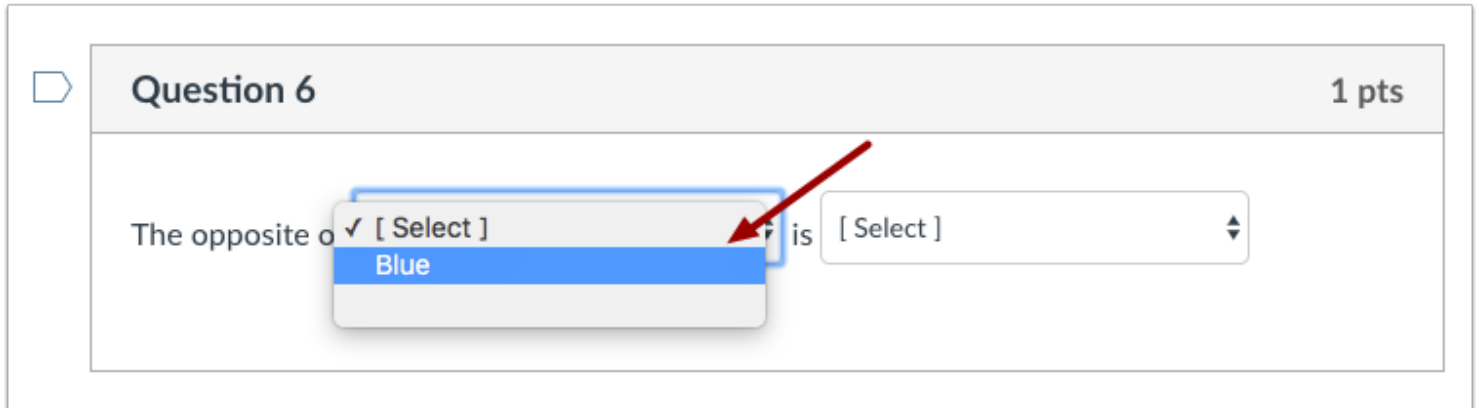
To answer a multiple answer question, click the check boxes [1] next to all the applicable answers [2].

Multiple Dropdowns Question

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

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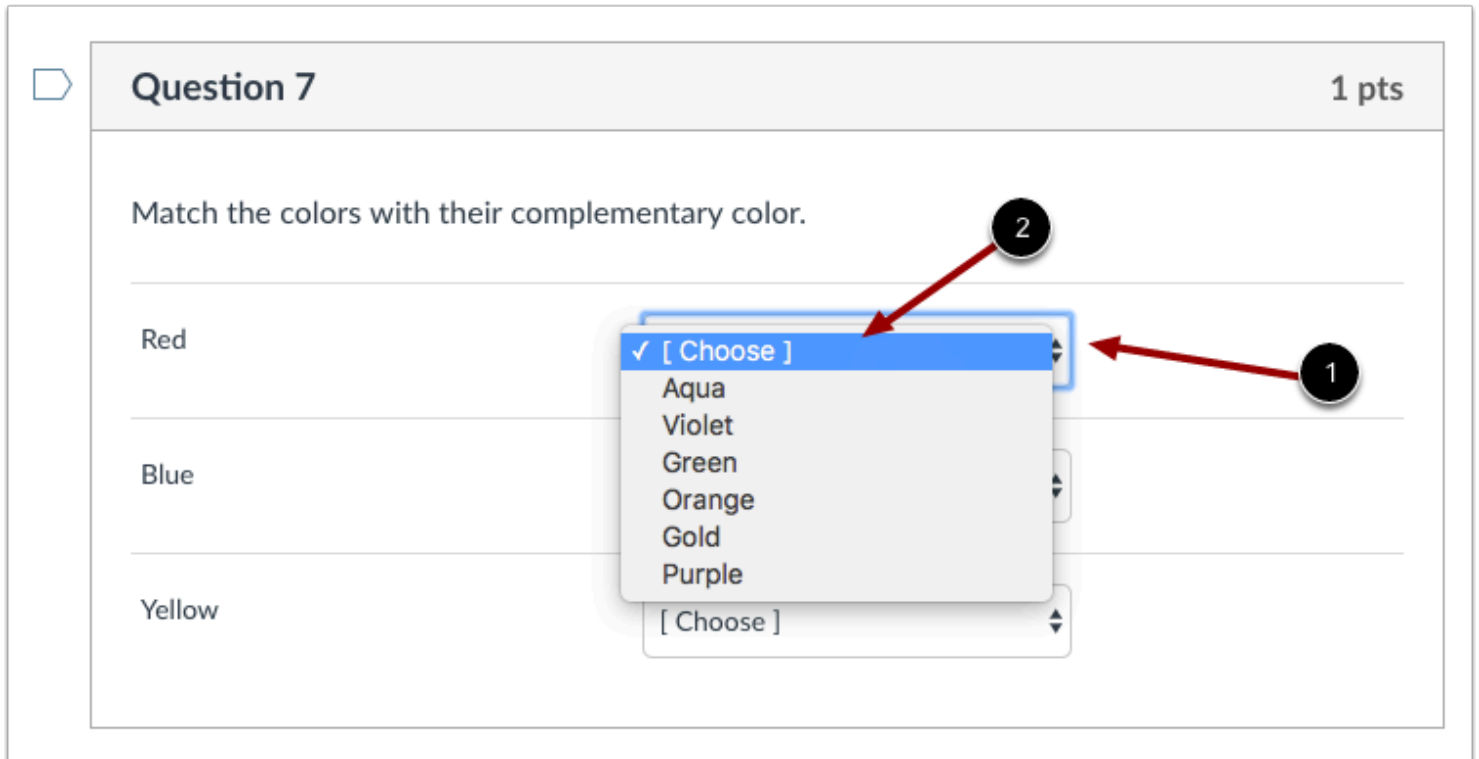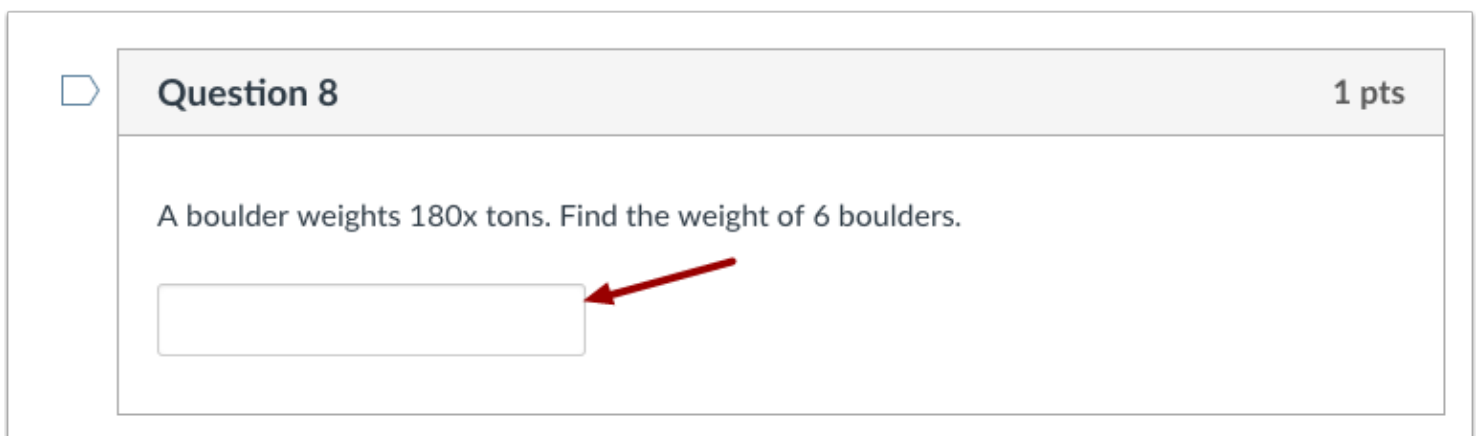
To answer a matching question, click the drop-down menu [1] and select your answer [2]. Continue until you have matched all the options.

Numerical Answer Question

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

Formula Question

Question 9   1 pts

Simplify

What is 5 + (2-(4*12))?

To answer a formula question, click the text box and type your answer.
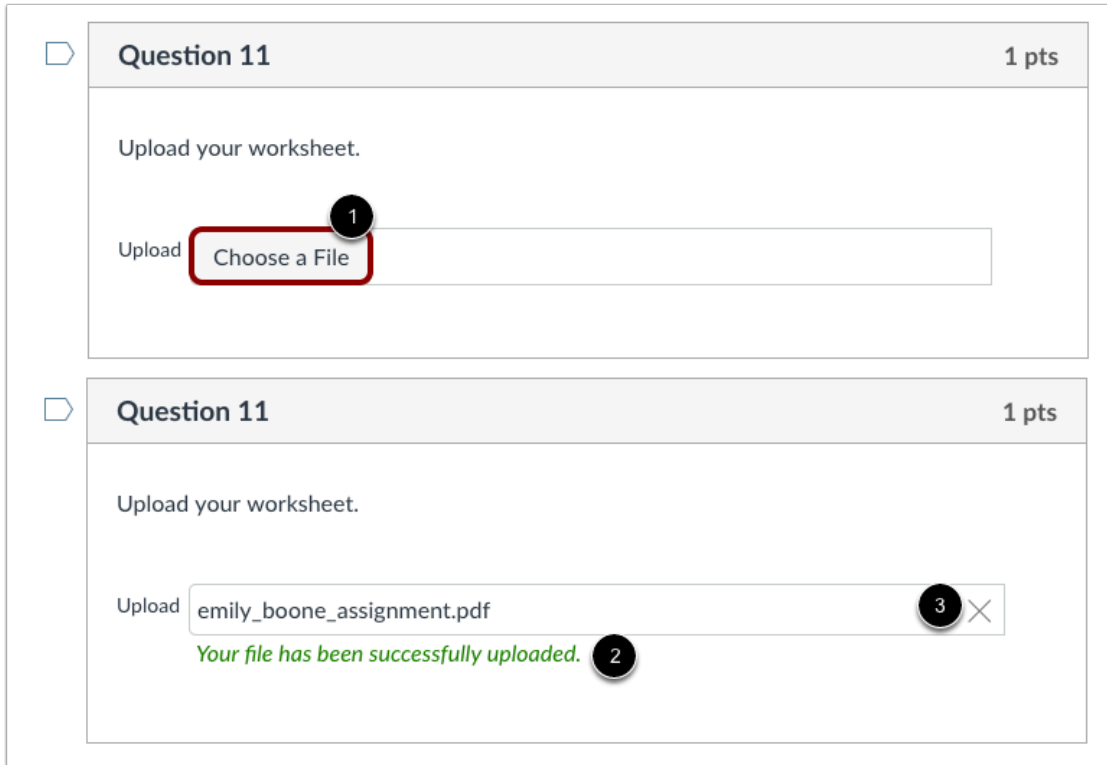
Essay Question

To answer an essay question, click the text box and type your content in the Rich Content Editor [1]. You can use the editor to format your content. The Rich Content Editor also includes a word count display below the bottom right corner of the text box

Note: Essay questions can also be used for mathematical questions that require the LaTex equation editor. To insert a mathematical equation, click the equation icon [2] in the Rich Content Editor.

File Upload Question

To answer a file upload question, click the **Choose a File** button. Canvas will open a file dialog box where you can locate the file on your computer. Select the file and it will be uploaded as your answer. Canvas will confirm that your file has been uploaded [2]. You can also remove your file by clicking the remove icon [3] and submit a new file.

How do I answer each type of question in New Quizzes?

You can answer a variety of question types in an assessment in New Quizzes.

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with answering quiz questions, please see How do I answer each type of question in a quiz?

Categorization Question

To answer a Categorization question, drag and drop the possible answers in the matching category.

Essay Question

To answer an Essay question, click the text box [1] and type your content. Content can be formatted through the Rich Content Editor [2].

Your essay may also include a minimum and/or maximum word count [3].

File Upload Question

To answer a File Upload question, drag and drop the file [1] or select a file by clicking the **Browse** link [2].

If your instructor has limited the file types that can be uploaded, you can view allowed file types for the question [3].

View your uploaded file [1]. To delete the file, click the **Delete** icon [2].

If your instructor allows multiple file uploads, you can upload additional files [3].

Note: If the option to upload a new file is not displayed, you have reached the file upload limit.

Fill in the Blank Question

Fill in the Blank questions include three answer types: text entry, drop-down, and drag and drop. To answer a text entry question, type your answer in the **Answer** field [1]. To answer a drop-down question, click the drop-down menu [2] and select the option that answers your question.

To answer a drag and drop question, drag your answer to the answer field [3].

Formula Question
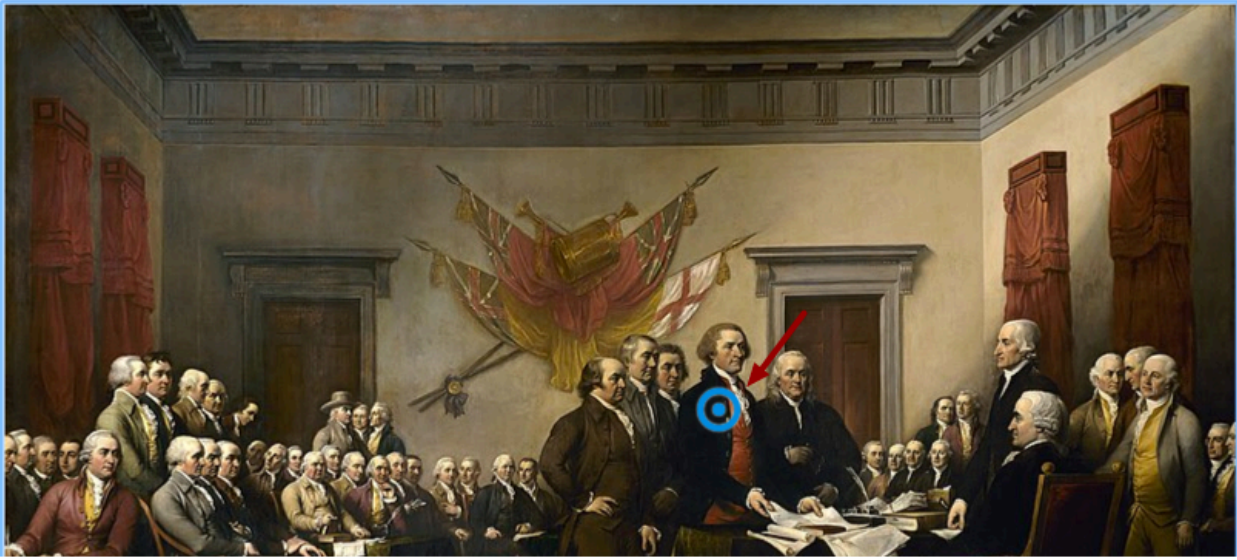
To answer a Formula question, enter your response in the text box.

Hot Spot Question

To answer a Hot Spot question, click the area of the image that answers the question.

Matching Question

To answer a Matching question, view the question [1]. Then click the drop-down menu to select the matching answer [2].

Multiple Answer Question

To answer a Multiple Answer question, click the checkboxes next to all applicable answers.

Multiple Choice Question

4 1 point

In what year did the Battle of Yorktown take place?

→ ● 1781
○ 1776
○ 1785
○ 1768

To answer a Multiple Choice question, click the button next to the answer.

Numeric Question

8 1 point

How many British colonies declared independence in 1776?

Type your answer... **1**   **2**

To answer a Numeric question, type the answer in the **Answer** field [1] or use the arrow keys to increase or decrease the answer [2].

To answer a Numeric question in scientific notation, use the following format: m*10^n, where *m* represents the coefficient, the asterisk represents the multiplication function, and ^*n* represents the exponent.

Ordering Question

To answer an Ordering question, drag and drop the items in the correct order [1]. You can also click the **Move** icon [2] and move an item up or down [3].

Stimulus Question

To answer a question that includes content, view the content [1] to answer the related question(s) [2]. Associated questions can be any of the other questions available in New Quizzes.

True or False Question

To answer a True or False question, click the button next to the answer.

How do I resume a quiz that I already started taking?

You can resume a quiz you previously started.

Note:

- If you navigate away from an unfinished timed quiz, the timer will continue running and the quiz will autosubmit when time runs out.
- If your instructor changes the due date of a quiz that you have already begun, the quiz will auto-submit based on the date and time of the original due date.

Open Quizzes
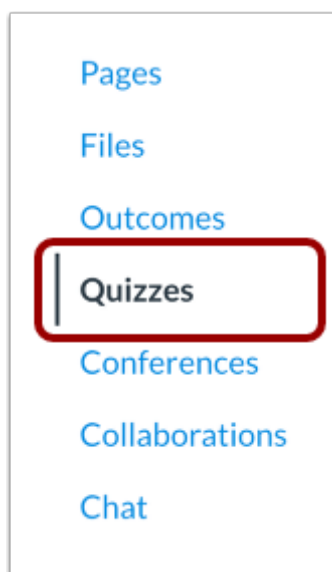
In Course Navigation, click the **Quizzes** link.

Open Quiz

Find the quiz you would like to resume and click the title of the quiz.

Resume Quiz

To resume the quiz, click the **Resume Quiz** button. The quiz will resume where you left off. When you are finished, you can [submit the quiz](#).

How do I submit a quiz?

Learn how to submit a quiz in Canvas.

Open Quizzes

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

Open Quiz

Click the quiz title to open quiz.

Take Quiz

Click the **Take the Quiz** button.

Resume Quiz

If you navigate away from the quiz, when you return to the quiz the button will show as **Resume Quiz**.

Submit Quiz

Answer the questions in the quiz. [Learn how to view the quiz page.](#)

When you are finished, click the **Submit Quiz** button.

Unanswered Questions Warning

If you have forgotten to answer some of the quiz questions, Canvas will confirm your submission before submitting the quiz. To submit the quiz anyway, click the **OK** button [1]. To return to the quiz, click the **Cancel** button [2].

View Results

View the quiz results to find out your score.

How do I view quiz results as a student?

Quiz results are easy to read in Canvas. As a student, you can see different types of quiz results, depending on your instructor's preference.

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may be using New Quizzes. Functionality may differ between these quiz types. For help with quiz results, please see How do I view my assessment results as a student in New Quizzes?.

Open Quizzes

Pages

Files

Outcomes

Quizzes

Conferences

Collaborations

Chat

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

Open Quiz

Click the title of the quiz.

View Quiz Results

The quiz results screen consists of several areas:

1. Attempt History
2. Quiz Results
3. Submission Details

Unavailable Quiz Results

If your instructor has hidden your quiz grades, your results will be unavailable until grades are posted.

View Attempt History

Attempt History shows your latest quiz attempt, the time it took to take the quiz, and your score.

Attempt History with Repeated Quiz Attempts

Attempt History

	Attempt	Time	Score
KEPT	Attempt 2	11 minutes	10 out of 11
LATEST	Attempt 2	11 minutes	10 out of 11
	Attempt 1	19 minutes	8 out of 11 *

* Some questions not yet graded

For repeated quiz attempts, the history will display the results of every attempt. Each attempt has a hyperlink that will display each quiz result, respectively.

View Quiz Results

Score for this attempt: **10** out of 11
Submitted Apr 10 at 9:32am
This attempt took 11 minutes.

Question 1	1 / 1 pts

If your instructor allows, you can view the results of your quiz along with the correct answers. This view will also show your total score, the time and date it was submitted, and how long it took to complete the quiz.

View Correct Answers

If your instructor allows you to see correct answers, the quiz results will display your answer along with the correct answer.

A correct answer that you marked will be indicated by a green flag [1]. A wrong answer will be indicated by a red flag pointing to your answer [2]. The correct answer will be indicated by a gray flag [3].

View Quiz Responses Only

If your instructor does not allow you to view correct answers, the quiz results will only display your responses and note whether they were correct or incorrect.

View Protected Quiz Results

Some instructors will not allow you to view your quiz results at all. This setting is common for quizzes that are allowed multiple attempts.

View Submission Details

Submission Details is another way to view your quiz results. Displayed in the sidebar, submission details will show the time it took to take the quiz [1], your current score [2], and your kept score [3], which is the score that Canvas records in the Gradebook.

Note: If your current score includes an asterisk, some questions have not been graded by your instructor, such as essay and file upload questions. You can also view the status of your quiz on your [Grades page](#).

Submission Details with Repeated Quiz Attempts

Last Attempt Details:

	Time:	12 minutes
(1)	Current Score:	7 out of 21 *
(2)	Kept Score:	20 out of 21

* Some questions not yet graded

5 Attempts so far
🕐 View Previous Attempts
Unlimited Attempts

Take the Quiz Again   (3)

(Will keep the highest of all your scores)

For repeated quiz attempts, the submission details will continue to display the current score [1] and the kept score [2]. However, in this case, the kept score is assigned by your instructor and can either be your latest quiz attempt score, the highest quiz score, or the average of all your scores. The kept score is indicated at the bottom of the submission detail area [3].

View Previous Attempts

Last Attempt Details:

Time: 12 minutes

Current Score: 7 out of 21 *

Kept Score: 20 out of 21

* Some questions not yet graded

5 Attempts so far
🕑 View Previous Attempts
Unlimited Attempts

Take the Quiz Again

(Will keep the highest of all your
scores)

You can also view previous attempts through the sidebar submission details. Click the **View Previous Attempts** link.

View Quiz Results for Previous Attempts

History Overview Results for Emily Boone

Quiz Submissions

Quiz results are protected for this quiz and are not visible to students.

⚠ Correct answers are hidden.

Score for this attempt: 20 out of 21 * ②
Some questions not yet graded

⌛ Attempt 1: 5.33
⌛ Attempt 2: 20   ①
⌛ Attempt 3: 1
⌛ Attempt 4: 0
⌛ Attempt 5: 7

This quiz has unlimited attempts

③ ← Back to Quiz

Each quiz attempt will be listed in the sidebar with a hyperlink to the quiz results. Click the attempt you wish to view [1]. The quiz results for that attempt will appear [2]. Keep in mind that the same settings will apply in the quiz results, meaning that you may only be able to view your responses or not view quiz results at all.

To return to the quiz, click the **Back to Quiz** link [3].

How do I view quiz comments from my instructor?

While grading your quiz, your instructor may leave comments for the whole quiz. You can view these comments on the Grades page and on the Submission Details page.

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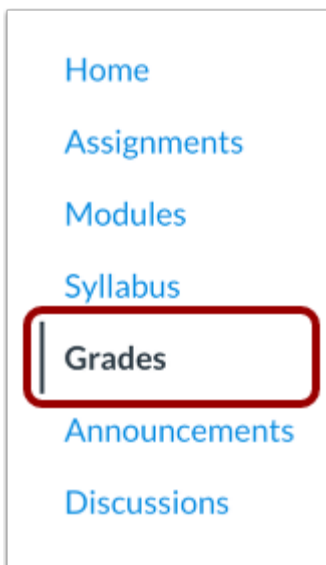
In Course Navigation, click the **Grades** link.

View Quiz Comments
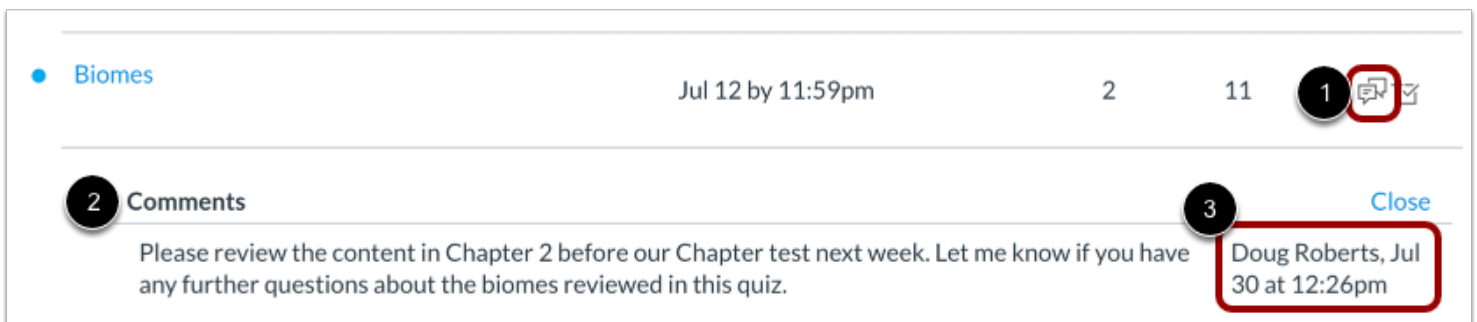
Locate the quiz and click the **Comment** icon [1].

View the comments in the assignment [2]. You can also view the author, date, and time of the comment [3].

Open Quiz

Lab Notebook - Scientific Measures and Scientific Method	Jul 10 by 11:59pm	-	25
● Biomes	Jul 12 by 11:59pm	2	11
Logical Fallacy Project	Jul 16 by 11:59pm	70	100

Your quiz submission also displays comments. Click the title of the quiz.

View Comments

Any instructor comments added to your submission, as well as any comments added by you, appear in the Comments portion of the sidebar [1].

If your quiz includes a rubric [2], your instructor may also leave comments in the rubric.

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Add Comments

Please review the content in Chapter 2 before our Chapter test next week. Let me know if you have any further questions about the biomes reviewed in this quiz.

Doug Roberts , Jul 30 at 12:26pm

Add a Comment:

[**1**]

🔊 Media Comment   Attach File

Save **3**   **2**

You can add comments to your assignment submission. Type your comment in the **Add a Comment** field [1].

To attach a file to your comment, click the **Attach File** link [2].

To submit your comment, click the **Save** button [3].

Add Media Comment

Please review the content in Chapter 2 before our Chapter test next week. Let me know if you have any further questions about the biomes reviewed in this quiz.

Doug Roberts , Jul 30 at 12:26pm

Add a Comment:

🔊 Media Comment   Attach File

Save

To add a media comment to your submission, click the **Media Comment** link. You can record a video or record an audio comment to send to your instructor.

How do I view my assessment results as a student in New Quizzes?

Once you have taken an assessment, you can view your assessment results for any assessment created in New Quizzes. You can also view feedback left by your instructor for specific answers.

Notes:

- If your assessment results are different from the images in this lesson, your instructor has restricted view of the results page. Instructors can select to hide points awarded, points possible, assessment items, correct and incorrect indicators, and feedback.
- If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with quiz results, please see How do I view quiz results as a student?

Open Quizzes

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

Open Assessment

To open an assessment, click the title of the assessment.

View Attempt History

You can view the attempt history for each attempt you've completed for an assessment [1]. The Attempt History table includes the points [2] and score [3] earned for each attempt. You can also view which of your scores will be added to your grades [4].

Notes:

- If you cannot view points in your assessment results, your instructor has hidden points awarded and/or points possible.

- If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between these quiz types. For help with quiz results, please see How do I view quiz results as a student?

Open Results

To open results for an attempt, click the link for that attempt.

View Results

View the results for your assessment.

View Grading Message

If any of your assessment questions require instructor grading, a notification displays in the Results page.

View Results Restriction Message

If you cannot view your results, your instructor has restricted view of the results page [1]. You can still view if your assessment submission was successful or not [2].

View Answers

You can view the total points earned for each question [1].

Correct answers are indicated by a **green checkmark** icon [2]. Incorrect answers are indicated by a **red X** icon [3]. Incorrect answers include the solution for the correct response [4].

Note: If you cannot view answers for assessment items, your instructor has hidden assessment items or correct/incorrect indicators.

View Feedback

If your instructor has added feedback to a question, you can view that feedback in your assessment results.

How do I know if I can retake a quiz?

Some instructors will allow you to retake a quiz. The quiz will show you if you are allowed more attempts.

Note: Your instructor may be using an upgraded quiz tool called New Quizzes in your course. If the quiz you are accessing displays differently, your instructor may be using New Quizzes. Functionality may differ between these quiz types. For help with retaking quizzes, please see How do I know if I can retake an assessment in New Quizzes?.
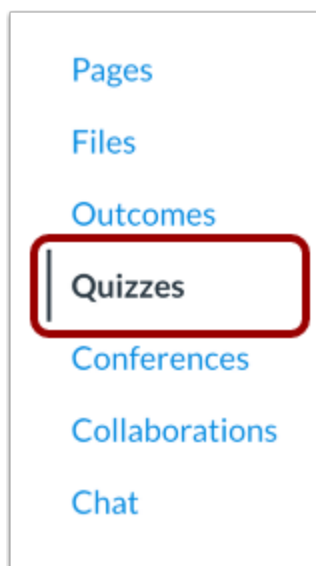
Open Quizzes

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

Open Quiz

Click the quiz title to open the quiz you want to retake.

View Quiz

If you can retake the quiz, you will see **Take the Quiz Again** button. Click the button to retake the quiz.

Contact your instructor if you have problems accessing the quiz.

Note: You can see past attempts in your [quiz results](link).

How do I know if I can retake an assessment in New Quizzes?

Some instructors will allow you to retake an assessment. The assessment will show you if you are allowed multiple attempts.

Note: If the quiz you are accessing displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. Functionality may differ between quizzes created using Classic Quizzes and New Quizzes. For help retaking a classic quiz, see How do I know if I can retake a quiz?

Open Quizzes
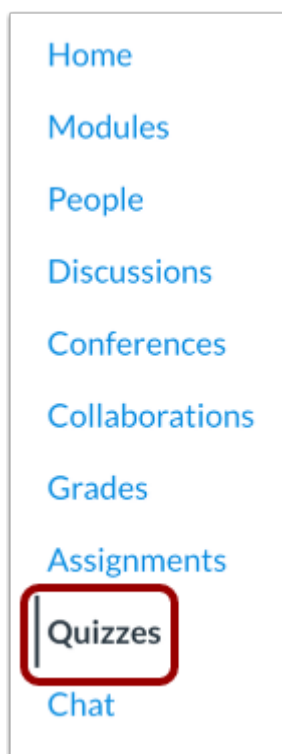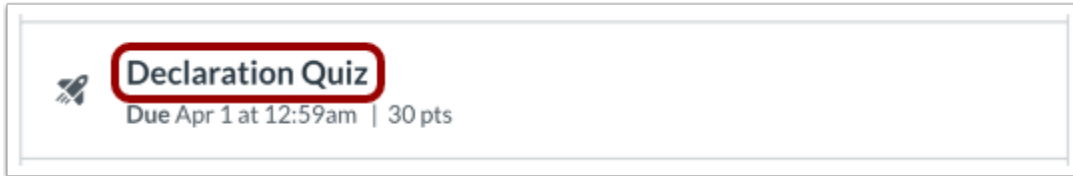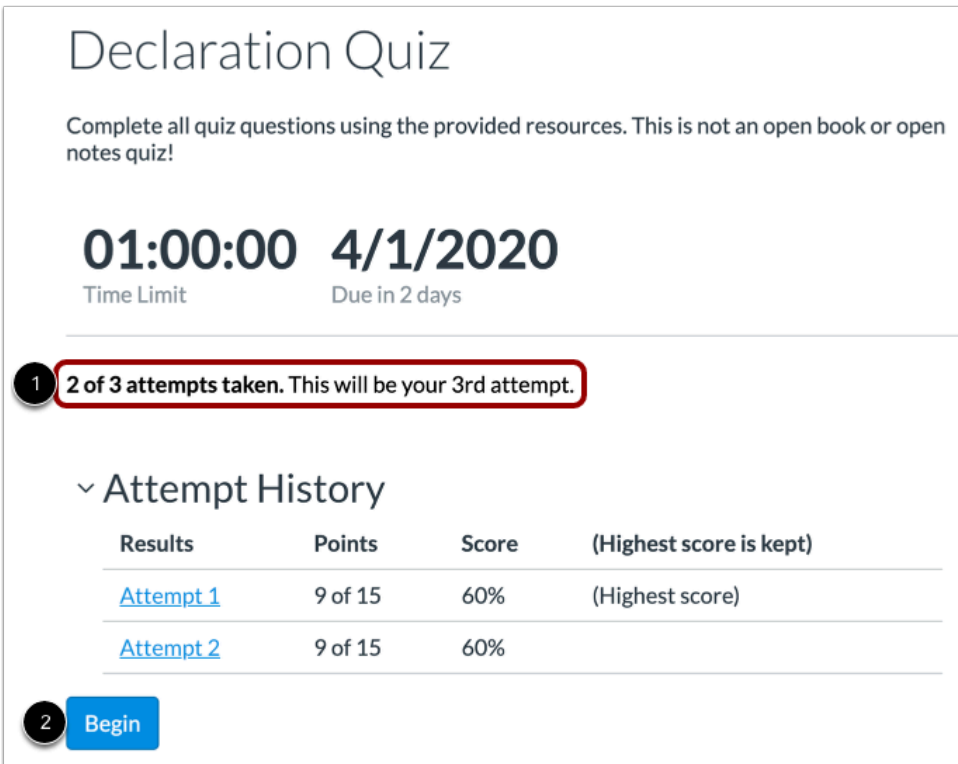
Home

Modules

People

Discussions

Conferences

Collaborations

Grades

Assignments

Quizzes

Chat

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

Open Assessment

To open an assessment, click the title of the assessment.

View Attempts

View the number of attempts you have taken [1]. To retake an assessment, click the **Begin** button [2].

Note: If the quiz displays differently, your instructor may have used the Classic Quizzes tool to create the quiz. For help retaking a classic quiz, see How do I know if I can retake a quiz?

Declaration Quiz

Complete all quiz questions using the provided resources. This is not an open book or open notes quiz!

01:00:00
Time Limit

4/1/2020
Due in 2 days

i   You have used all attempts for this assessment. ⬅

If you have no attempts remaining, a warning message will appear on the assessment page.

How do I submit a survey?

Your instructor may assign you a survey to complete in your course. Surveys are non-graded quizzes that may be used to gather your opinion on a topic in your course.

Note: Surveys are not currently supported in New Quizzes assessments.

Open Quizzes
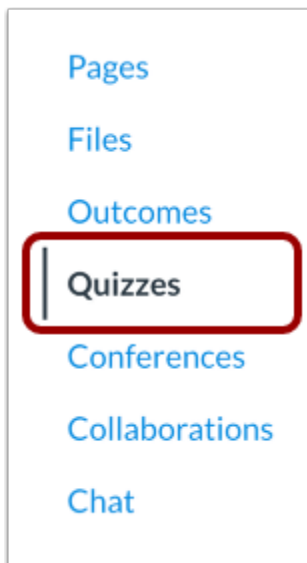
In Course Navigation, click the **Quizzes** link.

Open Survey
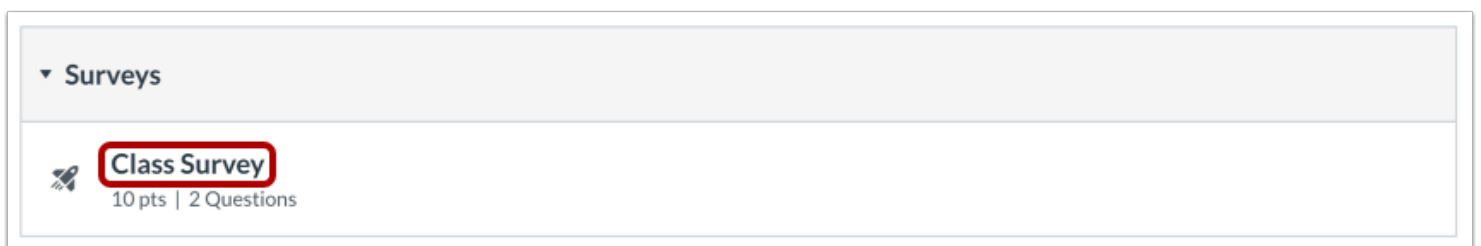
Click the Survey title to open the Survey.

Take Survey

Click the **Take the Survey** button.

Complete Survey

Class Survey

Started: Jul 10 at 2:41pm

Quiz Instructions

Please take this survey about your experience in this online course.

Question 1	1 pts

Please rate your agreement with the following statements.

Course expectations were clearly defined   [Select] ▲▼

My instructor provided helpful feedback on my course work   [Select] ▲▼

My instructor answered my questions in a timely manner   [Select] ▲▼

Answer the questions available.

Submit Survey

Quiz saved at 2:42pm   Submit Quiz

Click the **Submit Quiz** button.

Rich Content Editor

How do I add and modify text in the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.

Several features in Canvas support a Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes. You can type text and you can copy and paste text from other sources into the Rich Content Editor. The following keyboard shortcuts can be used when copying and pasting text:

- Normal copy and paste on a PC: Ctrl+C, Ctrl+V
- Copy and paste-without-formatting on a PC: Ctrl+C, Ctrl+Shift+V
- Normal copy and paste on a Mac: Command+C, Command+V
- Copy and paste-without-formatting on a Mac: Command+C, Command+Option+Shift+V

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

Note: Your instructor may choose to display a different font for your course. This font will display when entering text the Rich Content Editor.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon or press **Alt+F8** (on a PC keyboard) or **Option+Fn+F8** (on a Mac keyboard) simultaneously on your keyboard.

Paste Copied Text

Paste the text you copied into the Rich Content Editor.

You can use the following keyboard shortcuts to paste text into the Rich Content Editor:

- Normal copy and paste on a PC: Ctrl+C, Ctrl+V
- Copy and paste-without-formatting on a PC: Ctrl+C, Ctrl+Shift+V
- Normal copy and paste on a Mac: Command+C, Command+V
- Copy and paste-without-formatting on a Mac: Command+C, Command+Option+Shift+V

Remove Text Formatting

To remove text formatting, select the pasted text [1], then click the **Clear Formatting** icon [2].

Align Text

To align text, place the cursor in front of the text you wish to align [1]. Use the tools in the toolbar to align the text. You can set the position of the text on the page with the **Left, Center,** and **Right Alignment tools** [2] or indent the text using the **Indent** tool [3].

Align Directional Text
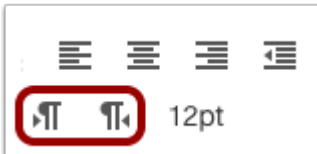
The editor also supports directional text so users can insert content right to left. This feature can be added using the **Right to Left** button within the editor.

Create Bulleted or Numbered List

Select the text you wish to include in your list [1]. Click the **Bulleted List** icon to make a bulleted list [2]. Click the **Numbered List** icon to make a numbered list [3].

View Bulleted List

View the bulleted list you made.

View Numbered List

View the numbered list you made.

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Change Font Size

Select the text you wish to modify [1] and click the **Font Size** drop-down menu to change the text font size [2]. You can choose from 8, 10, 12, 14, 18, 24, or 36 sized fonts.

Change Text Style

Select the text you wish to modify [1], and click the **Paragraph** drop-down menu to change the text style [2]. You can choose from paragraph, heading 2, heading 3, or heading 4, or preformatted styles.

Single Space Text

To create single spacing in the Rich Content Editor, press the shift and return keys (on a Mac) or shift and Enter keys (on a PC). This will create a line break instead of a paragraph break.

Superscript and Subscript Text
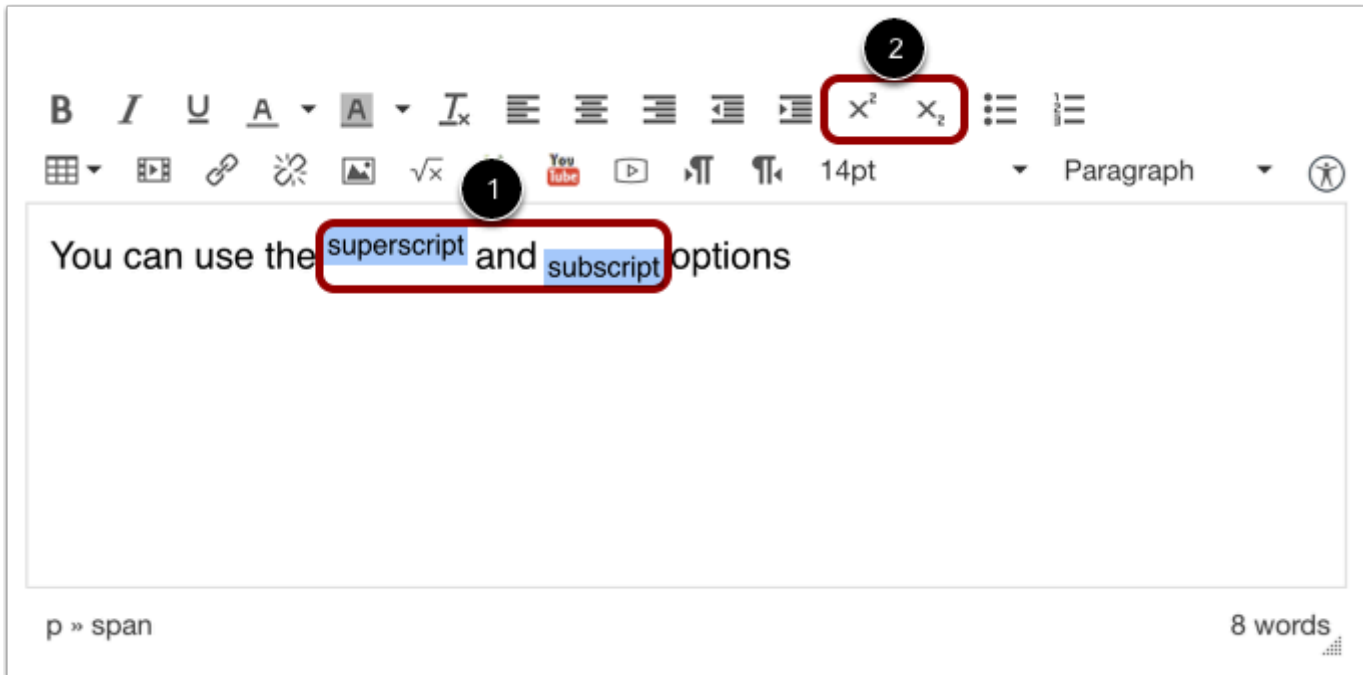
Select the text you wish to modify [1], and click the **Superscript** or **Subscript** buttons in the toolbar [2].

Save Changes
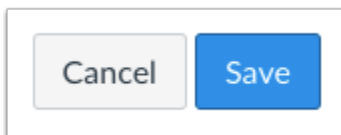
Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to "Save & Publish". When using the Rich Content Editor in the Discussions page, the Save button may appear as "Post Reply".

View Content

Group Project

Requirements

Our group was selected to research the poems of Oliver Wendell Holmes. Each group member must find one poem written by our chosen author and share it with the group. We'll then choose two poems and analyze them using the 7 step poetry analysis method.

Poem Analysis:

As we analyze the poems, we should look for the following literary forms:

- Simile
- Metaphor
- Imagery
- Symbol
- Iambic Pentameter

Group Roles:

1. Leader: Ensures that everyone is on task and that project is completed
2. Scribbler: Scribe; takes notes on what is discussed as a group
3. Speaker/Reader: Reads parts of text aloud to the group
4. Organizer: Maintains paperwork for the group, responsible for retrieving and storing work

View the content you created.
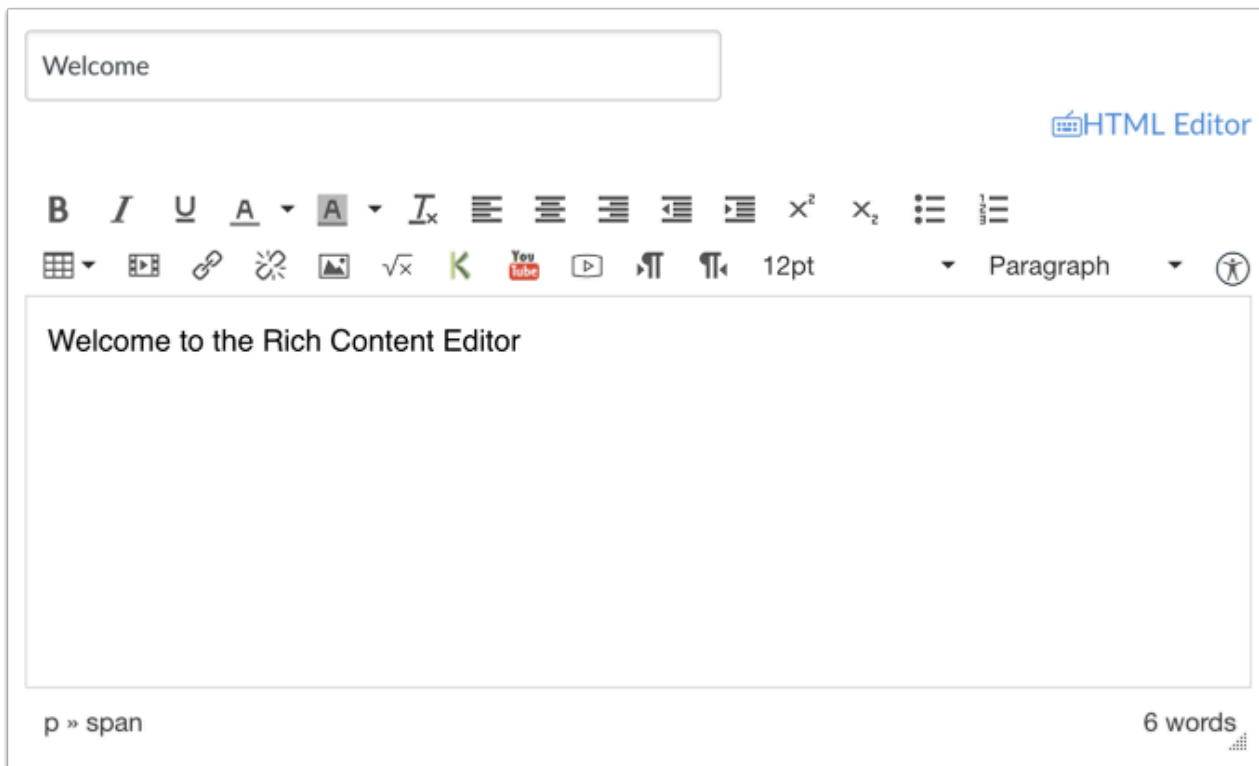
How do I use the HTML view in the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.
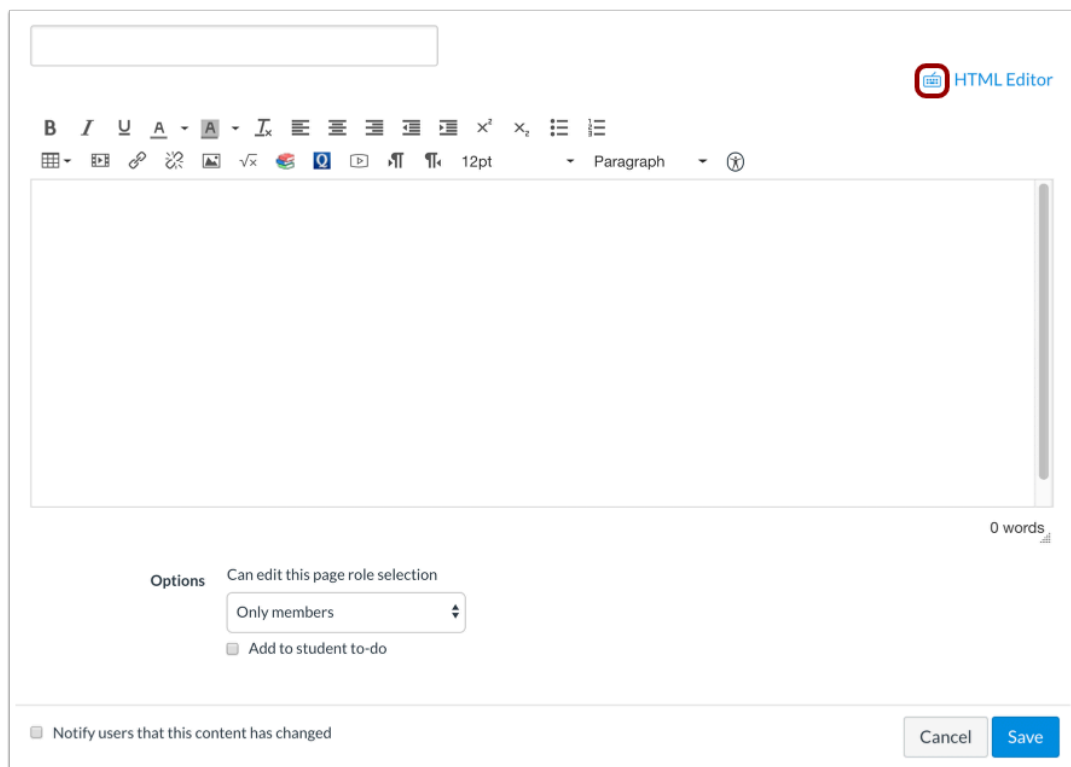
You can use the Rich Content Editor to embed content using HTML. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).
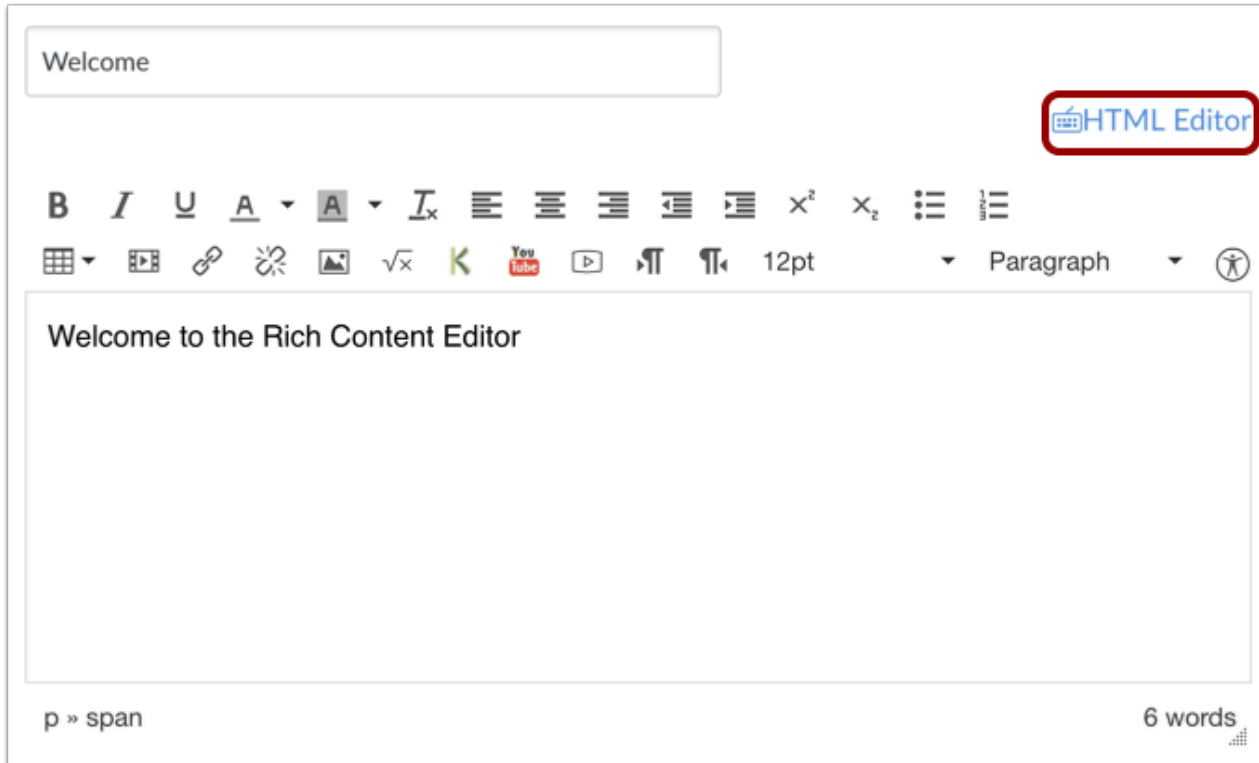
When attempting to do custom HTML coding in Canvas, you may discover that certain HTML codes do not work upon saving. This is because Canvas will only support certain HTML elements for security reasons. This also applies to content copied and pasted from an external source. Below is a link to a list of HTML tags that are permissible in Canvas. HTML tags that are not on this list may be stripped out of the Canvas Rich Content Editor when you save your work. View the **Canvas HTML Editor Allowlist PDF** for more information.
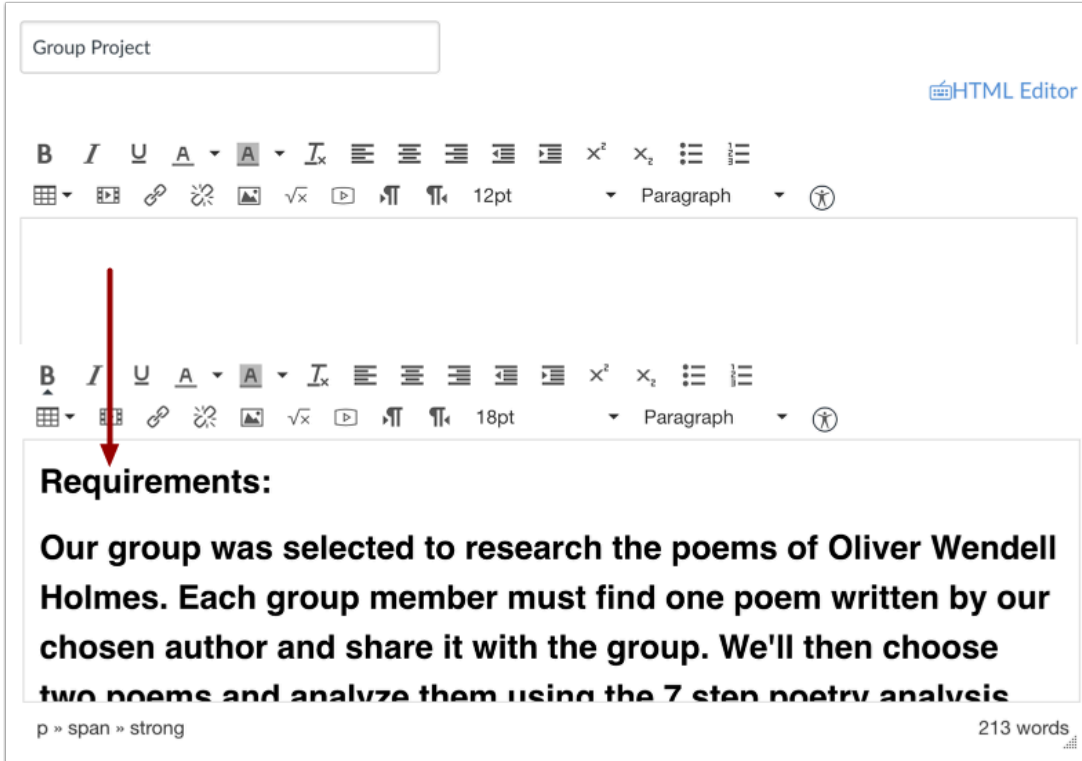
Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
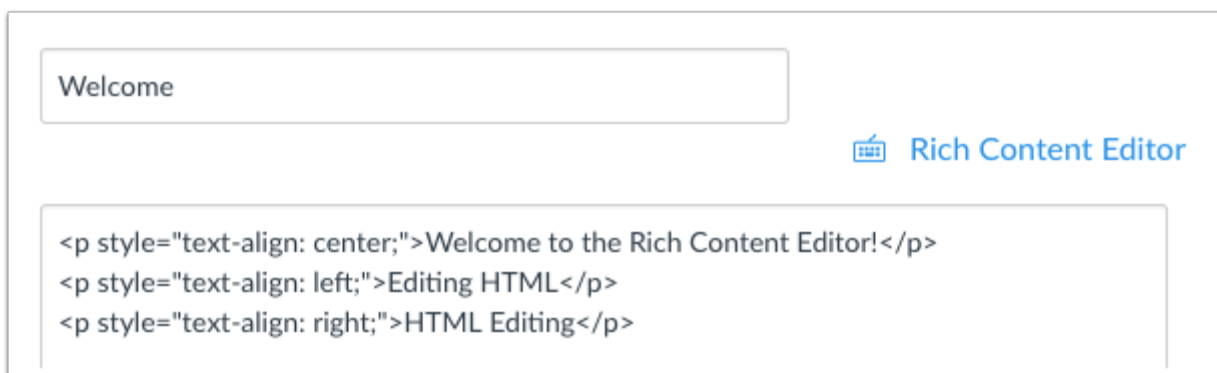
Open HTML Editor

Click the **HTML Editor** link.

Note: When in HTML view, you can toggle back by clicking the **Rich Content Editor** link.

Enter Content

Enter your HTML content.
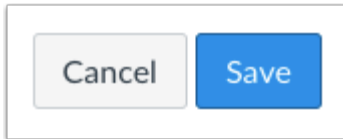
Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

How do I embed images from Canvas into the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.

You can upload image files to your files in Canvas and embed them in the Rich Content Editor. You can also add alt tags to your images for better accessibility.

If a change is made to the image in your personal files after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

Open Rich Content Editor
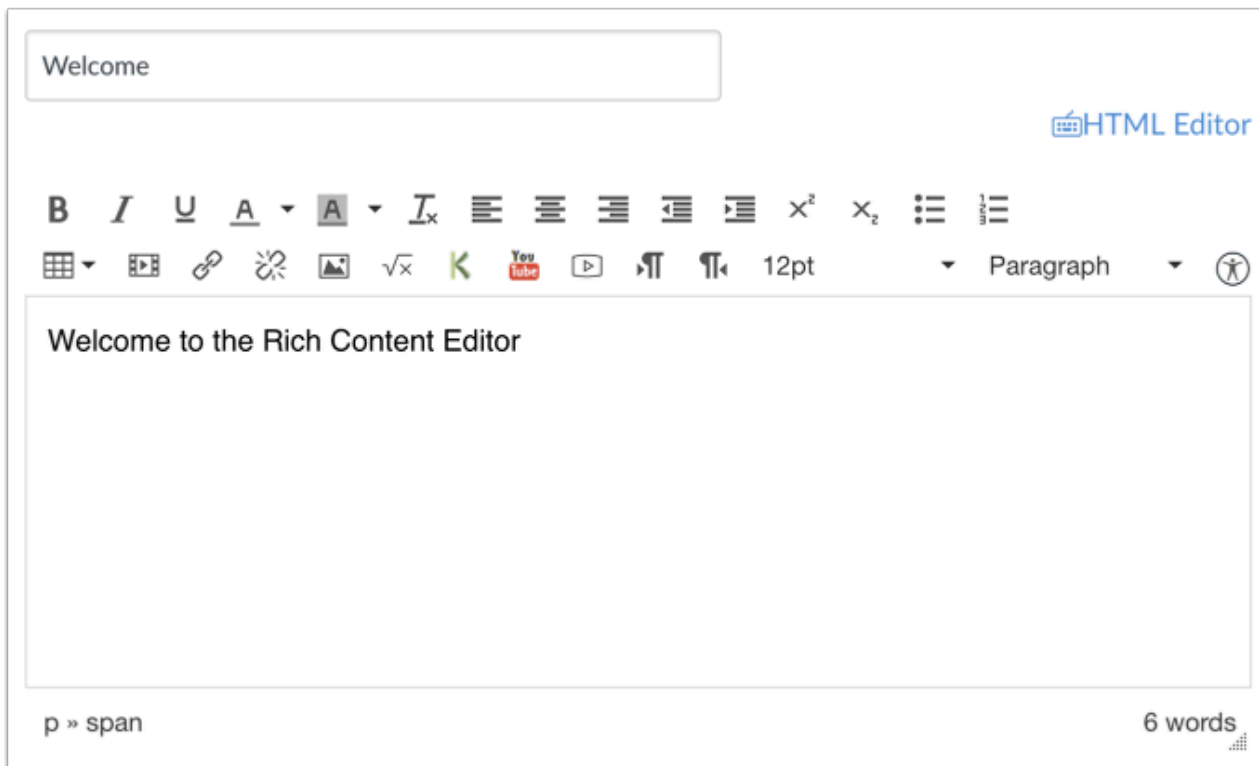
Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Image

Click the **Image** icon.

Select Canvas Tab
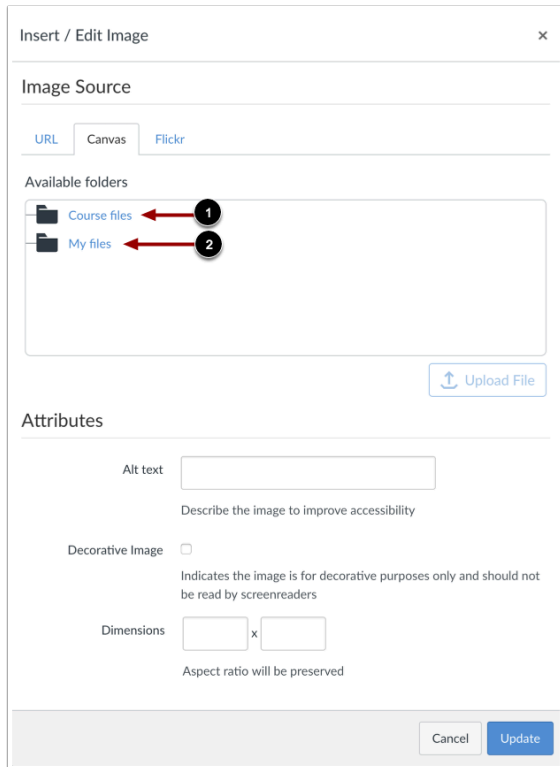
Click the **Canvas** tab.

Open Course or Personal Files

You can choose to embed images located in your course files [1] or your personal files [2]. As a student, you can embed any image from your files into the Rich Content Editor, even images that are in folders only visible to you.

Note: When accessing course files for image uploads, you will only be able to see images that are public to the entire course.

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Select Image
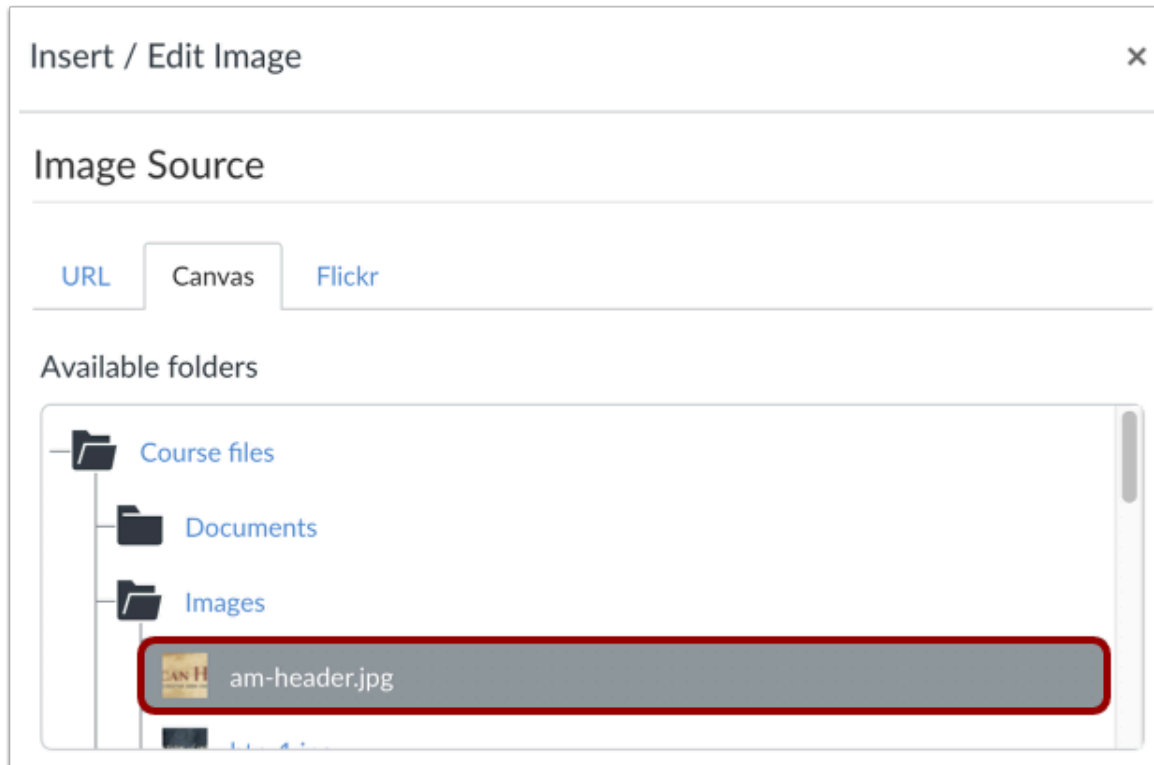
To embed a previously uploaded image, click the image you wish to embed.

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Upload Image

To upload an image to embed, click the **Upload File** button.

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Select File
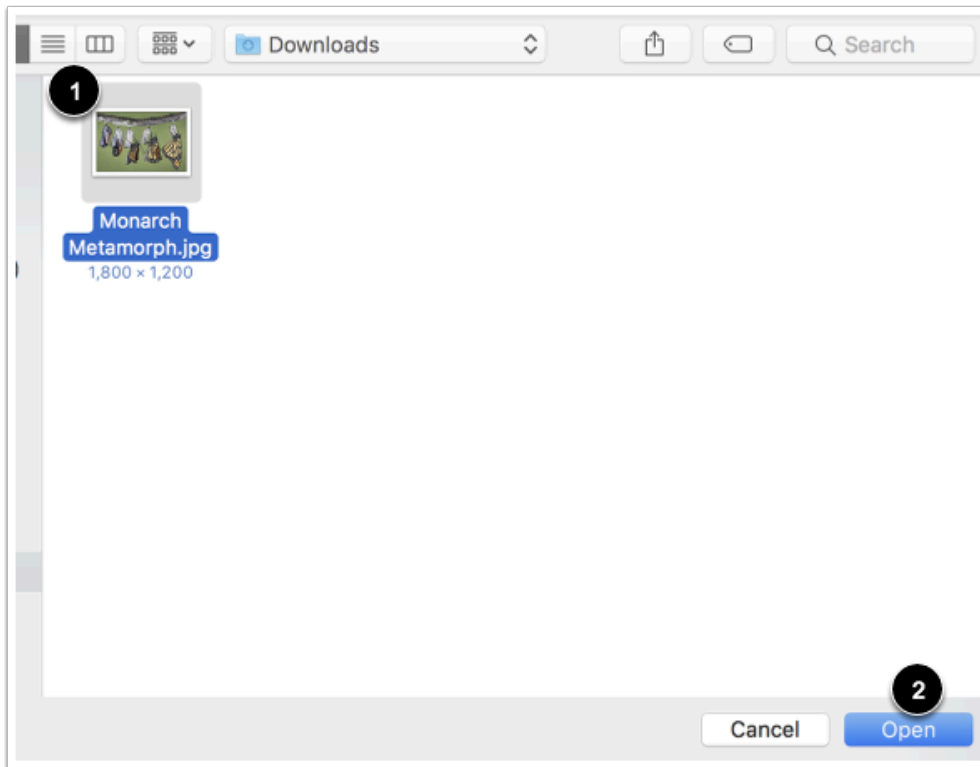
In the dialogue box, select a file to upload [1]. Then click the **Open** button [2].

View File

View your uploaded file.

Insert Alt Text

The Attributes field will populate the **Alt text** field [1], which is the name of the image. For better accessibility, type a description of the image contents. To add the image as decorative, click the **Decorative image** checkbox [2]. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

Note: If you want to include an image title, which will appear when a user hovers over the image, embed the image and then switch to the HTML Editor. Title tags must be manually added to the HTML code.

Change Attributes Image Dimensions

The image's default dimensions will also populate automatically. Dimensions are referenced in pixels defined by width then height.

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then press the Tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

Embed Image

Click the **Update** button.

Note: As a future shortcut, if you do not need to change any of your image's attributes, locate your image and simply **double click** the name of your image. The image will be embedded directly to your post.

View Embedded Image

View your embedded image in the Rich Content Editor.

Edit Image Properties

To edit an existing image, click the image [1], then click the **Image** icon [2]. The insert/embed window will appear to make changes.

When you edit an existing image, the URL tab will display the location of the Canvas image; however, the Canvas tab will still display the file. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your Canvas image, click the Canvas tab [3] and locate another image.

Visually Resize Image
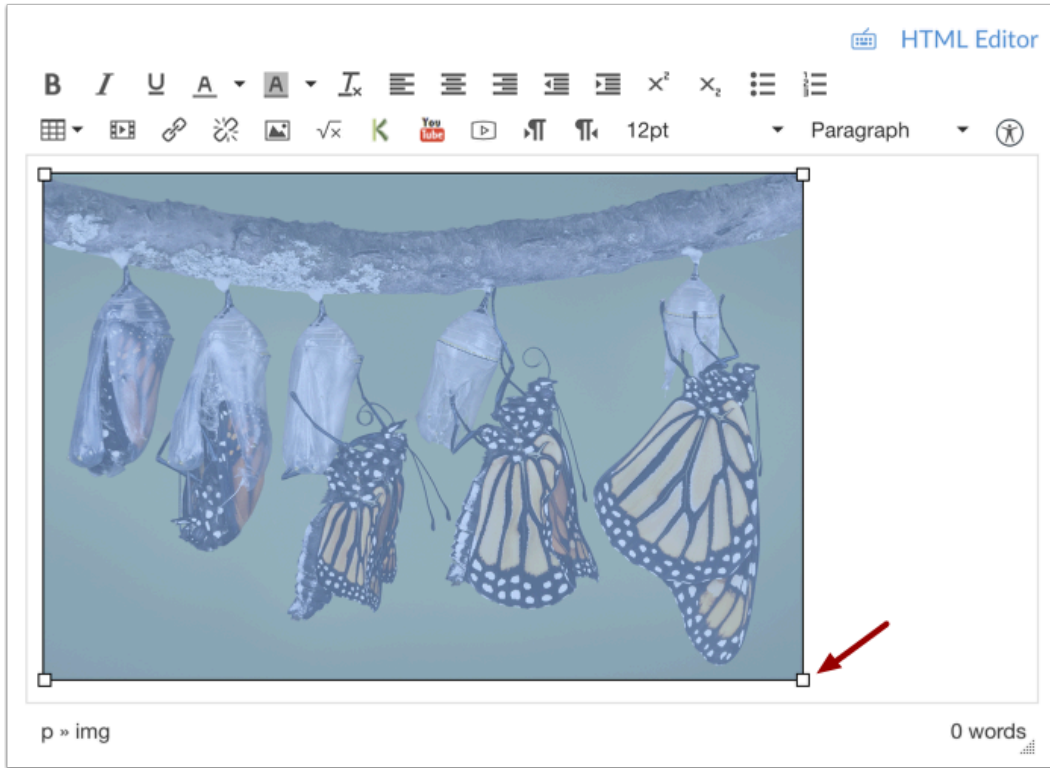
You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.

Note: The Rich Content Editor does not support image cropping.

How do I embed images from the web in the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to embed images from the web. You can also add alt tags to your images for better accessibility.

The Rich Content Editor is used in features that support the Editor (Announcements, Assignments, Discussions, Pages, and Quizzes). If a change is made to the source of your image after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

Open Rich Content Editor
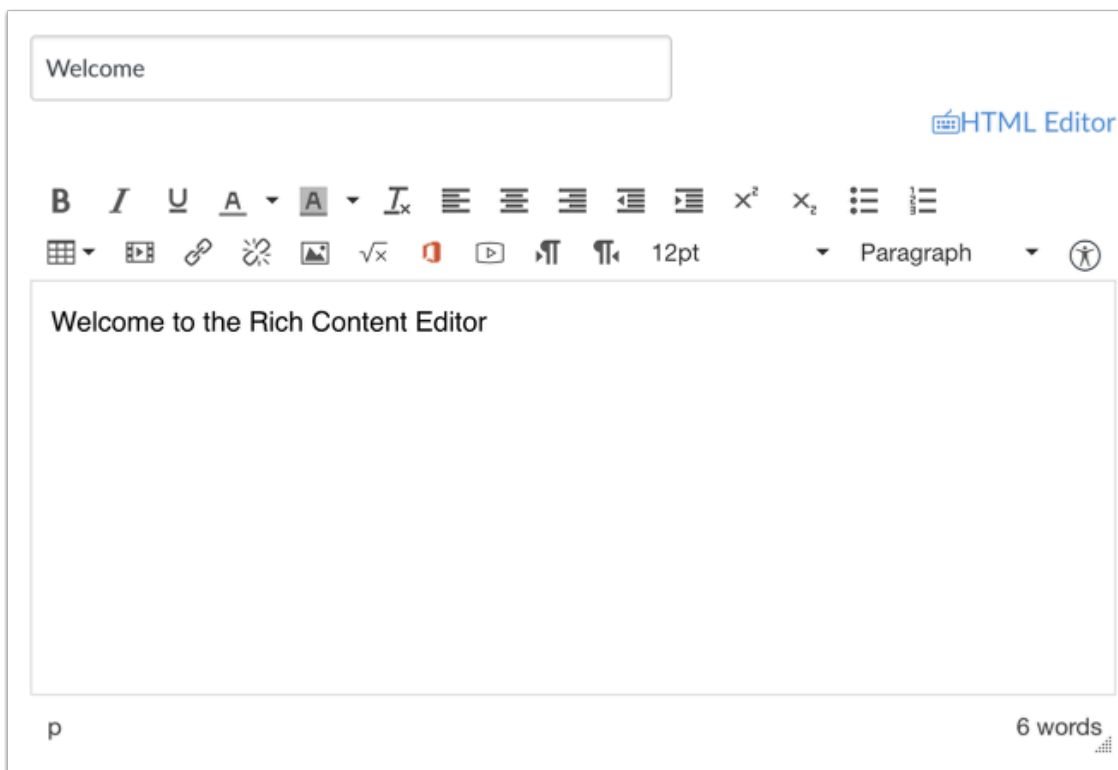
Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Image
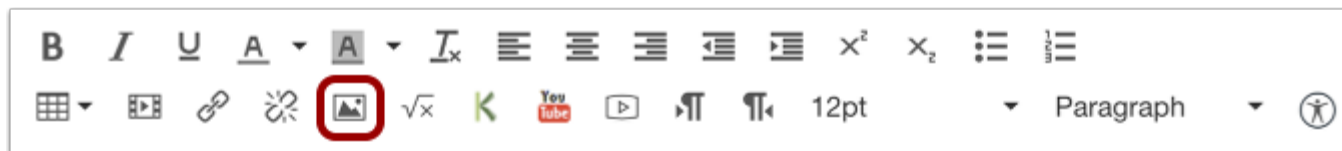
Click the **Image** icon.

Embed External Image

Paste or type in the URL of the image you want to embed.

Insert Alt Text

The Attributes field will populate the **Alt text** field [1], which is the name of the image. For better accessibility, type a description of the image contents. To add the image as decorative, click the **Decorative image** checkbox [2]. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

Note: If you want to include an image title, which will appear when a user hovers over the image, embed the image and then switch to the HTML Editor. Title tags must be manually added to the HTML code.

Change Attributes Image Dimensions

The image's default dimensions will also populate automatically. Dimensions are referenced in pixels defined by width then height.

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then press the Tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].

Embed Image

Click the **Update** button.

Note: As a future shortcut, if you do not need to change any of your image's attributes, locate your image and simply **double click** the name of your image. The image will be embedded directly to your post.

View Embedded Image

View your embedded image in the Rich Content Editor.

Edit Image Properties

To edit an existing embedded image, click the image [1], then click the **Image** icon [2]. The insert/edit window will appear to make changes.

When you edit an existing image, the URL tab will display the location of the web image. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your web image, paste or type in the URL of the image you want to embed [3] .

Visually Resize Image
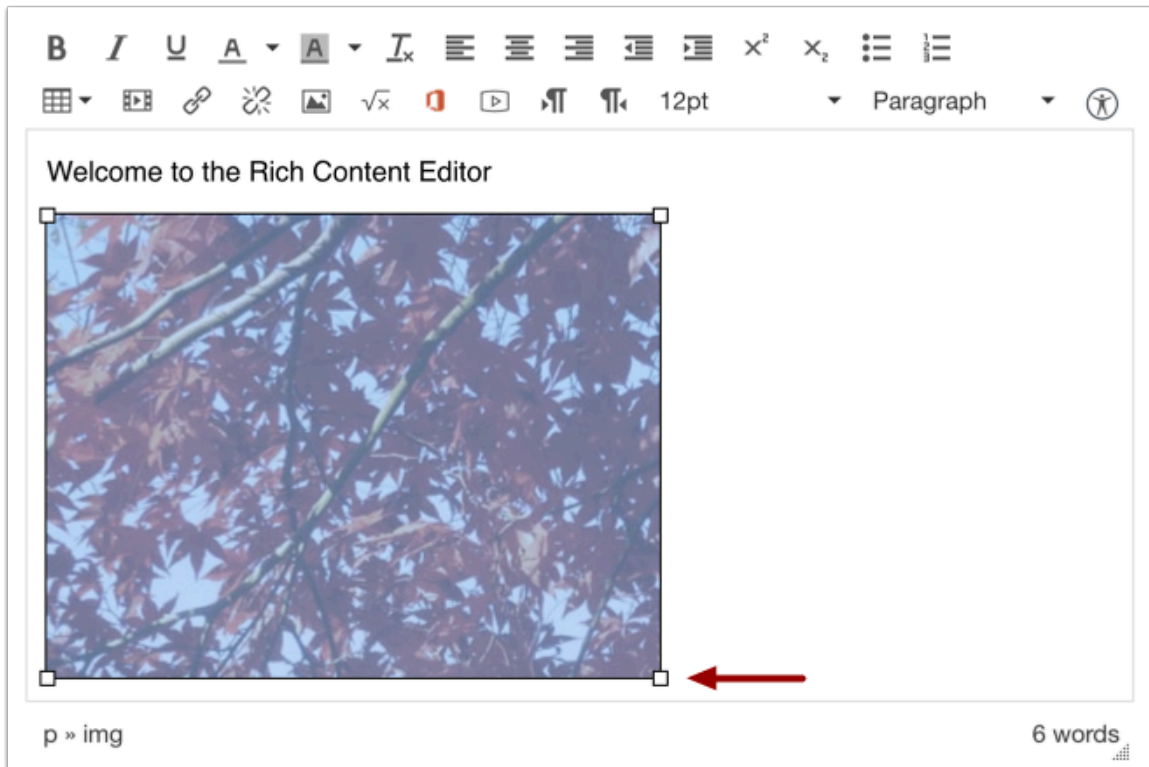
You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.

Note: The Rich Content Editor does not support image cropping.

How do I embed images from Flickr Creative Commons in the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to embed images from Flickr Creative Commons. You can also add alt tags to your images for better accessibility.

When searching for images on Flickr, search results display images with a Creative Commons public domain license.

The Rich Content Editor is used in features that support the Editor (Announcements, Assignments, Discussions, Pages, and Quizzes). If a change is made to the source of your image after it has been embedded, the image you have added to the Rich Content Editor will not be changed.

Note: Although an image may appear in the Flickr Creative Commons, not all images have the same license. Some Flickr images require an attribution to appear within the image. You may want to confirm the image copyright before using it in your course. Click the image to view it directly on Flickr.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Image

Click the **Image** icon.

Select Flickr Tab

Click the **Flickr** tab.

Search for Images
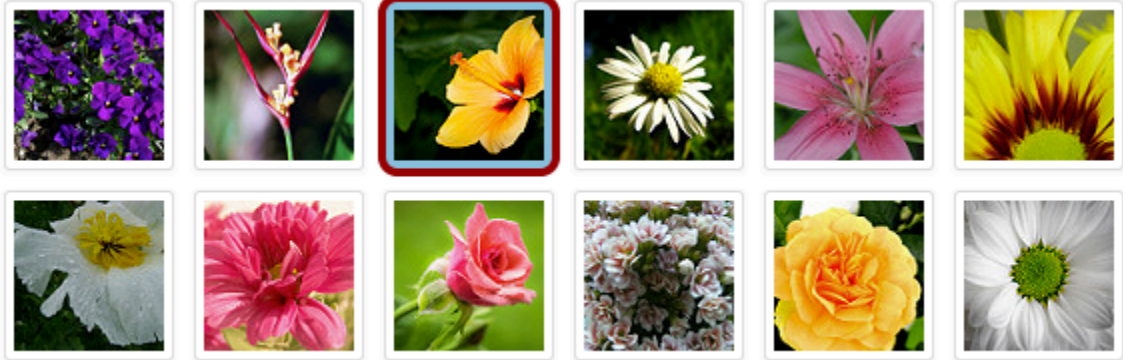
In the search bar [1], type in a word or phrase to search for images. Then click the **Search** icon [2] or press enter on the keyboard. Search results display all related images with a Creative Commons public domain license and may include more than one page.

Select Image

The images will automatically populate in the pop-up window. Select the image you want to embed.

Insert Alt Text

The Attributes field will populate the **Alt text** field [1], which is the name of the image. For better accessibility, type a description of the image contents. To add the image as decorative, click the **Decorative image** checkbox [2]. If the Decorative Image checkbox is selected, the alternative text field is grayed out.

Note: If you want to include an image title, which will appear when a user hovers over the image, embed the image and then switch to the HTML Editor. Title tags must be manually added to the HTML code.
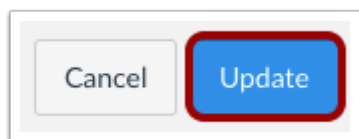
Change Attributes Image Dimensions

The image's default dimensions will also populate automatically. Dimensions are referenced in pixels defined by width then height.

To change the image dimensions, type in the number of pixels you would like for the new image width [1]. Then press the Tab key on your computer keyboard. Since Canvas maintains the aspect ratio of your image, the entry for the image height will be changed automatically [2].
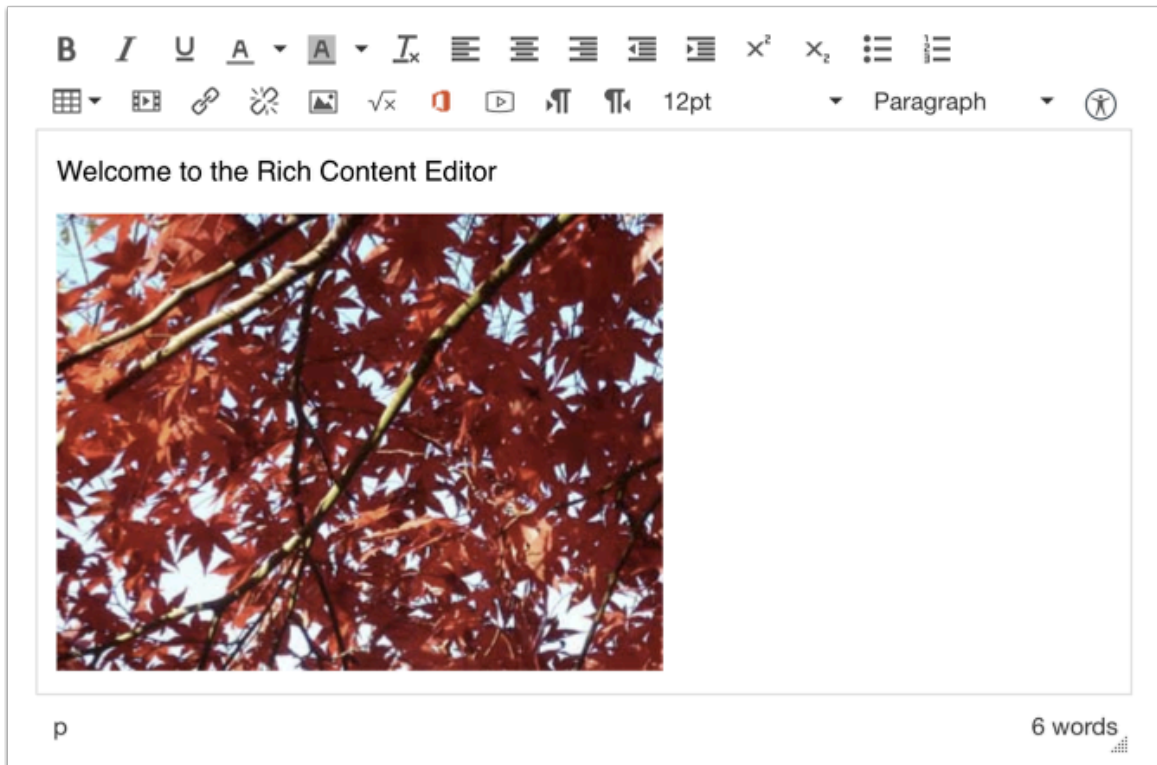
Embed Image

Click the **Update** button.

Note: As a future shortcut, if you do not need to change any of your image's attributes, locate your image and simply **double click** the name of your image. The image will be embedded directly to your post.
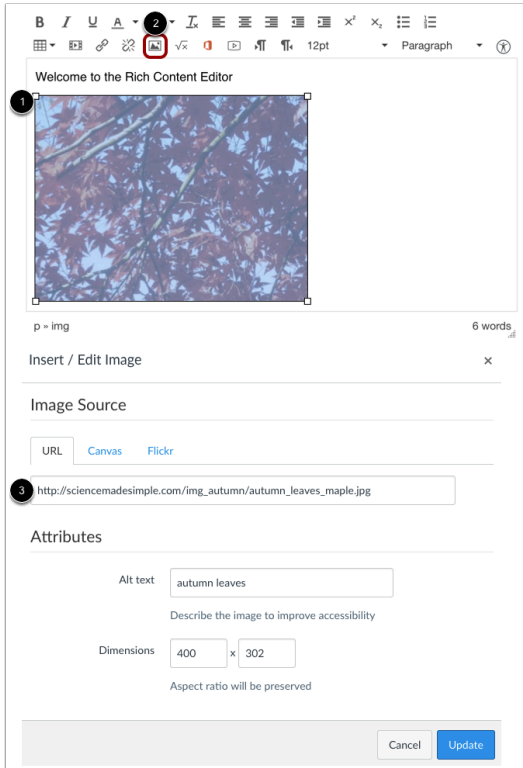
View Embedded Image

View your embedded image in the Rich Content Editor.

Edit Image Properties

If you need to edit your embedded image, click the image [1], then click the **Image** icon [2]. The insert/edit window will appear to make changes.

When you edit an existing image, the URL tab will display the location of the Flickr image—the Flickr tab will be blank. The attributes will remain the same across all tabs and can be edited as necessary.

If you want to replace your Flickr image, click the Flickr tab [3] and search for a new image.

Visually Resize Image
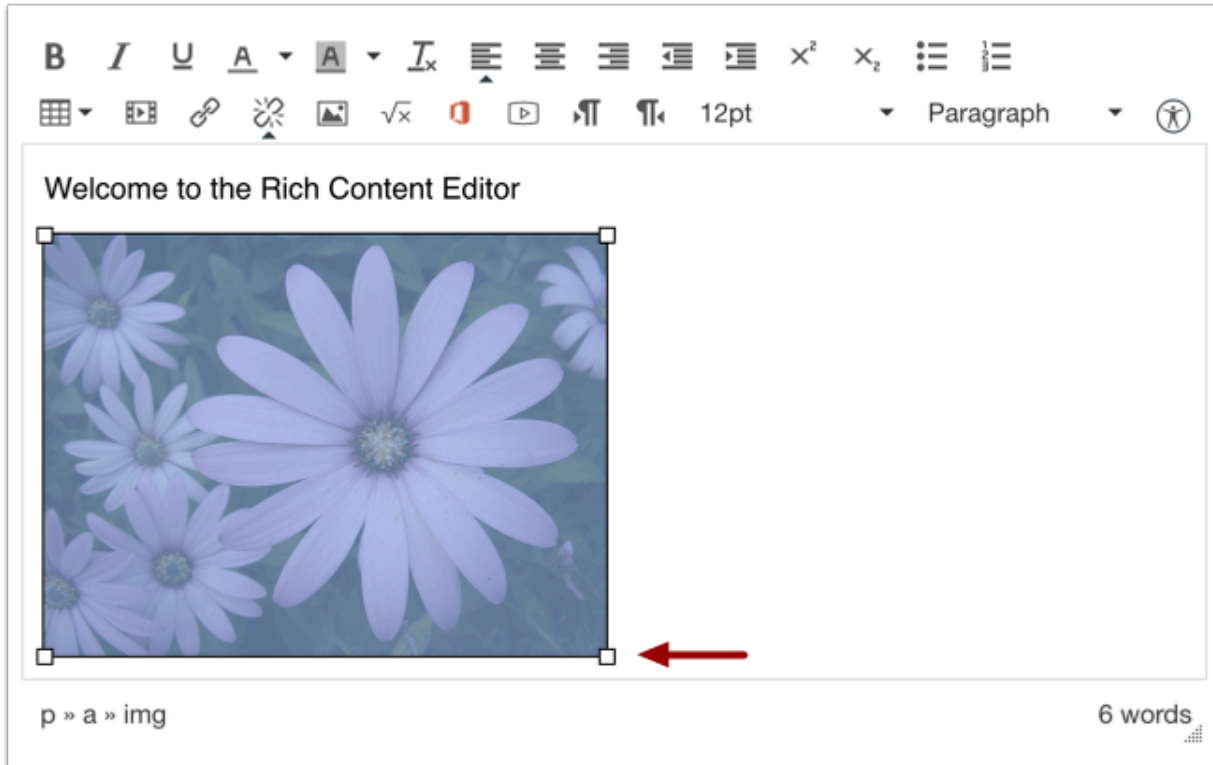
You can also use the handles around the image to visually change the image size. To do this, click the image, then hover over one of the white bounding boxes until your cursor becomes an arrow. Drag and resize the image. Please note that the image will always retain its aspect ratio as to not become distorted.

Note: The Rich Content Editor does not support image cropping.

How do I create a hyperlink in the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.
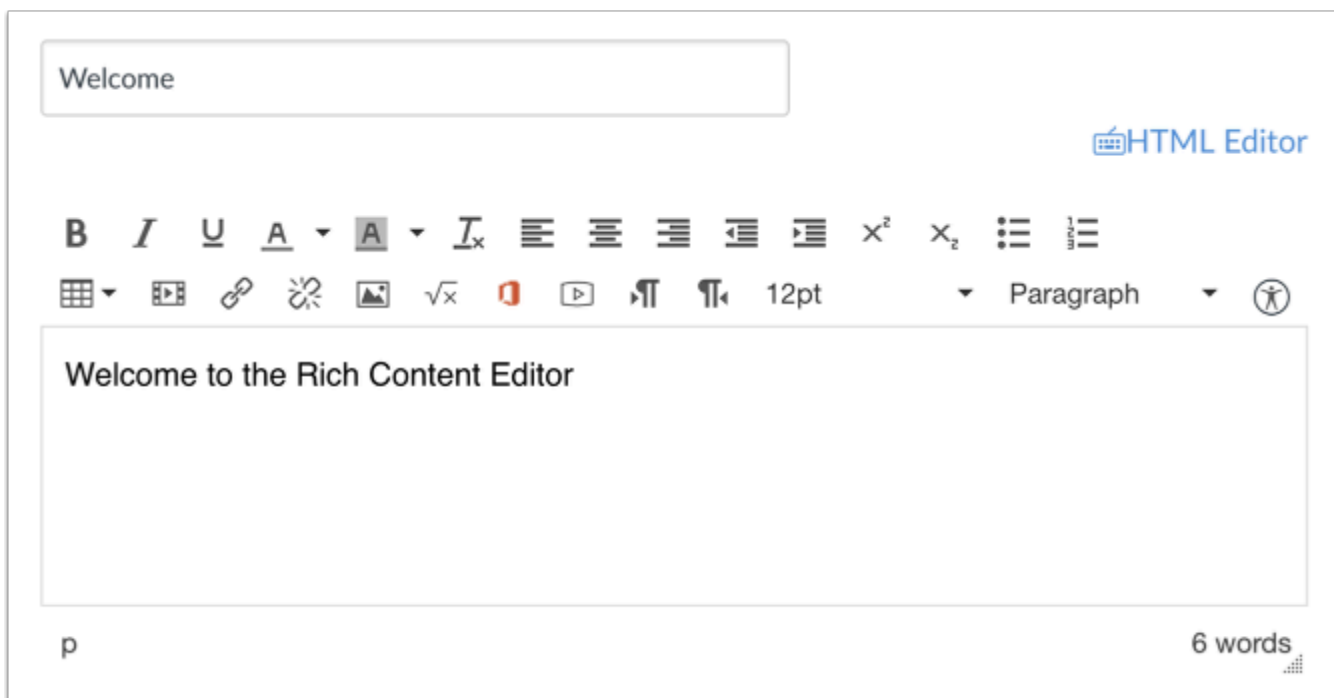
You can use the Rich Content Editor to create a hyperlink.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

Open Rich Content Editor
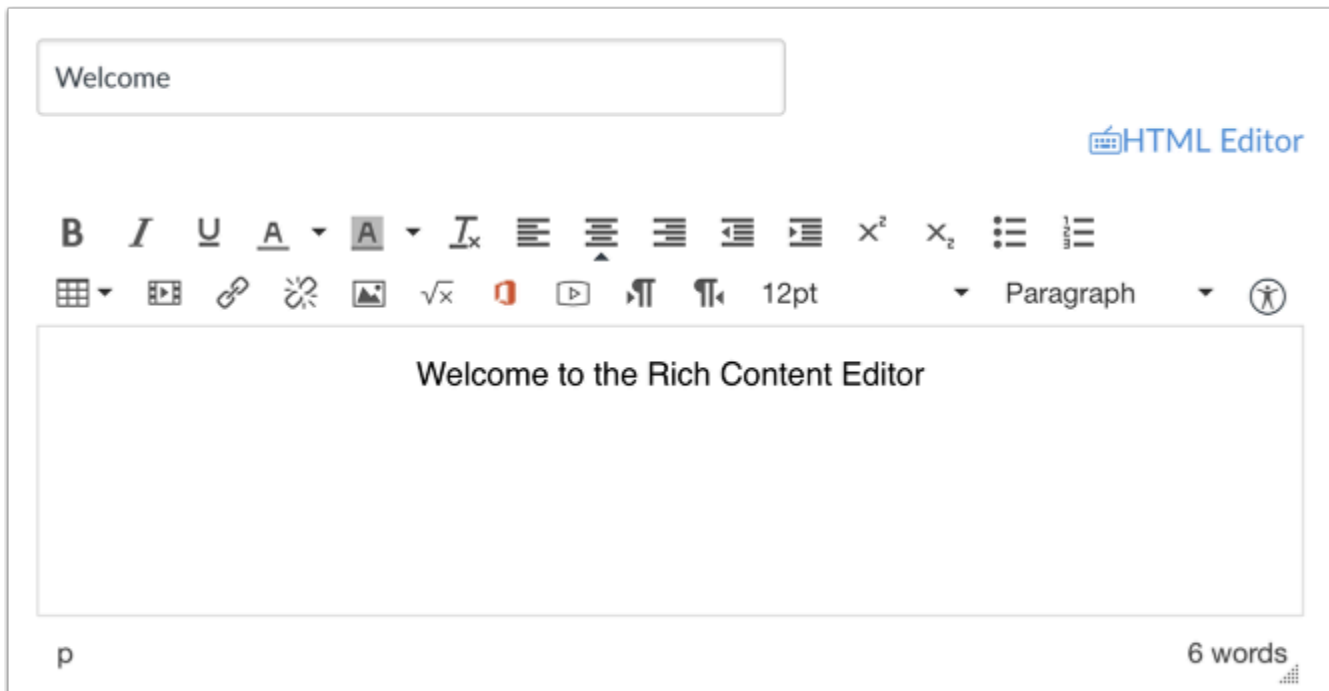
Open the Rich Content Editor using one of the Canvas features which support the Editor.
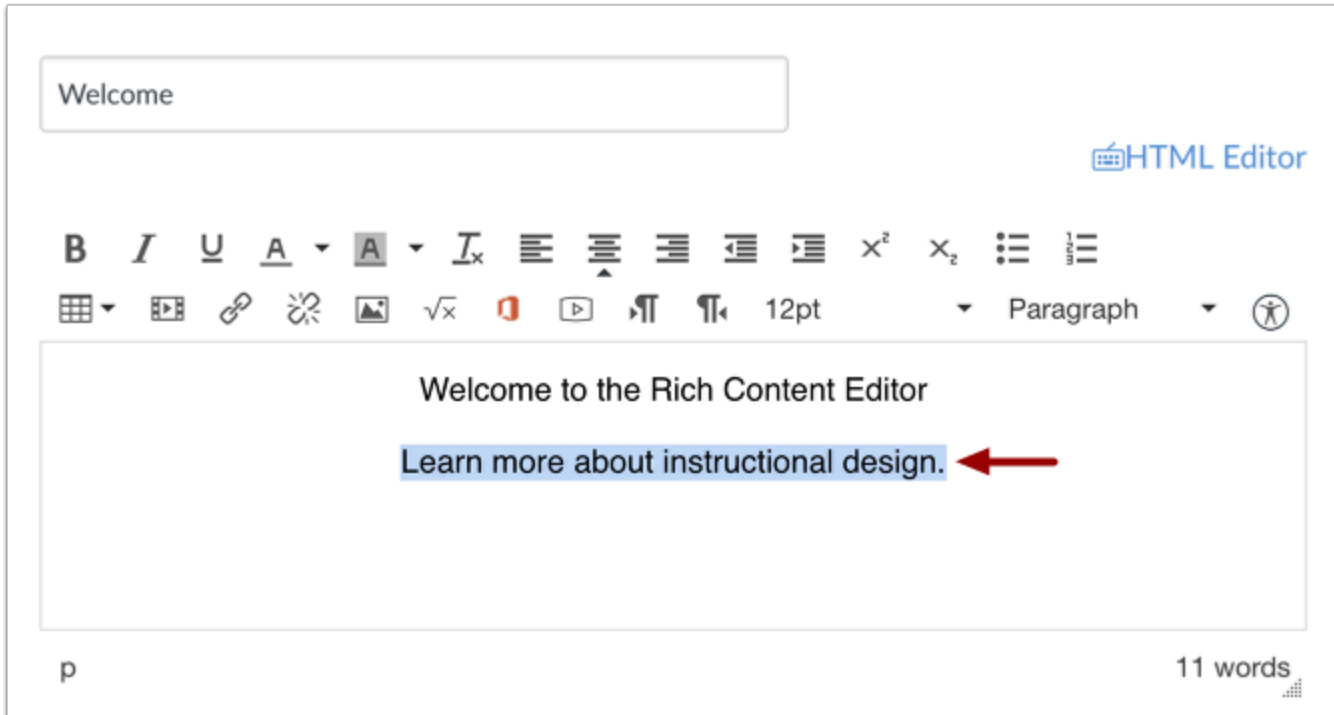
Highlight Text

Insert your content into the Rich Content Editor. Highlight the text where you want to create a hyperlink.

Create Hyperlink

Click the **link** icon.

You can also press the Control+K (Windows) or Command+K (Mac) keys on your keyboard to insert a link.

Insert Link

Paste or type the URL you want to link to in the URL field [1]. Click the **Insert Link** button [2].

Note: The text will flash yellow before turning into the hyperlink.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as "Post Reply".

View Content

Rich Content Editor

Welcome to the Rich Content Editor!

[Learn more about instructional design ⧉]

View the link in your content.

How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.

If your course has enabled Google Apps, you can create a document, slide presentation, or spreadsheet using Google Drive and then embed that document anywhere you can use the Rich Content Editor in Canvas. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes). When embedded, Google slide presentations default to presentation mode.

In Google, you can link or embed files. When files are linked in the Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file. For embedded files, any time you edit the Google file, it will be automatically updated in Canvas.

Note: If you cannot view the Google Drive icon in the Rich Content Editor, you can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Google Drive

Click the **Google Drive** icon. If the icon does not display directly in the tool bar, the icon is included in the More External Tools drop-down menu.

Locate File
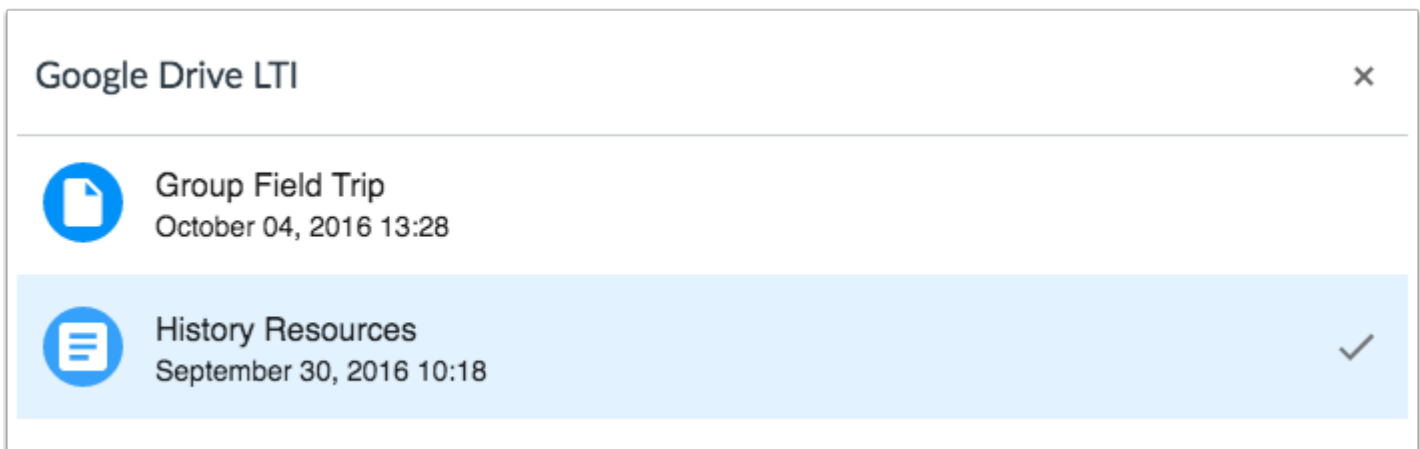
Locate and click the file(s) you want to link.

Embed or Link File

To embed the file, click the **Embed** button [1]. The Rich Content Editor will display a placeholder image for the file.

To link the file, click the **Link** button [2]. The Rich Content Editor will display a link with the name of the file.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as Post Reply.

How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.

If your course has enabled Microsoft Office 365, you can link documents from your OneDrive folder anywhere you can use the Rich Content Editor in Canvas.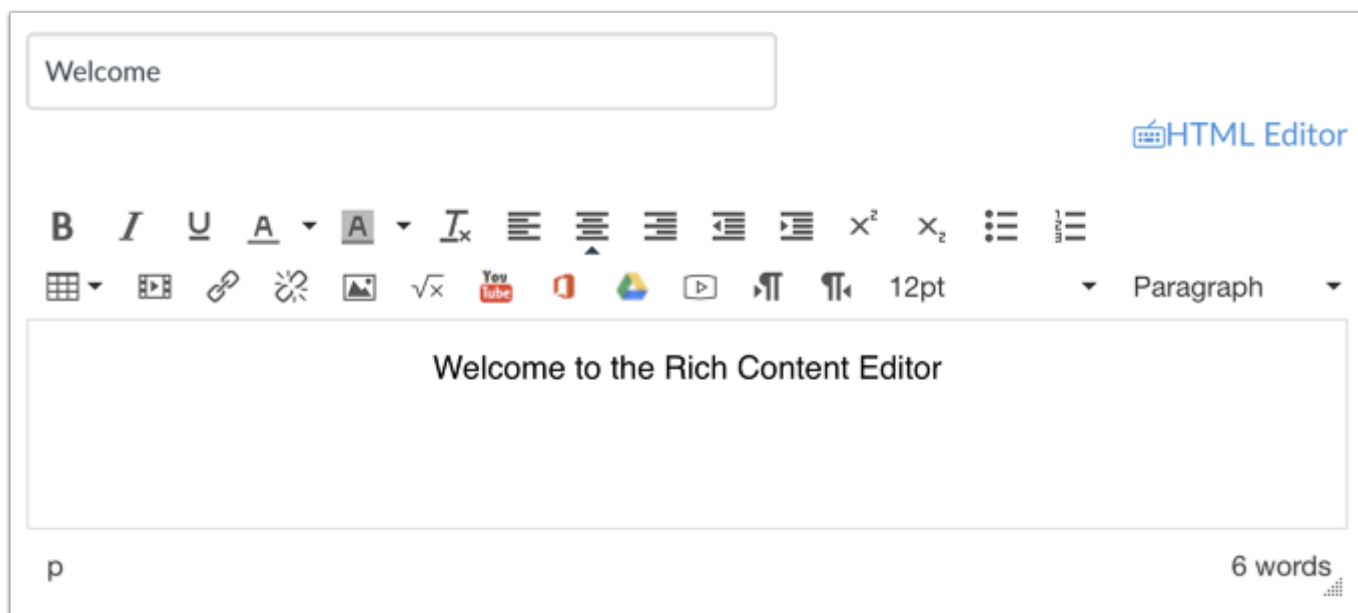 The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

When files are linked in the Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file.

Note: If you cannot view the Microsoft Office 365 icon in the Rich Content Editor, you can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Highlight Text

Insert your content into the Rich Content Editor. Place your cursor where you want to create a hyperlink.

Create Hyperlink

Click the **Microsoft Office 365** icon. If the icon does not display directly in the tool bar, the icon is included in the More External Tools drop-down menu.

Attach File
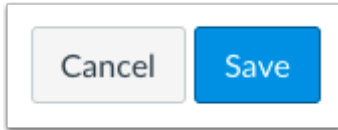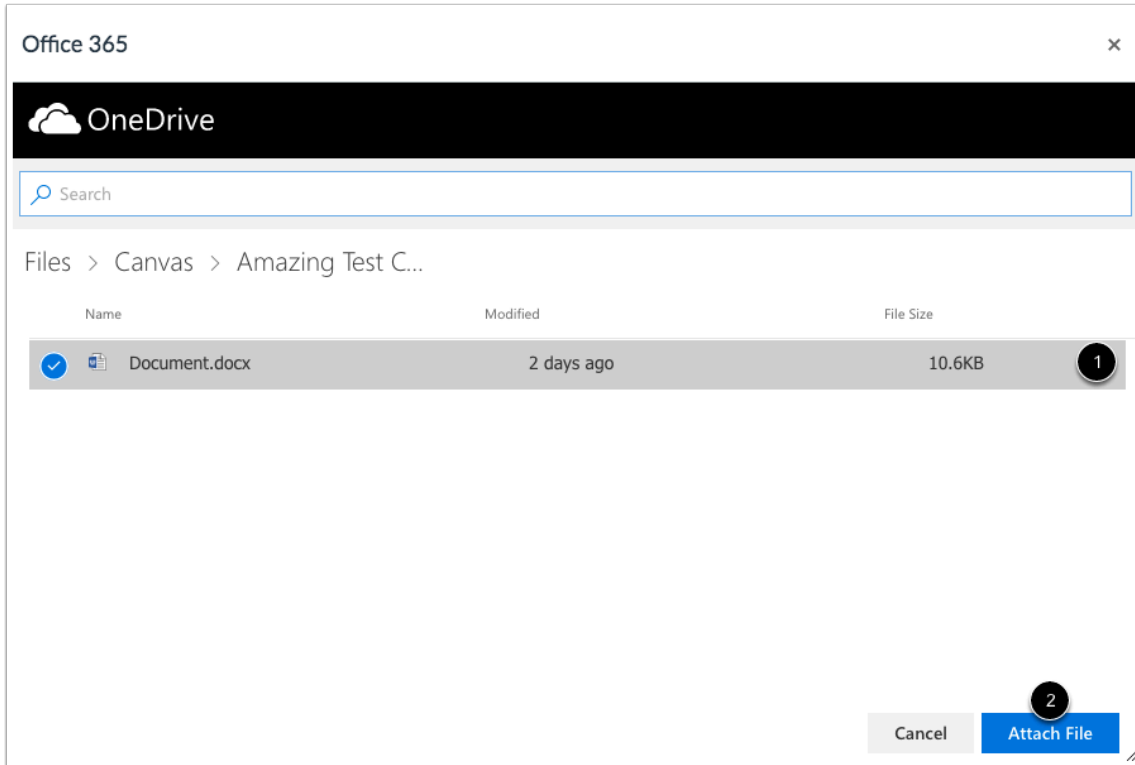

Locate and click the file you want to link [1]. Click the **Attach File** button [2].

Save Changes
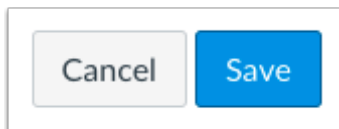
Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as "Post Reply".

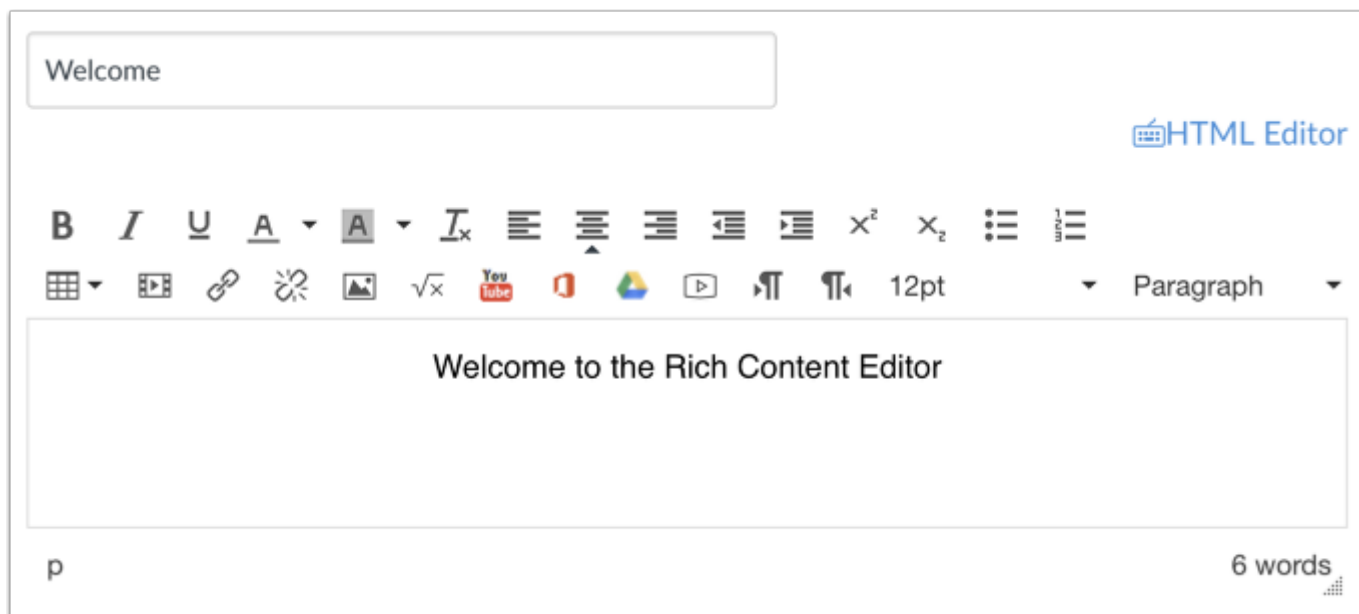# How do I record a video using the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to record a video. You can record media for any length of time, but shorter video recordings are recommended. If your video is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media lengths require a longer rendering time and may be interrupted without a stable internet connection.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

Canvas videos also support caption files. Once you record and save your video, learn how to **add captions to a video**.

Note: HTML5 video recording only applies to Chrome and Firefox. If you are using Safari, you must use **Flash video recording**.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool

Click the **Media** icon.

Select Video Recording Option
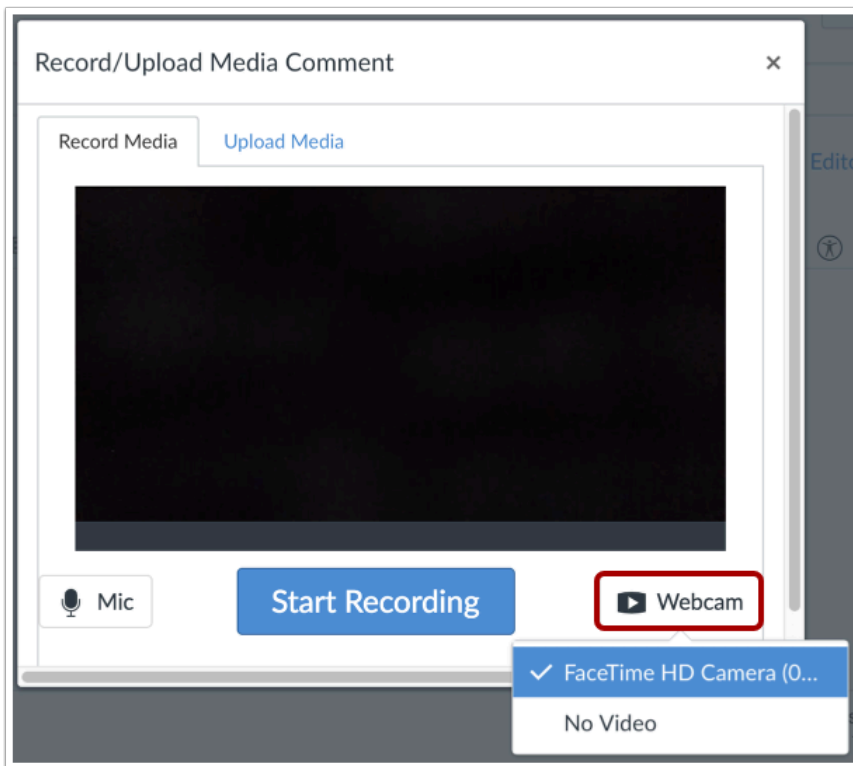
If your computer has a webcam, Canvas will select your default camera automatically. However, if you have multiple webcams, you can select your webcam by clicking the **Webcam** button.

Select Audio Option
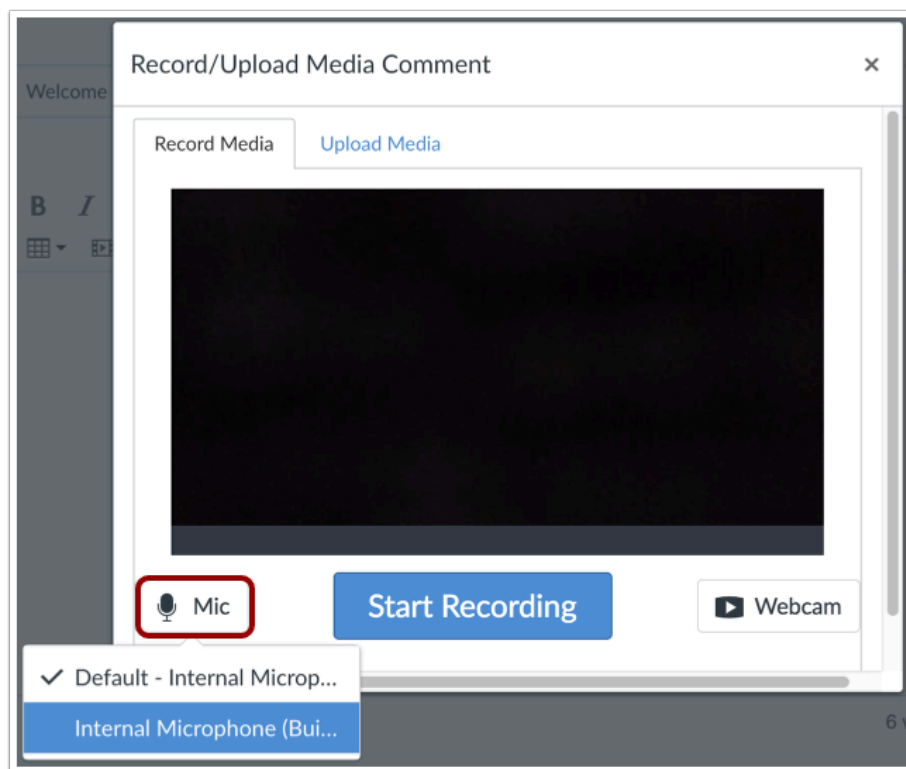
Canvas will also select your default microphone. However, if you have multiple microphones, you can select your preferred microphone by clicking the **Mic** button.
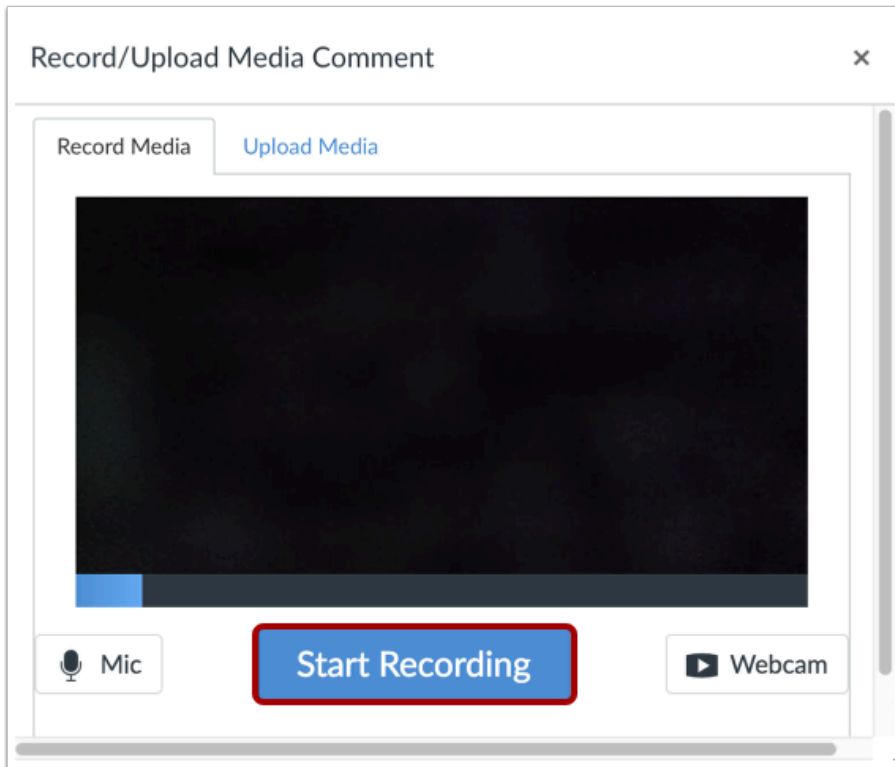
Start Recording

To begin recording video, click the **Start Recording** button.
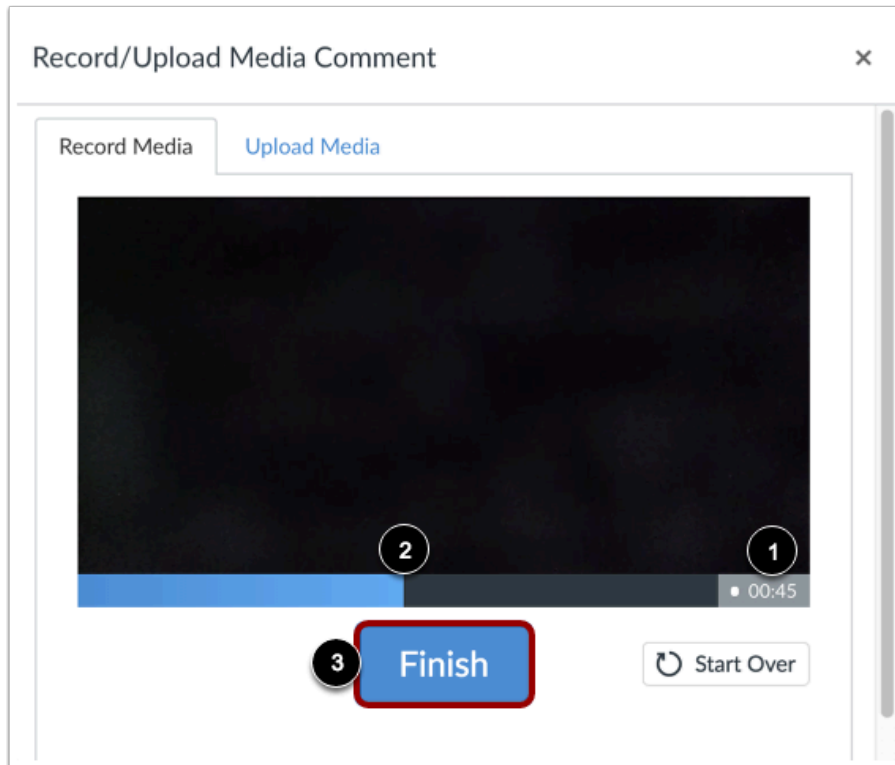
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. To stop recording, click the **Finish** button [3].

Review Recording
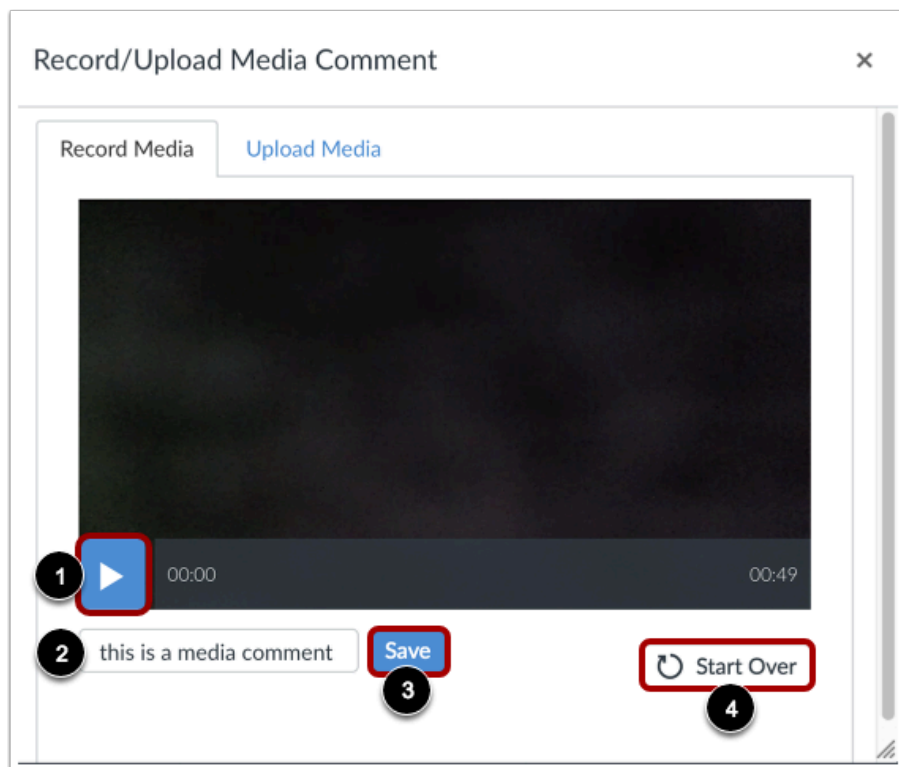
To review your video, click the **Play** button [1]. To save your video, click the text field [2], enter a title for your video, then click the **Save** button [3]. To re-record your video, click the **Start Over** button [4].

Note: Long videos may take some time to save. Please do not leave the page until your video has saved.

View Video
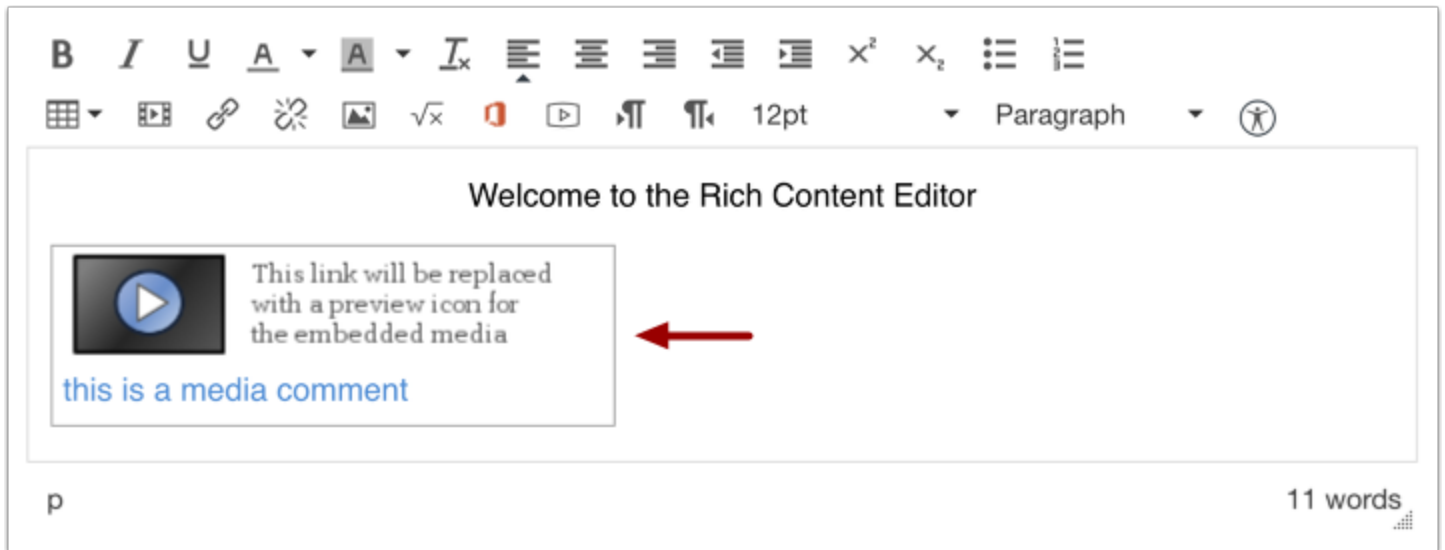
View your video automatically inserted into the Rich Content Editor.
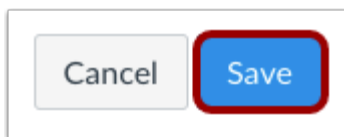
Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as "Post Reply".

How do I record a video using Flash in the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.
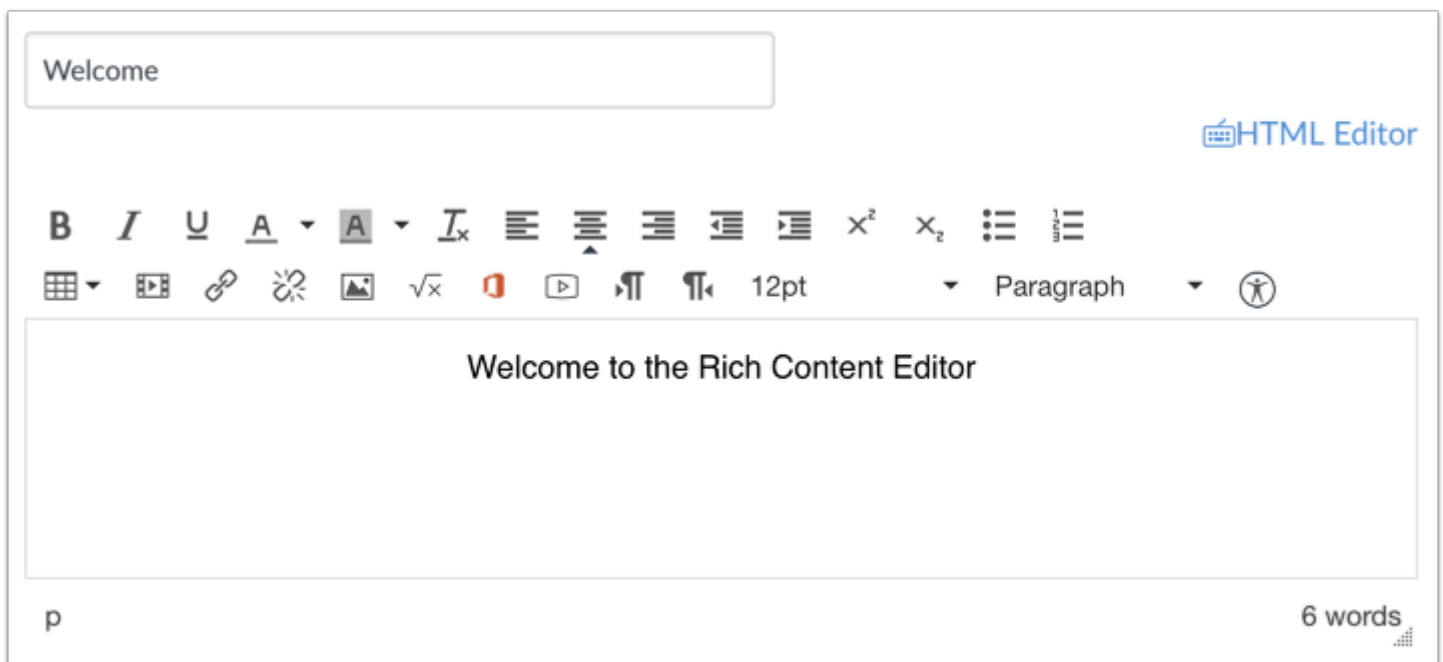
If you are using Chrome or Firefox, you can [record a video using HTML5](#). *However, if you are using Internet Explorer 11 or Safari, you must use Flash to record a video in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).*
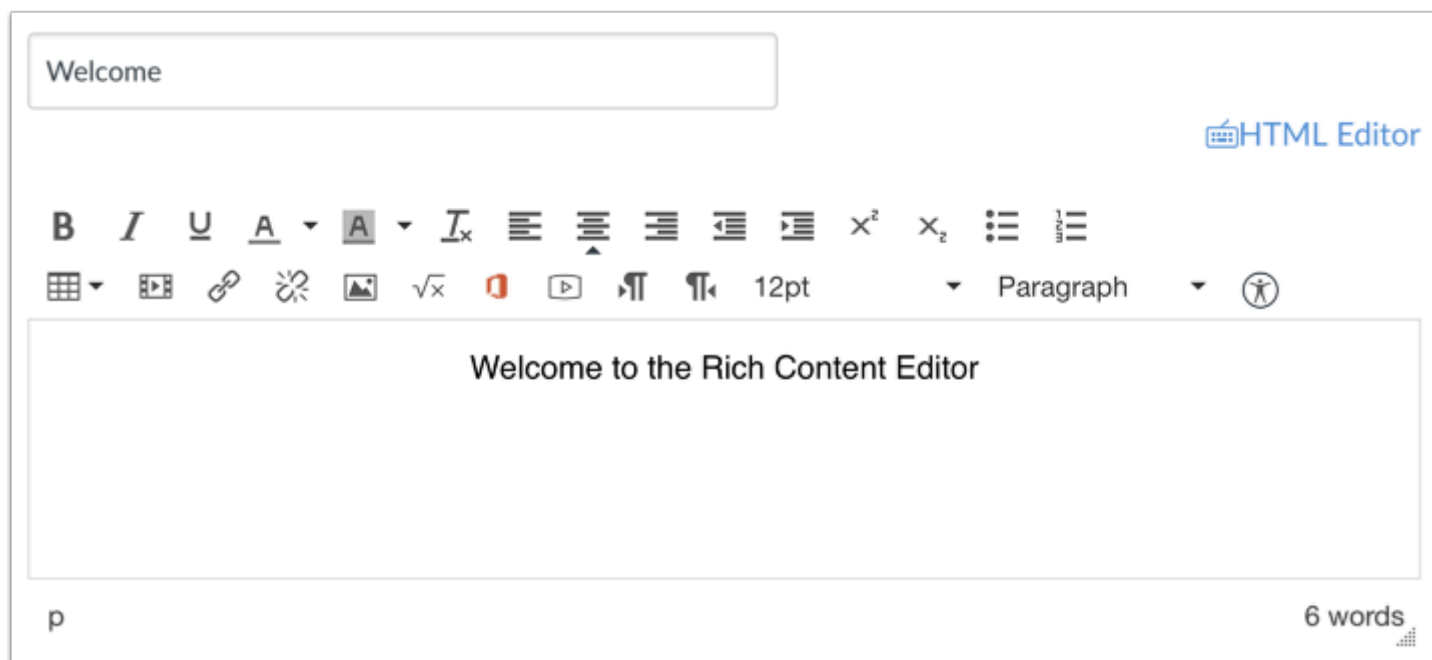
You may need to [Enable Flash in Internet Explorer 11](#) *or* [Enable Flash in Safari](#) *before recording video. You will also need to use the current versions of your web browser and Flash.*

You can record media for any length of time, but shorter video recordings are recommended. If your video is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media lengths require a longer rendering time and may be interrupted without a stable internet connection.

Canvas videos also support caption files. Once you record and save your video, learn how to [add captions to a video](#).

If you are unable to record video comments with your webcam, there are [several troubleshooting steps you can try](#).

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool

To open the Media Comment Tool, click the **Video Clip** icon.

Allow Adobe Flash Player Access

To give the Adobe Flash Player access to your computer's camera and microphone, click **Allow.**

Select Settings
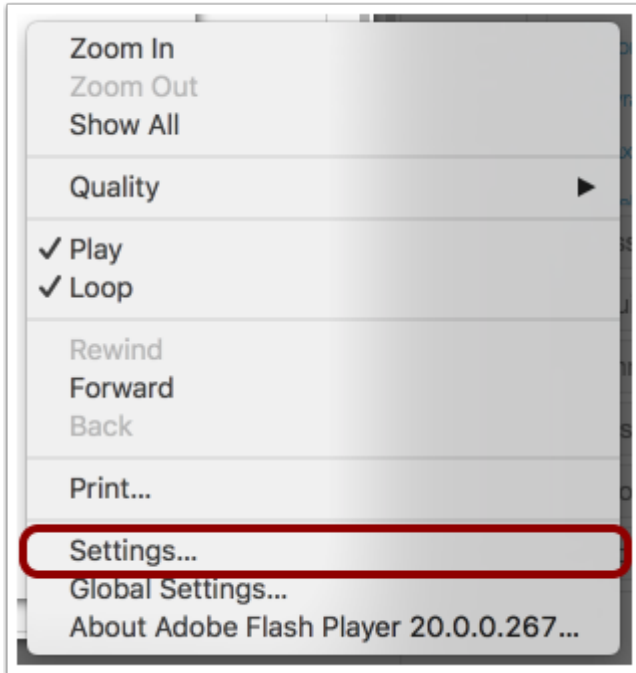
You can open the Settings for the Flash Player to select specific options for your video recording.

To open the settings, Right-click (PC users) or Control-click (MAC users) anywhere on the media window.

Modify Settings

You can select among the Flash Player Setting tabs and select your privacy settings [1] and local storage limit [2] on your local computer. You can also select a specific microphone [3] or camera [4] using the drop-down menu if your computer contains more than one option.

Select Video Recording Option
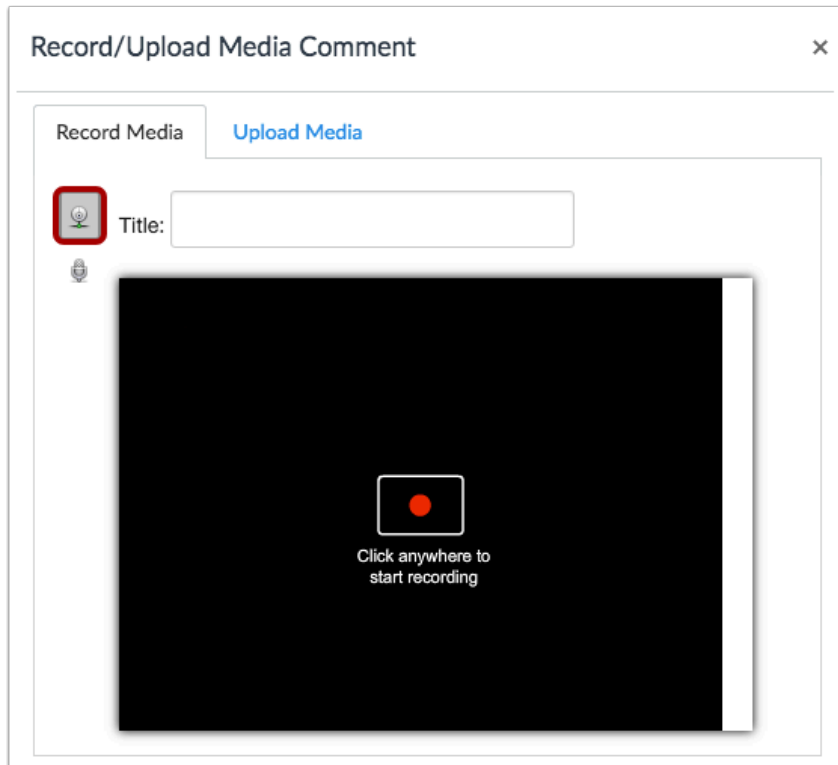
To begin recording video, click the **Webcam** icon.

Start Recording
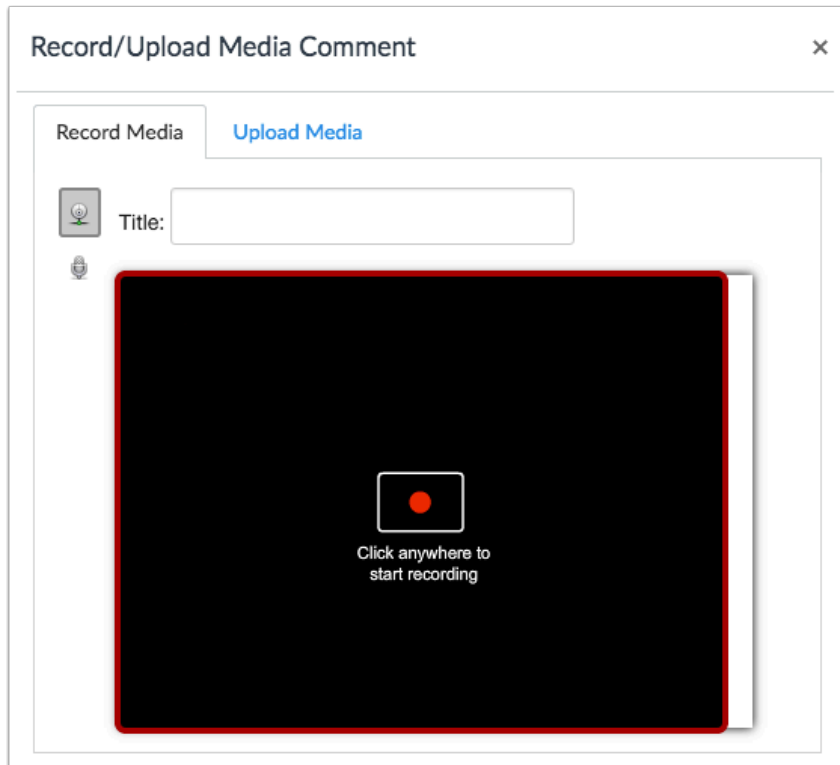
Click to start recording a video file.

Stop Recording
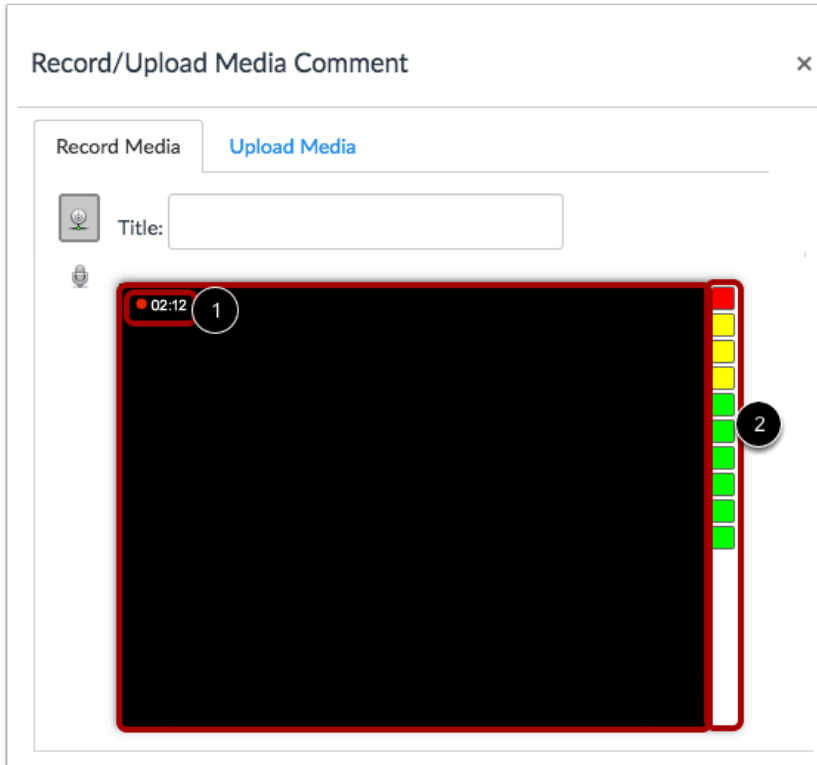
The time [1] and the volume level [2] of your recording will continuously update as you record. Click anywhere to stop recording.

Review Recording

Your recording will begin to playback automatically. To save your video, click the **Save** button [1]. To re-record your video message, click the **Record** button [2].

View Video
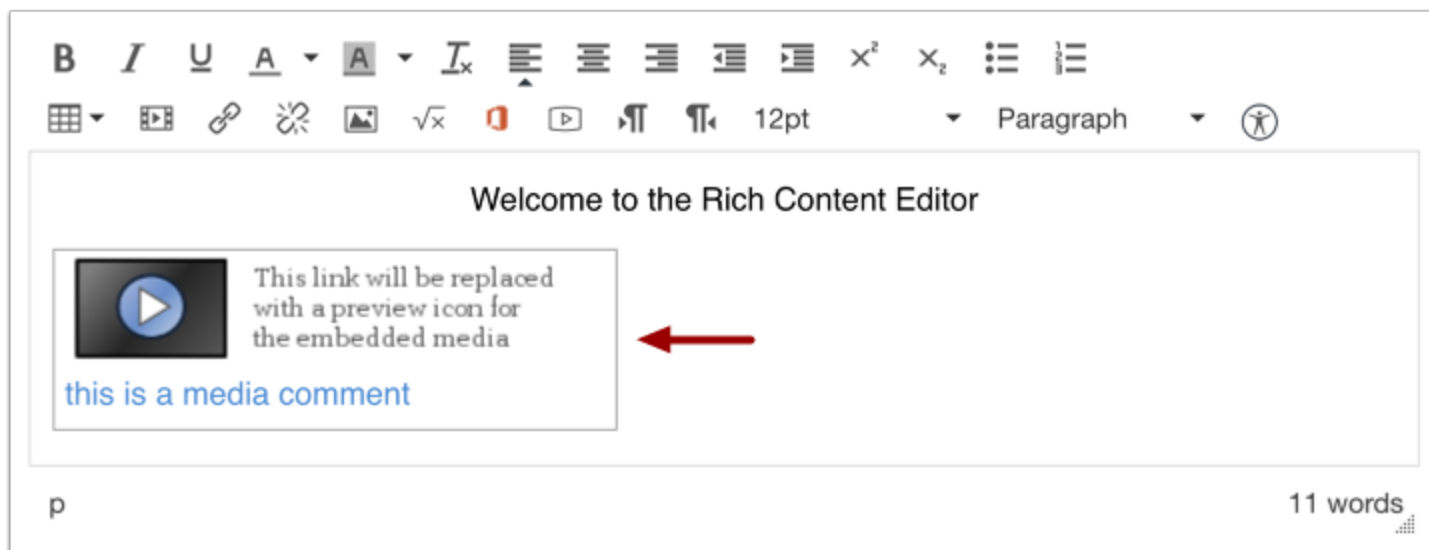
Your video will be automatically inserted into the Rich Content Editor.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as "Post Reply".

How do I upload a video using the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.

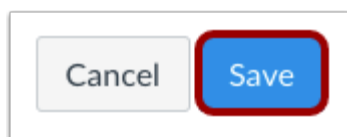You can use the Rich Content Editor to upload a video. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).
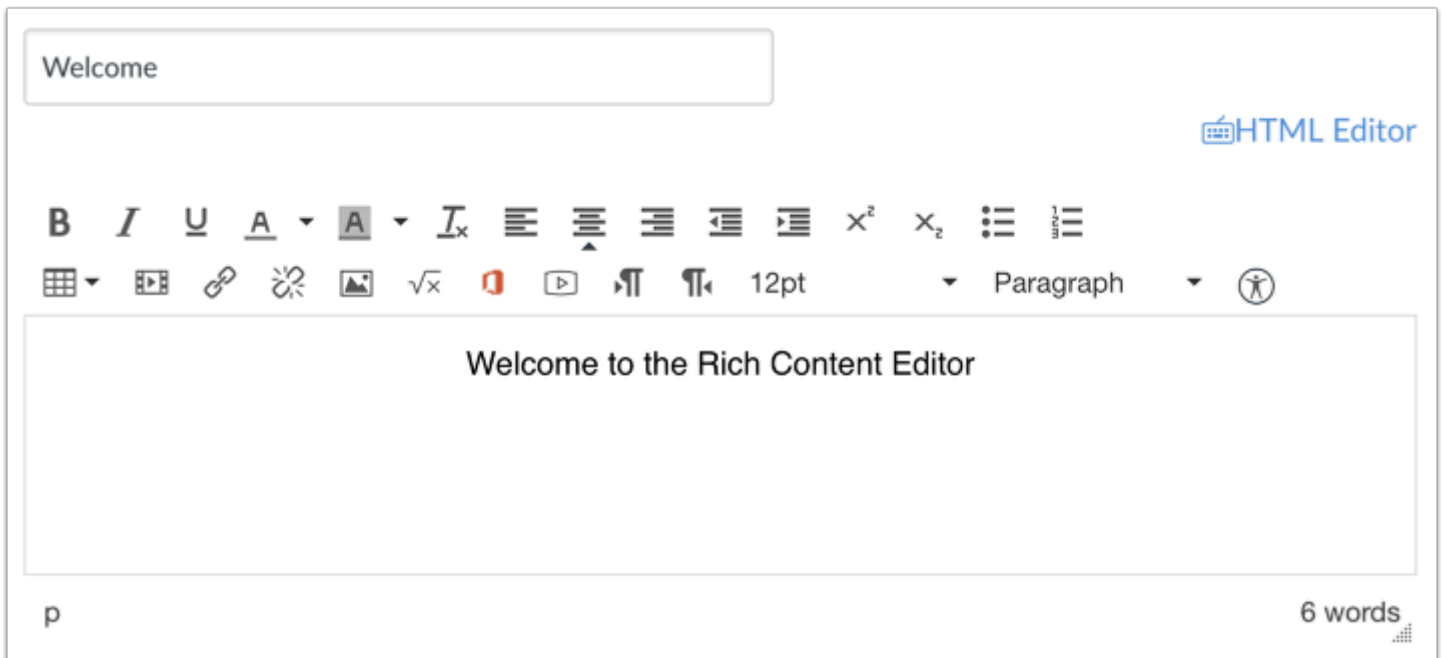
Canvas allows you to **upload supported media types**.

Canvas converts files up to 500 MB. If a file exceeds the 500 MB limit, you can host the file through an external source such as YouTube and embed it using the Rich Content Editor. To learn more about available options for using media files in Canvas, view the **Canvas Media Comparison PDF**.

Canvas videos also support caption files. Once you upload a video, learn how to **add captions to a video**.

Note: Video playback defaults to the lowest resolution quality. Users can manage video playback options in the video settings menu.

Open Rich Content Editor

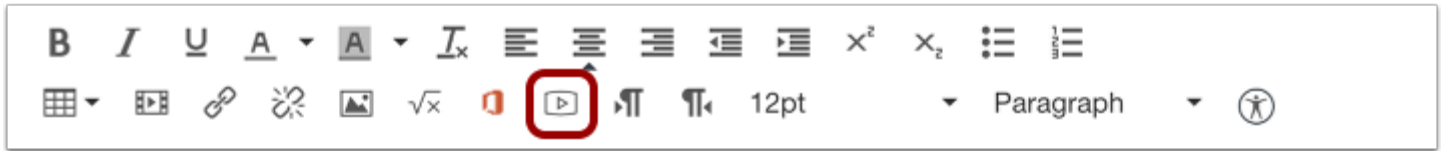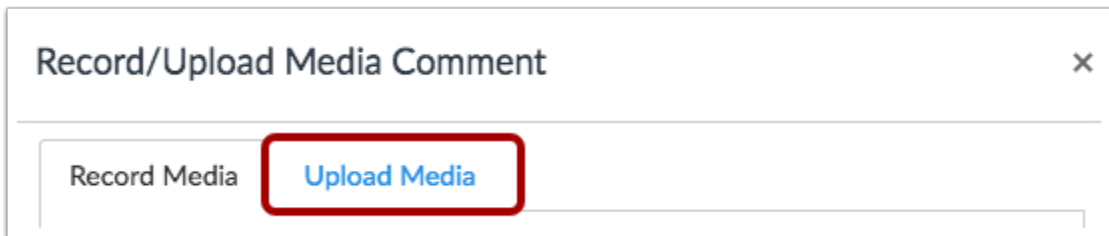Open the Rich Content Editor using one of the Canvas features which support the Editor.
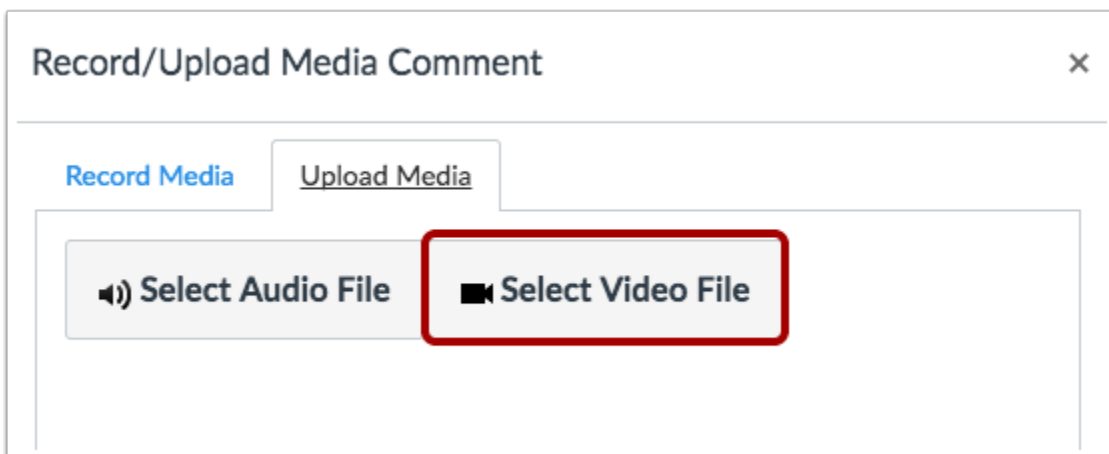
Open Media Comment Tool

Click the **Media** icon.

Upload Media

Click the **Upload Media** tab.

Select Video File

Choose the **Select Video File** button.

Open Video File
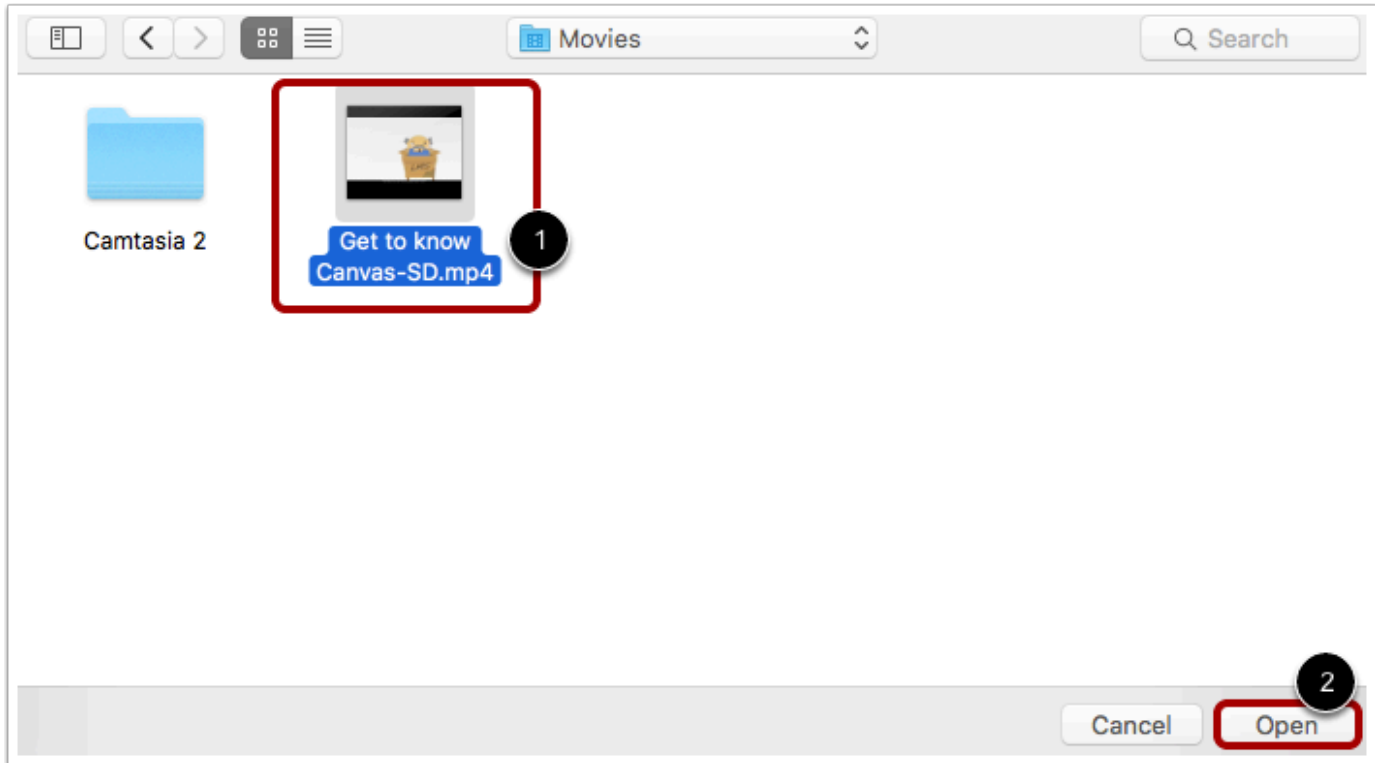
Select the video you want to upload [1]. Click the **Open** button [2].

Upload Video File

The status bar will show you the progress of your video upload. The speed of your upload will depend on your internet connection and the size of your video. Wait for your media to upload. Once the progress bar is full this window will automatically close.

View Uploaded Video
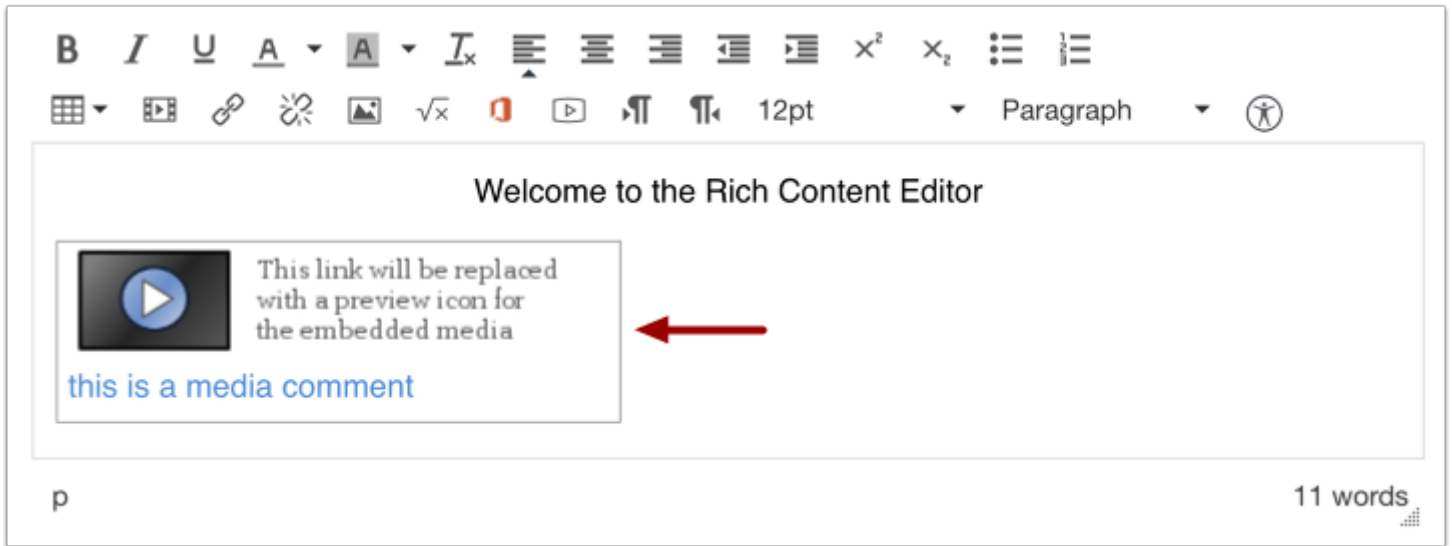
View your video automatically inserted into the Rich Content Editor.
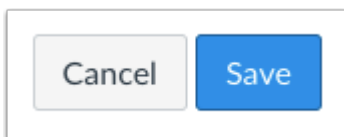
Save Changes


Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Discussions pages, the Save button may appear as Post Reply.
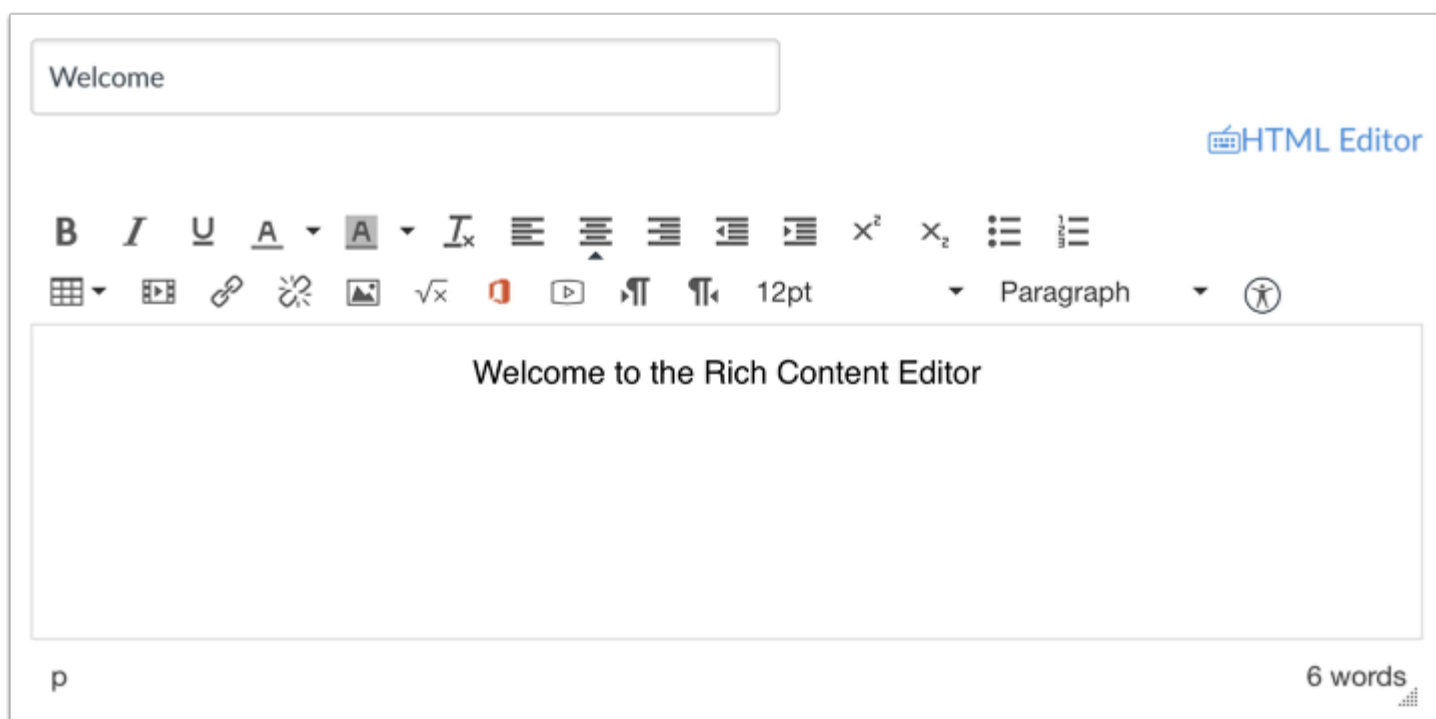
How do I record audio using the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to record audio. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

Note: HTML5 audio recording only applies to Chrome and Firefox. If you are using Internet Explorer or Safari, you must use Flash audio recording.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Open Media Comment Tool

Click the **Media** tool.

Select Audio Recording Option
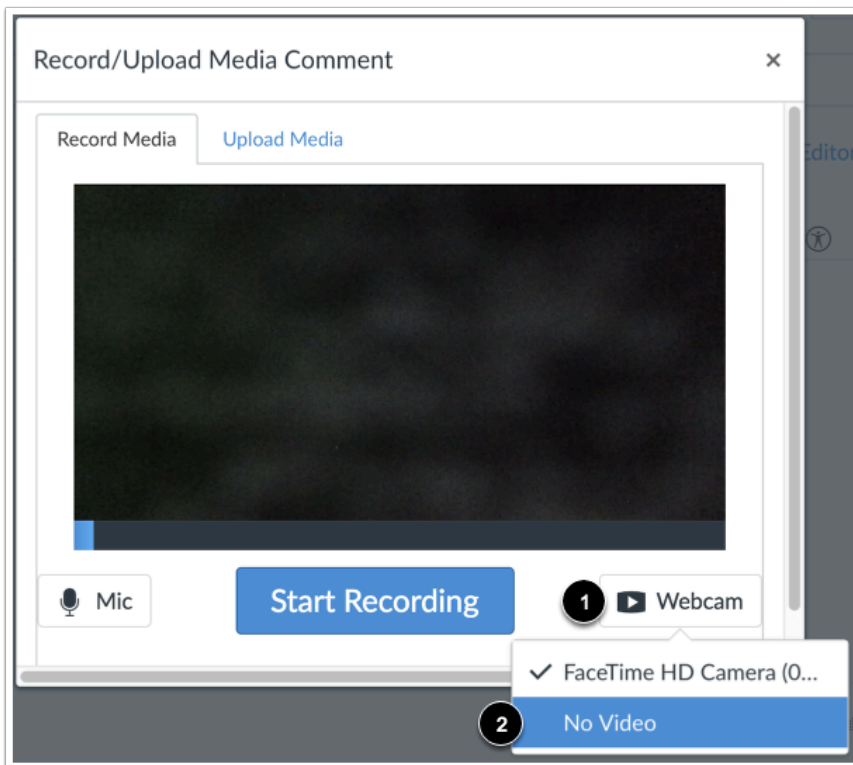
To only record audio, click the **Webcam** button [1] and select the **No Video** option [2].

Note: If your computer does not have a webcam, the **No Video** option will be selected automatically.

Select Microphone
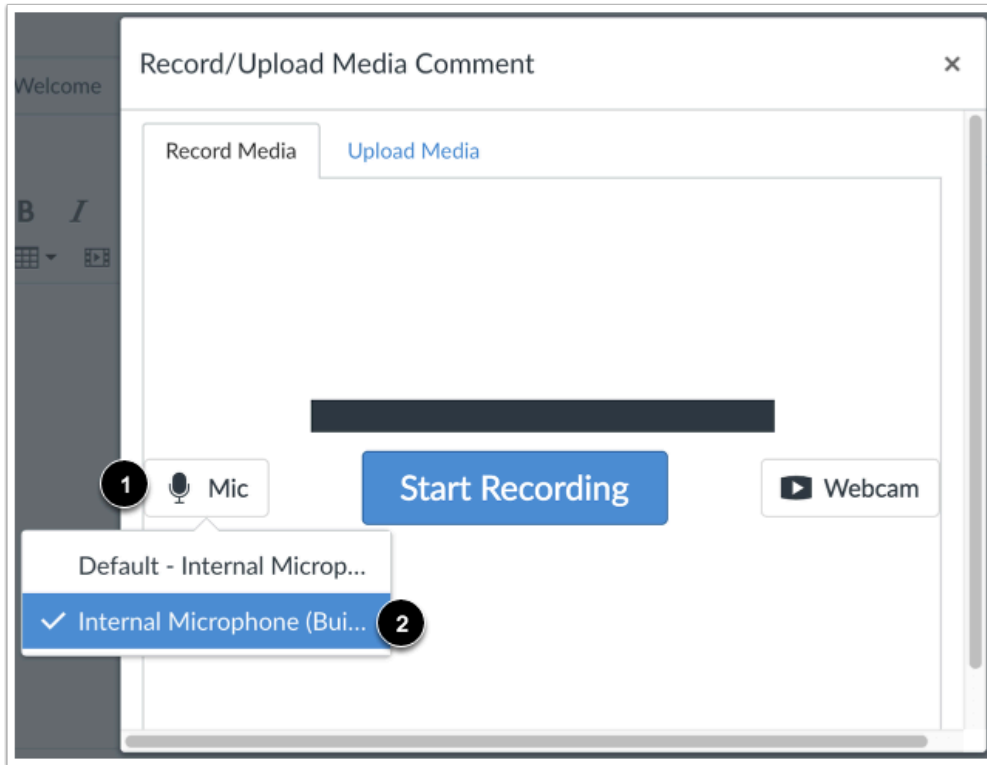
Canvas will select your default microphone. However, if you have multiple microphones, you can select your preferred microphone by clicking the **Mic** button.
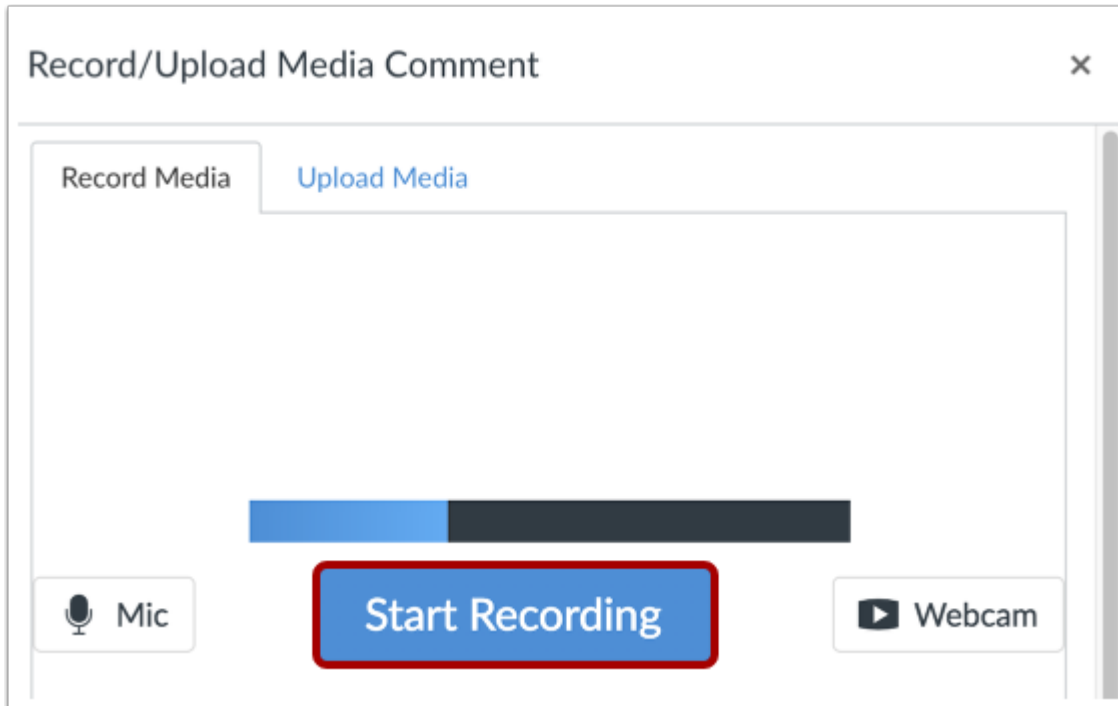
Start Recording

To begin recording audio, click the **Start Recording** button.
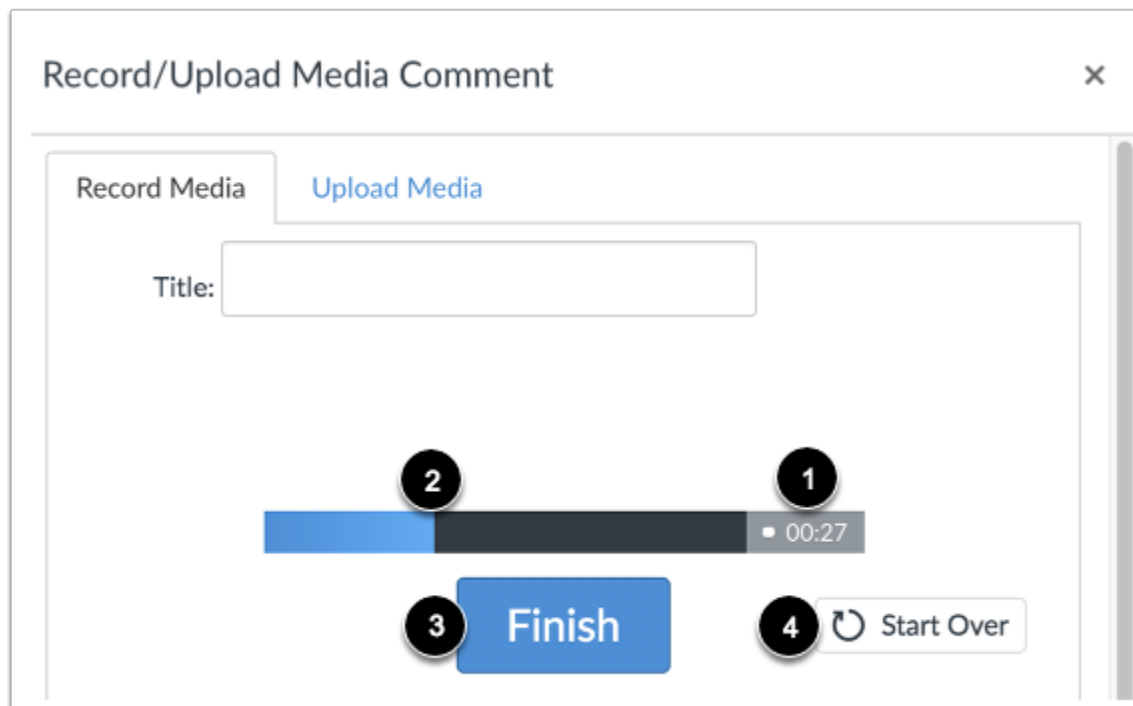
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. To stop recording, click the **Finish** button [3].

To delete your current recording and start over, click the **Start Over** button [4].

Review Recording
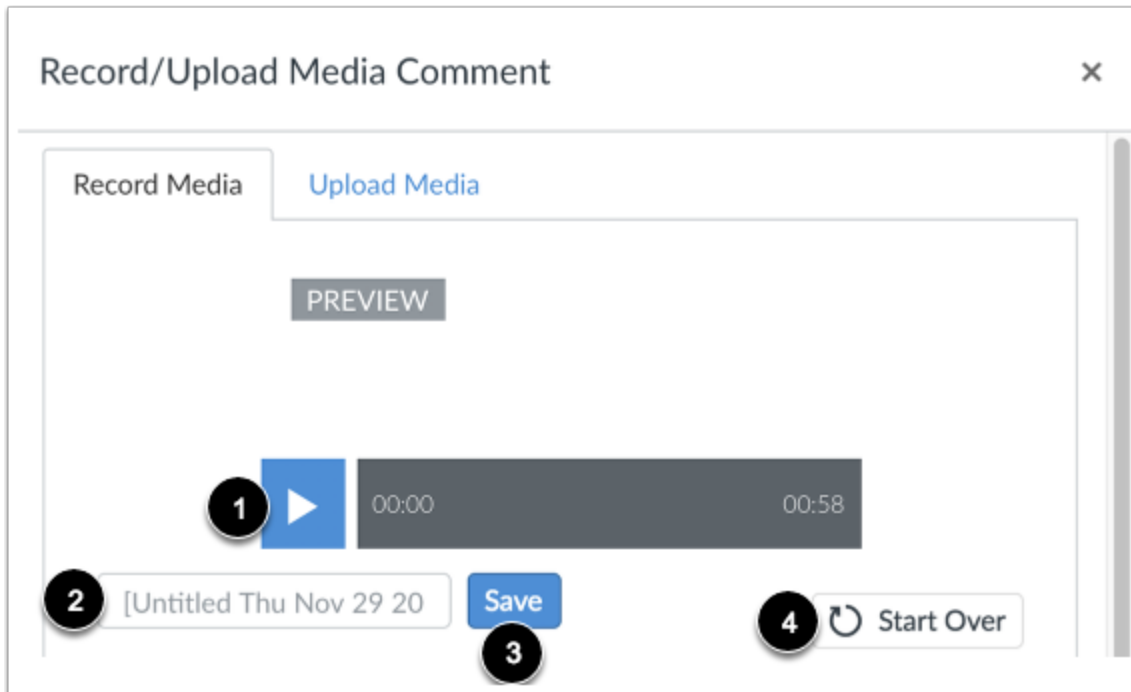
To preview your audio recording, click the **Play** button [1]. To save your audio, click the text field [2], enter a title for your audio, then click the **Save** button [3]. To re-record your audio message, click the **Start Over** button [4].

View Recording

View your audio automatically inserted into the Rich Content Editor.
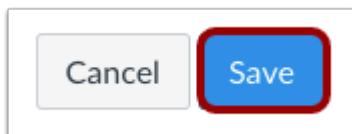
Save Changes

Click the **Save** button.

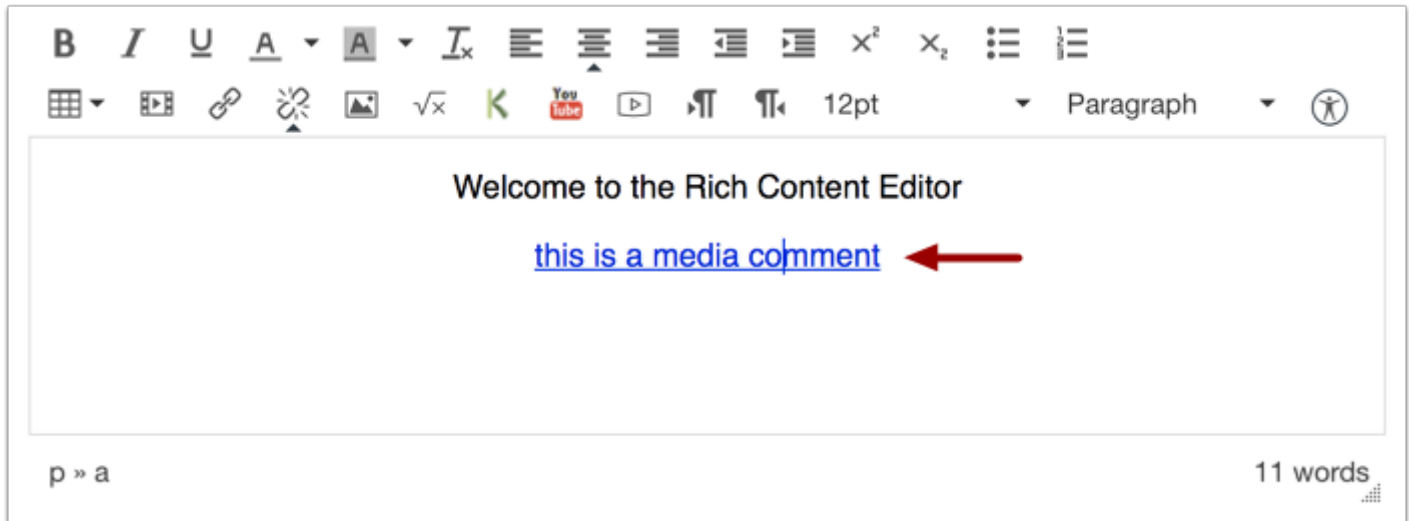**Note:** When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as Post Reply.

How do I record audio using Flash in the Rich Content Editor as a student?

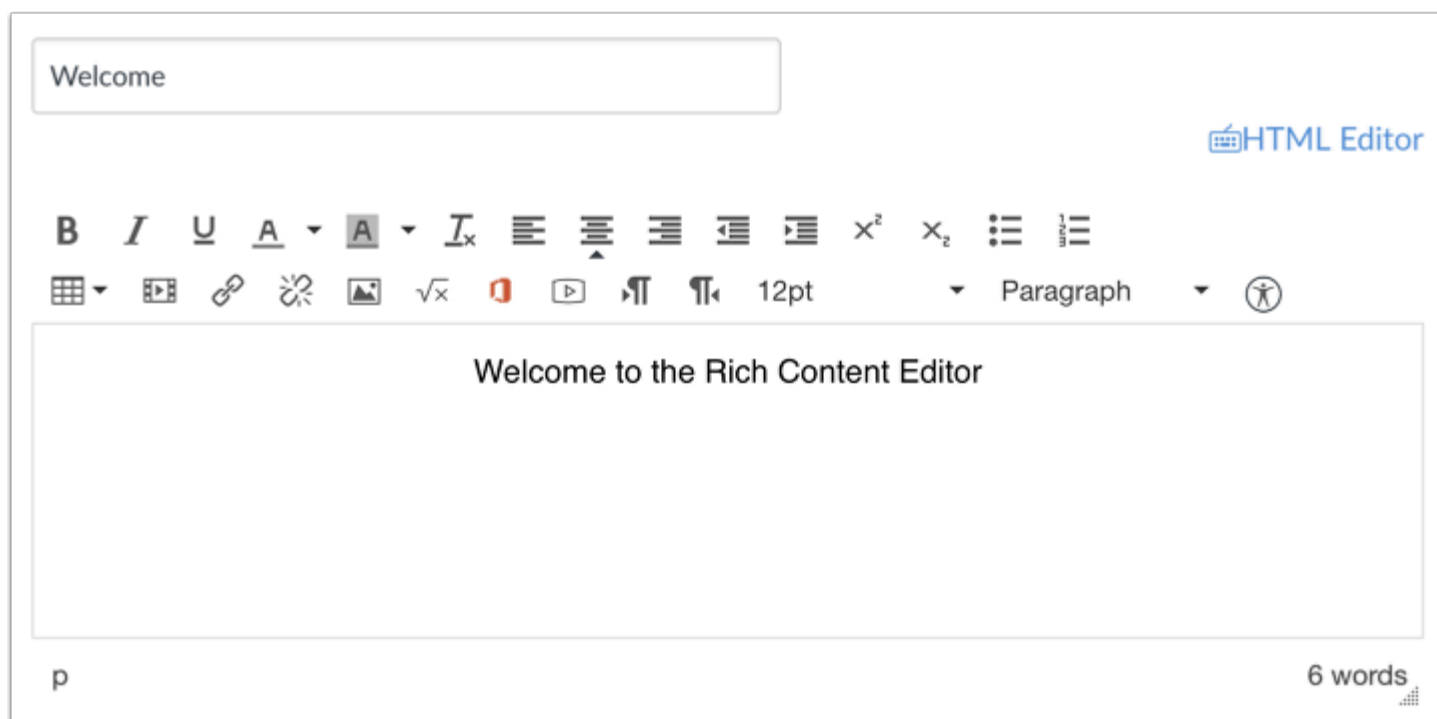*The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.*

If you are using Chrome or Firefox, you can record audio using HTML5. However, if you are using Internet Explorer 11 or Safari, you must use Flash to record audio in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

You may need to Enable Flash in Internet Explorer 11 or Enable Flash in Safari before recording video. You will also need to use the current versions of your web browser and Flash.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.
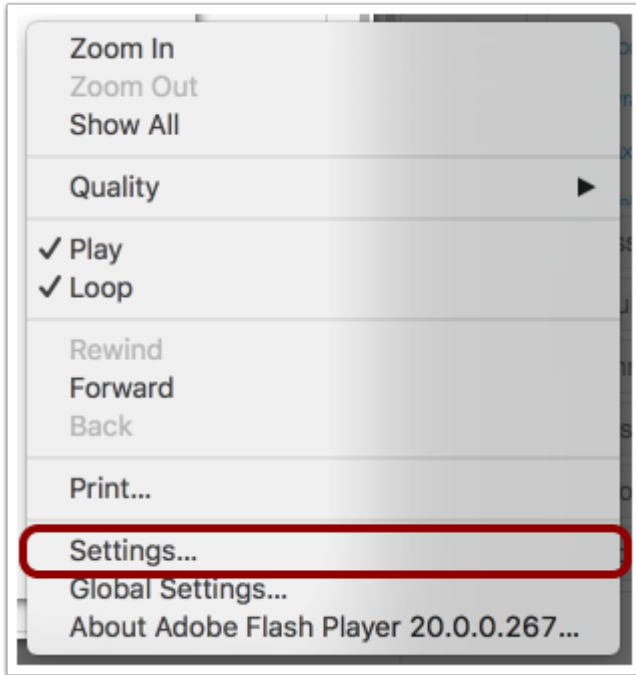
Open Media Comment Tool

Click the **Video Clip** icon to open the Media Comment Tool.

Allow Adobe Flash Player Access

Click **Allow** to give the Adobe Flash Player access to your computer's camera and microphone.

Select Settings

You can open the Settings for the Flash Player to select specific options for your audio recording.

To open the settings, Right-click (PC users) or Control-click (MAC users) anywhere on the media window.
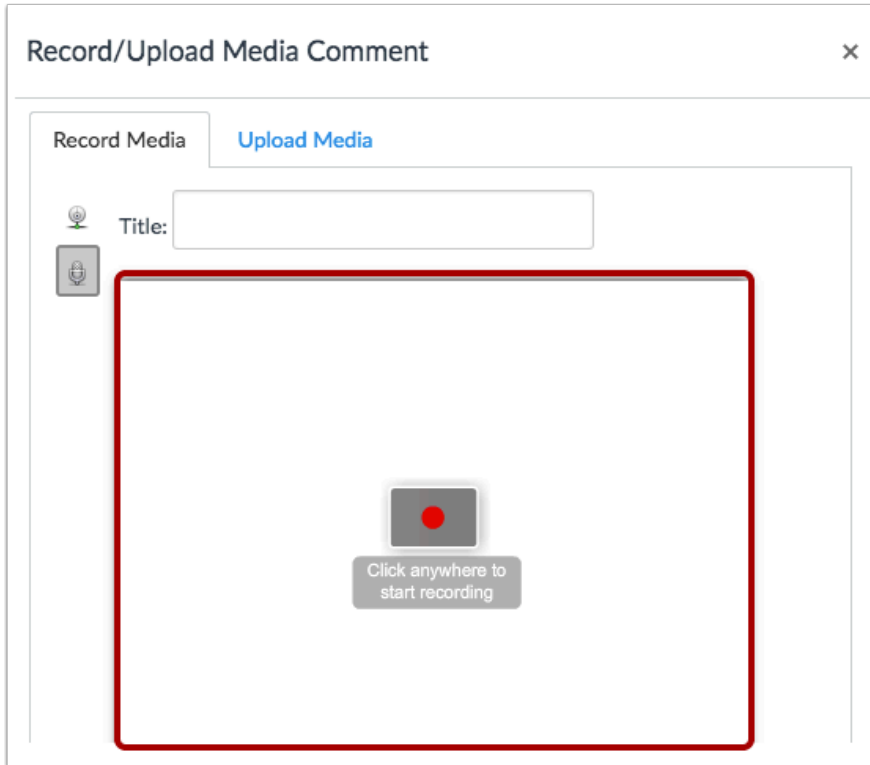
Modify Settings

You can select among the Flash Player Setting tabs and select your privacy settings [1] and local storage limit [2] on your local computer. You can also select a specific microphone using the drop-down menu if your computer contains more than one option [3].
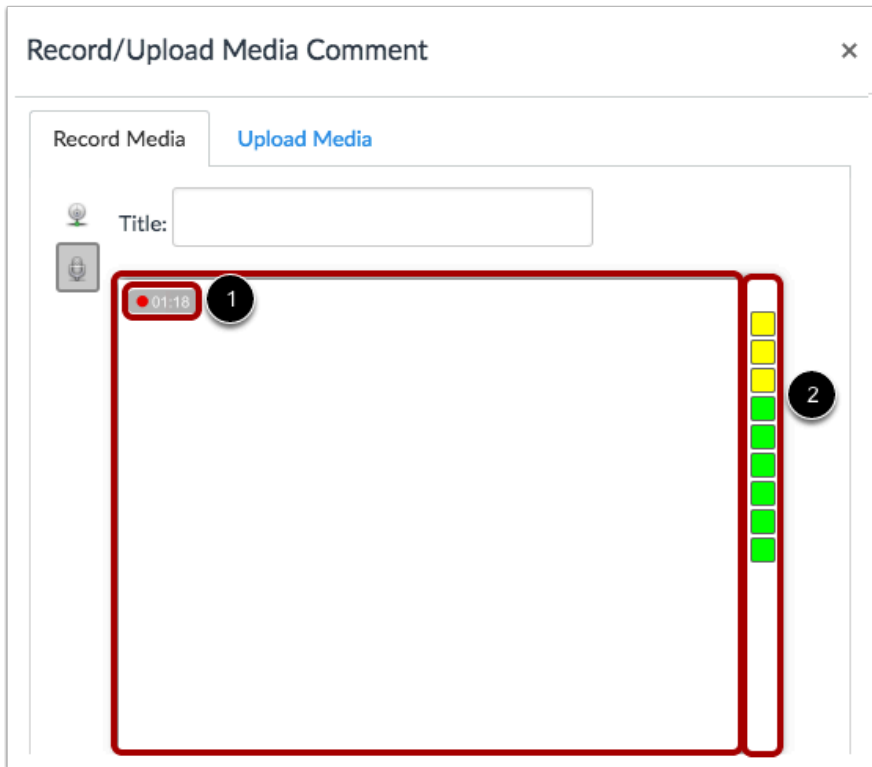
Select Audio Recording Option
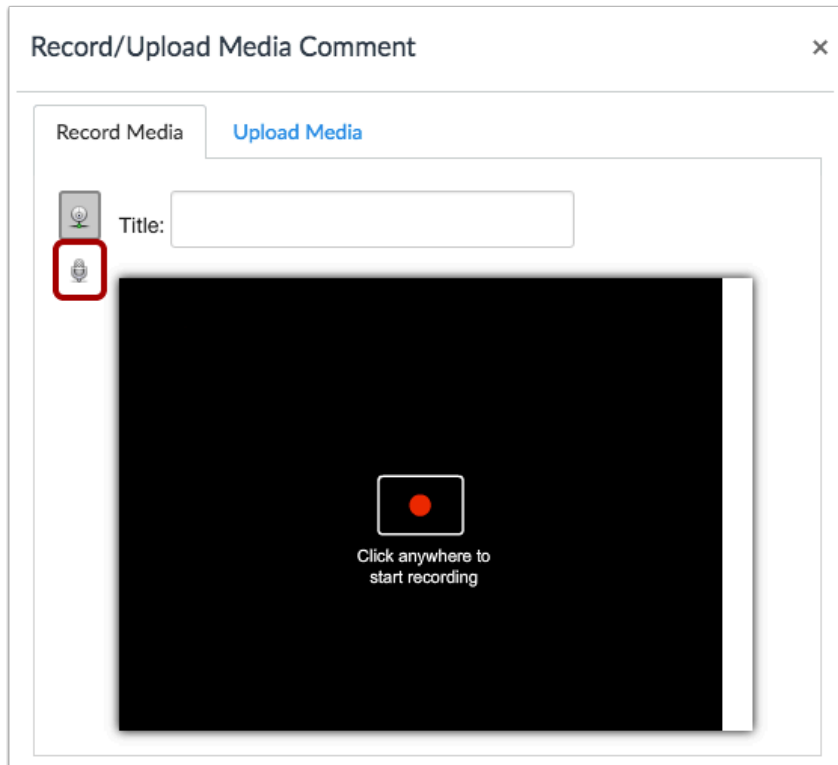
Click the **Microphone** icon.

Start Recording

Click to start recording an audio file.
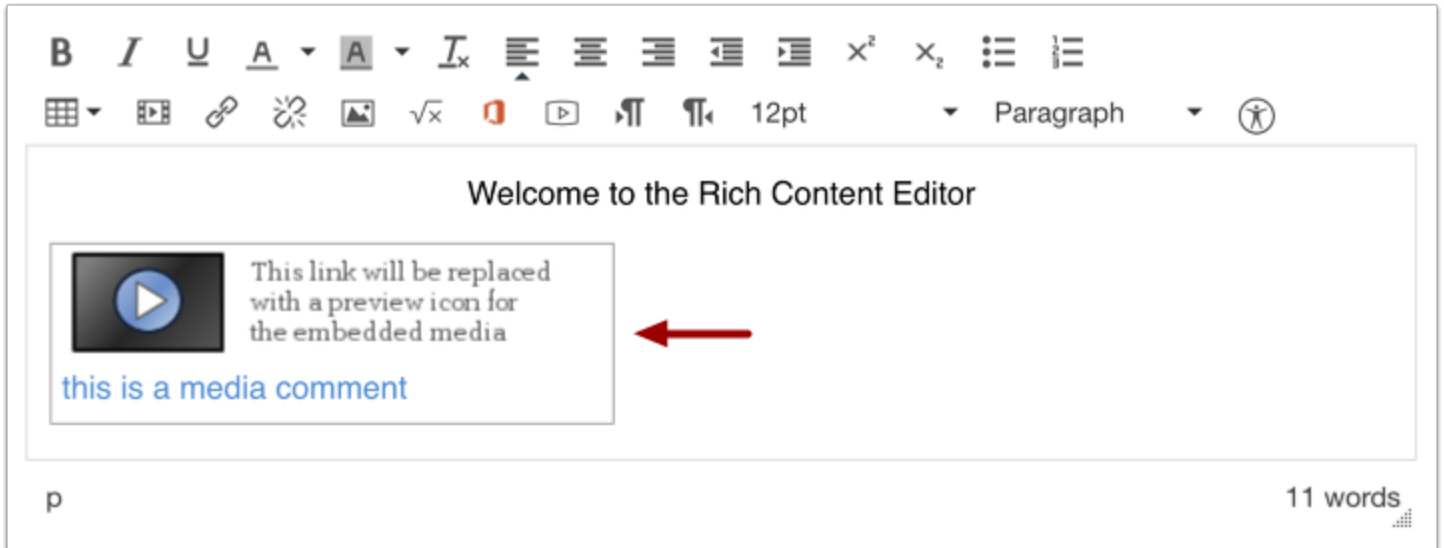
Stop Recording

The time [1] and the volume level [2] of your recording will continuously update as you record. Click anywhere to stop recording.
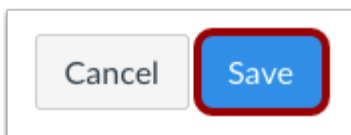
Review Recording

Your recording will begin to playback automatically. To save your audio recording, click the **Save** button [1]. To re-record your audio message, click the **Record** button [2].

View Recording

View your audio recording inserted into the Rich Content Editor.

Save Changes

Click the **Save** button to save any changes in the Rich Content Editor.

Note: When using the Rich Content Editor in Pages, you have the option to Save. When using the Rich Content Editor in Discussions, the Save button appears as "Post Reply". In Assignments, the button appears as "Submit Assignment". In Quizzes, the button appears as "Submit Quiz".

How do I upload an audio file using the Rich Content Editor as a student?

The Rich Content Editor will be discontinued in a future release. Instructors can enable the New Rich Content Editor feature in course feature options.

You can use the Rich Content Editor to upload an audio file. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

For more information about supported uploaded media types, please see the [Canvas Media Files](#) lesson.
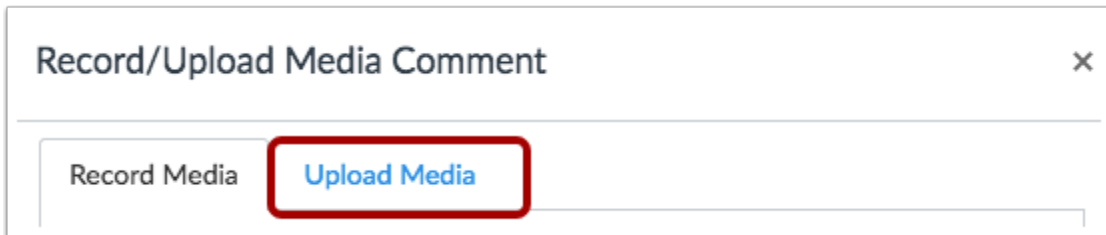
Open Rich Content Editor
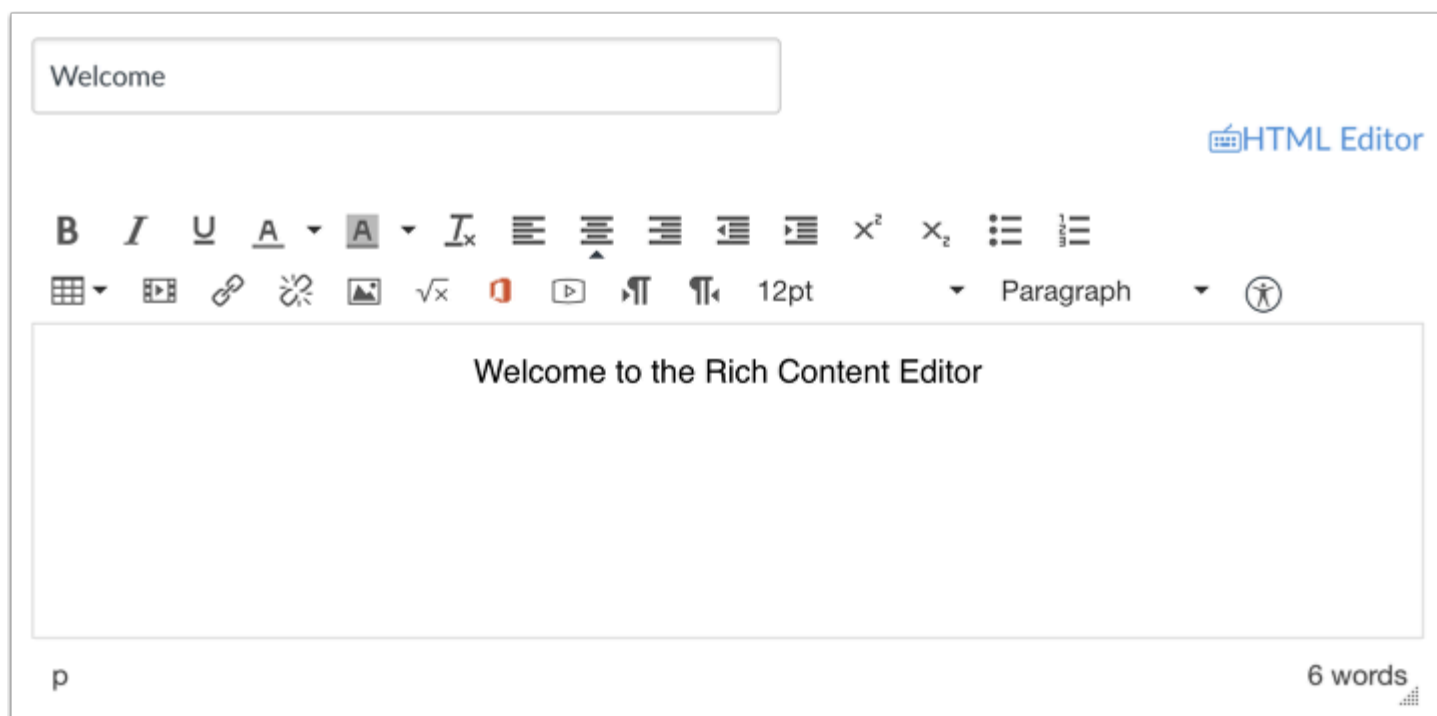
Open the Rich Content Editor using one of the Canvas features which support the Editor.
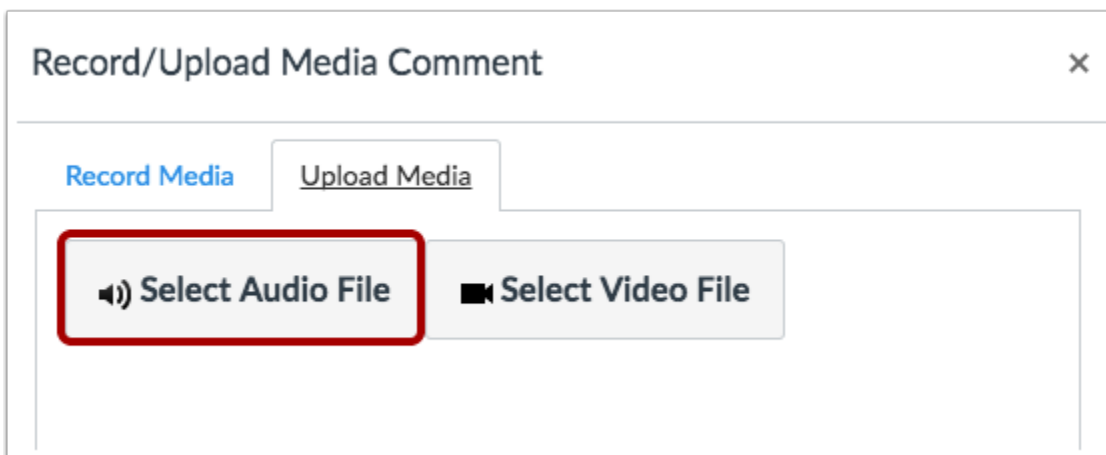
Open Media Uploader

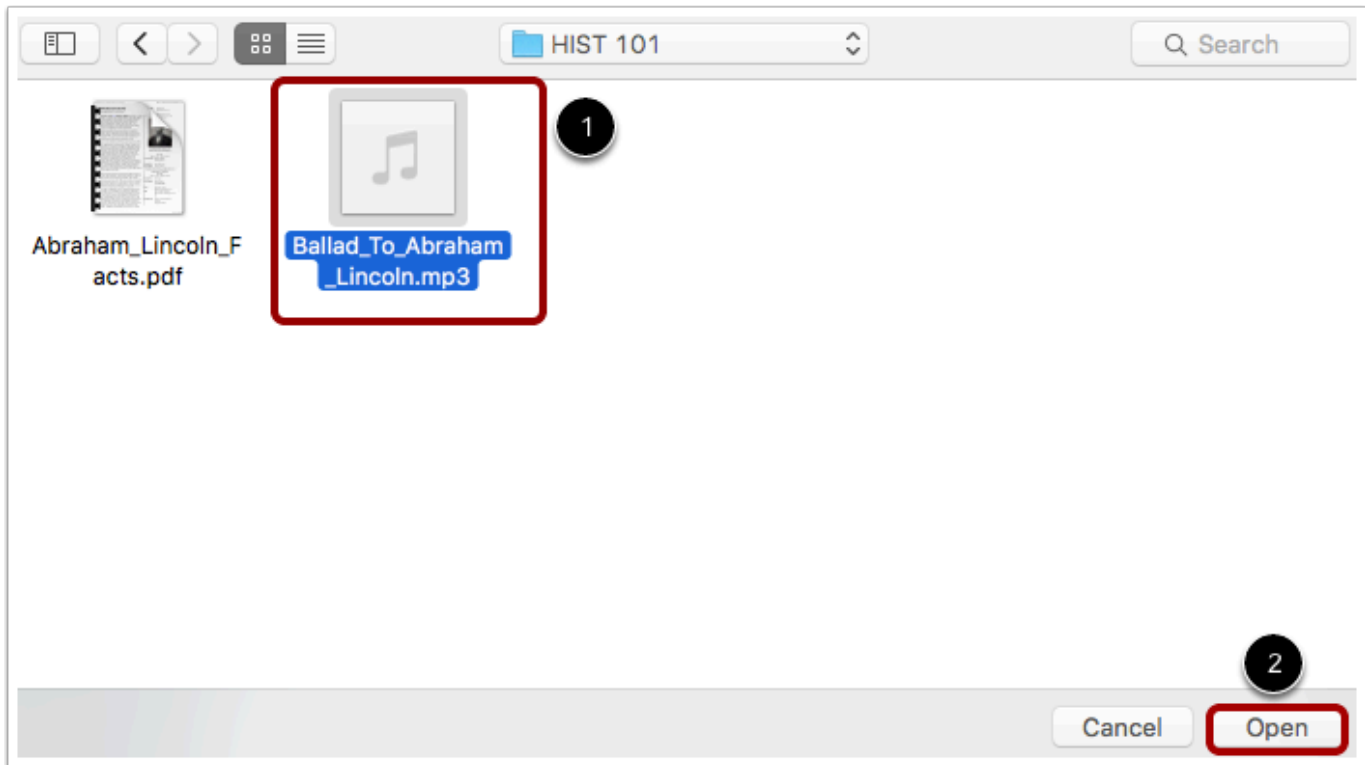
Click the **Media** icon.

Upload Media

Click the **Upload Media** tab.

Select Audio File

Choose the **Select Audio File** button.

Open Audio File

Select the audio file you want to upload [1]. Click the **Open** button [2].

Upload Audio File
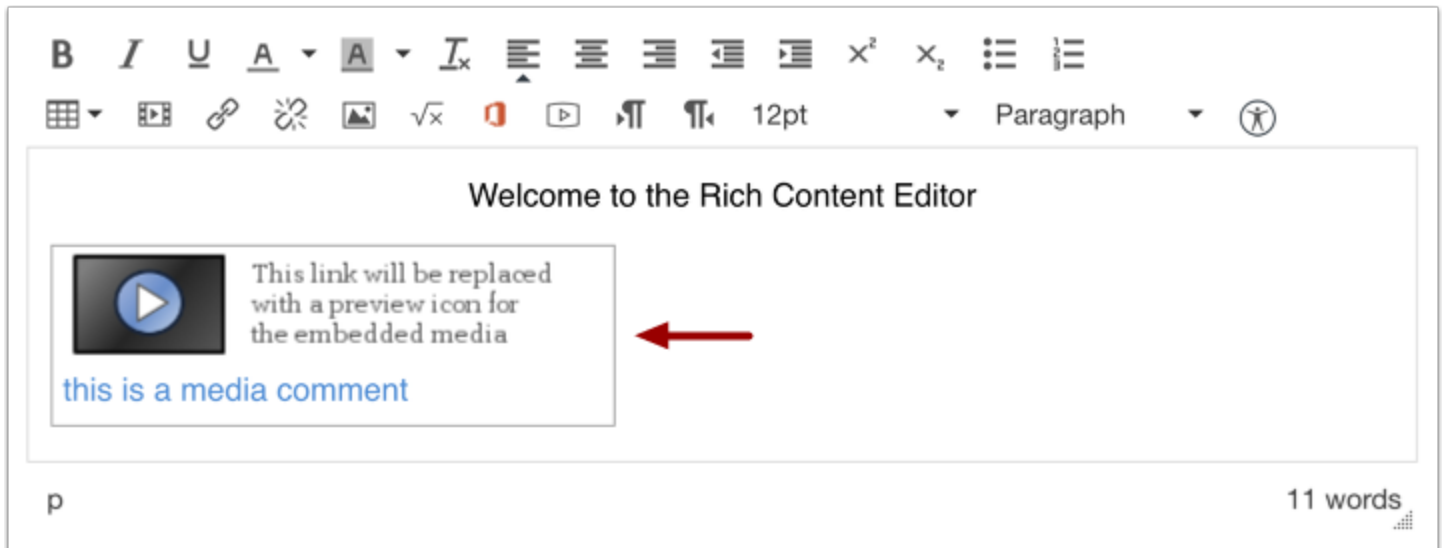
The status bar will show you the progress of your audio upload. The speed of your upload will depend on your internet connection and the size of your audio. Wait for your media to upload. Once the progress bar is full this window will automatically close.
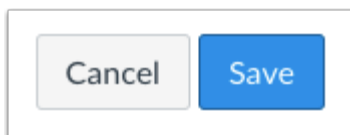
View Audio File

View your audio automatically inserted into the Rich Content Editor.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Assignments, Discussions, Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Discussions pages, the Save button may appear as Post Reply.

How do I add captions to an external video as a student?

If you are the video owner for a video hosted on a supported third-party media site, or if you already have an online link to a supported video type, you can create caption files for external videos.

Once you have uploaded your video and created captions, learn how to view video captions.

Notes:

- You cannot add a closed-captioning file to an online video if you are not the owner.
- If you view a video in the Canvas by Instructure app, iOS devices can display captions created with WebVTT files. If you cannot view video captions in an iOS device, the caption type is not supported.

Create Caption Files

Amara is the same service referenced in our lesson about creating captions using the subtitle creation tool. The difference is that with YouTube and other third-party sites, your video is already uploaded to the Internet, so to create captions, all you need is the URL to the video.

Amara subtitles videos created with supported video types. Additionally, the video must be publicly accessible and hosted on supported third-party sites. Amara exports to a variety of file types, including WebVTT and SRT.

Upload Caption Files

Most online video sites that support closed captioning will have a link to upload caption files. Each site will have its own requirement for the type of file required.

YouTube

YouTube accepts a variety of file types. If you grant them permission, sites such as [Amara](#) and [CaptionTube](#) can link directly to your YouTube account and add the caption files directly to your video.

Embed Video in Canvas

When you're finished, embed your iFrame video or insert the YouTube link in Canvas. The closed-captioning option will appear with all available language caption files.

How do I add captions to new or uploaded videos in Canvas as a student?

You can easily create and upload caption files when you add video content in the Rich Content Editor. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

This lesson only applies to creating captions for videos created or uploaded into Canvas. If you've created a video outside of Canvas that you want to share in your course, learn how to create captions for external videos.

If you have not yet created or uploaded your video, learn how to record a new video or upload an existing video.

Note: Users can view video captions in the Canvas by Instructure mobile app. However, iOS devices can only display captions in WebVTT format. If you use another format besides WebVTT, users on iOS devices will not be able to display the video captions.

Open Video in Canvas Content
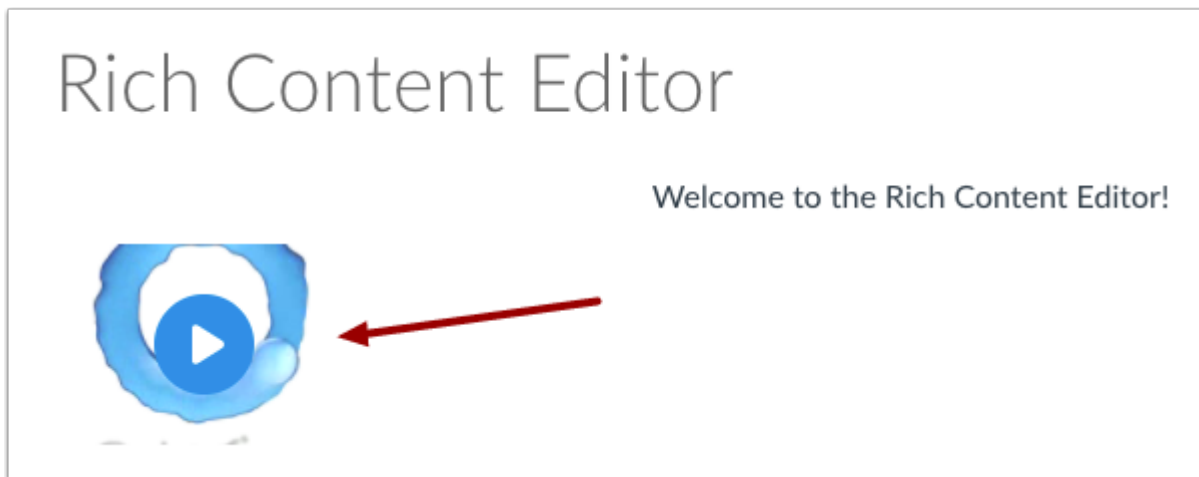
Open the Canvas content page or assignment submission where you created or uploaded your video. Click the video to enlarge the window and open the closed-caption options.
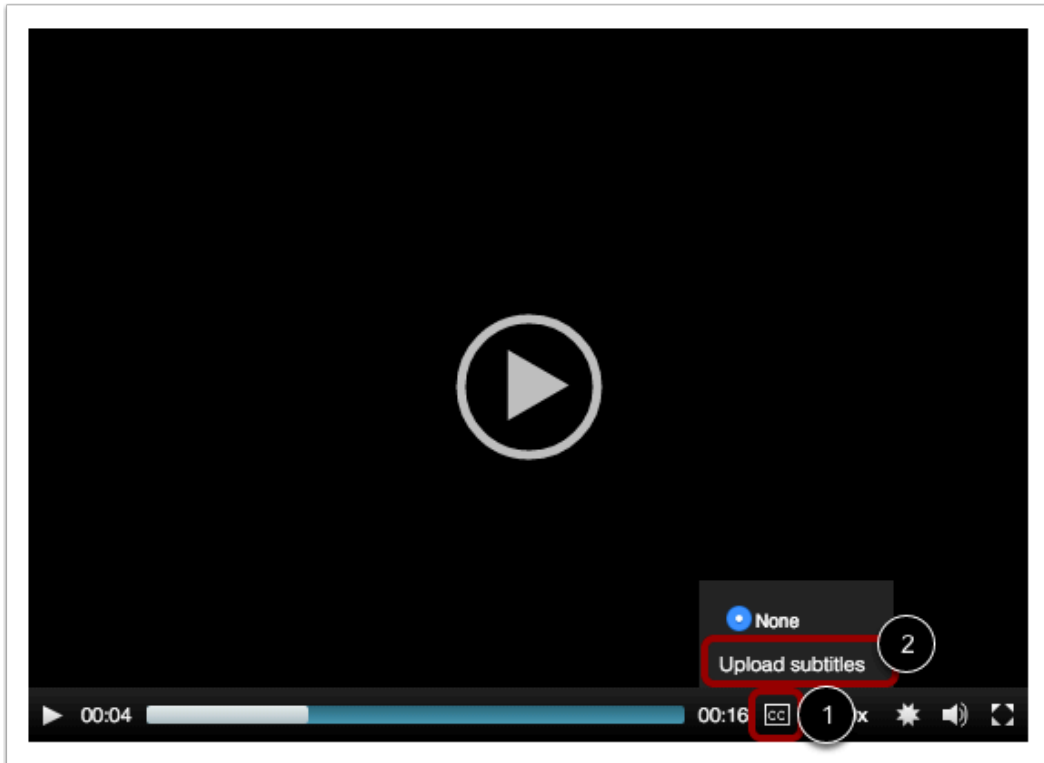
Upload Subtitles

Hover over the **closed caption** icon [1]. Click the **Upload subtitles** link [2].

Create Subtitles

If you need to create a caption file for your video, copy the video URL [1], then click the **Go to subtitle creation tool** button [2]. A new tab will open in your browser window. Learn how to create a caption file in the subtitle creation tool. When you are finished creating the caption file, you can return to this page.

Note: Canvas must render the video and create a URL link before you can create a caption file. If you try to add subtitles and steps 1 and 2 are not yet available, try accessing your video later.

Upload Subtitles

If you already have a caption file, you can skip to step 3 and set the caption language and locate the file.

Select Subtitle Language

In the **Language drop-down** menu, select the language that matches the language of your subtitle file.

Locate Subtitle File

To locate your caption file, click the **Browse** or **Choose File** button (depending on your browser).

Open Subtitle File
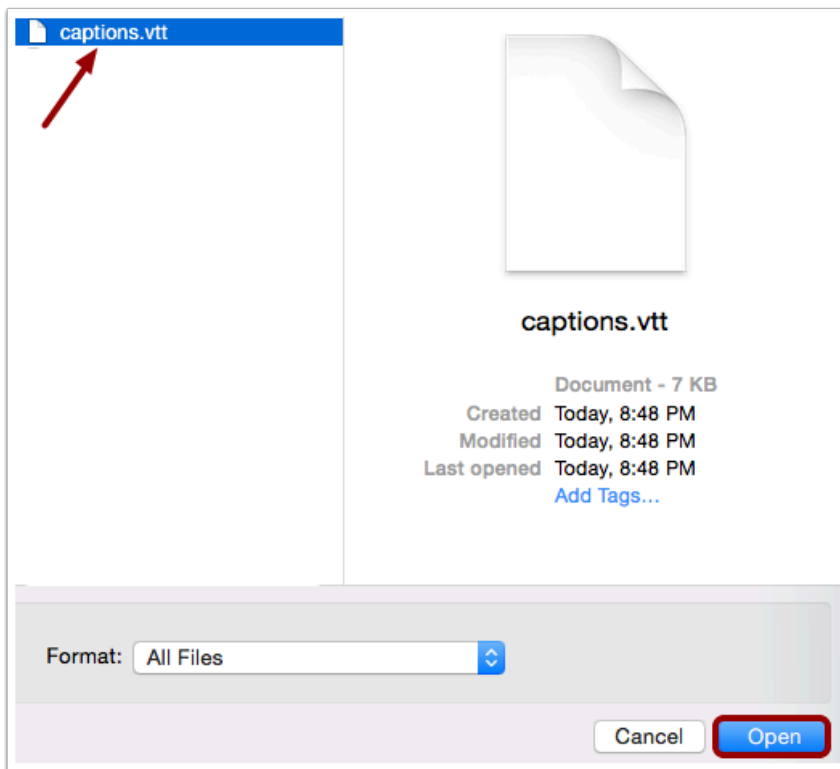
Locate your subtitle file on your computer. Select the file, then click the **Open** button.

Upload Subtitle File

To submit your subtitle file, click the **Upload** button.

Confirm Upload

Canvas will confirm your subtitle file has been successfully uploaded. Refresh your browser window to view your subtitles.

How do I create a caption file using the subtitle creation tool as a student?

When you record a new video or upload an existing video in Canvas, you can upload a caption file for your users. If you do not have a caption file, you can use the subtitle creation tool to create the file for your video.

Once you have created and downloaded your caption file, learn how to add captions to Canvas videos.

Note: Canvas must render the video and create a URL link before you can create a caption file. If you try to add subtitles and the subtitle creation tool is not yet available, try accessing your video later.

Open Video in Canvas Content
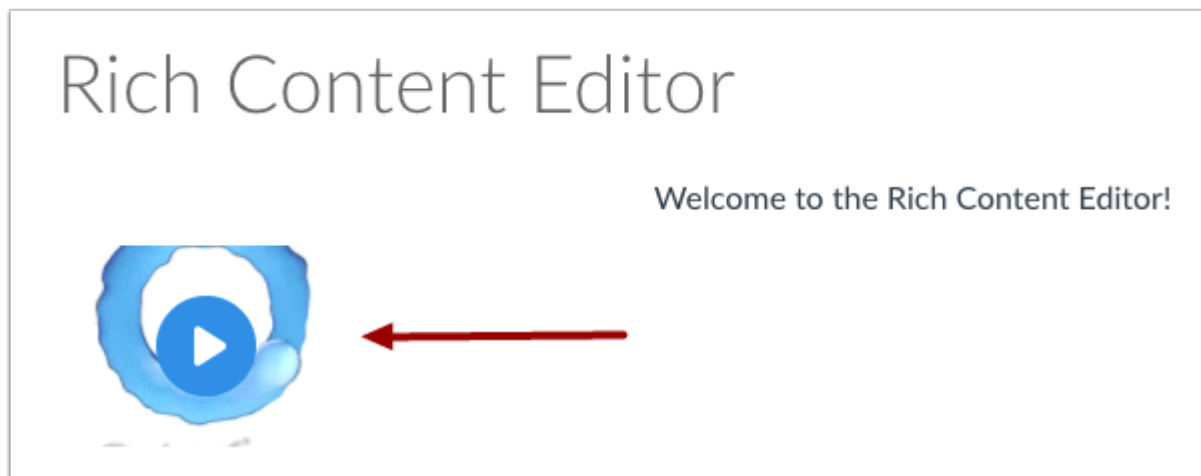
Open the Canvas content page or assignment where you created or uploaded your video. Click the video to enlarge the window and open the closed-caption options.
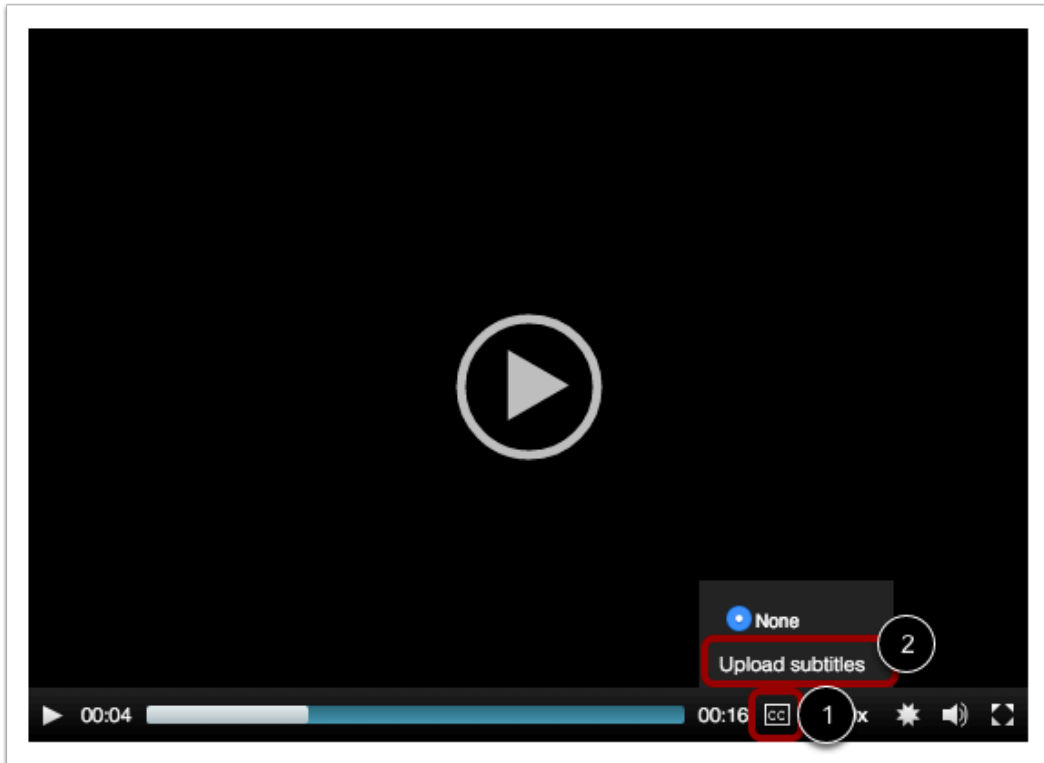
Upload Subtitles

Hover over the **closed caption** icon [1]. Click the **Upload subtitles** link [2].

Go to Subtitle Creation Tool
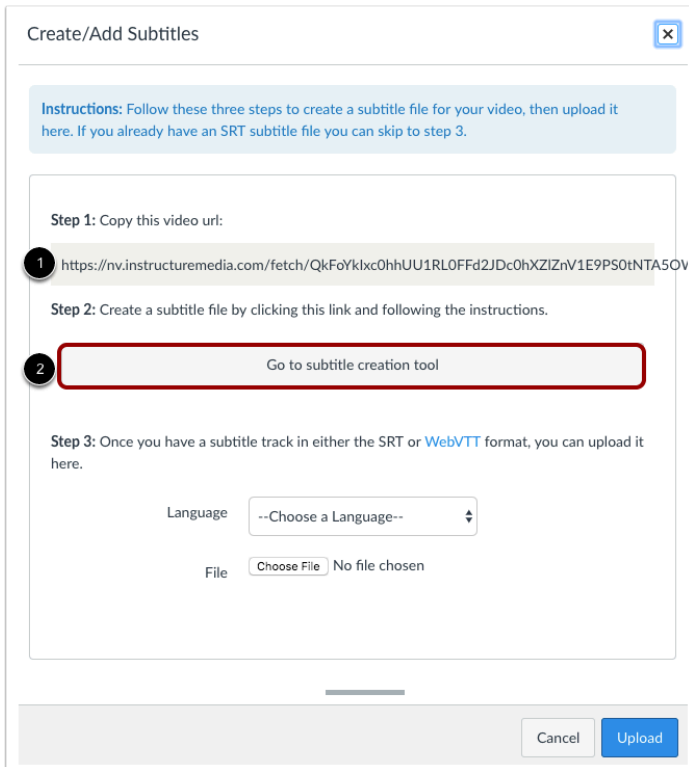
Copy the video URL [1], then click the **Go to subtitle creation tool** button [2]. A new tab will open in your browser window.

Note: Canvas must render the video and create a URL link before you can create a caption file. If you try to add subtitles and steps 1 and 2 are not yet available, try accessing your video later.

Enter Video URL
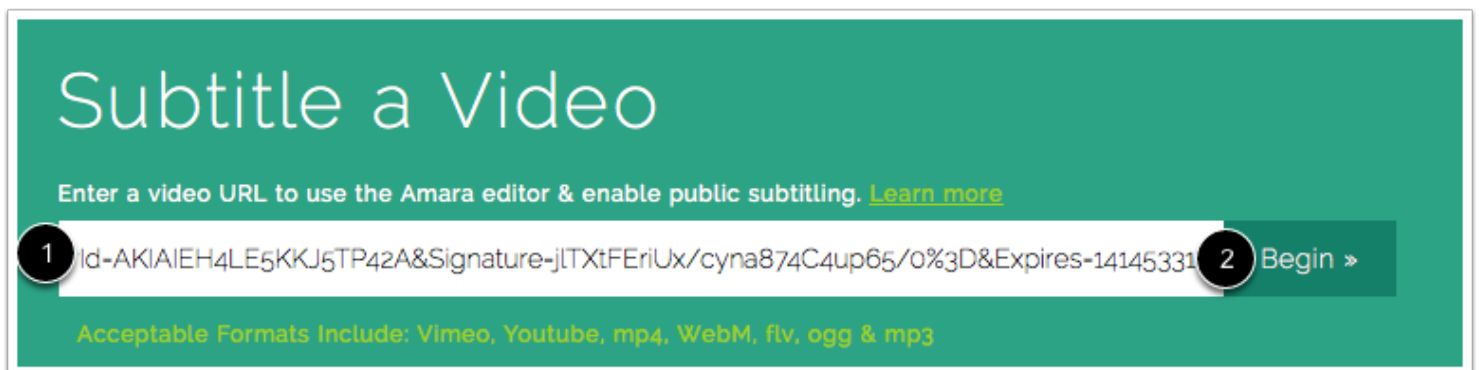
Paste your video URL in the **Subtitle a Video** field [1]. Click the **Begin** button [2].

Add New Language
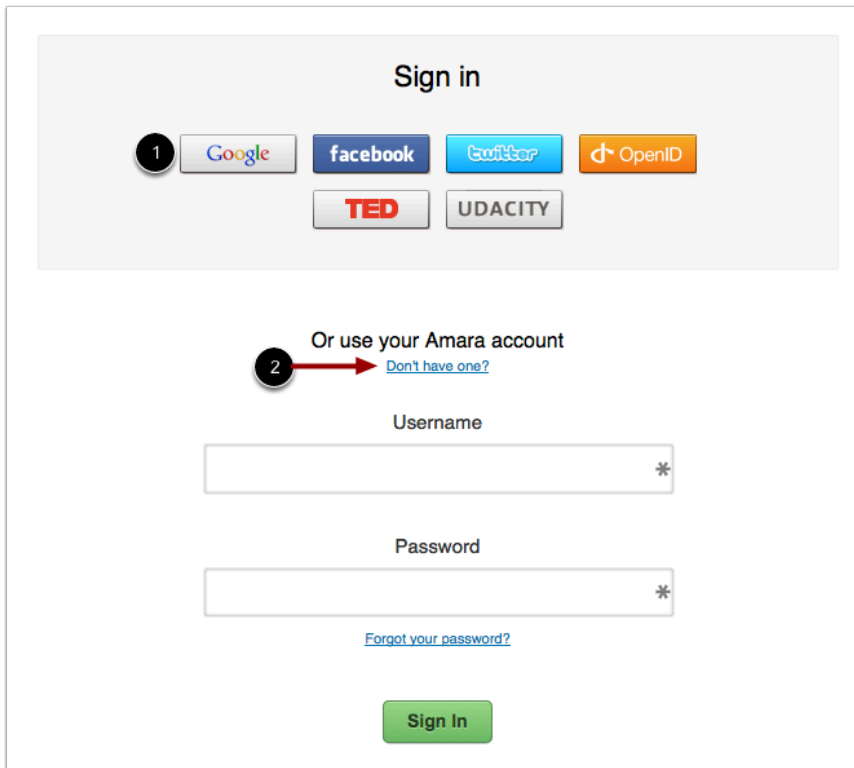
Click the **Add a new language** link.

In the drop-down menu, select the primary spoken language of your video [1]. Then select the language for the subtitles [2]. Click the **Continue** button [3].
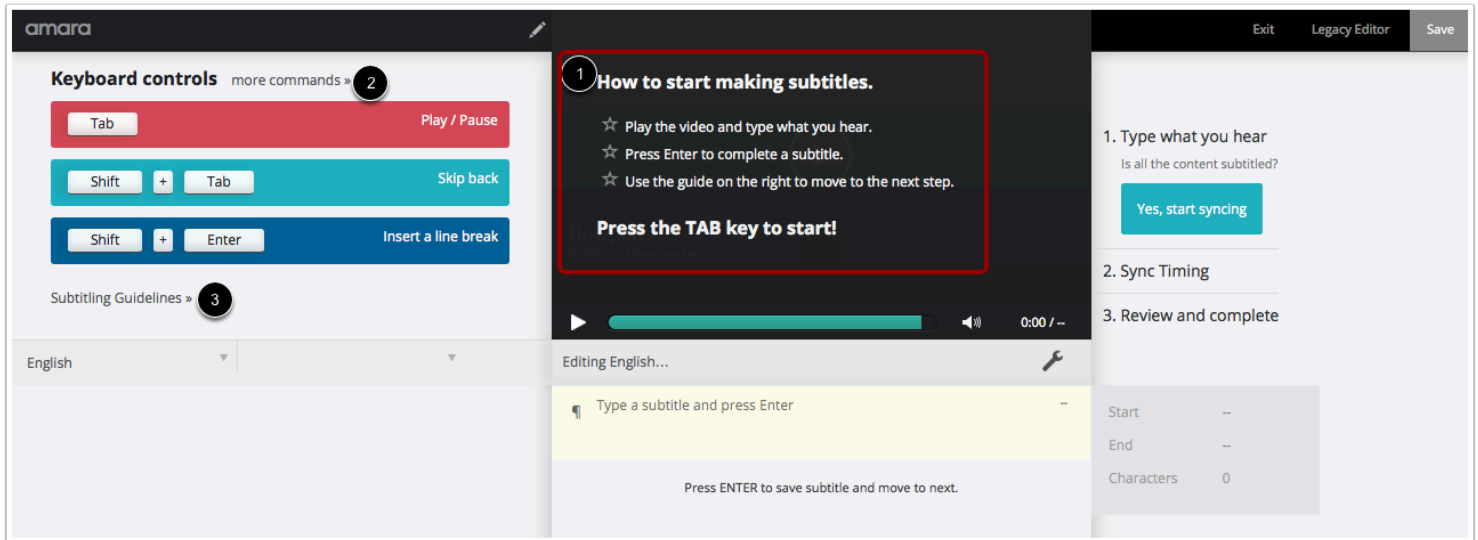
Log in to Amara

Choose a method to log in to Amara. You can use one of your existing social media services [1] or you can create a new account [2].

Creating an account lets you save your video with the subtitles in case you want to change them or translate them into another language later.

Create Subtitles

Create your subtitles for your video using the instructions in the video window [1].
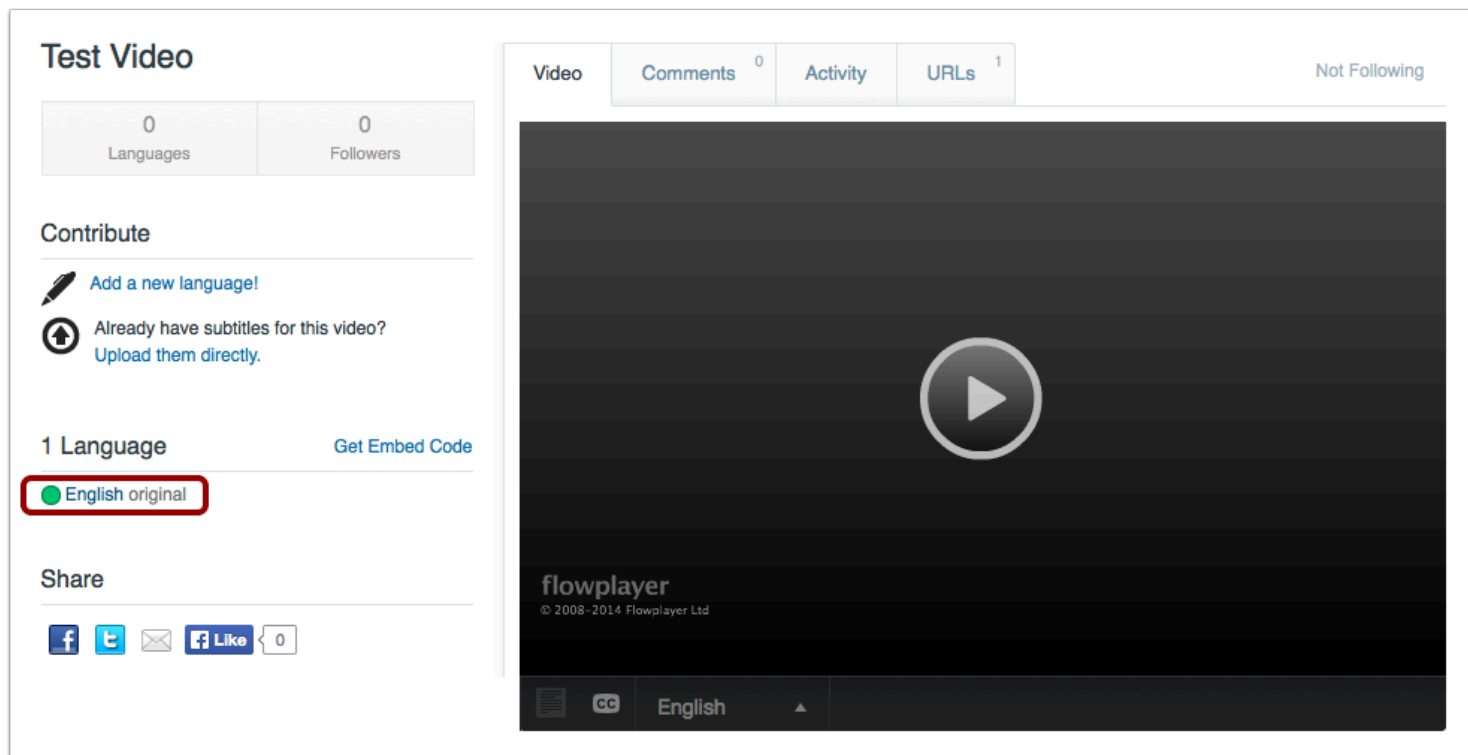
You can use keyboard controls to help you navigate through your video. To get more keyboard controls, click the more commands link [2].

For general guidelines regarding subtitles, click the subtitling guidelines link [3].

Complete Subtitles

When you have made it through all three steps and are finished with your subtitles, click the **Complete** button. The caption file will save and redirect you back to the video dashboard.

Open Subtitles

Under the Language heading, click the name of the language subtitle file you created.

Download Subtitles

To edit your subtitles, click the **Edit Subtitles** link [1].

When you are ready to download your file, locate the **Download** drop-down menu [2] and select your preferred download format type [3].

Note: Users can view video captions in the Canvas by Instructure mobile app. However, iOS devices can only display captions in WebVTT (.vtt) format. If you use another format besides WebVTT, users on iOS devices will not be able to display the video captions.

Save Subtitle File
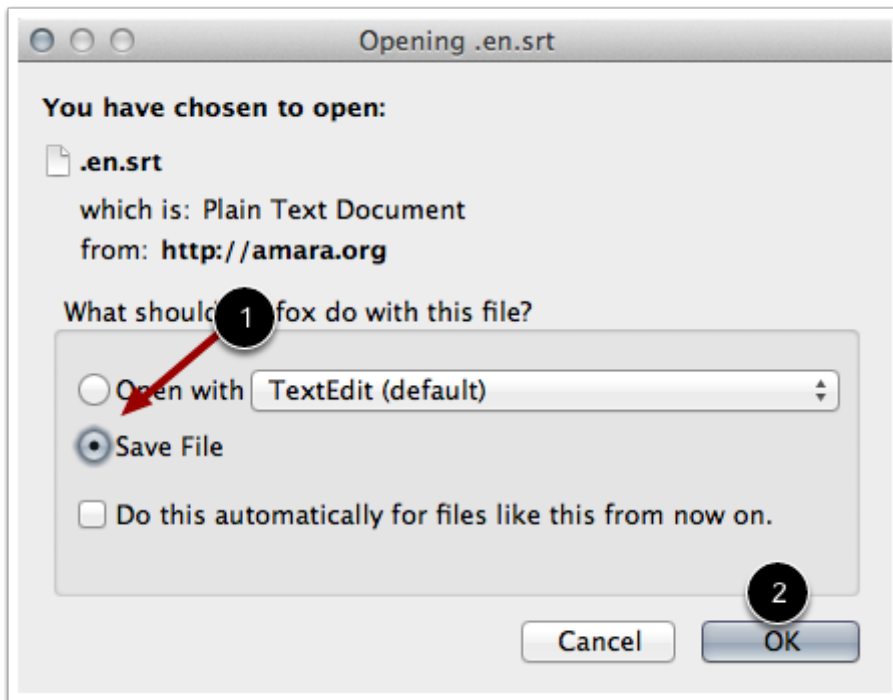
Click the **Save File** radio button [1]. Then click the **OK** button [2].

Learn how to add captions to Canvas videos.

How do I view captions in a video as a student?

Some videos within Canvas may contain closed-captioned files. You can view the captions in the closed-captioning menu.
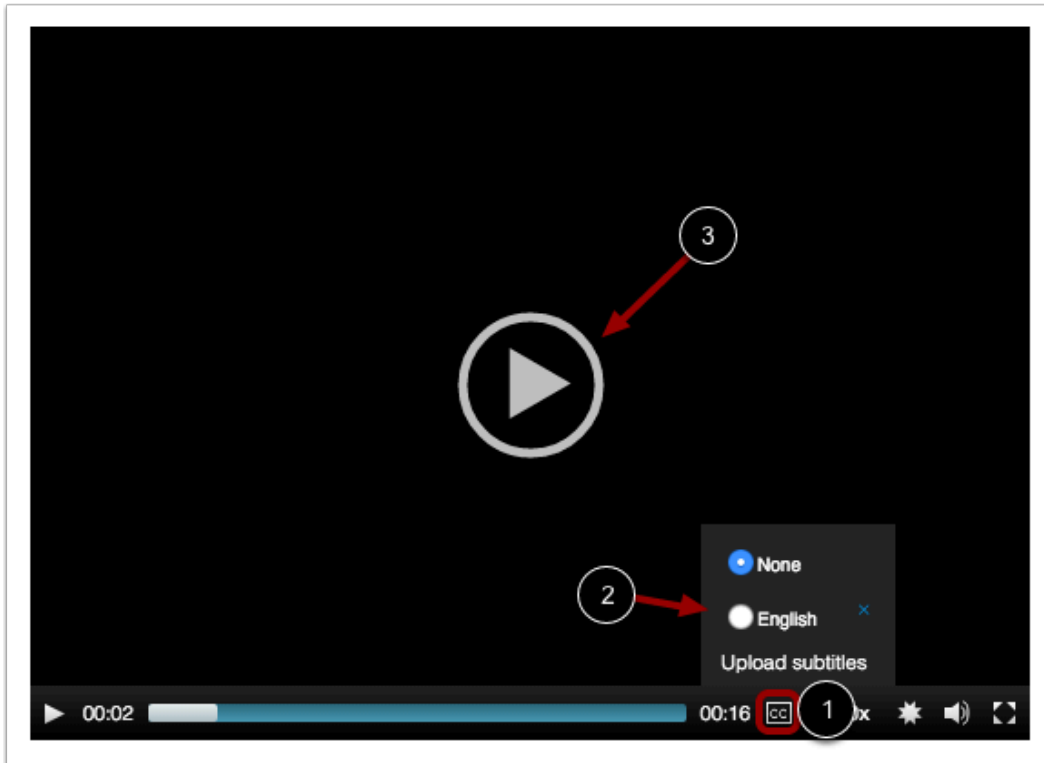
Note: If you view a video in the Canvas by Instructure app, iOS devices can display captions created with WebVTT files. If you cannot view video captions in an iOS device, the caption type is not supported.

Open Video
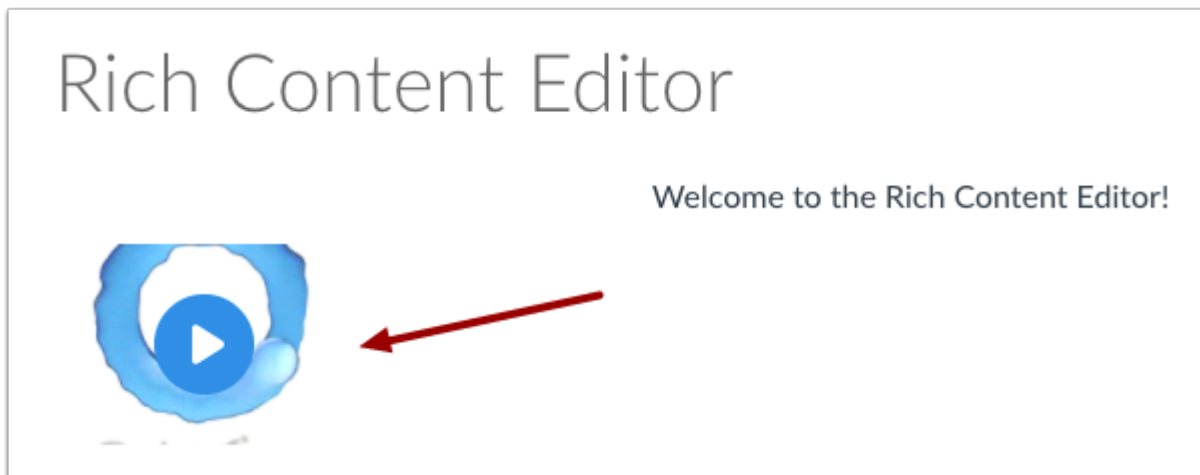
Click the video. The video will enlarge on your screen.

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Select Subtitle Language

To view the captions in your video, hover over the **closed caption** icon [1]. By default, videos are closed captioned and will always be set to None. Click the radio button next to your subtitle language [2]. Click the **Play** button [3].

View Subtitles

View the subtitles in your video.

New Rich Content Editor

How do I add and modify text in the New Rich Content Editor as a student?

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

You can type text and you can copy and paste text from other sources into the New Rich Content Editor. The New Rich Content Editor also includes several formatting tools that allow you to modify your text.

The New Rich Content editor supports keyboard shortcuts for copying and pasting text.

Copy and Paste Using a PC

- Copy (Ctrl+C) and Paste (Ctrl+V)
- Copy (Ctrl+C) and Paste-without-formatting (Ctrl+Shift+V)

Copy and Paste Using a Mac

- Copy (Command+C) and Paste (Command+V)
- Copy (Command+C) and Paste-without-formatting (Command+Option+Shift+V)

Notes:

- The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.
- Your instructor may choose to display a different font for your course. This font will display when entering text the Rich Content Editor.

View New Rich Content Editor
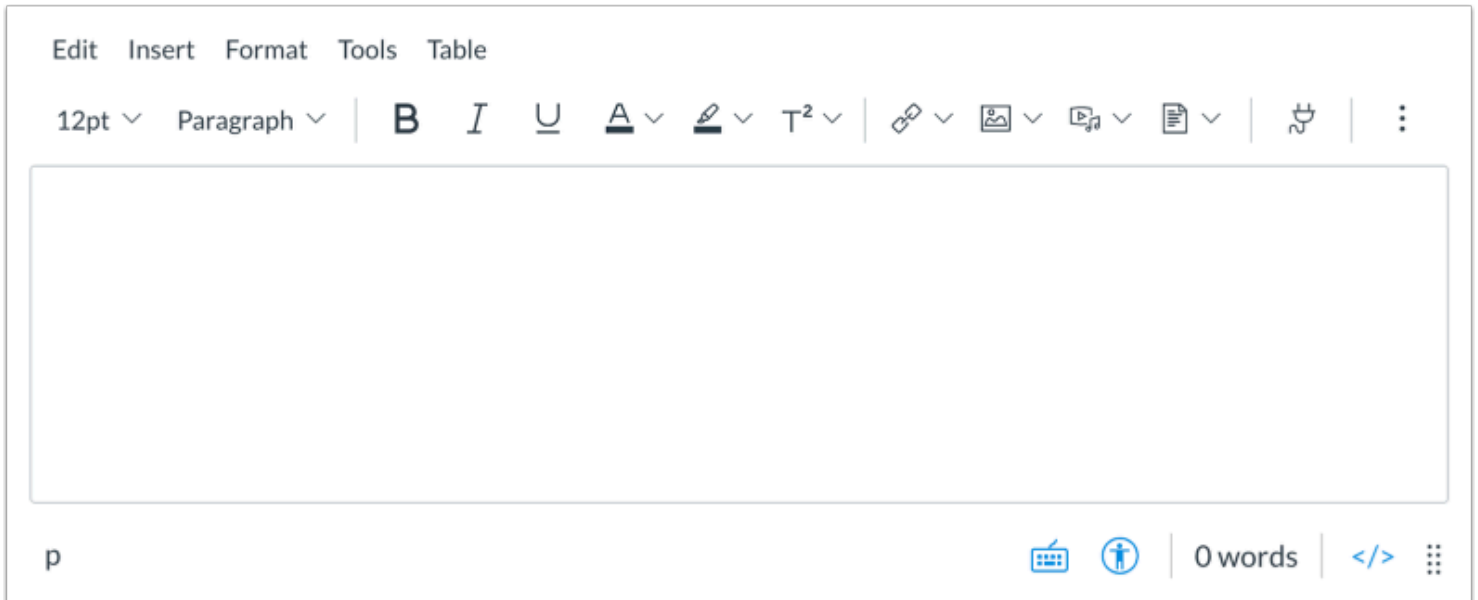
Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Open Keyboard Shortcuts
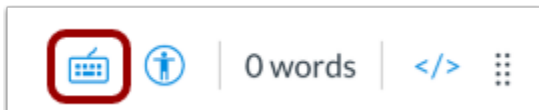
The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon or press **Alt+F8** (on a PC keyboard) or **Option+Fn+F8** (on a Mac keyboard) simultaneously on your keyboard.

View Editor Menu

To view a [more advanced menu](#) for the Rich Content Editor, press **Alt+F9** (PC) or **Option+Fn+F9** (Mac) on your keyboard.

Enter Text

Type or paste copied text into the New Rich Content Editor.

Remove Text Formatting

To remove text formatting, select the text [1], then click the **Clear Formatting** icon [2].

Note: To view the Clear Formatting icon, you may have to click the **Options** icon [3].

Change Font Size

Select the text you wish to modify [1]. Then click the **Font Size** drop-down menu [2], and select the font size you want to use [3]. You can choose from 8, 10, 12, 14, 18, 24, or 36pt sized fonts.

Change Text Style

Select the text you wish to modify [1]. Then click the **Paragraph** drop-down menu [2], and select the text style you want to use [3]. Choose from Heading 2, Heading 3, Heading 4, Preformatted, and Paragraph styles.

Note: By default, the primary heading for the announcement, assignment, discussion, page, or quiz is the same as the title or name you enter when creating the item.

Single Space Text

To create single spacing in the New Rich Content Editor, press **Shift+Enter** (on a PC keyboard) or **Shift+Return** (on a Mac keyboard). This creates a line break instead of a paragraph break.

Format Text Emphasis

Select the text you wish to format [1].

To bold the selected text, click the **Bold** icon [2], or press **Command+B** (Mac keyboard) or **Ctrl+B** (PC keyboard).

To italicize the selected text, click the **Italic** icon [3], or press **Command+I** (Mac keyboard) or **Ctrl+I** (PC keyboard).

To underline the selected text, click the **Underline** icon [4], or press **Command+U** (Mac keyboard) or **Ctrl+U** (PC keyboard).

When selected text is formatted, an arrow displays above the selected option [5].

Color and Highlight Text

Select the text you wish to color [1].

To change the color of the text, click the **Text Color** icon [2].

To highlight the text, click the **Background Color** icon [3]

Select a color from the color drop-down menu [4]. You can view the color name by hovering your mouse over the color tile [5].

To remove color formatting, click the **Remove Color** icon [6].

To select a custom color for the text, click the **Custom Color** icon [7].

Select Custom Color
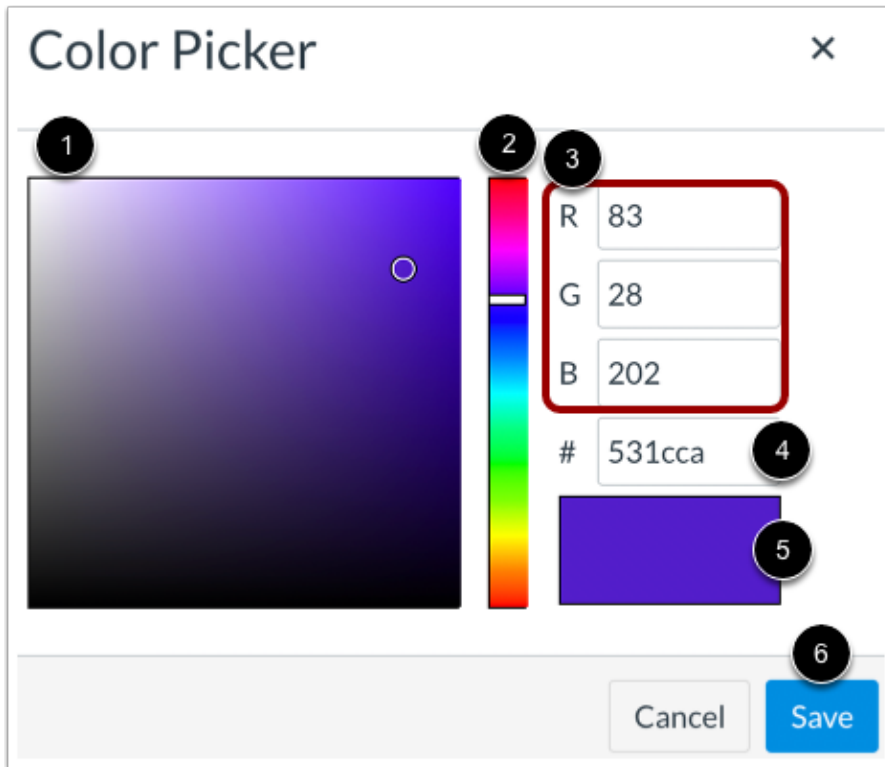
Use the color picker palette to select a color tone [1] and hue [2]. You can also enter RGB color codes [3] or enter a HEX color code [4]. View your custom color in the color display window [5].

To apply the color to your text, click the **Save** button [6].

Superscript and Subscript Text

You can format your text to appear as superscript or subscript. Select the text you wish to modify [1].

To format your text as superscript, click the **Superscript** icon [2].

To format your text as subscript, click the **Script Arrow** icon [3] and select the **Subscript** option [4].

Align Text
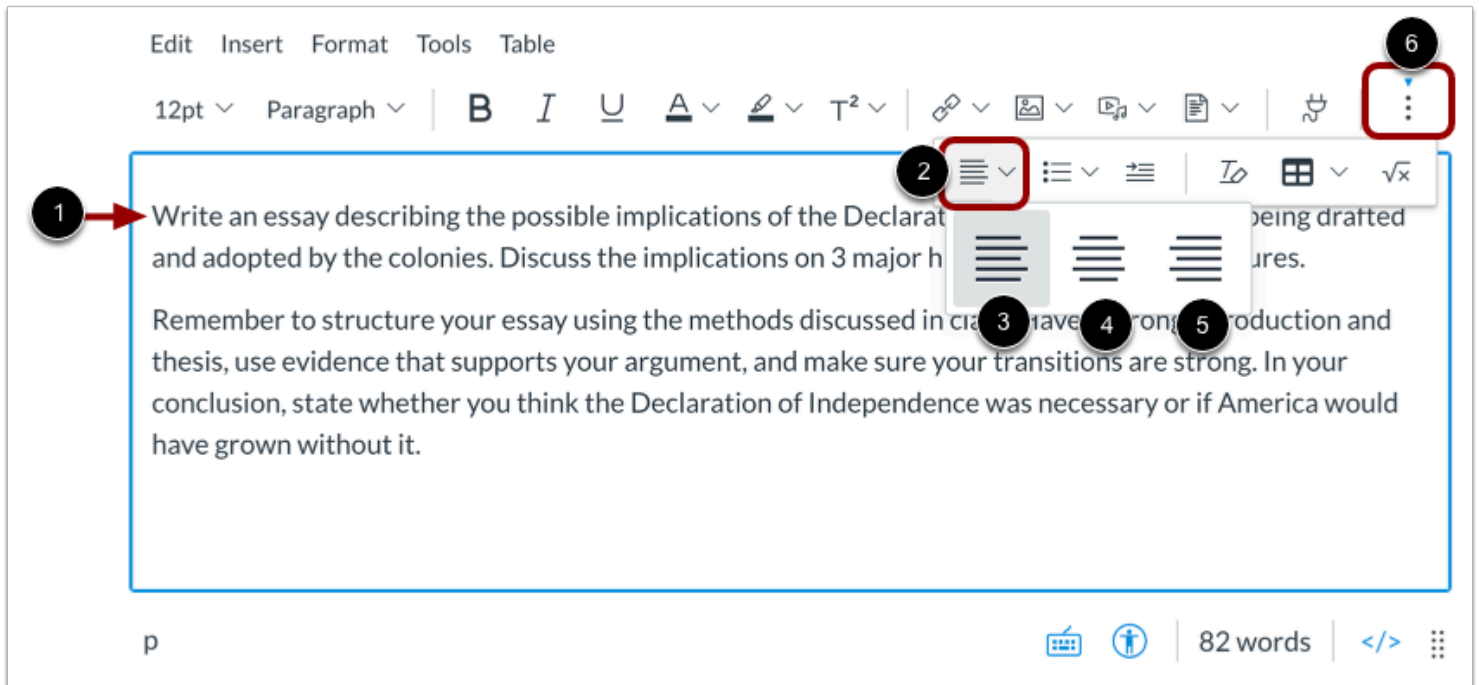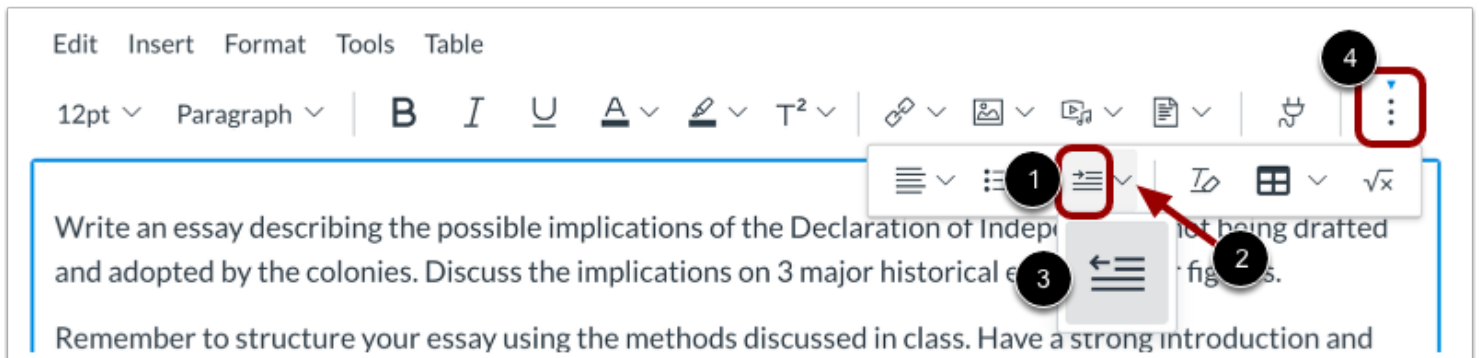

To align text, place the cursor in front of the text you wish to align [1], then click the **Alignment** icon [2]. From the drop-down menu you can select to align the text to the **Left** [3], **Center** [4], and **Right** [5].

Note: To view the Alignment icon, you may have to click the **Options** icon [6].

Indent and Outdent Text

To indent text, click the **Indent** icon [1].

If your text is indented, you can outdent your text. To outdent your text, click the **Indent Arrow** icon [2] and click the **Outdent** option [3].

You can click the Indent and Outdent options multiple times to increase or decrease the text indentation.

Note: To view the Indent icon, you may have to click the **Options** icon [4].

Align Directional Text
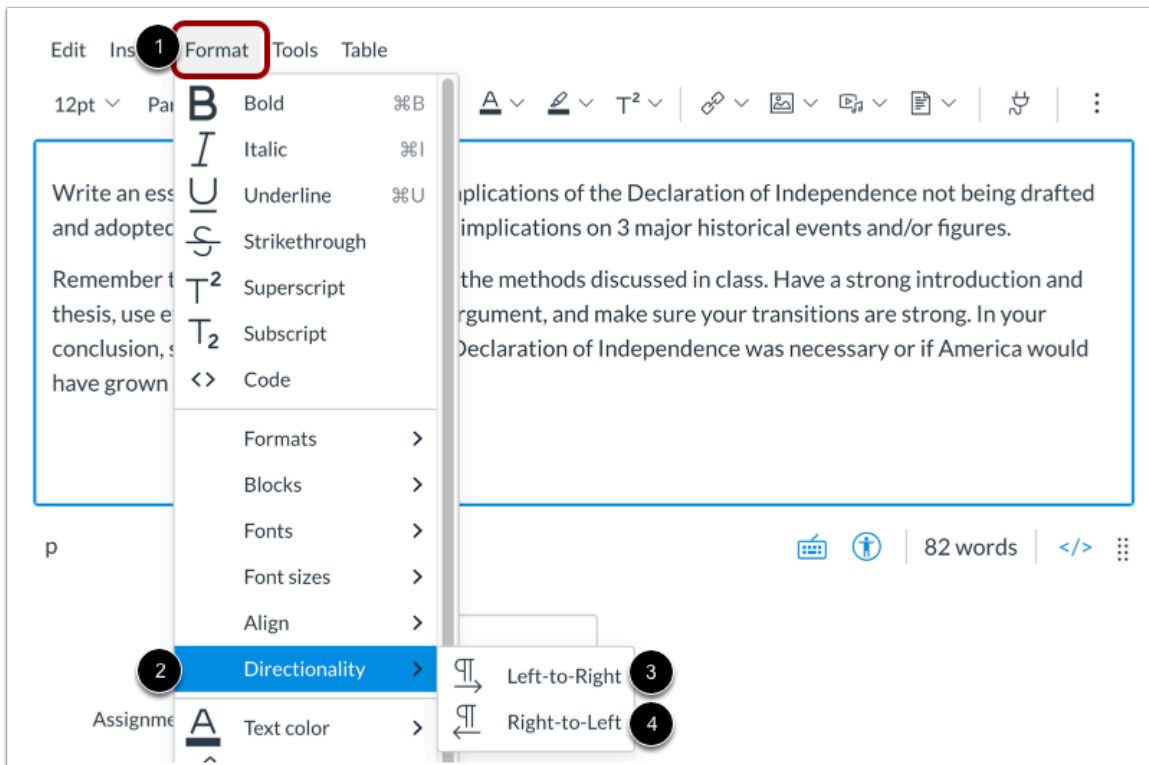
To align the direction of your text, click the **Format** link in the menubar [1], then select the **Directionality** option [2]. You can align your text from Left to Right [3] and from Right to Left [4].

Create Bulleted or Numbered List

Select the text you wish to include in your list [1], then click the **List** icon [2]. You can select a bulleted list style [3], or a numeric or alphabetic list style [4].

Note: To view the List icon, you may have to click the **Options** icon [5].

View Bulleted List

View the bulleted list.

View Numbered List

View the numbered list.

View Auto-Saved Content

If you reload or navigate away from a page while editing content in the Rich Content Editor, Canvas automatically saves your content in the browser cache for up to one day. When you reload the page or navigate back to the page you were editing, Canvas displays a message indicating that auto-saved content exists. You can preview the content, discard the content, or load the content into the Rich Content Editor.

Notes:

- Auto-saved content is not a guaranteed feature and may not save content in certain situations.
- The amount of local storage available may vary depending on which browser you use.
- Auto-saved content is only available on pages that only include one Rich Content Editor window.
- Auto-saved content is only available in the same browser and computer you were using when you created the original content.

Preview Auto-Saved Content

To preview content auto-saved by Canvas, click the **Preview** button.

Load Auto-Saved Content
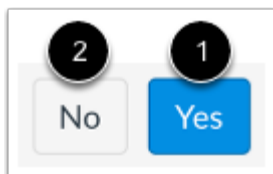
To load the auto-saved content into the Rich Content Editor, click the **Yes** button [1]. To discard the auto-saved changes, click the **No** button [2].

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

View the content created in the New Rich Content Editor.

How do I use the menubar in the New Rich Content Editor as a student?

You can use the menubar to easily access several of the tools and features available in the New Rich Content Editor. The menubar can be accessed using the mouse or pressing Alt+F9 keys or Option+Fn+F9 keys simultaneously on your keyboard.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is [using the classic Rich Content Editor](#).

View Menubar
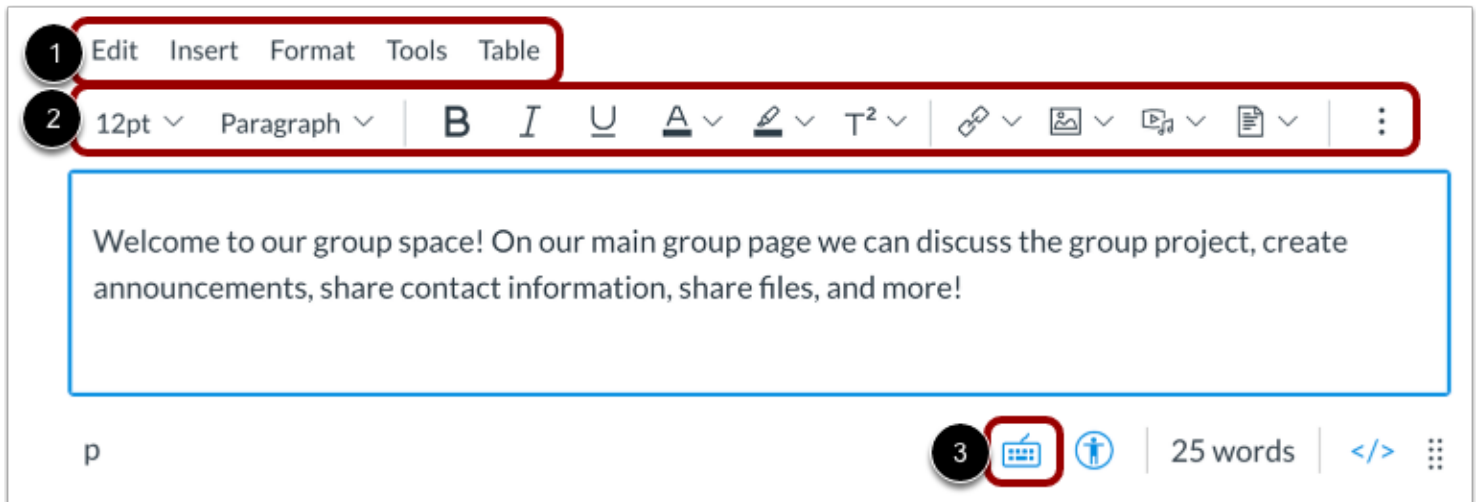
The menubar will display above the New Rich Content Editor [1]. The menubar includes the same tools as found in the toolbar [2], but in a format that is easier to navigate with a keyboard.

To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon [3] or press **Alt+F8** (on a PC keyboard) or **Option+Fn+F8** (on a Mac keyboard) keys simultaneously on your keyboard.

View Edit Menu
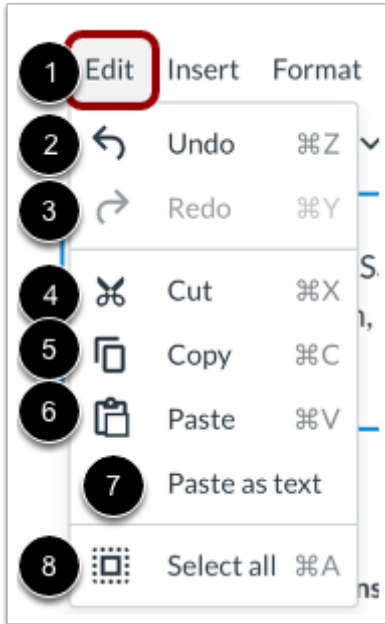
To view the Edit menu, click the **Edit** link [1]. From the Edit menu, you can undo content changes [2], redo content changes [3], cut [4], copy [5], paste [6], paste as text [7], and select all content [8].

View Insert Menu
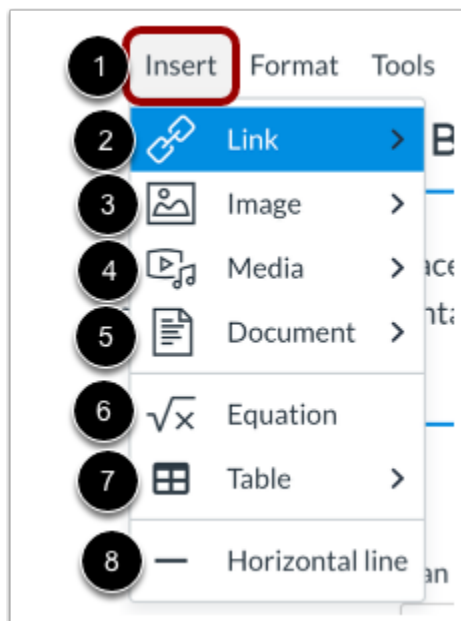
To open the Insert menu, click the **Insert** link [1]. To insert an external link, click the **Link** option [2].

To insert an image, click the **Image** option [3]. You can upload a new image or insert an image from your user files.

To insert media, click the **Media** option [4]. You can record media, upload media, or insert media from your user files.

To insert a document, click the **Document** option [5]. You can upload a document or insert a document from your user files.

To insert a math equation, click the **Equation** option [6].

To insert a table, click the **Table** option [7].

To insert a horizontal line, click the **Horizontal Line** option [8].

View Format Menu
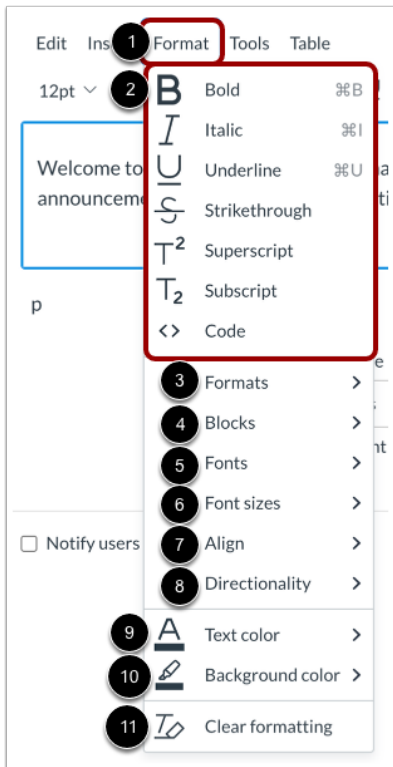
To open the Format menu, click the **Format** link [1]. You can select several formatting options [2], including bold, italic, underline, strikethrough, superscript, subscript, and code.

To open the Formats menu, click the **Formats** option [3]. The Formats menu includes options for headings, inline text, blocks, and alignment.

To view and manage blocks, click the **Blocks** option [4].

To select a font, click the **Fonts** option [5].

To change the font size, click the **Font sizes** option [6].

To manage text alignment, click the **Align** option [7].

To manage paragraph text directionality, click the **Directionality** option [8].

To select a text color, click the **Text color** option [9].

To select a background color, click the **Background color** option [10].

To clear formatting, click the **Clear formatting** link [11].

View Tools Menu
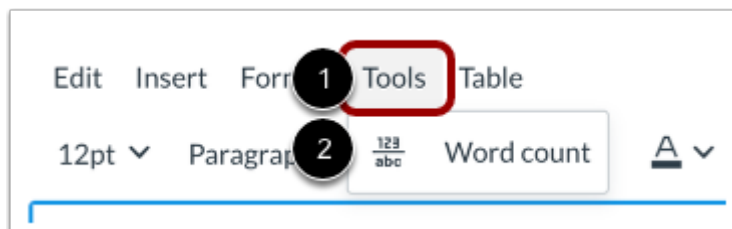
To open the Tools menu, click the **Tools** link [1].

To view word count statistics, click the **Word count** option [2].

View Table Menu
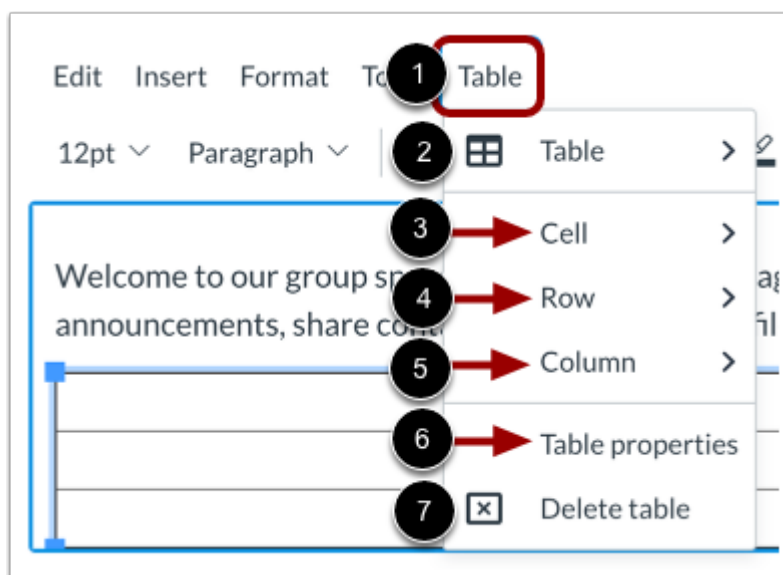
To view the Table menu, click the **Table** link [1].

To add a new table, click the **Table** option [2].

To view cell options, click the **Cell** option [3].

To view row options, click the **Row** option [4].

To view column options, click the **Column** option [5].

To view table properties, click the **Table properties** link [6].

To delete the table, click the **Delete table** option [7].

How do I insert a table using the New Rich Content Editor as a student?

In the New Rich Content Editor, you can use the table editor to insert, format, edit, and delete a table.

Notes:

- Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.
- The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is <u>using the classic Rich Content Editor</u>.

Open New Rich Content Editor
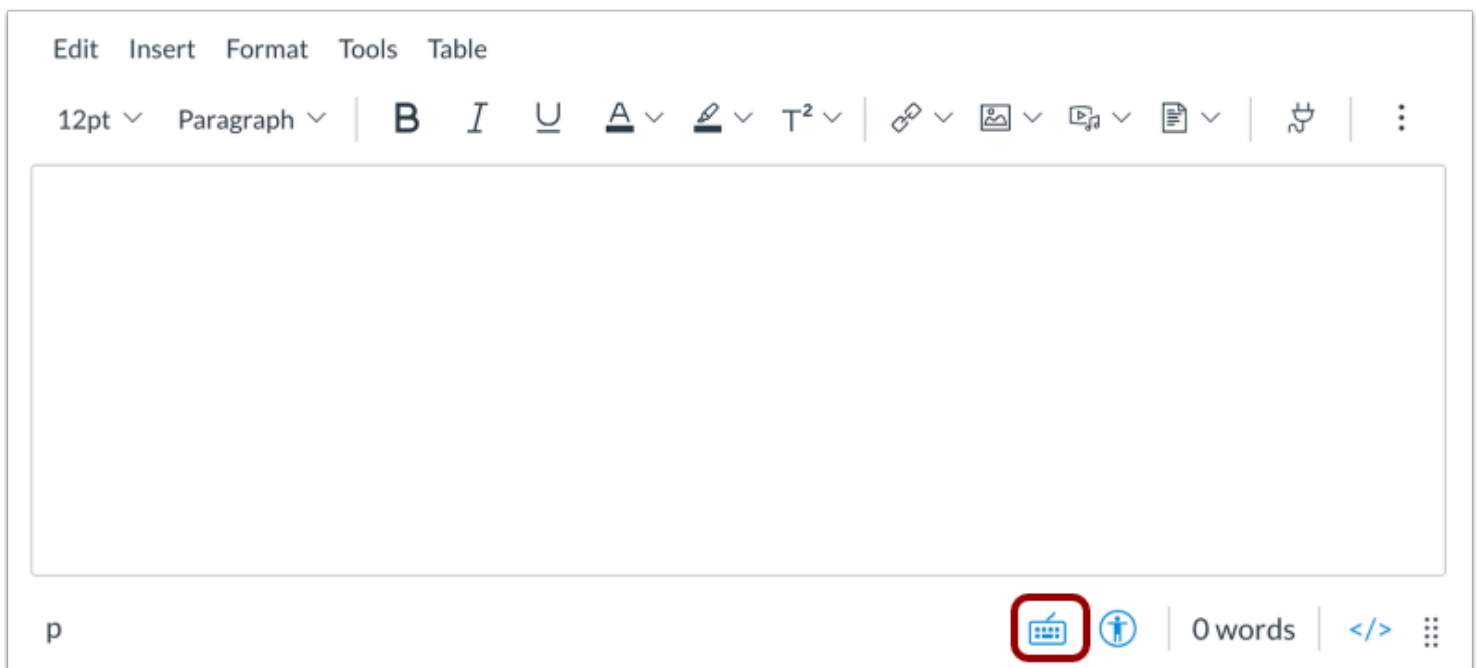
Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Open Table Editor in Toolbar
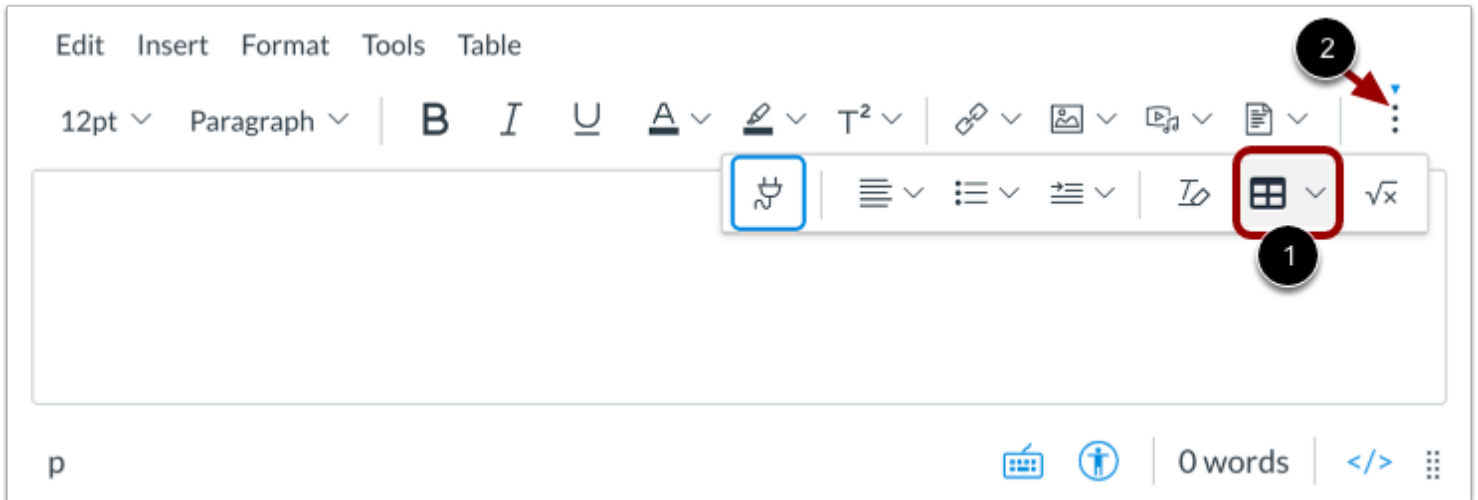
To use the table editor, click the **Table** icon [1].

Note: To view the Table icon, you may have to click the **Options** icon [2].

Insert Table

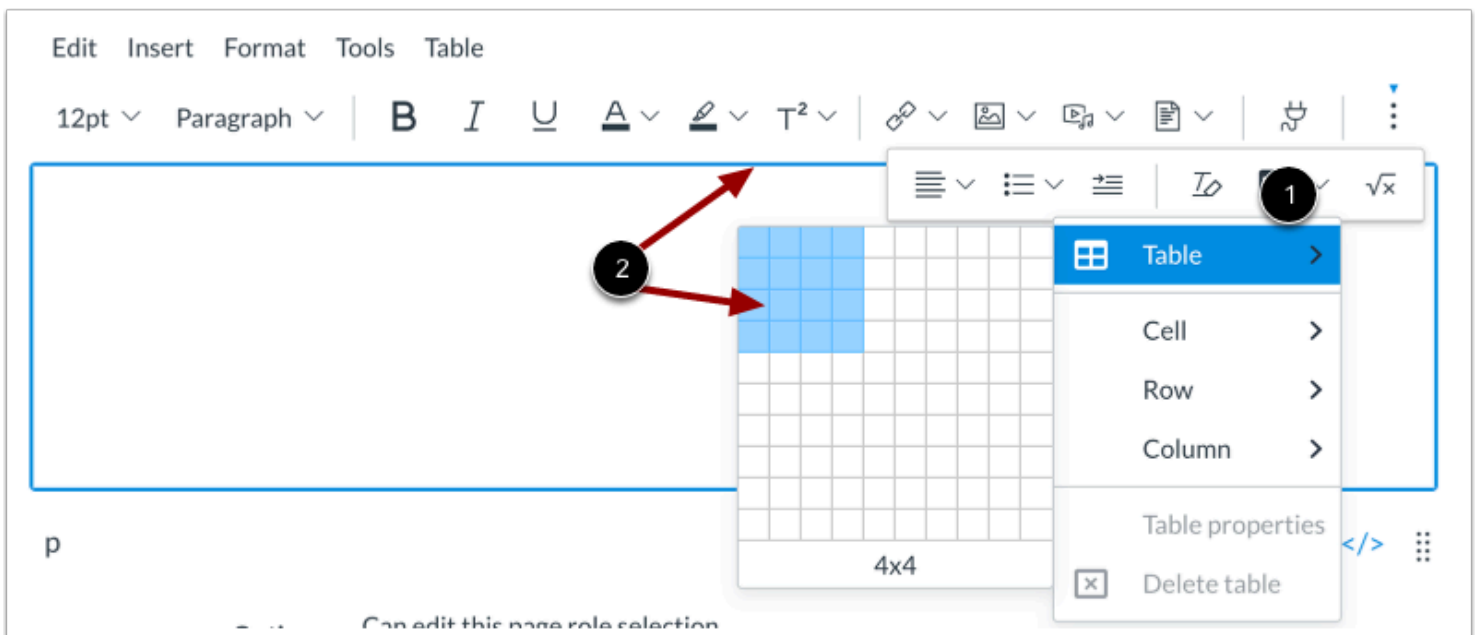To expand the table creator, hover over the **Table** option in the drop-down menu [1]. Then, to specify the table dimensions, drag your cursor over the grid [2].

Note: The largest table you can create using the table creator is 10x10. However, additional columns and rows can be added manually.

Insert Table from Menubar
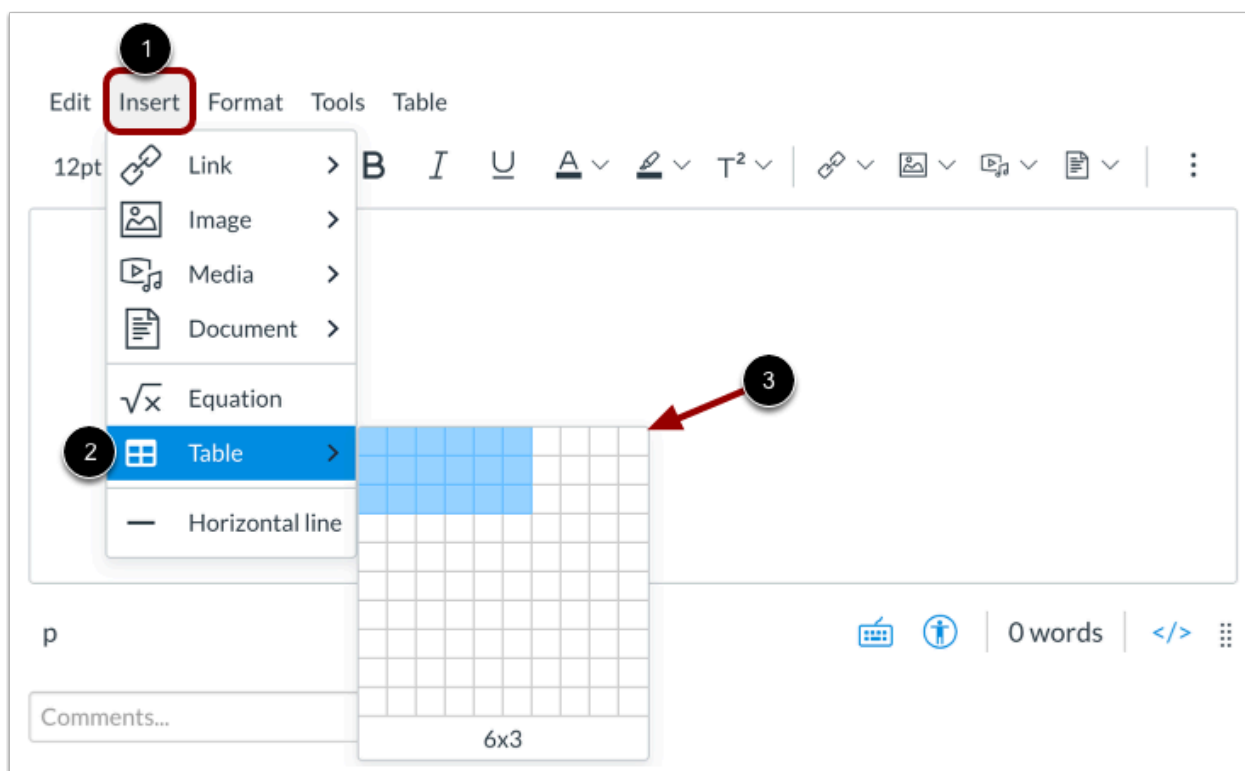
Click the **Insert** link [1]. Navigate to the **Table** option [2], then select the table size [3].
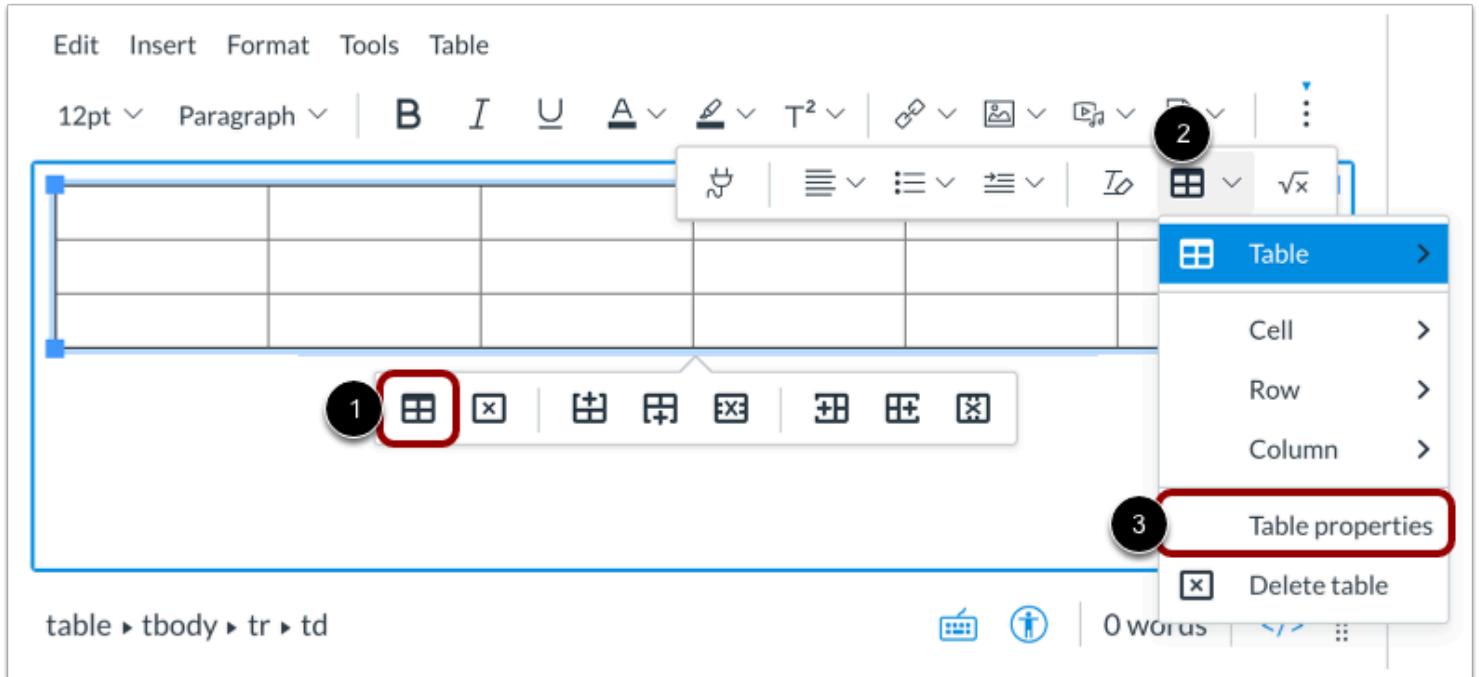
View Table Layout Tools

When you click on the table in the New Rich Content Editor, the **Table Context Menu** displays [1].

You can edit the table properties [2], delete the table [3], add or delete rows [4], and add or delete columns [5].
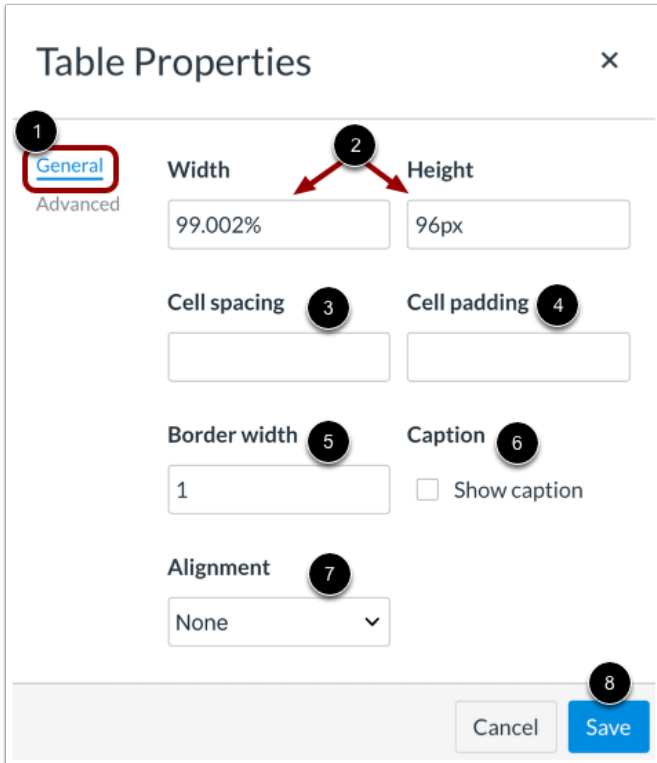
Open Table Properties

In the Table Context Menu, click the **Table Properties** icon [1].

You can also click the toolbar **Table** icon [2], and select the **Table Properties** option [3].

Edit General Table Properties

By default, the table properties editor displays the **General** tab [1]. Type in the appropriate fields to edit these general table properties.

- **Width and Height** [2]: enter the width and height of your table (in pixels or percent, e.g. 500px, 50%).
- **Cell Spacing** [3]: enter the space between individual cells as well as cells and table borders (in pixels, e.g. 3px).
- **Cell Padding** [4]: enter the space between the cell border and its content (in pixels, e.g. 5px).
- **Border** [5]: enter the thickness of the table border (in pixels, e.g. 5px).
- **Caption** [6]: select to display a caption above the table.
- **Alignment** [7]: select the alignment of your table in the New Rich Content Editor.

To apply edits, click the **Save** button [8].

Manually Edit Table Size

You can also manually adjust the width and height of your table in the New Rich Content Editor.

When you click the table, adjustment handles appear in each corner [1]. Click and drag the handles to adjust the size [2].

Edit Advanced Table Properties

To view additional customization options, click the **Advanced** tab.

Edit Border Style
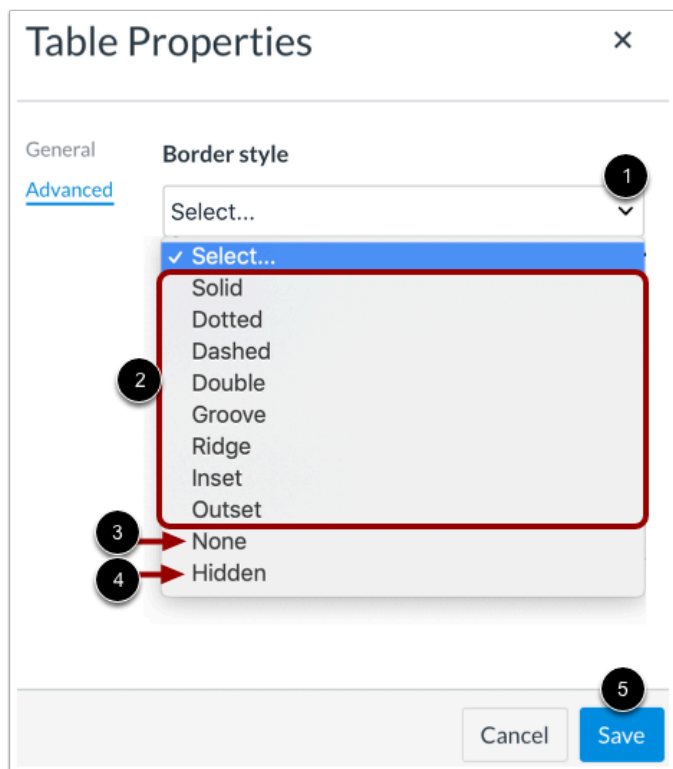
To edit the border line style, click the **Border Style** drop-down menu [1].

Select a border line style from the displayed options [2]. For your table to display without lines, select the **None** option [3]. You can also select to hide table lines [4].

To apply the border style, click the **Save** button [5].

Edit Border and Background Colors
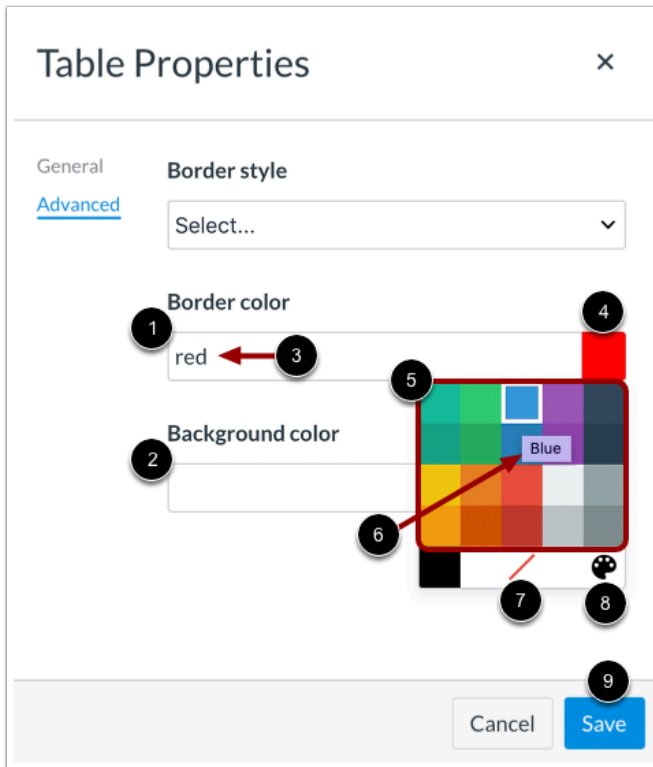
You can edit the table colors using the **Border Color** [1] and **Background Color** [2] options.

Enter a color name or HEX code (in #nnnnnn format) in the color field [3].

You can also click the **Color Swatch** button [4] and select a color from the color drop-down menu [5]. View the color name by hovering your mouse over the color tile [6]. To remove color formatting, click the **Remove Color** icon [7]. To select a custom color, click the **Custom Color** icon [8].

To apply the colors, click the **Save** button [9].

View Cell Format Options
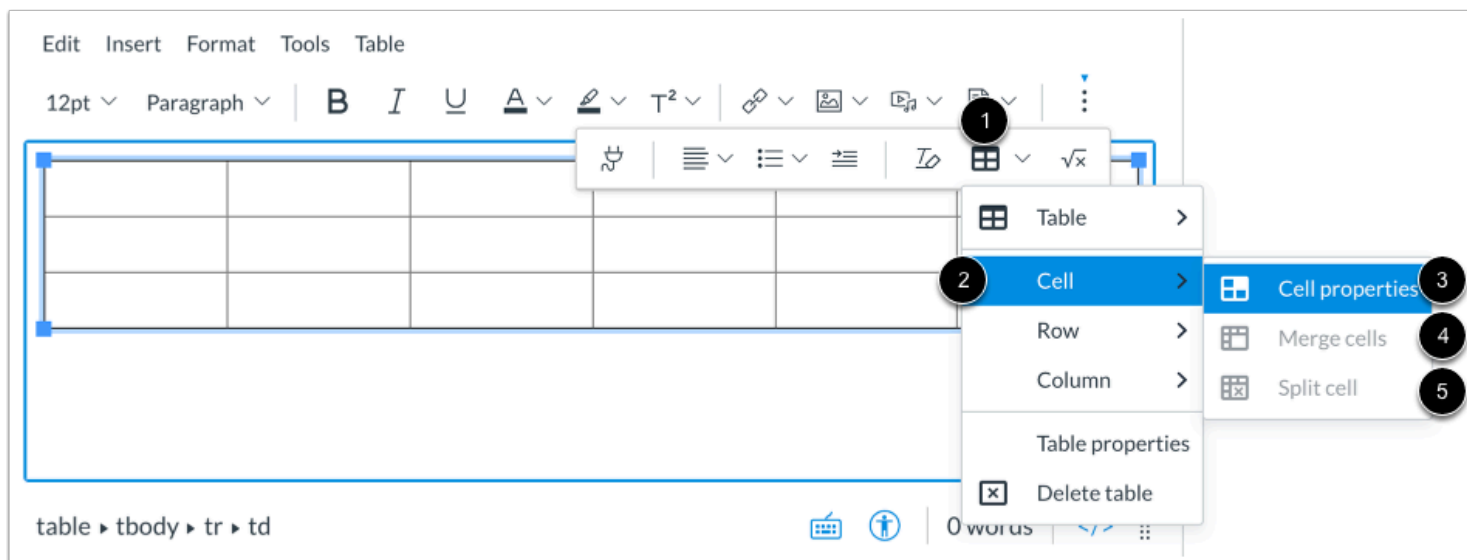
With one or more cells selected within the table, click the **Table** icon [1], then hover over the **Cell** option [2].

To edit the cell properties, click the **Cell properties** option [3].

To merge cells, click the **Merge cells** option [4].

To split merged cells, click the **Split cell** option [5].

Edit General Cell Properties

By default, the Cell properties editor displays the **General** tab [1]. You can edit the following general cell properties:

- **Width and Height** [2]: adjust the width and height of your cell or cells (in pixels or percent, e.g. 500px, 50%).
- **Cell Type** [3]: select from header cell or general cell options.
- **Scope** [4]: select whether the cell or cells is a header for a column, row, or group of columns or rows.
- **H Align** [5]: select the horizontal alignment for text in the cell or cells
- **V Align** [6]: select the vertical alignment for text in the cell or cells

To apply edits, click the **Save** button [7].

Edit Advanced Cell Properties

To view additional customization options, click the **Advanced** tab [1]. Edit cells using the following options:

- **Border style** [2]: select a border line style, or hide or remove cell border lines.
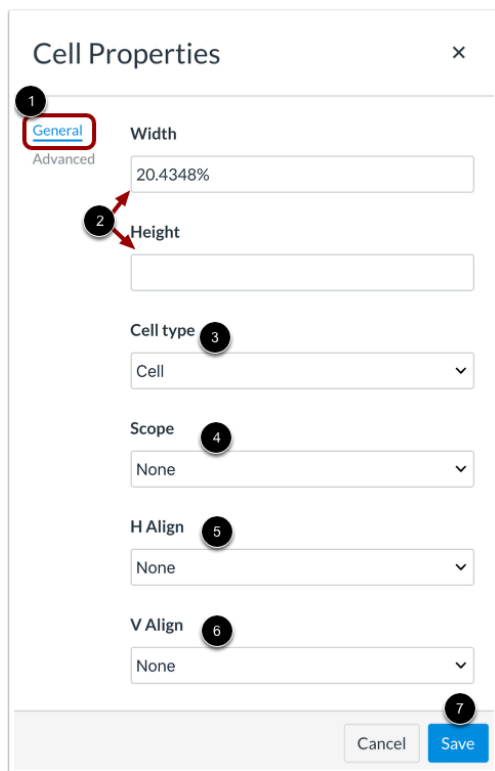- **Border color** [3]: enter a color name or HEX code (in #nnnnnn format), or use the Color swatch to select a border color for the cell or cells.
- **Background color** [4]: enter a color name or HEX code (in #nnnnnn format), or use the Color swatch to select a cell background color.

To apply edits, click the **Save** button [5].

Edit Row Options
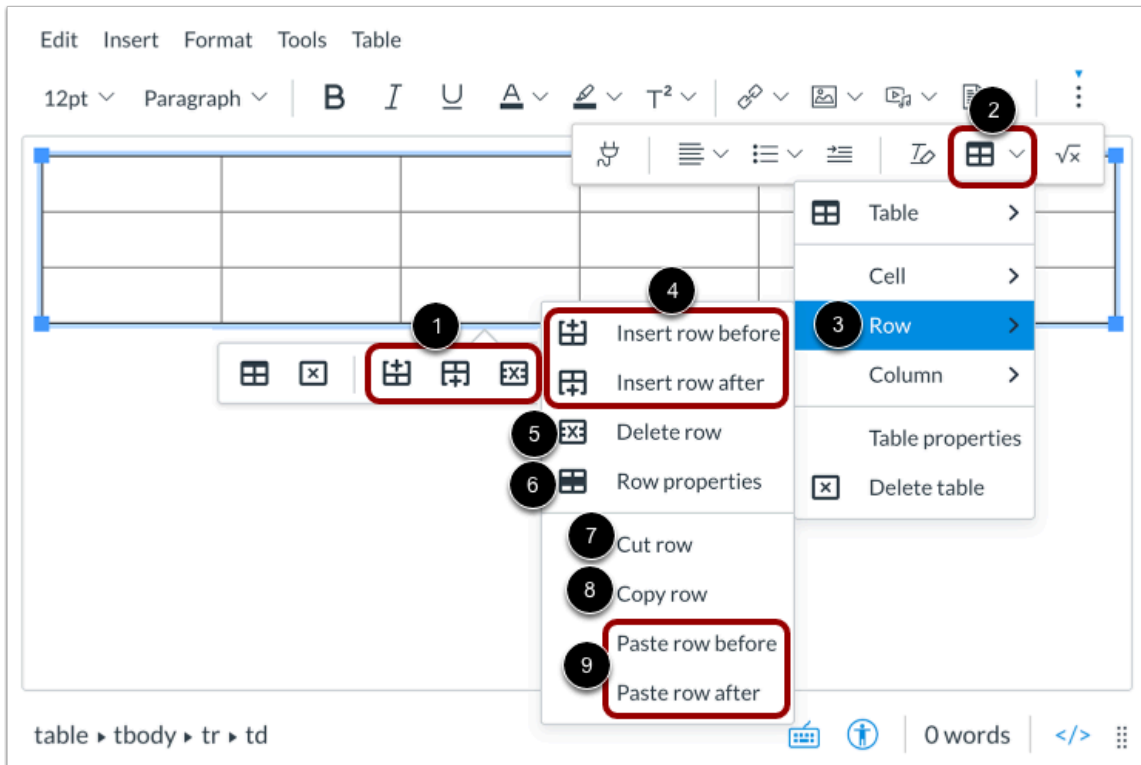
With the table selected or with a specific row selected, use the **Table Context Menu** row options to add or remove a row [1].

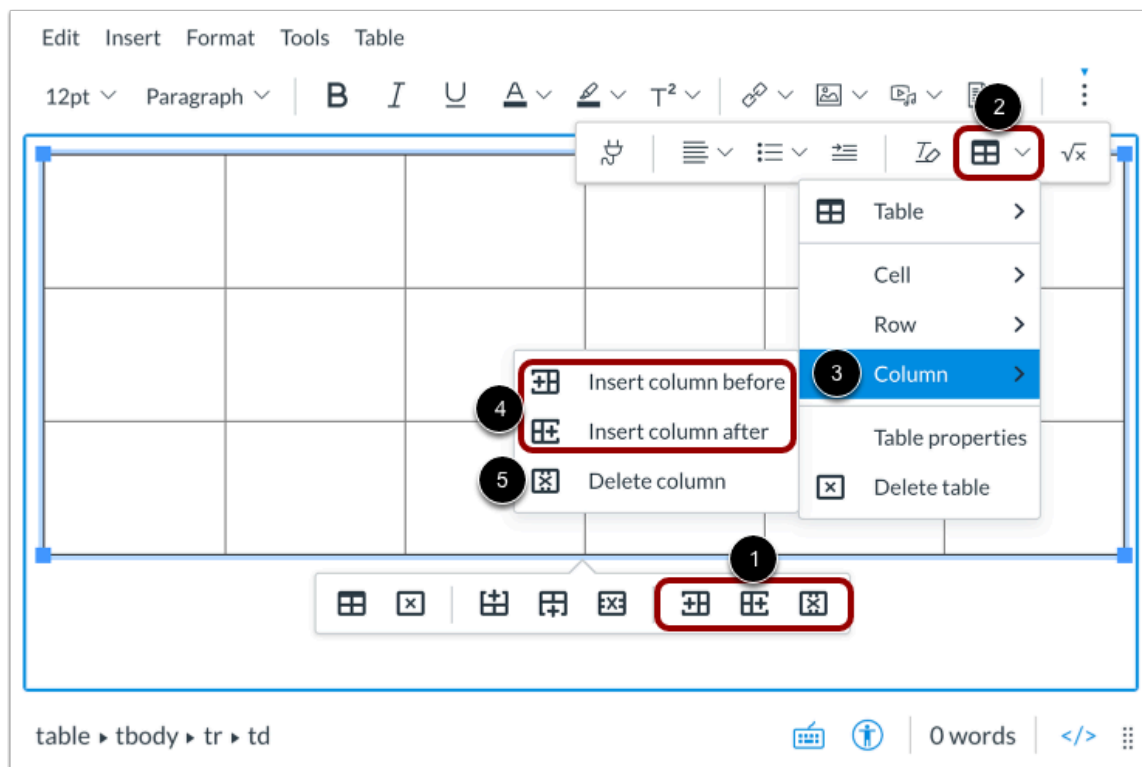To view more row options, click the **Table** icon [2], then hover over the **Row** option [3]. Edit rows by clicking the appropriate option.

- **Insert row** [4]: select to enter a row before (above) or after (below) the selected row
- **Delete row** [5]: delete the row and its content
- **Row properties** [6]: view options for row type, alignment, height, and colors.
- **Cut row** [7]: cut the row and place it in the clipboard, ready to be pasted.
- **Copy row** [8]: copy the row and place it in the clipboard, ready to be pasted.
- **Paste row** [9]: After cutting or copying a row, select to enter the row before (above) or after (below) the selected row.

Edit Column Options

With the table selected or with a specific column selected, use the **Table Context Menu** column options to add or remove a column [1].

Alternatively, you can click the **Table** icon [2], then hover over the **Column** option [3]. Edit columns by clicking the appropriate option.
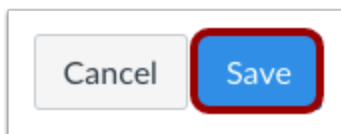
- **Insert column** [4]: select to enter a column before (left) or after (right) the selected column
- **Delete column** [5]: delete the column and its content

Delete Table
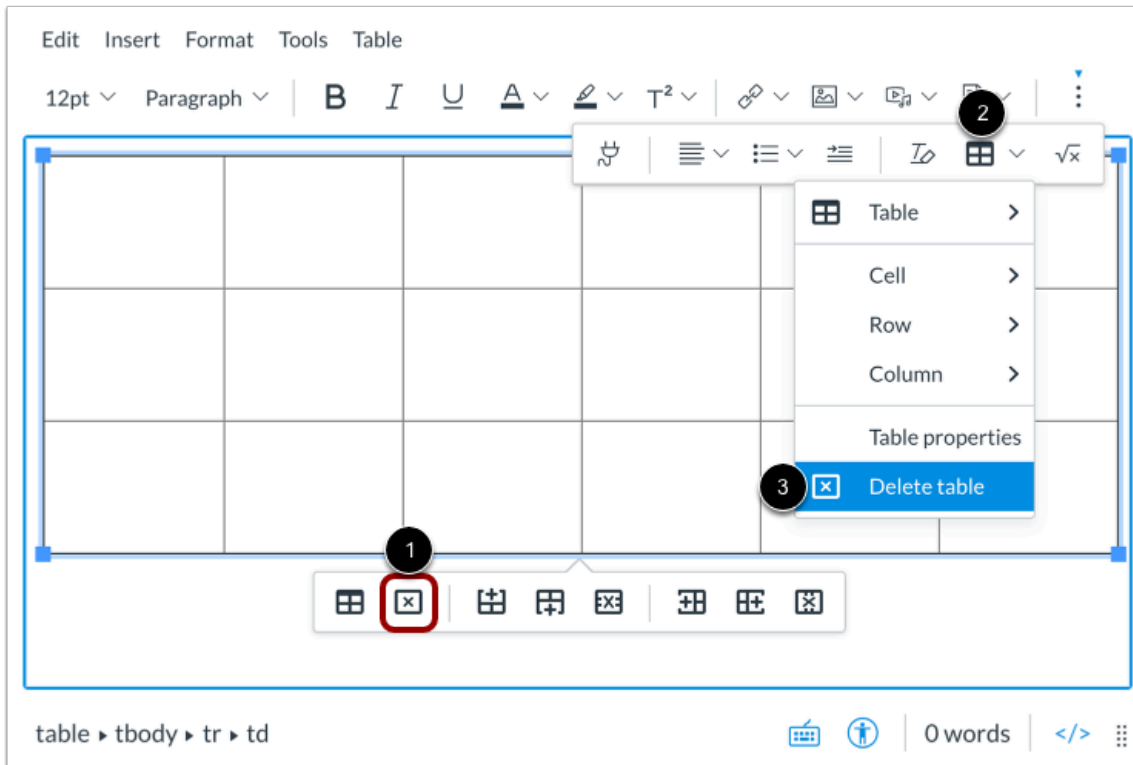
With the table selected, click the Table Context Menu **Delete** icon [1]. You can also click the toolbar **Table** icon [2], and then click the **Delete table** option [3].

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
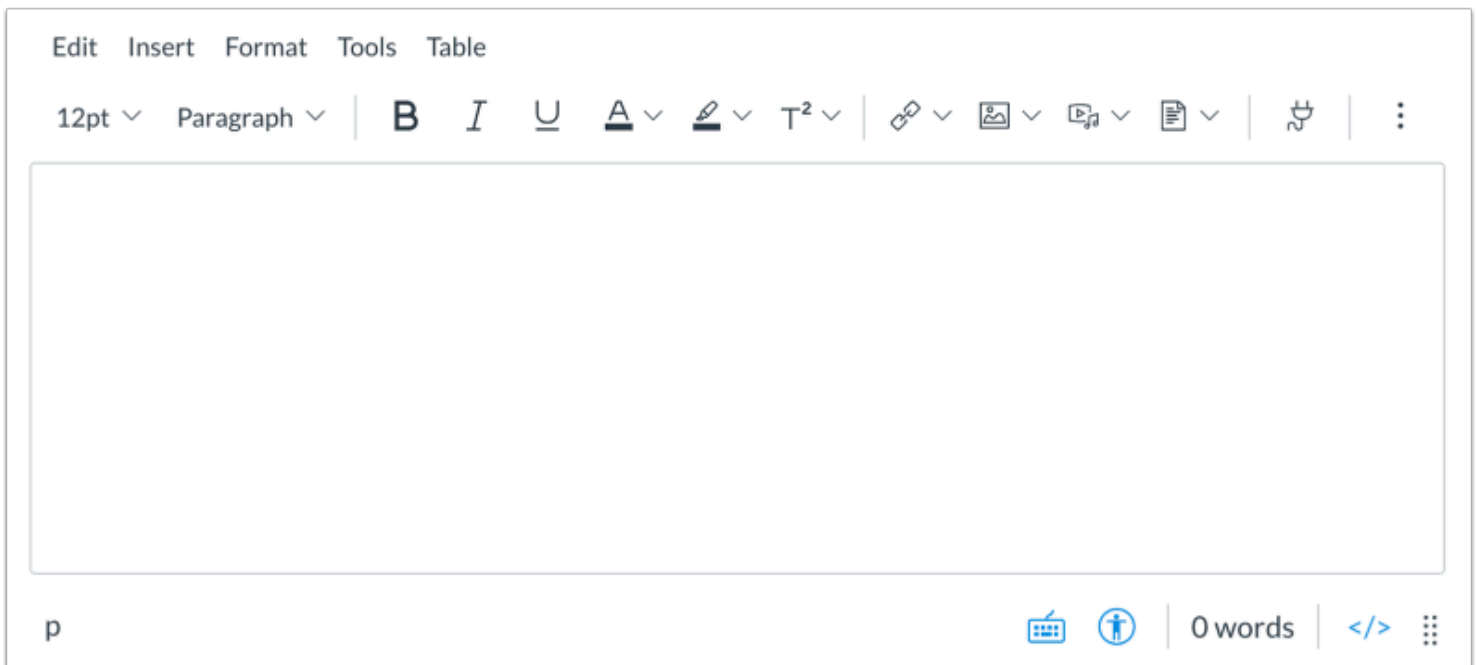
How do I use the HTML view in the New Rich Content Editor as a student?

You can embed HTML in the New Rich Content Editor. When creating custom HTML coding in Canvas, you may discover that certain HTML codes do not work upon saving. This is because Canvas will only support certain HTML elements for security reasons. This also applies to content copied and pasted from an external source. Below is a link to a list of HTML tags that are permissible in Canvas. HTML tags that are not on this list may be stripped out of the New Rich Content Editor when you save your work. View the **Canvas HTML Editor Allowlist PDF** for more information.

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.
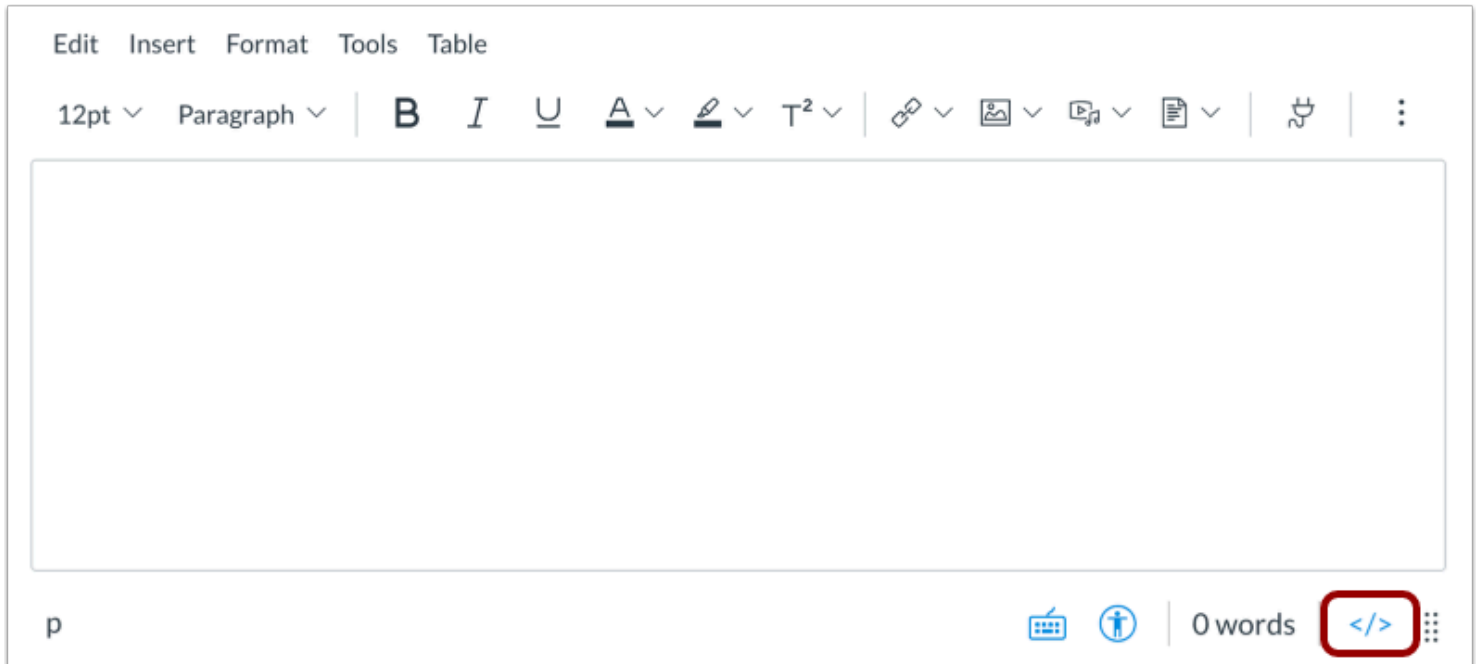
Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is **using the classic Rich Content Editor**.

Open New Rich Content Editor

Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Open HTML Editor

Click the **HTML Editor** icon.

Note: When in HTML view, you can click the HTML Editor icon to return to the New Rich Content Editor.

Enter Content

Enter your HTML content.
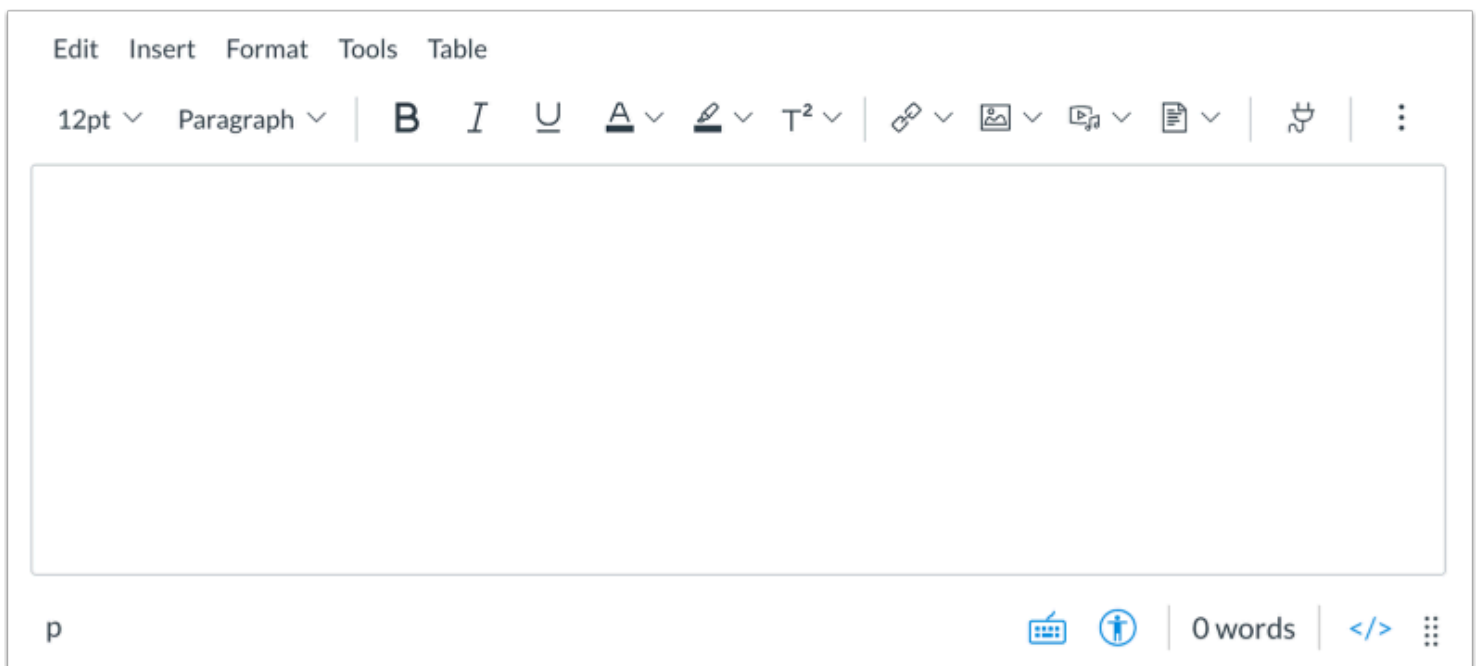
Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

How do I create hyperlinks to external URLs in the New Rich Content Editor as a student?

Using the New Rich Content Editor, you can create hyperlinks to external resources. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is <u>using the classic Rich Content Editor</u>.
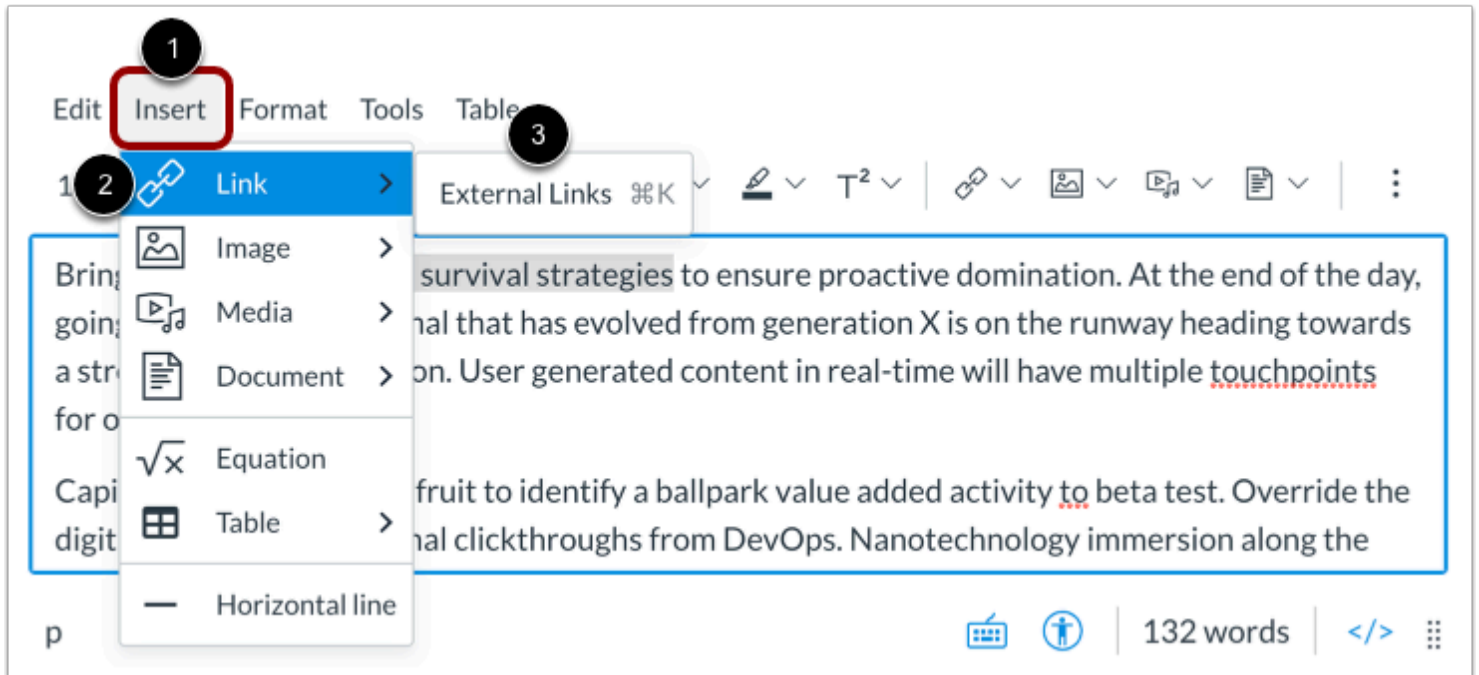
Open New Rich Content Editor

Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

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Create Hyperlink from Menubar

Click the **Insert** link [1]. Navigate to view the **Link** options [2], and select the **External Links** option [3].

Create Hyperlink from Toolbar

Click the **Links** icon [1]. Click the **External Links** option [2].

Note: To view the Links icon, you may have to click the **Options** icon [3].

Insert Link
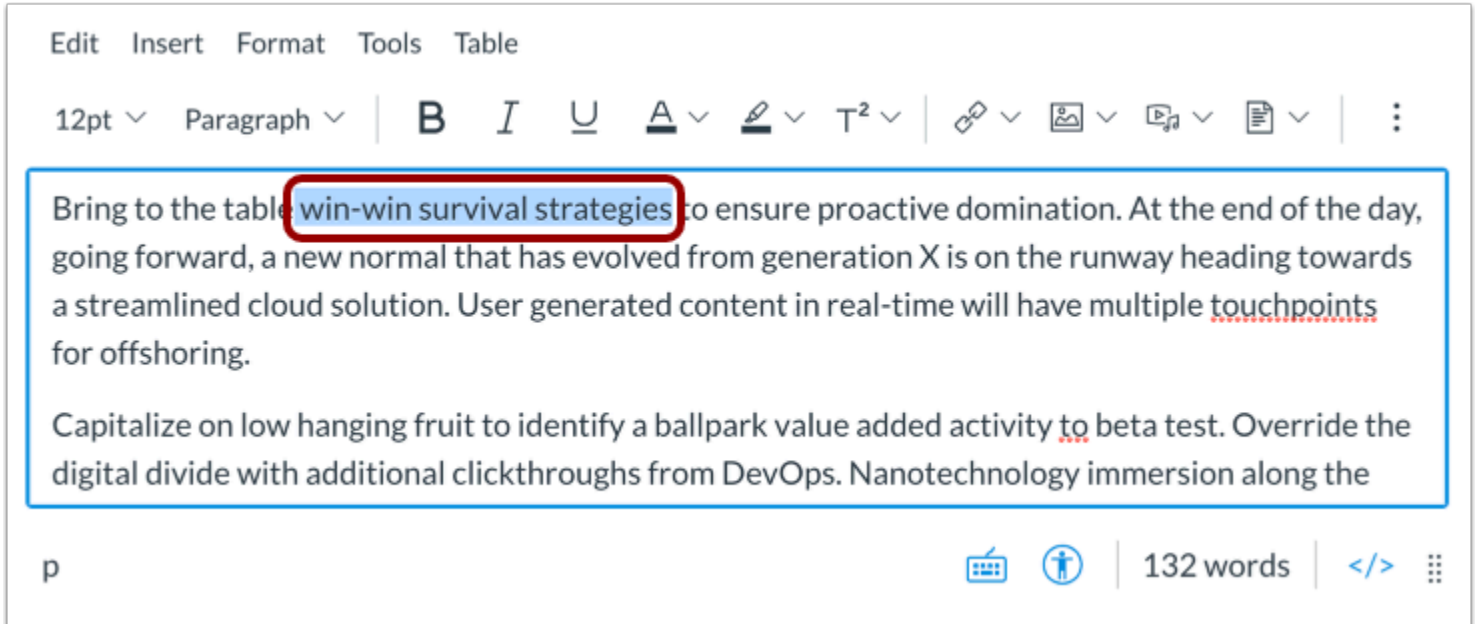

Enter the text for your hyperlink in the **Text** field [1].

Paste or type the URL for your hyperlink in the **Link** field [2].

Click the **Done** button [2].

Notes:

- The text will flash before turning into the hyperlink.
- When clicked, external hyperlinks automatically open in a new browser tab.

Create Link Using Keyboard Shortcut

Alternatively, you can create external hyperlinks using keyboard shortcuts. After adding content in the New Rich Content Editor, select the text for your hyperlink.

Then press **Cmd+K** (Mac keyboard) or **Ctrl+K** (PC Keyboard).

Insert Link

Paste or type the URL for the hyperlink in the **URL** field [1], then click the **Save** button [2].

Note:

- The text will flash before turning into the hyperlink.
- When clicked, external hyperlinks automatically open in a new browser tab.

View Hyperlink

View the hyperlink in the New Rich Content Editor.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

View the hyperlink in your content.

Note: When clicked, external hyperlinks automatically open in a new browser tab.

How do I create hyperlinks to user files in the New Rich Content Editor as a student?

You can use the Rich Content Editor to insert hyperlinks to document, image, and media files stored in your user files.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.

Open New Rich Content Editor

Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The New Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Select Link Location

To insert a hyperlink to a user content item, select the text for your hyperlink [1].

If you want to insert a link to a document and display the name of the file, click to place your cursor in the location in the New Rich Content Editor where you want the link to appear [2]. This method only applies when inserting a user document and will not work for images or multimedia files.

Open Course Links
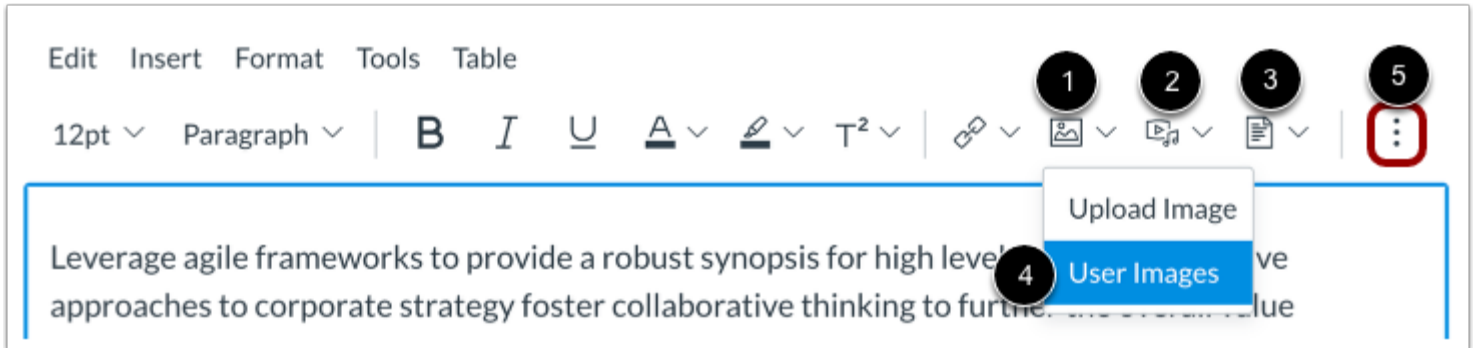
In the toolbar, click either the **Images** icon [1], **Record/Upload Media** icon [2], or the **Documents** icon [3] and select the **User** option for the desired file type [4]. The option name will display as User Images, User Media, or User Documents.

Note: To view these icons, you may have to click the **Options** icon [5].

Open Insert Menu
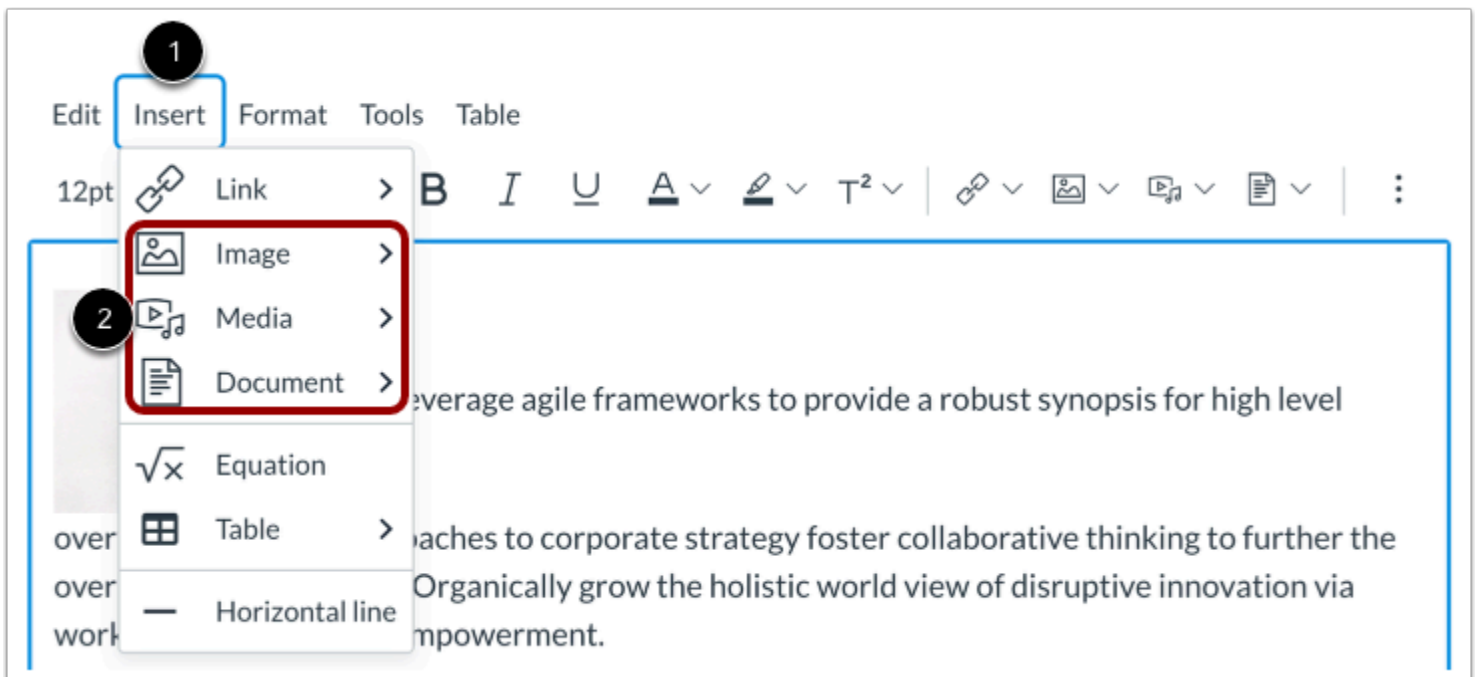
In the menubar, click the **Insert** link [1]. You can navigate to view the Image [2], Media [3], and Document [3] options.

View and Sort Files
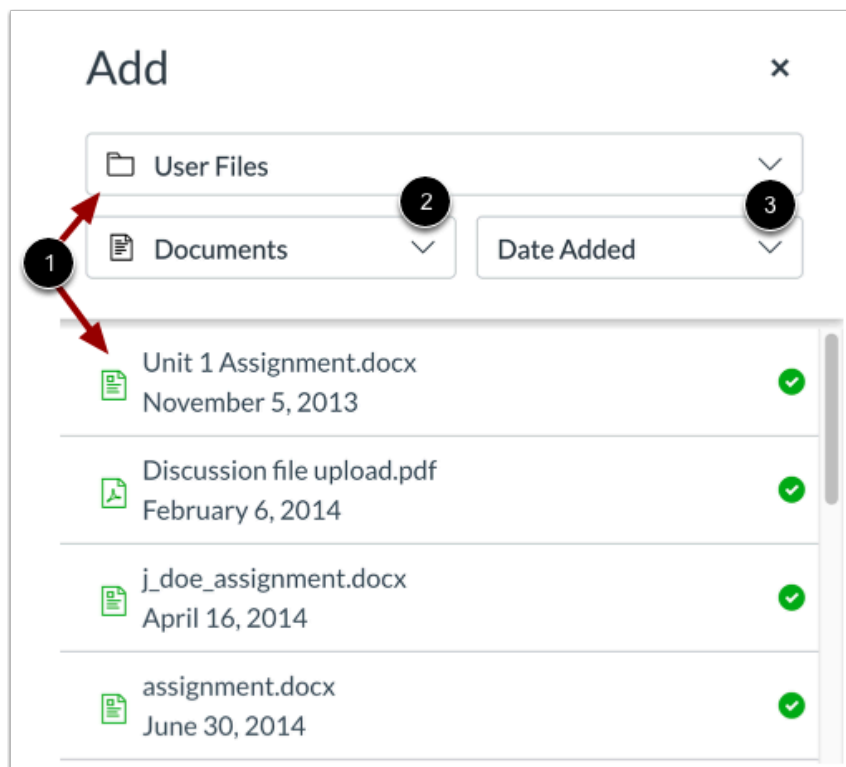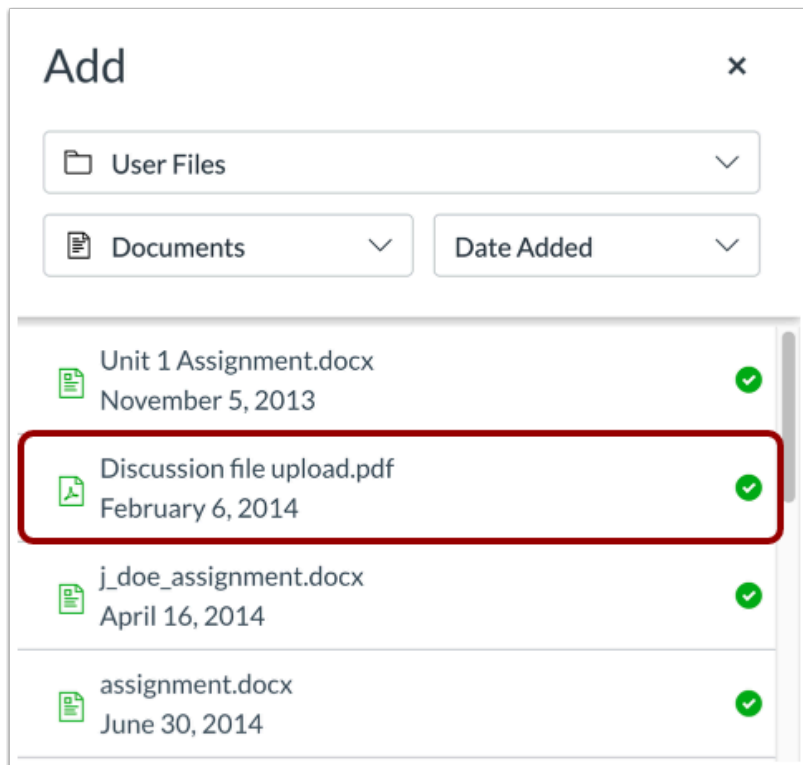
By default, the Add menu displays all files in your selected file source [1].

To sort the displayed files by image, document, or media file type, click the **Type** drop-down menu [2].

To sort the displayed files by date added, date published, or alphabetically, click the **Sort by** drop-down menu [3]**.**

Select File

Click the name of the file you want to link in the New Rich Content Editor.

Note: The text will flash before turning into a hyperlink.

View Link

View the link displaying the hyperlinked text [1] or the name of the file [2].

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

View the content. To view the linked file, click the link [1].

Note: Links to external URLs display an Open icon [2].

How do I edit and remove hyperlinks in the New Rich Content Editor as a student?

After adding a hyperlink to external URLs, course content, or files in the New Rich Content Editor, you can edit the link from the Link Options menu. You can also remove hyperlinks.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.

Open New Rich Content Editor
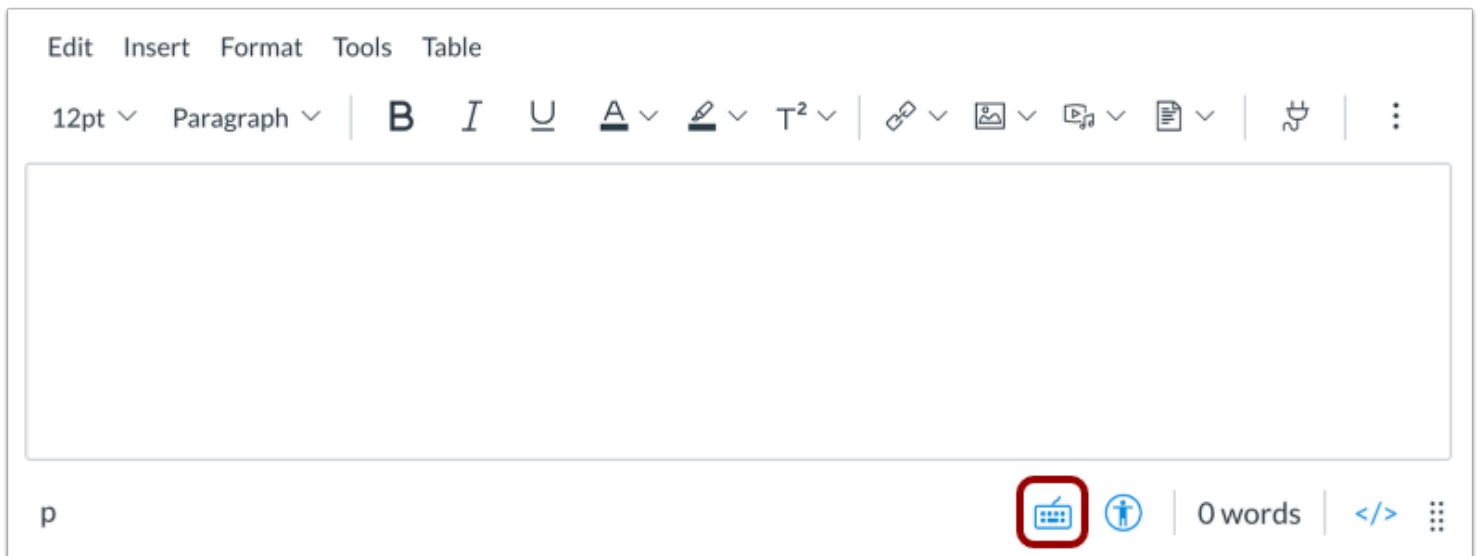
Open the New Rich Content Editor when creating or editing a group announcement, discussion, or page, or when completing an assignment or quiz.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the **Keyboard** icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).
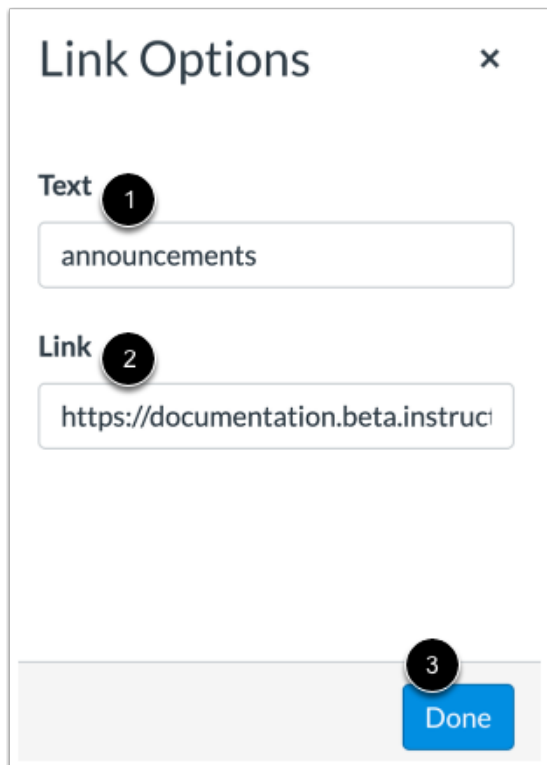
Edit Link

Click the link in the New Rich Content Editor [1]. Then click the **Link Options** link [2].

You can also click the toolbar **Links** icon [3] and select the **Edit Link** option [4].

Note: To view the Links icon, you may have to click the **Options** icon [5].

View Link Options

In the Link Options menu, you can edit the hyperlinked text in the **Text** field [1]. You can edit the URL in the **Link** field [2].

To save your changes, click the **Done** button [3].

Note: When clicked, external hyperlinks automatically open in a new browser tab.

Remove Link

To remove a link, click the toolbar **Links** icon [1] and select the **Remove Link** option [2].

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

How do I upload and embed an image in the New Rich Content Editor as a student?

You can embed images in the New Rich Content Editor. Image files can be uploaded from your computer, selected from Unsplash, or added using a URL. You can also embed images from your course and user files.

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.

Open New Rich Content Editor
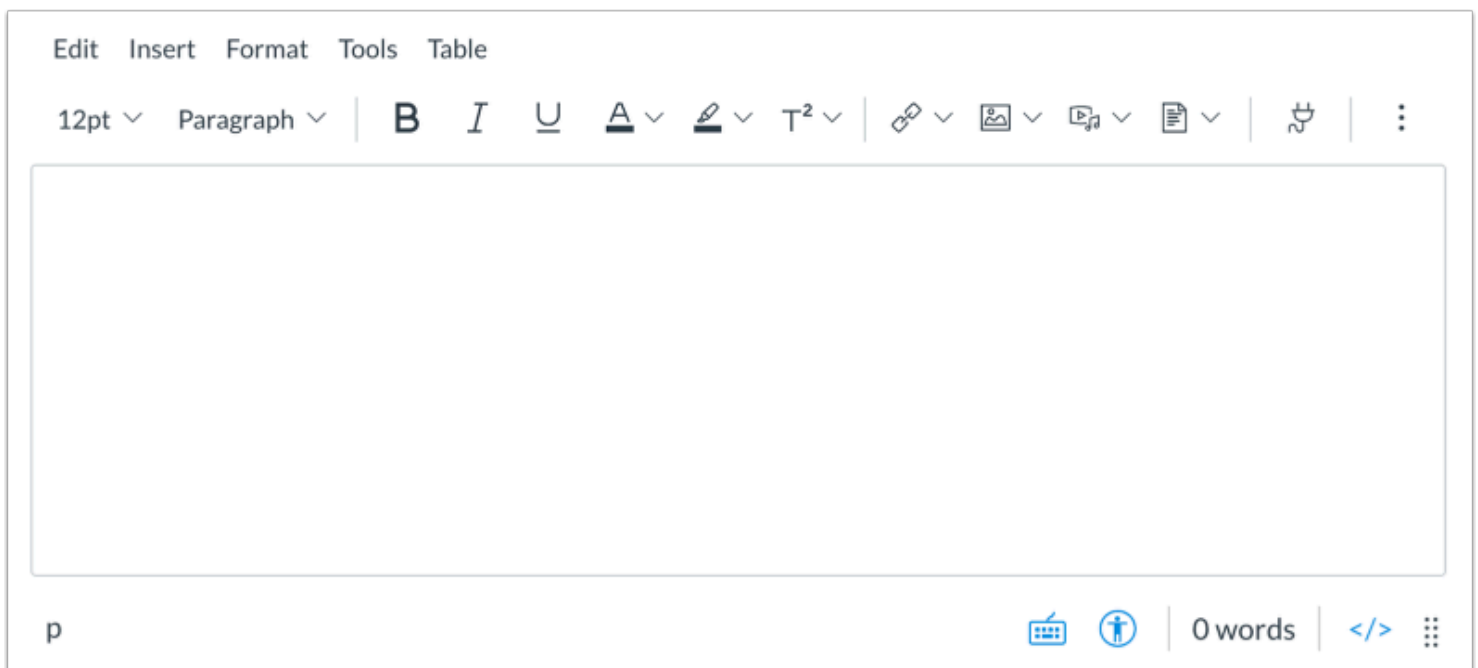
Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon or press **Alt+F8** (on a PC keyboard) or **Option+Fn+F8** (on a Mac keyboard) simultaneously on your keyboard.

Upload Images from Toolbar
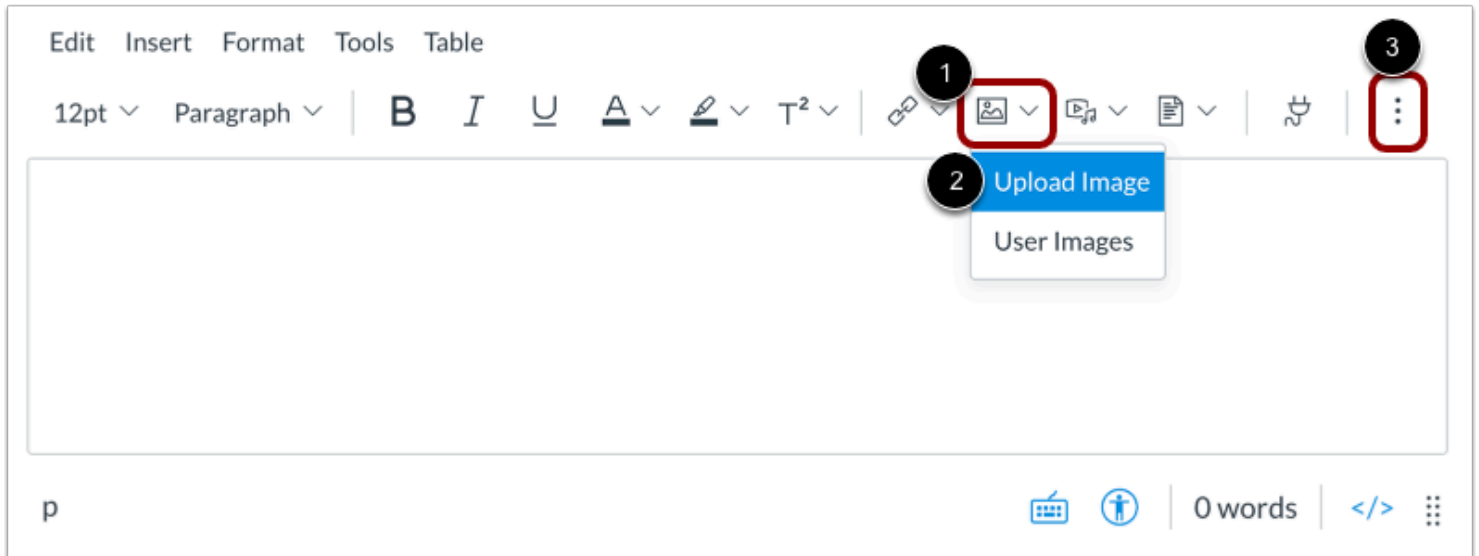
Click the **Images** icon [1] and select the **Upload Image** option [2].

Note: To view the Images icon, you may have to click the **Options** icon [3].

Upload Images from Menubar
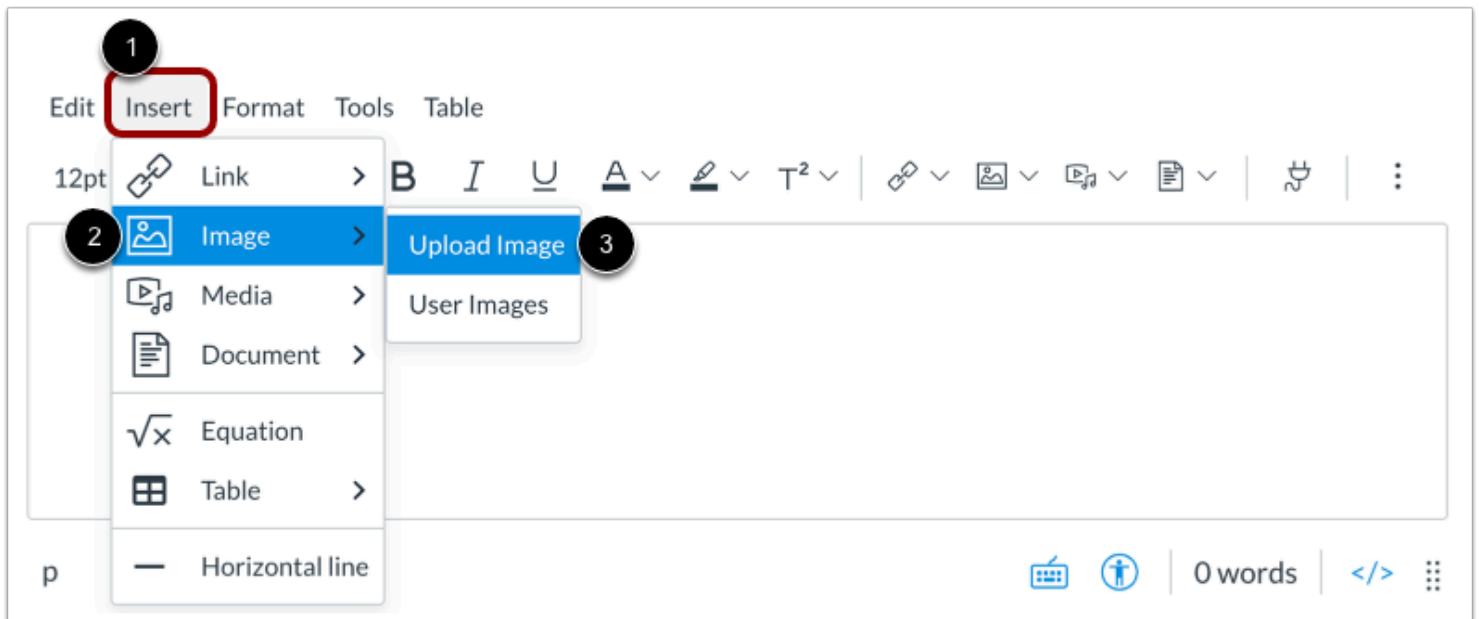
Alternatively, you can embed images from the menubar. Click the **Insert** link [1]. Navigate to view the **Image** options [2], then select the **Upload Image** option [3].

Upload Image from Computer
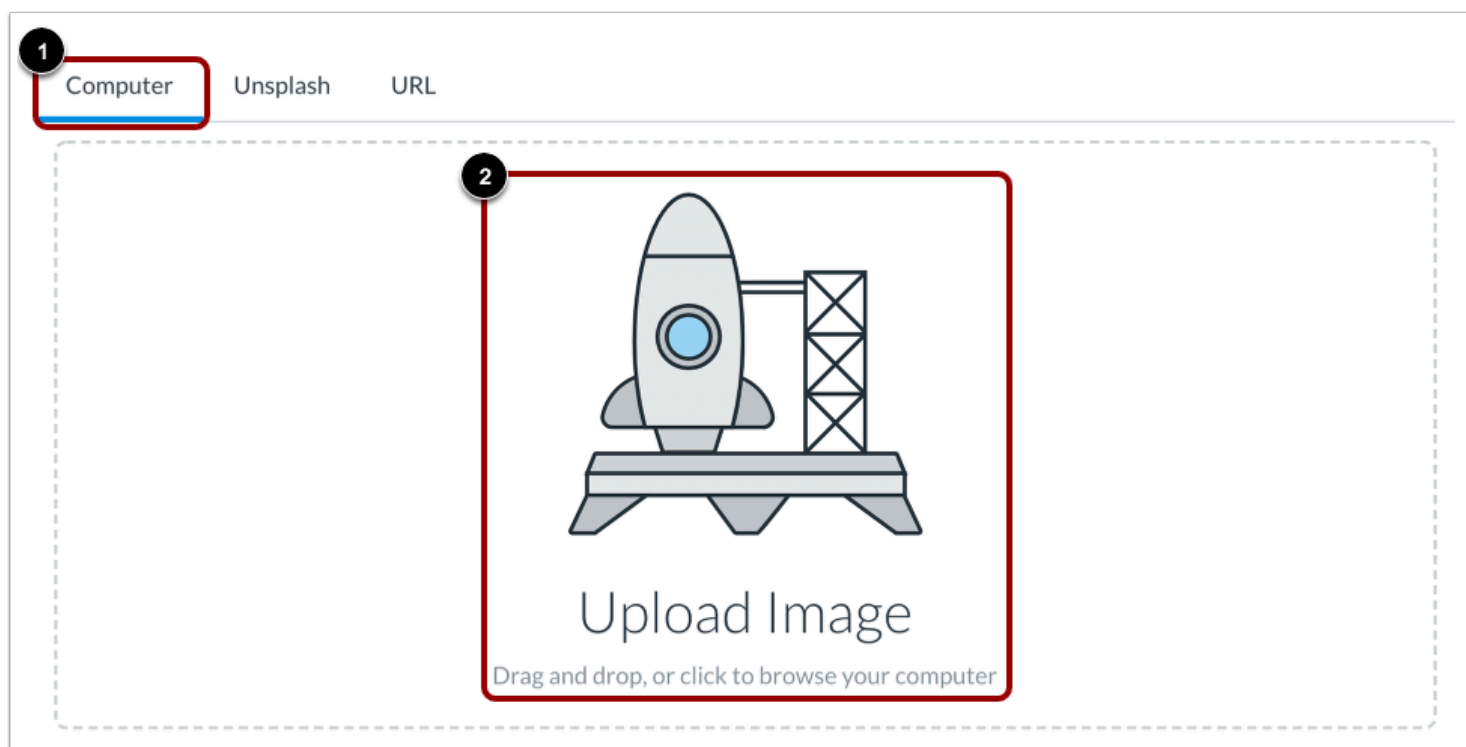
By default, the Image Upload Tool displays the **Computer** tab [1]. Click or drag and drop an image file to the image uploader to upload a file from your computer [2].

Note: Images uploaded from your computer using the image upload tool within a group are added to your group files.

Select File
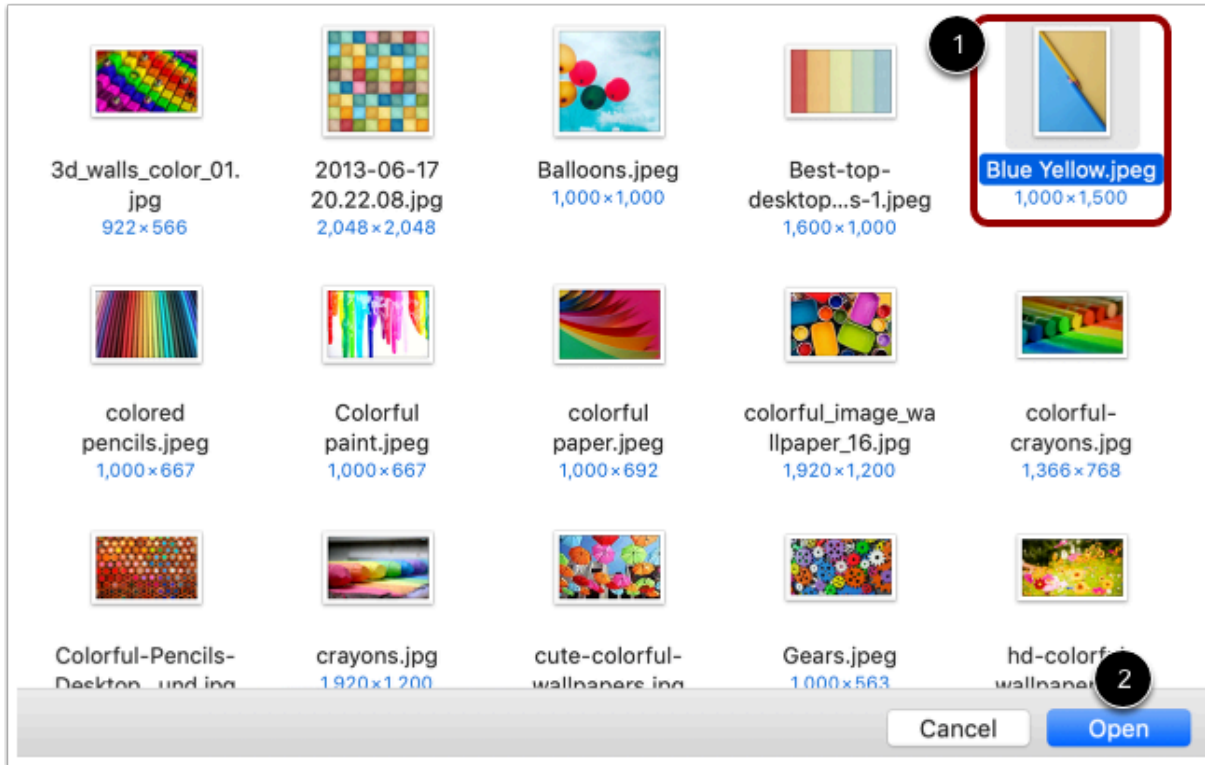
Select the image file [1] and click the **Open** button [2].

View Selected File
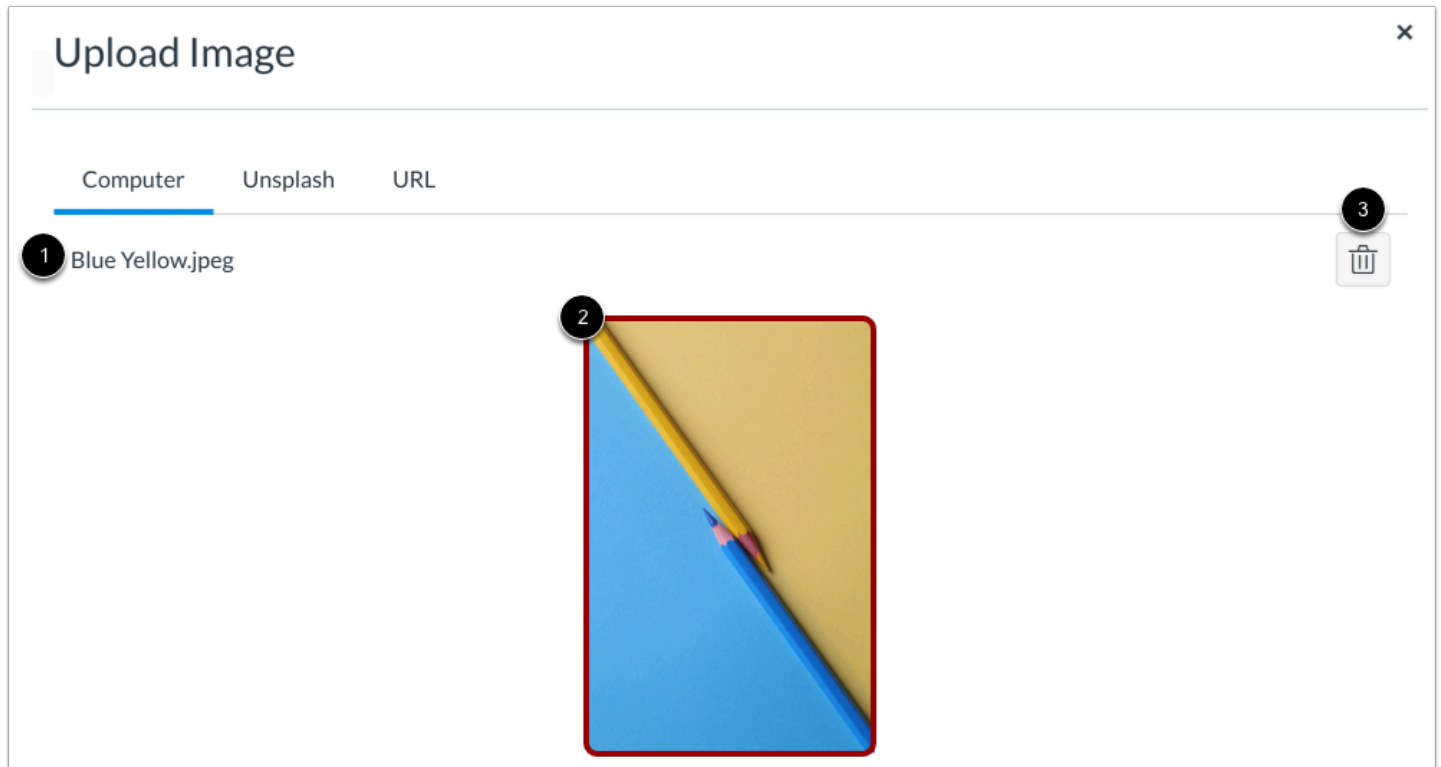
The uploader displays the image file name [1] and an image preview [2]. To remove the image, click the **Delete** icon [3].

Upload Image from Unsplash
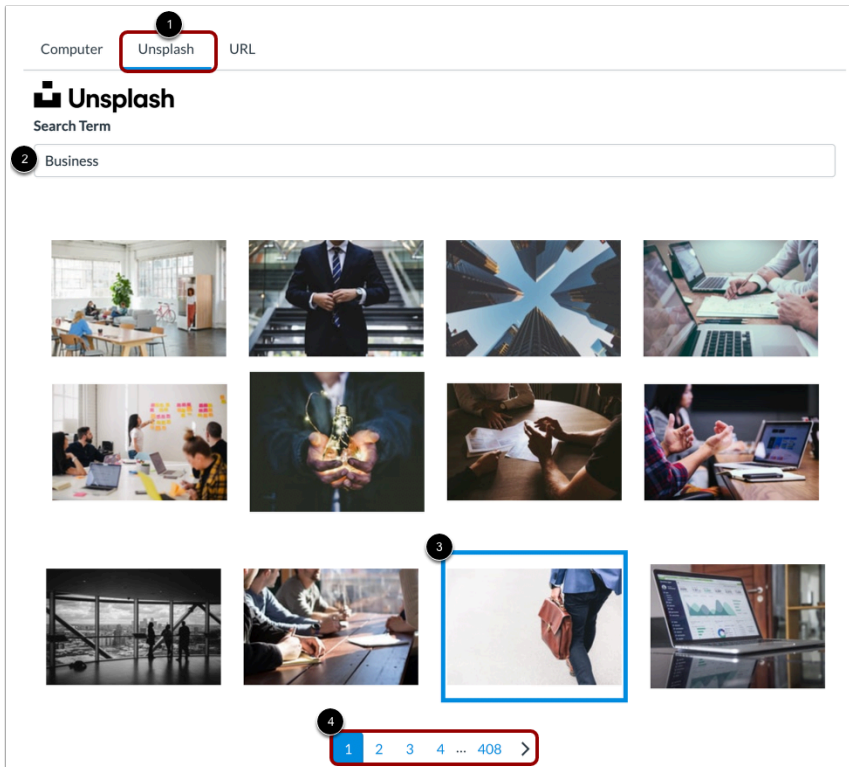
To upload an image from Unsplash, click the **Unsplash** tab [1].

Enter a search term in the **Search Term** field [2] and select from the displayed options [3]. To view more image options, click the page navigation links [4].

Upload Image from URL

To upload an image using a URL, click the **URL** tab [1].

Enter the URL in the **File URL** field [2].

Manage Image Options

To add Alt Text to your image, type an alternative text description or text tags in the **Alt Text** field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, click the **Decorative Image** checkbox [2].

By default, the **Embed Image** display option is selected for embedded images [3].

To display the image file link, select the **Display Text Link** display option [4]. The file link will replace the image in the New Rich Content Editor.

Embed Image Upload

To embed your selected image, click the **Submit** button.

Note: The image will flash before it embeds in the New Rich Content Editor.

View Embedded Image

View your uploaded image in the New Rich Content Editor. You can also add [alt text tags and manage the image display options](#).

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

View the content created in the New Rich Content Editor.

How do I embed images from Canvas into the New Rich Content Editor as a student?

You can embed uploaded image files from your user files in Canvas in the New Rich Content Editor. After embedding an image, you can also edit the image display options and add alt tags to your images for better accessibility.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.

Open New Rich Content Editor
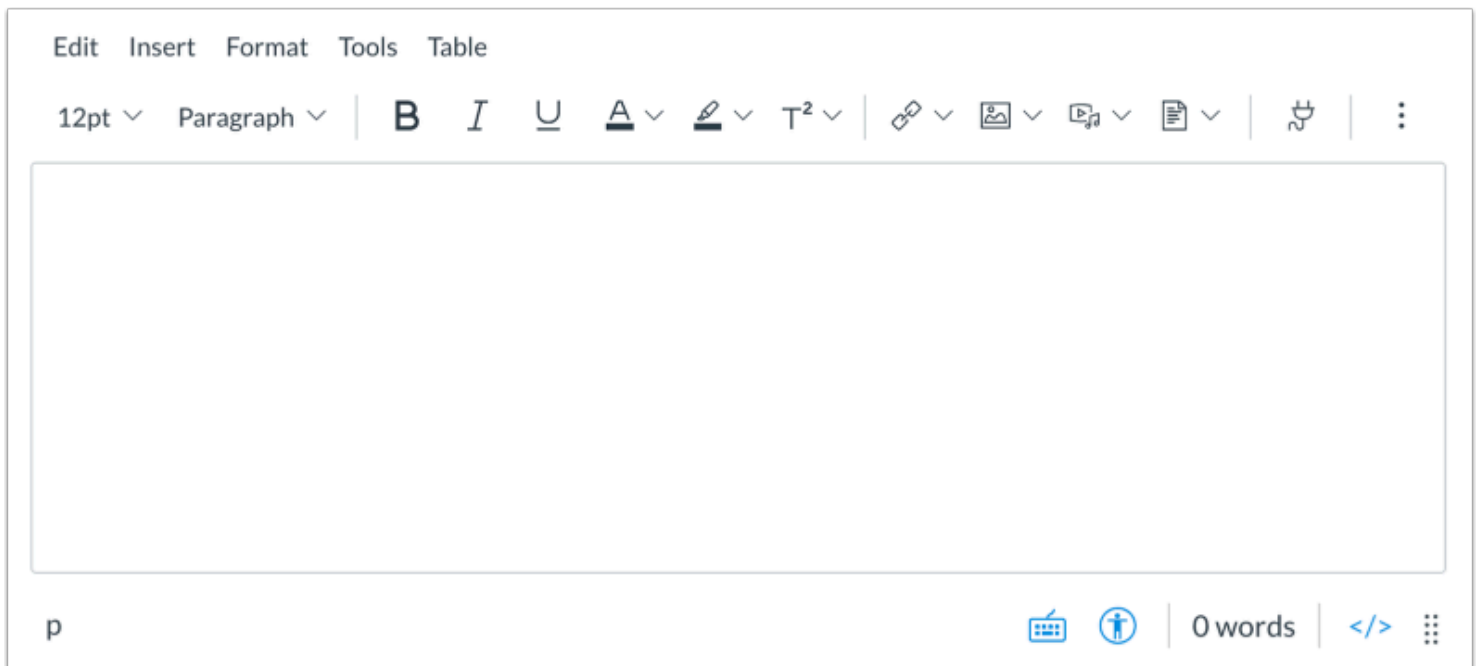
Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon or press **Alt+F8** (on a PC keyboard) or **Option+Fn+F8** (on a Mac keyboard) simultaneously on your keyboard.

Embed Images from Toolbar
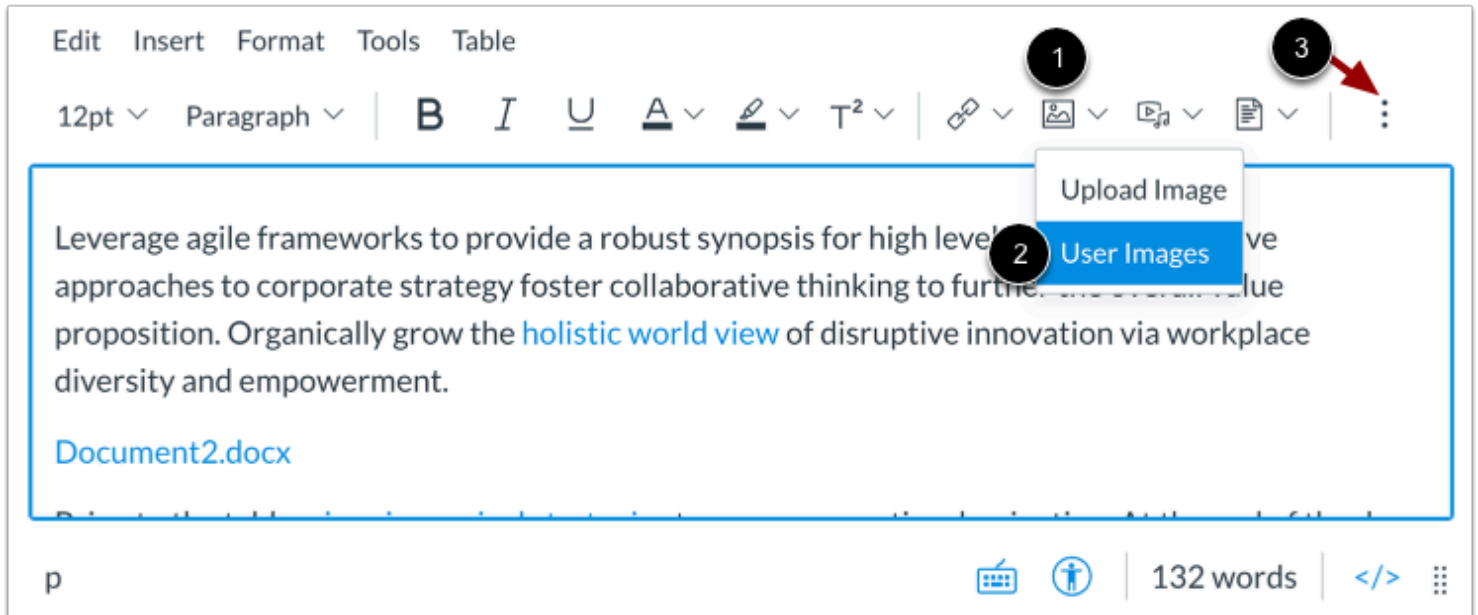
Click the **Images** icon [1]. To view images saved in your Canvas user files, click the **User Images** option [2].

Note: To view the Images icon, you may have to click the **Options** icon [3].

Embed Images from Menubar

Alternatively, you can embed images from the menubar. Click the **Insert** link [1]. Navigate to view the **Image** options [2], then select the **User Images** option [3].

Select Image File

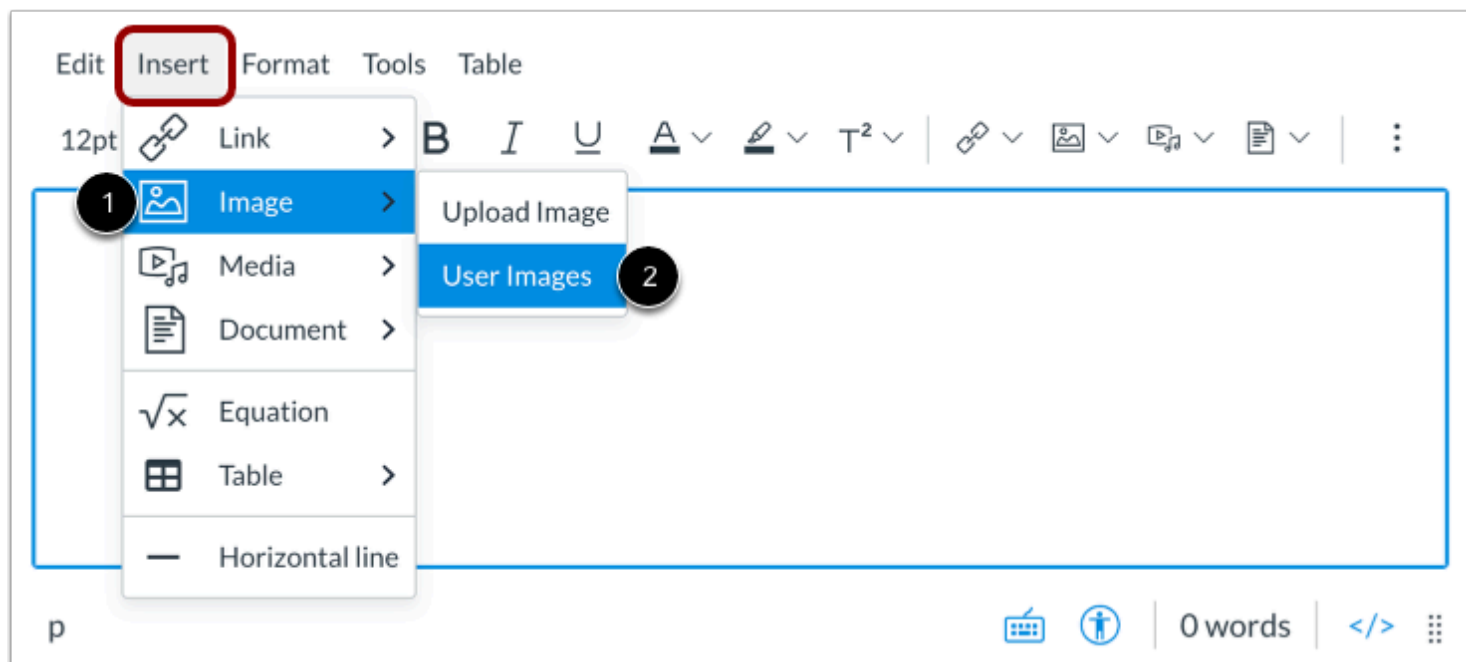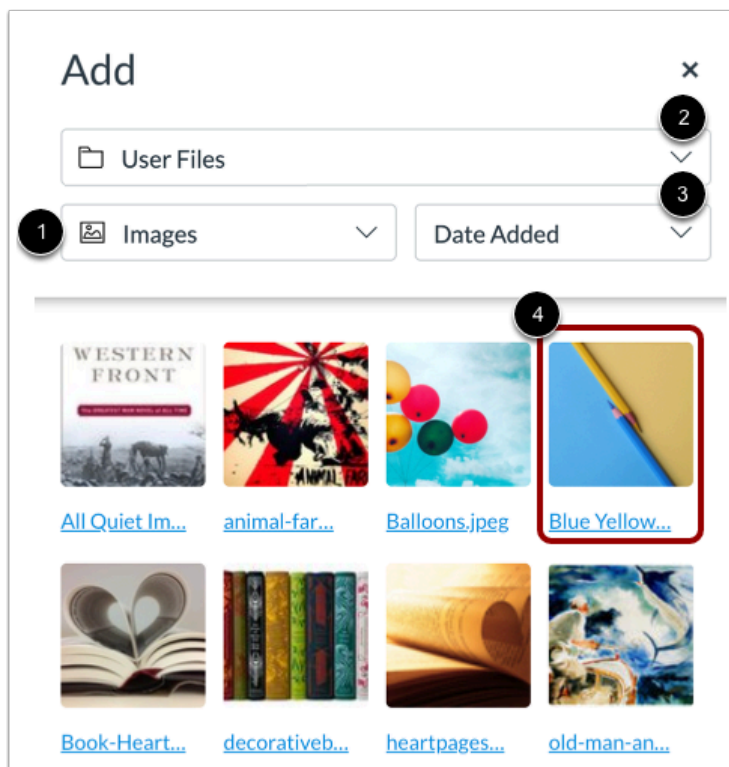By default, when embedding an image in the New Rich Content Editor, the Add menu displays image files from your selected source [1]. To change the image file source, click the **Source** drop-down menu [2].

To sort image files by date added or alphabetically, click the **Sort by** drop-down menu [3].

Click the image file to embed [4].

Note: The image will flash before it embeds in the New Rich Content Editor.

View Embedded Image

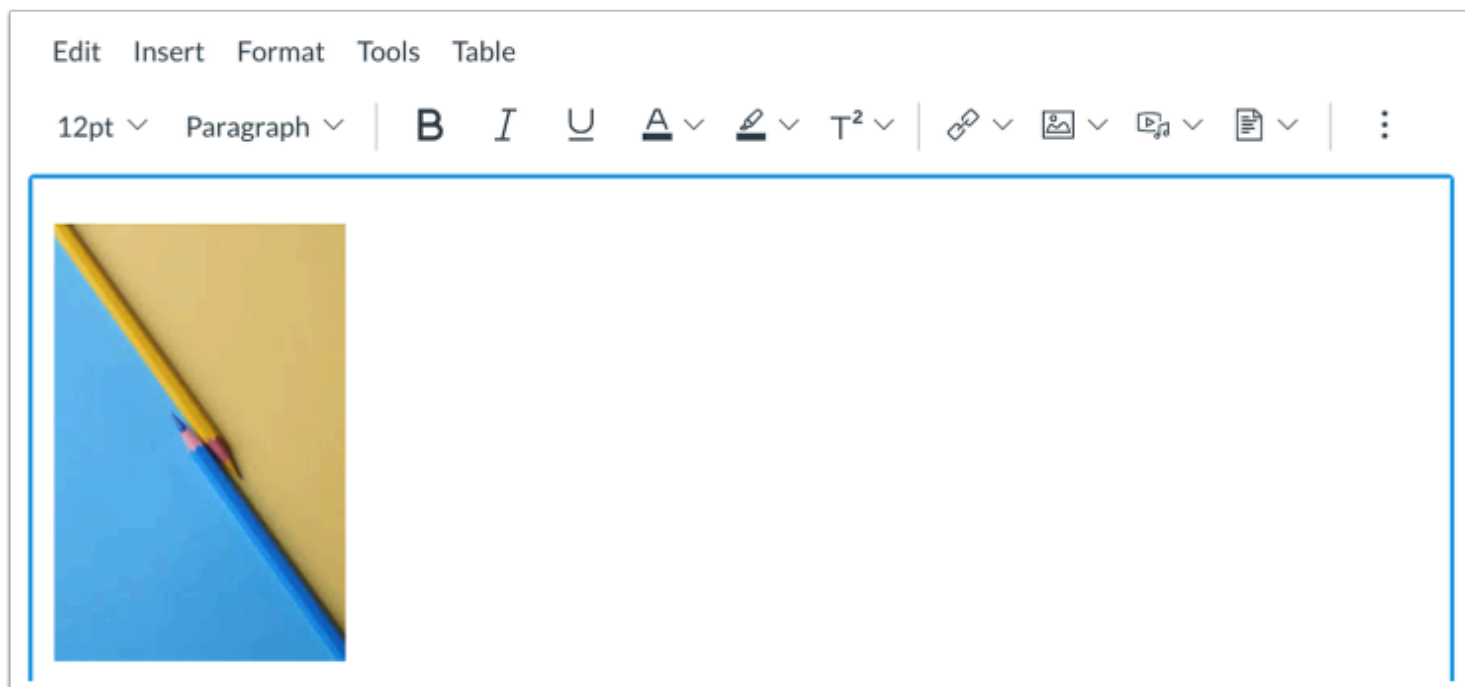View the image embedded in the New Rich Content Editor. You can also edit the size of the image and add alt tags for improved accessibility.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

View the content created in the New Rich Content Editor.

How do I manage alt text and display options for images embedded in the New Rich Content Editor as a student?

The New Rich Content Editor allows you to add alt text tags to embedded images. You can also manage image display options and resize the image.

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.

## Open New Rich Content Editor
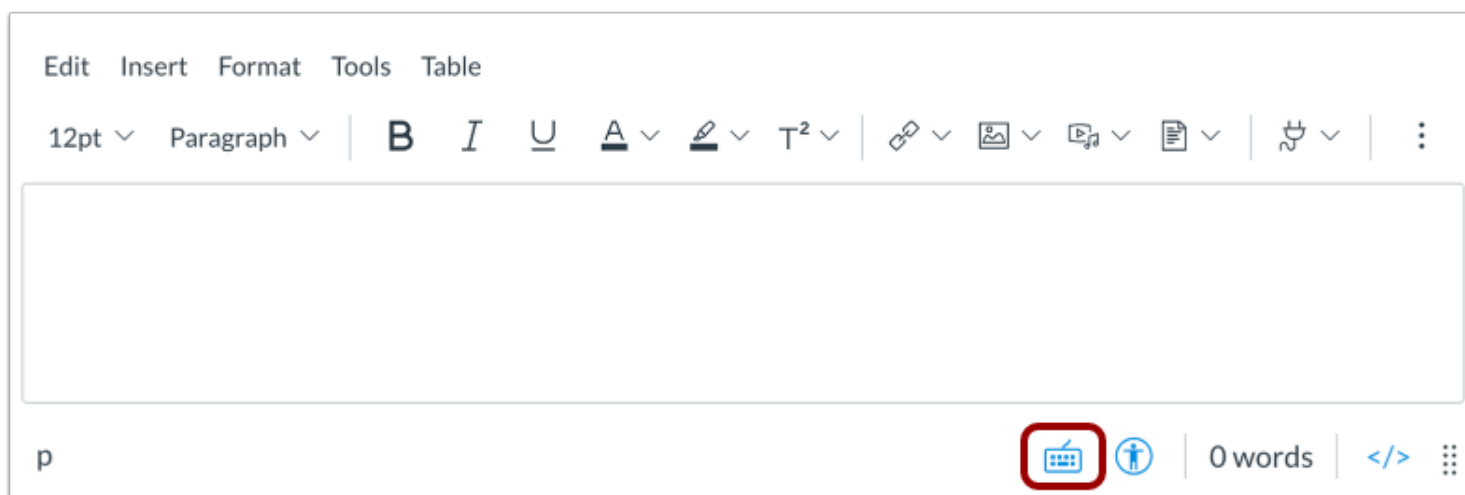
Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon or press **Alt+F8** (on a PC keyboard) or **Option+Fn+F8** (on a Mac keyboard) simultaneously on your keyboard.
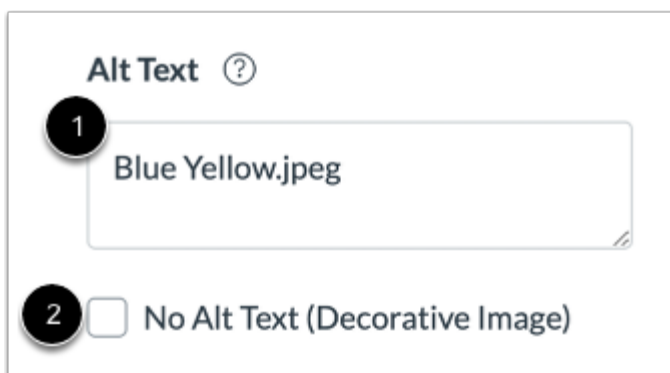
Open Image Options
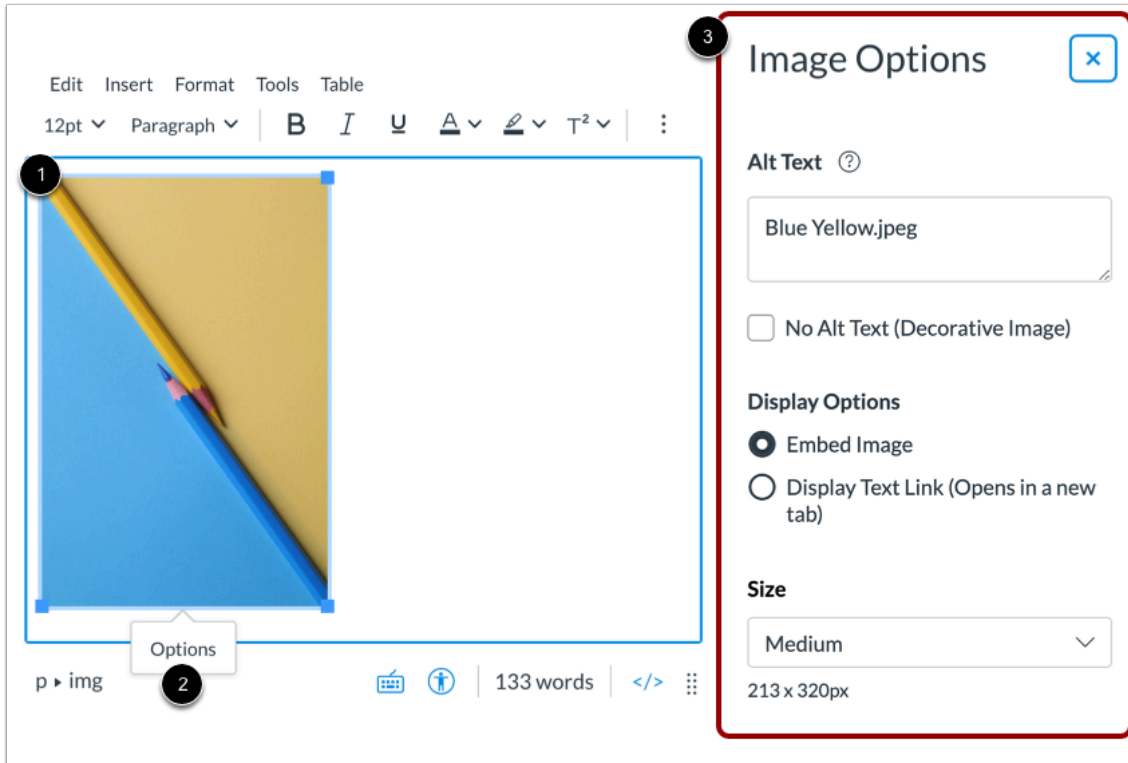
Click the image [1], then click the **Options** link [2].

You can manage display options for embedded images in the **Image Options** menu [3].

Add Alt Text

Enter an alternative text description or text tags in the **Alt Text** field [1]. By default, the Alt Text field displays the image file name. Alt text is read by screen readers, and it displays when an embedded image cannot display.

If the image is decorative and does not require alt text, select the **No Alt Text** option [2].

Select Display Options

By default, the **Embed Image** display option is selected for embedded images [1].

To display the image file link, select the **Display Text Link** display option [2]. The file link will replace the image in the New Rich Content Editor.

Select Image Size

Click the **Size** drop-down menu [1]. You can select a small, medium, large, or extra large image size [2], or you can select to enter custom dimensions [3].

To customize the size of your image, enter the custom height or width dimension in one of the two **dimension** fields [4]. As you enter a value in one field, the other field's value changes in order to retain the image aspect ratio.

Note: Custom image size must be at least 10x10px.

Manually Adjust Image Size
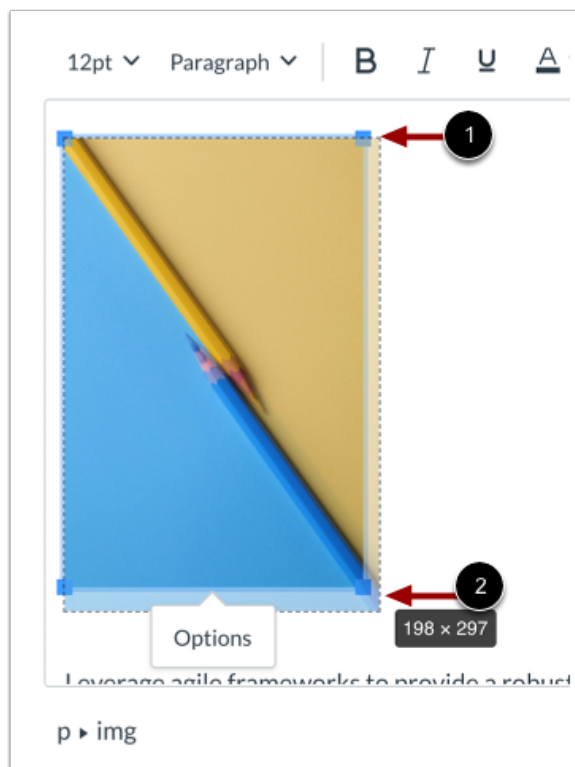
You can also manually adjust the image size in the New Rich Content Editor.

When you click the image, adjustment handles appear in each corner [1]. Click and drag the handles to adjust the image size [2].

Save Changes
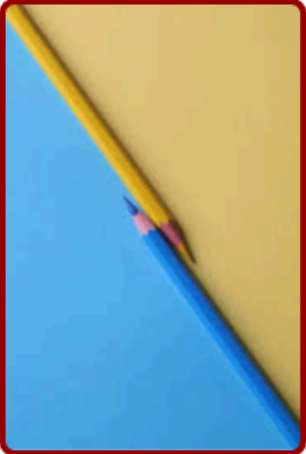
Click the **Done** button.

View Embedded Image

View the image embedded in the New Rich Content Editor.

How do I upload and embed a media file from my computer in the New Rich Content Editor as a student?

Using the New Rich Content Editor, you can upload and embed media files from your computer. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Canvas allows you to upload supported media types.

Canvas converts files up to 500 MB. If a file exceeds the 500 MB limit, you can host the file through an external source such as YouTube and embed it using the Rich Content Editor. To learn more about available options for using media files in Canvas, view the Canvas Media Comparison PDF.

Canvas videos also support caption files. Once you upload a video, learn how to add captions to a video.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.
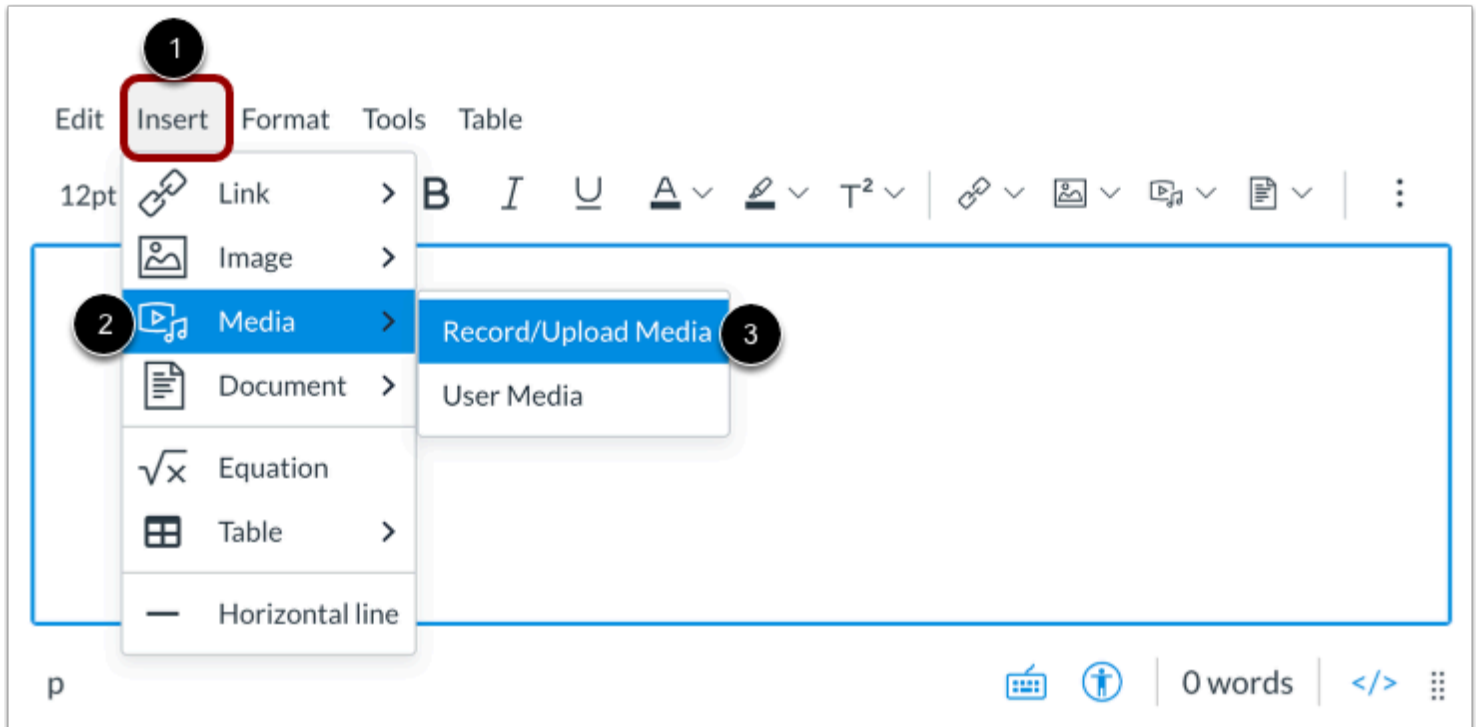
Open New Rich Content Editor
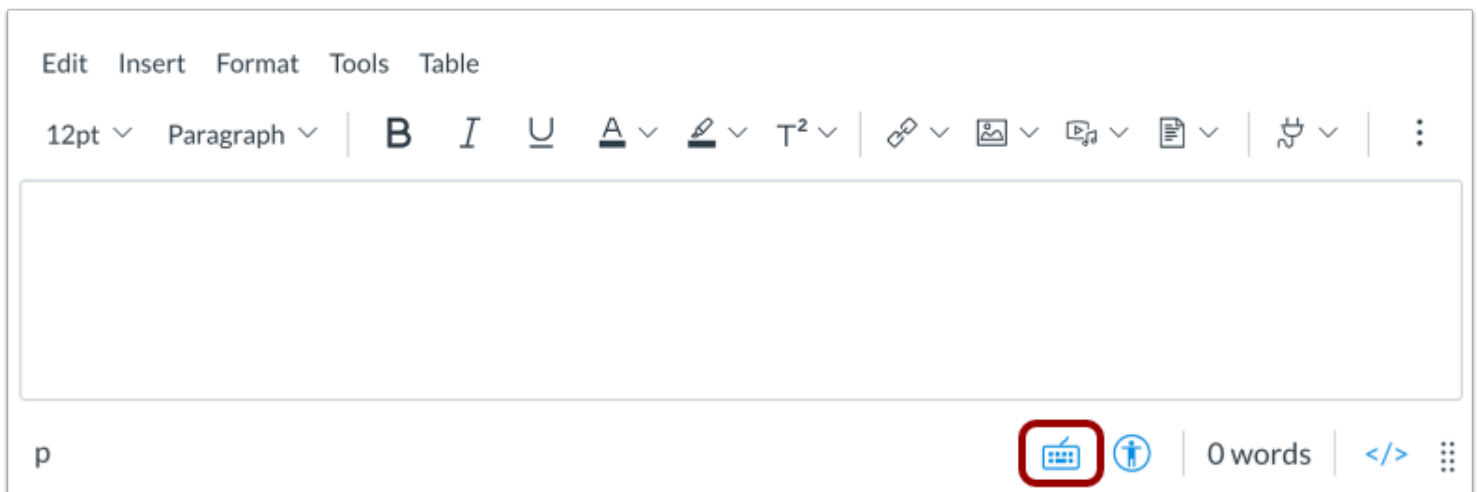
Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Record Media from Menubar

Alternatively, you can open the media recorder from the menubar. Click the **Insert** icon [1]. Navigate to view the **Media** options [2], and select the **Record/Upload Media** option [3].
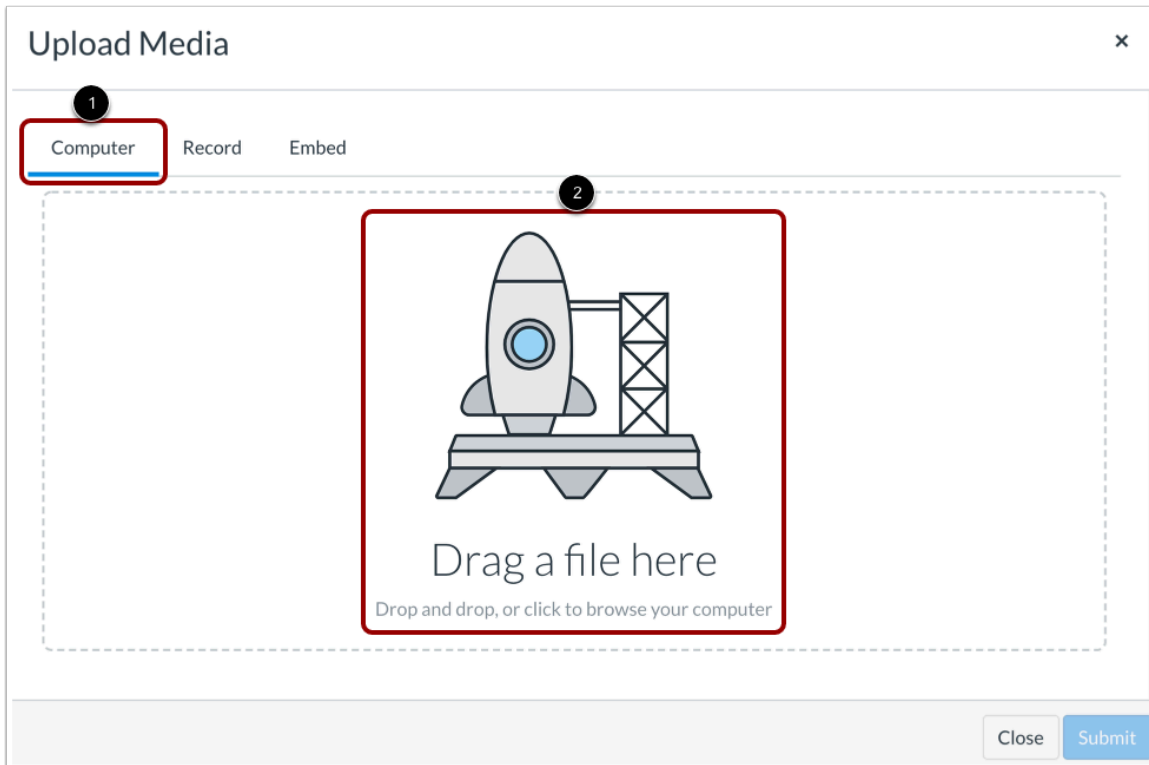
Record Media from Toolbar
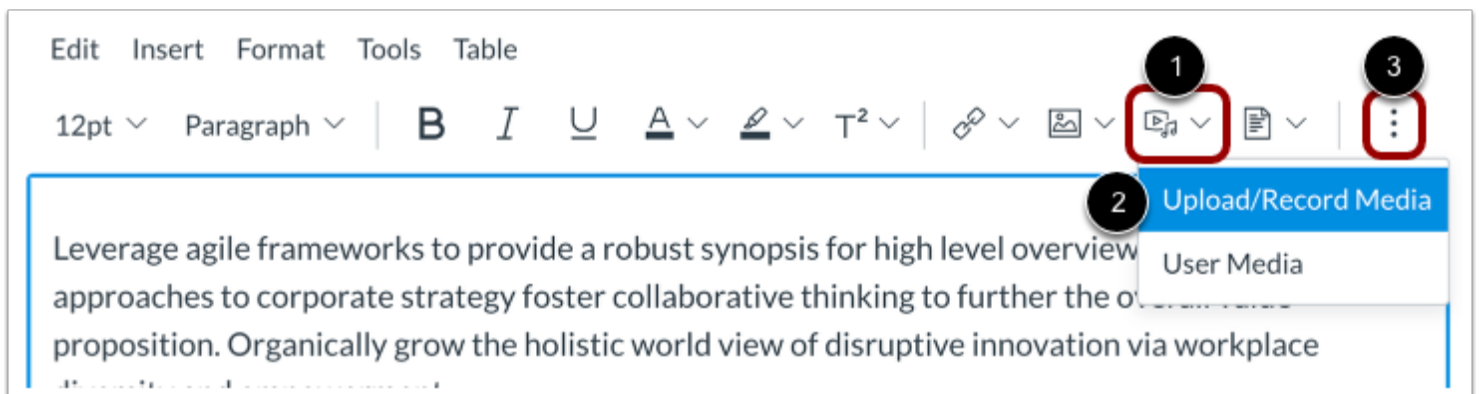
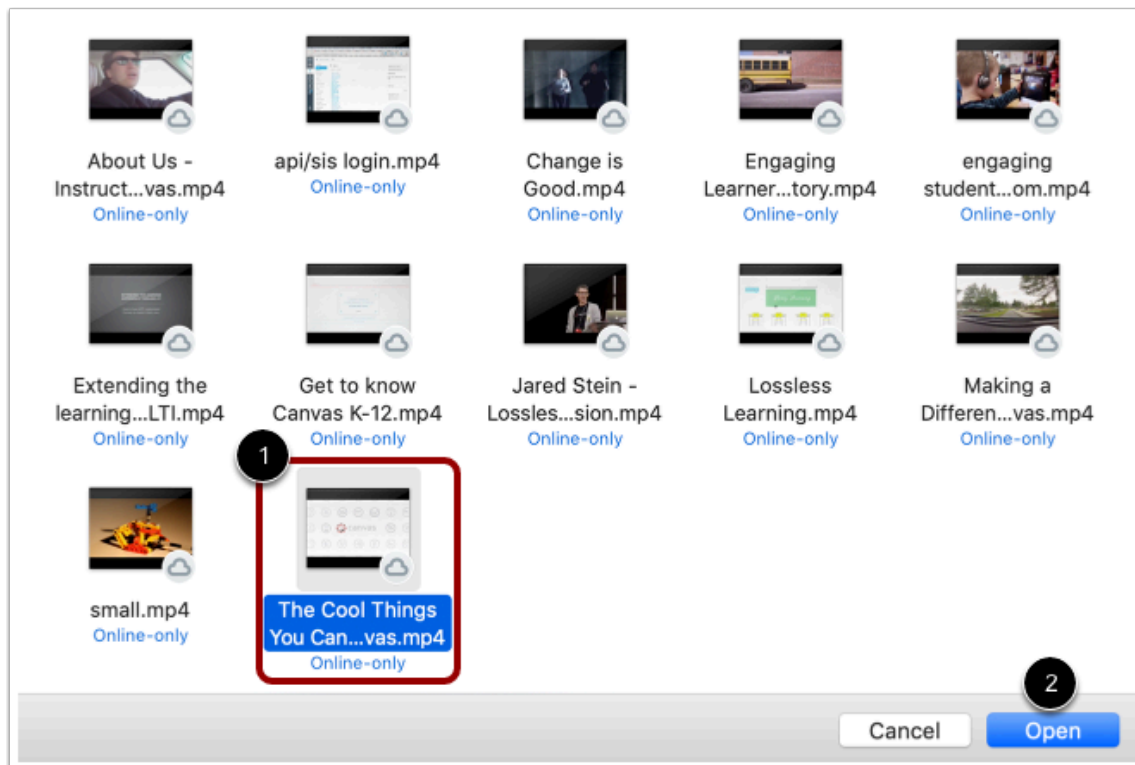Click the **Record/Upload Media** icon [1] and select the **Upload/Record Media** option [2].

Note: To view the Record/Upload Media icon, you may have to click the **Options** icon [3].
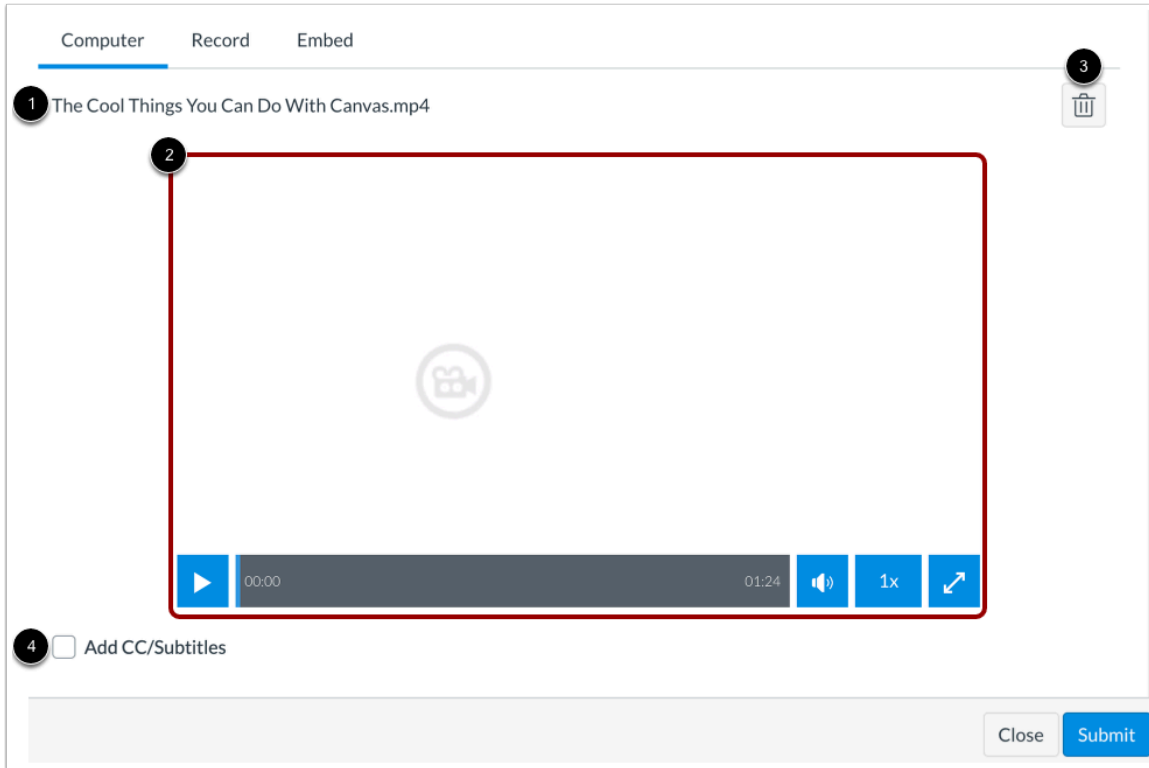
Upload Media from Computer

By default, the Media Upload Tool displays the **Computer** tab [1]. Click or drag and drop a media file to media uploader to upload a file from your computer [2].
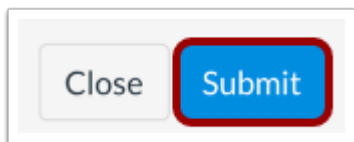
Select File

Select the media file [1] and click the **Open** button [2].

View Selected File

The uploader displays the media file name [1] and a file preview [2]. To remove the file, click the **Delete** icon [3]. To add a caption file, click the **Add CC/Subtitles** checkbox [4].

Submit Media File Upload

To upload your selected media file, click the **Submit** button.

Note: The file will flash before it embeds in the New Rich Content Editor.

View Embedded Media

View your uploaded media file in the New Rich Content Editor.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

View the content created in the New Rich Content Editor.

How do I record media using the New Rich Content Editor as a student?

You can use the New Rich Content Editor to record video and audio media. You can record media for any length of time, but shorter media recordings are recommended. If your media is longer than 15 minutes, you may want to consider recording and uploading using an external provider. Longer media recordings require more time to render and may be interrupted without a stable internet connection.
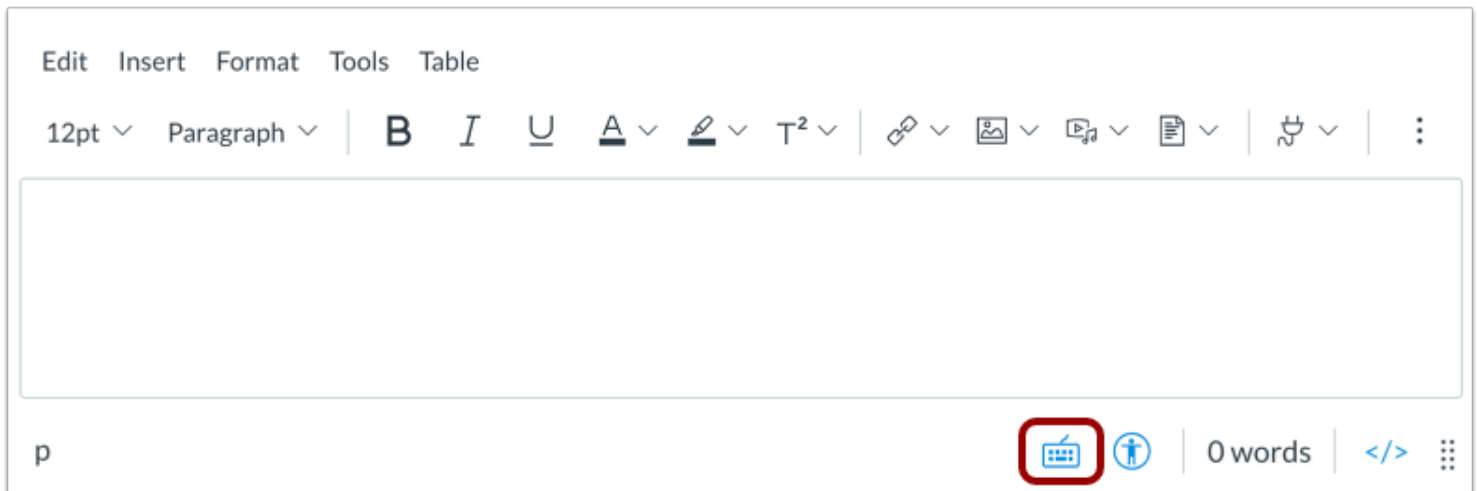
Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Canvas videos also support caption files. Once you record and save your video, learn how to **add captions to a video**.

Notes:

- HTML5 media recording only applies to Chrome and Firefox. If you are using Safari, you must use **Flash video recording**.
- The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is **using the classic Rich Content Editor**.
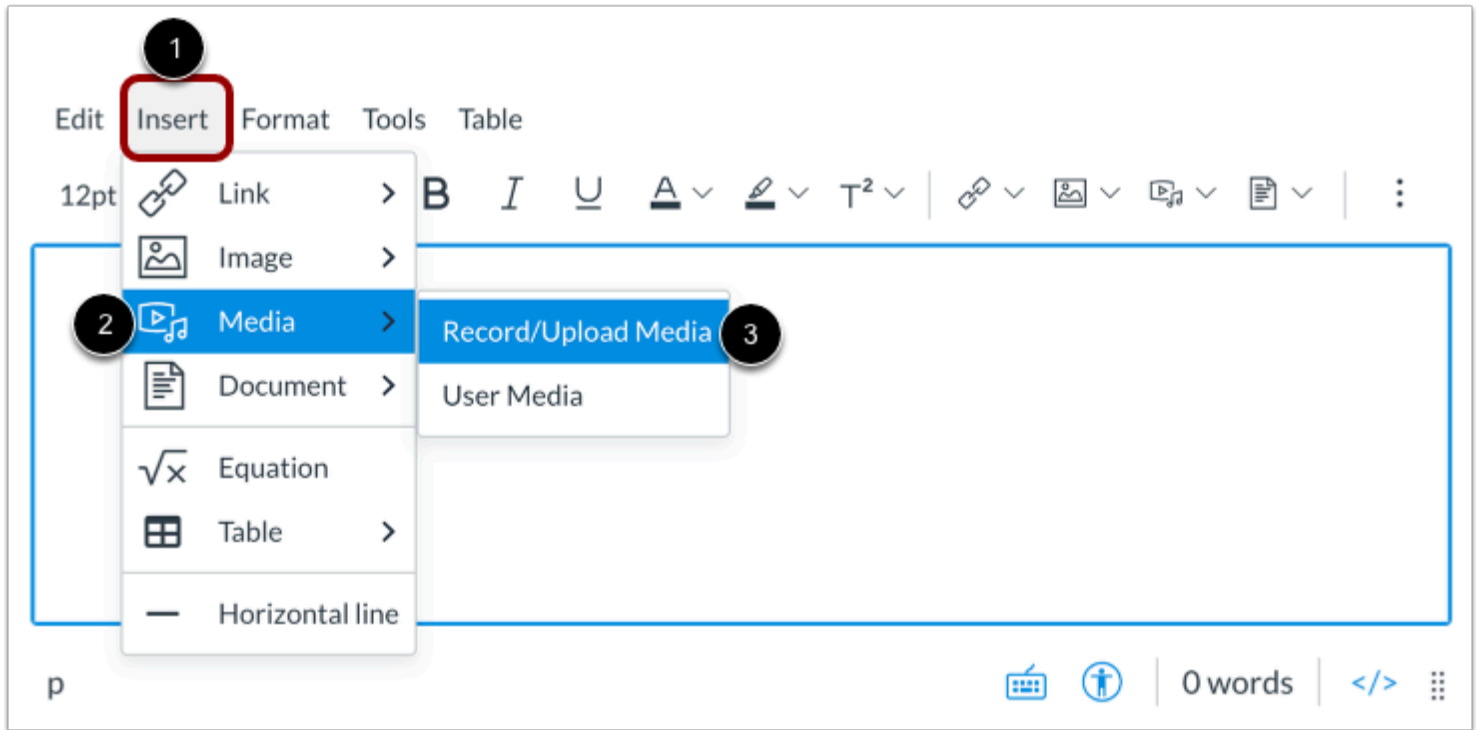
Open New Rich Content Editor

Open the New Rich Content Editor when using one of the Canvas features which support the Editor.
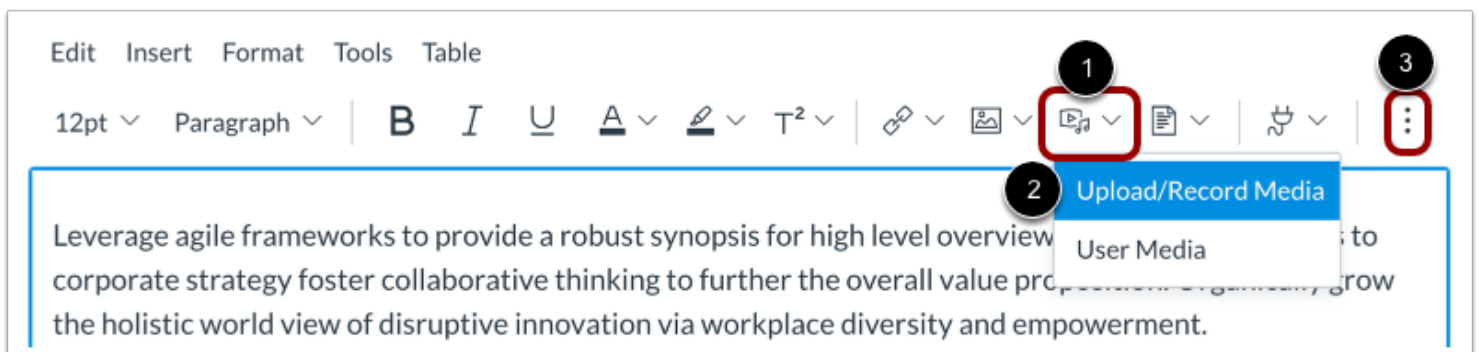
Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Record Media from Menubar

Click the **Insert** link [1]. Navigate to view the **Media** options [2], and select the **Record/Upload Media** option [3].
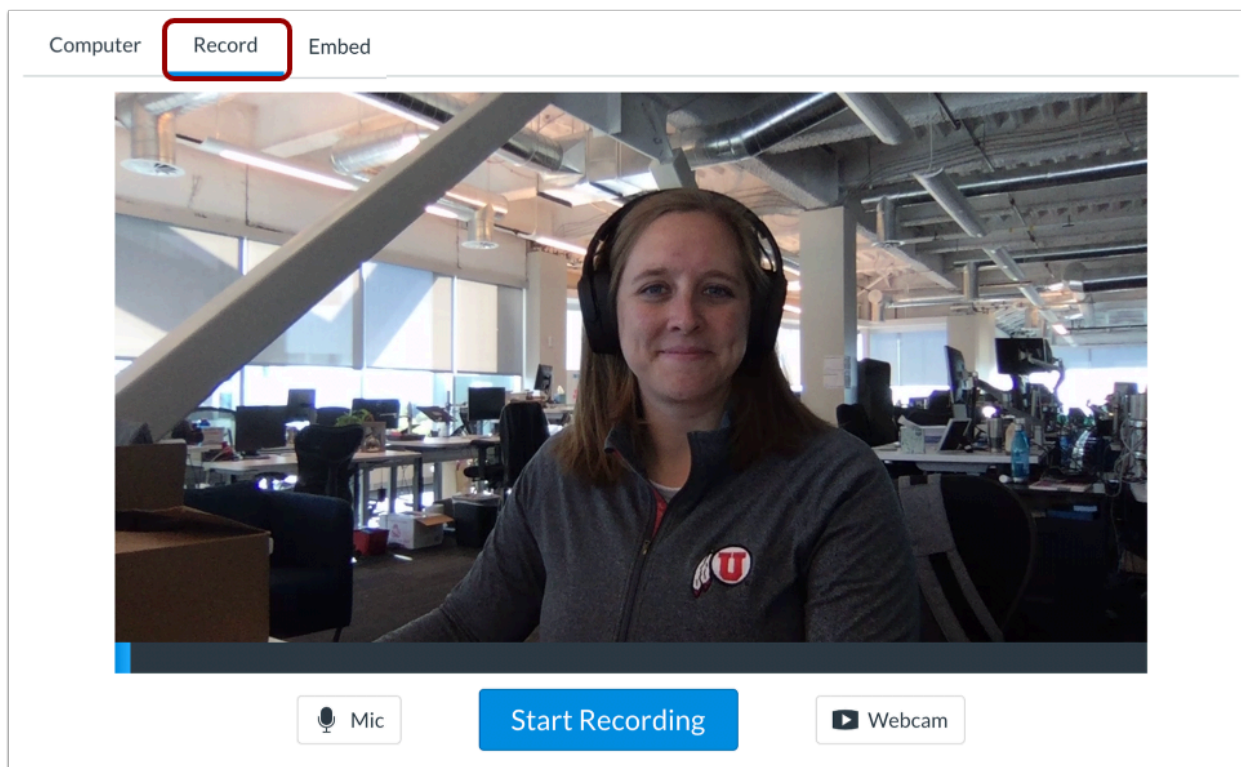
Record Media from Toolbar

Alternatively, you can open the media recorder from the toolbar. Click the **Record/Upload Media** icon [1], then click the **Upload/Record Media** option [2].
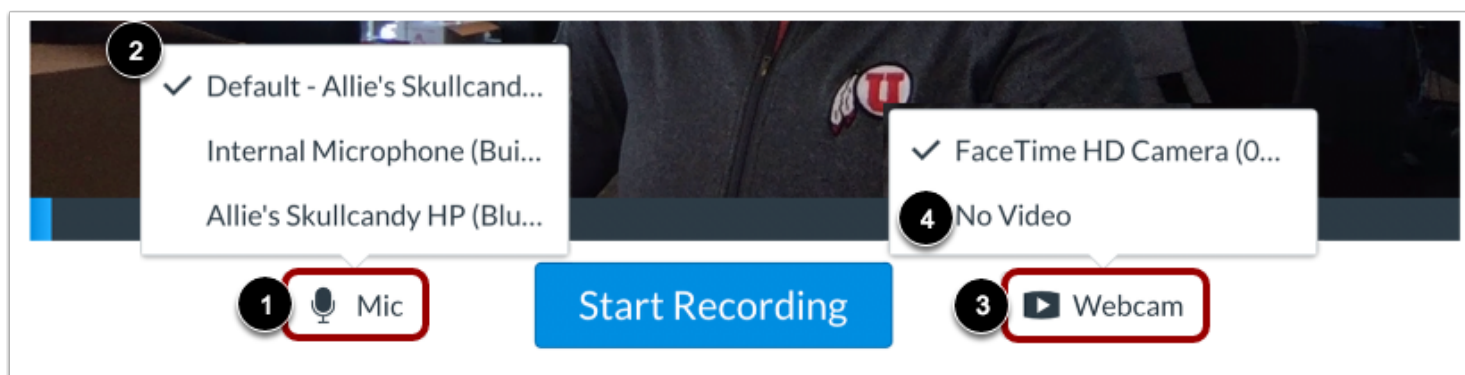
Note: To view the Record/Upload Media icon, you may have to click the **Options** icon [3].

Open Media Recording Tool

Click the **Record** tab.
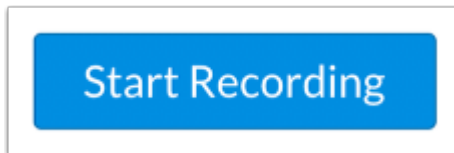
Select Mic and Webcam Options

The media recorder connects to your computer's default microphone and web cam.

To change your microphone settings, click the **Mic** button [1]. Then select from the displayed options [2].
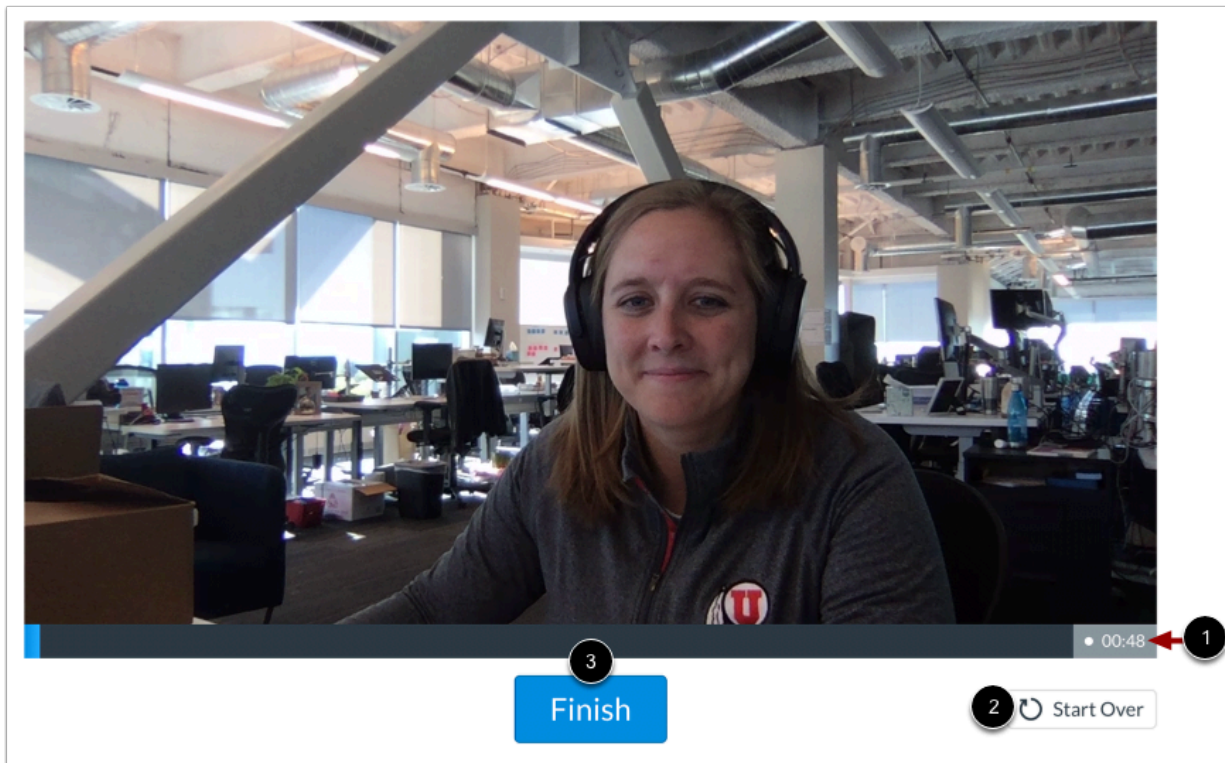
To change your webcam settings, click the **Webcam** button [3]. To disable video recording, select the **No Video** option [4].

Record Media

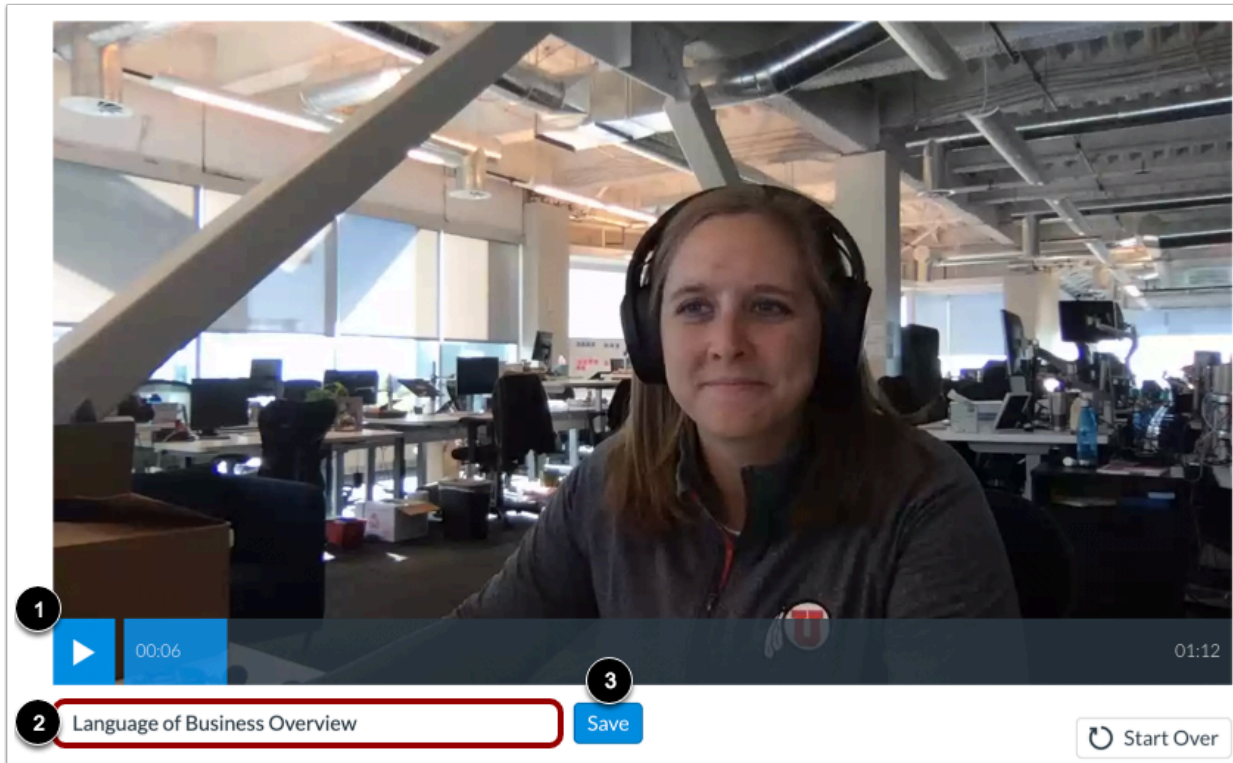Click the **Start Recording** button.

Finish Media Recording

The media recorder displays the length of your current recording [1].

To restart your recording, click the **Start Over** button [2].

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To finish your recording, click the **Finish** button [3].

Preview Recorded Media

Preview your recorded media in the media recorder [1].

To title your media, type in the **Title** field [2].

To embed your media in the New Rich Content Editor, click the **Save** button [3].

View Embedded Media

View your uploaded media file in the New Rich Content Editor.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.
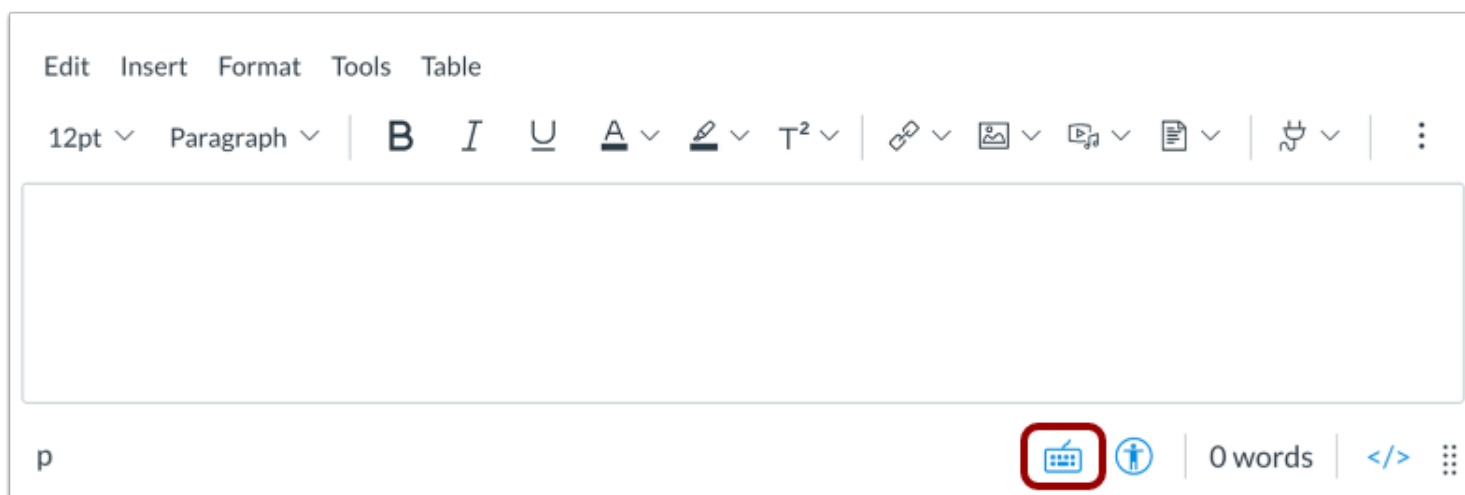
View Content

View the content created in the New Rich Content Editor.

How do I embed media files from Canvas into the New Rich Content Editor as a student?

You can embed media files from your user files in Canvas in the New Rich Content Editor. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.

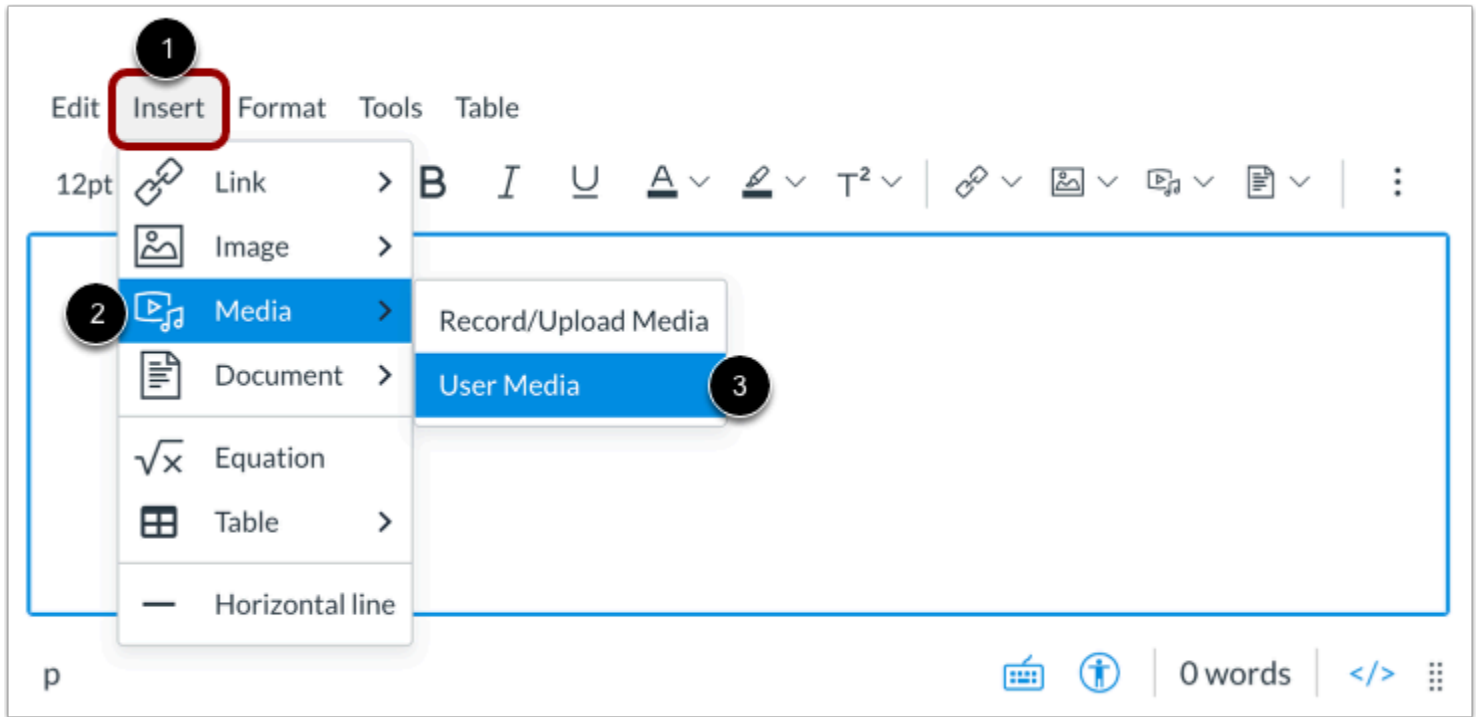## Open New Rich Content Editor

Open the New Rich Content Editor when using one of the Canvas features which support the Editor.
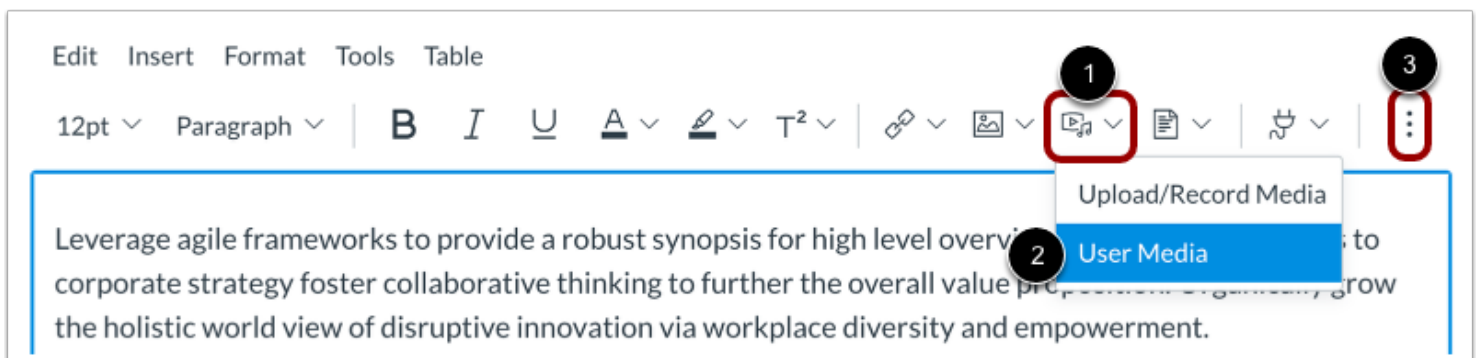
Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Upload Media from Menubar

Click the **Insert** link [1]. Navigate to view the **Media** options [2], and select the **User Media** option [3].
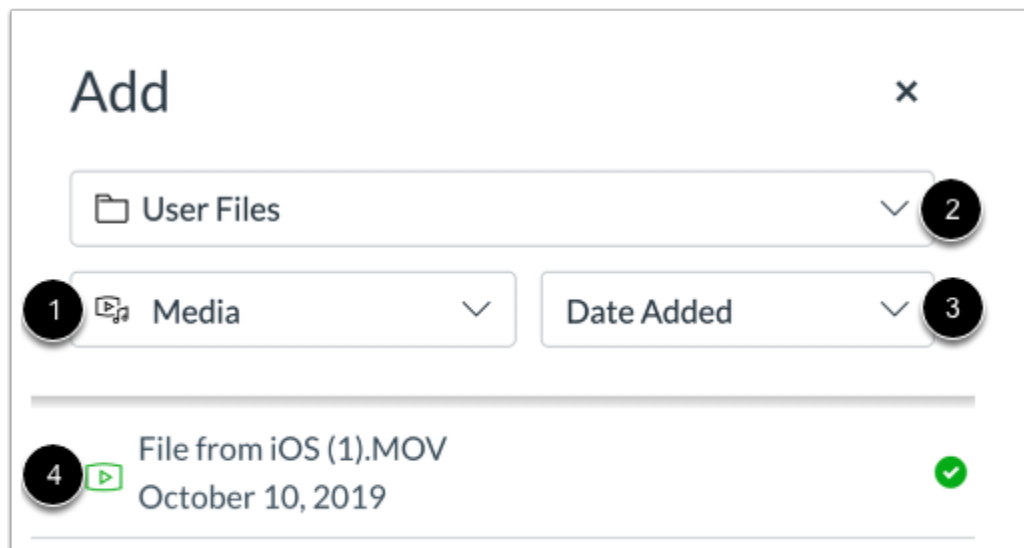
Upload Media from Toolbar

Alternatively, you can embed your media files from the toolbar. Click the **Record/Upload Media** icon [1]. To view images saved in your Canvas user files, click the **User Media** option [2].

Note: To view the Record/Upload Media icon, you may have to click the **Options** icon [4].

Select Media File

By default, when embedding a media file in the New Rich Content Editor, the Add menu displays media files from your selected source [1]. To change the media file source, click the **Source** drop-down menu [2].

To sort media files by date added or alphabetically, click the **Sort by** drop-down menu [3].

Click the media file to embed [4].

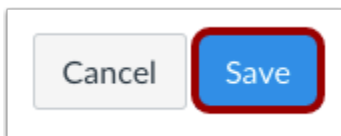**Note:** The file will flash before it embeds in the New Rich Content Editor.

View Embedded Media

View your embedded media file in the New Rich Content Editor.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

View the content created in the New Rich Content Editor.

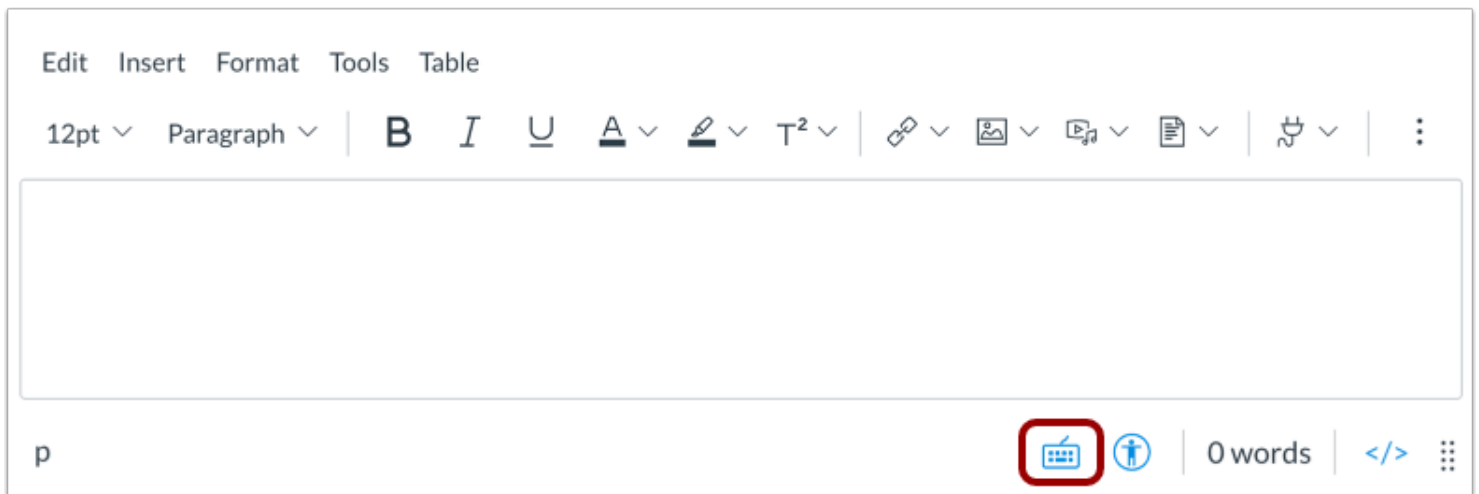# How do I upload a document in the New Rich Content Editor as a student?

You can upload files from your computer to link in the New Rich Content Editor.

Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

By default, embedded document links display an icon that allows users to preview the document in the Rich Content Editor. You can disable the in-line preview or open the in-line preview automatically.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.

Open New Rich Content Editor

Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Upload Document from Menubar

Click the **Insert** link [1]. Navigate to view the **Document** options [2], and select the **Upload Document** option [3].
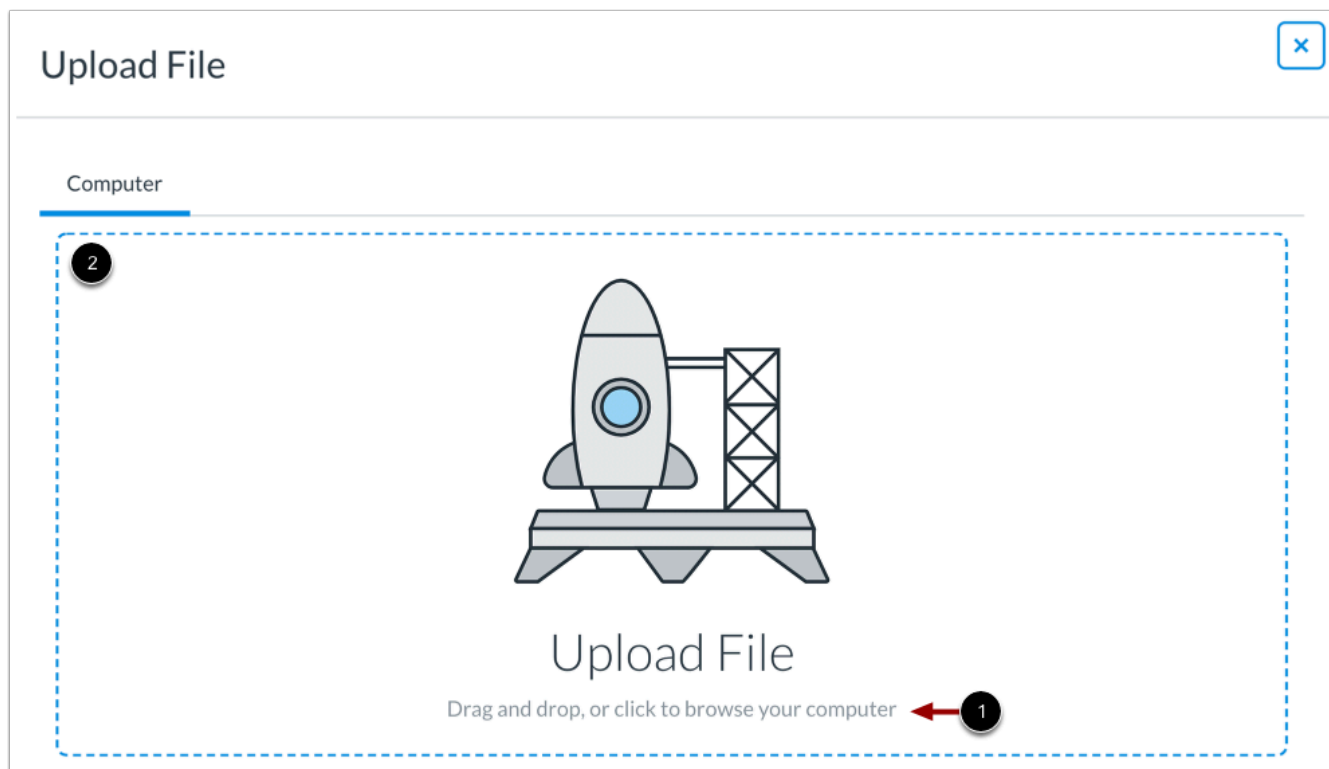
Upload Document from Toolbar

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Alternatively, you can add a document from the toolbar. Click the **Documents** icon [1] and select the **Upload Document** option [2].
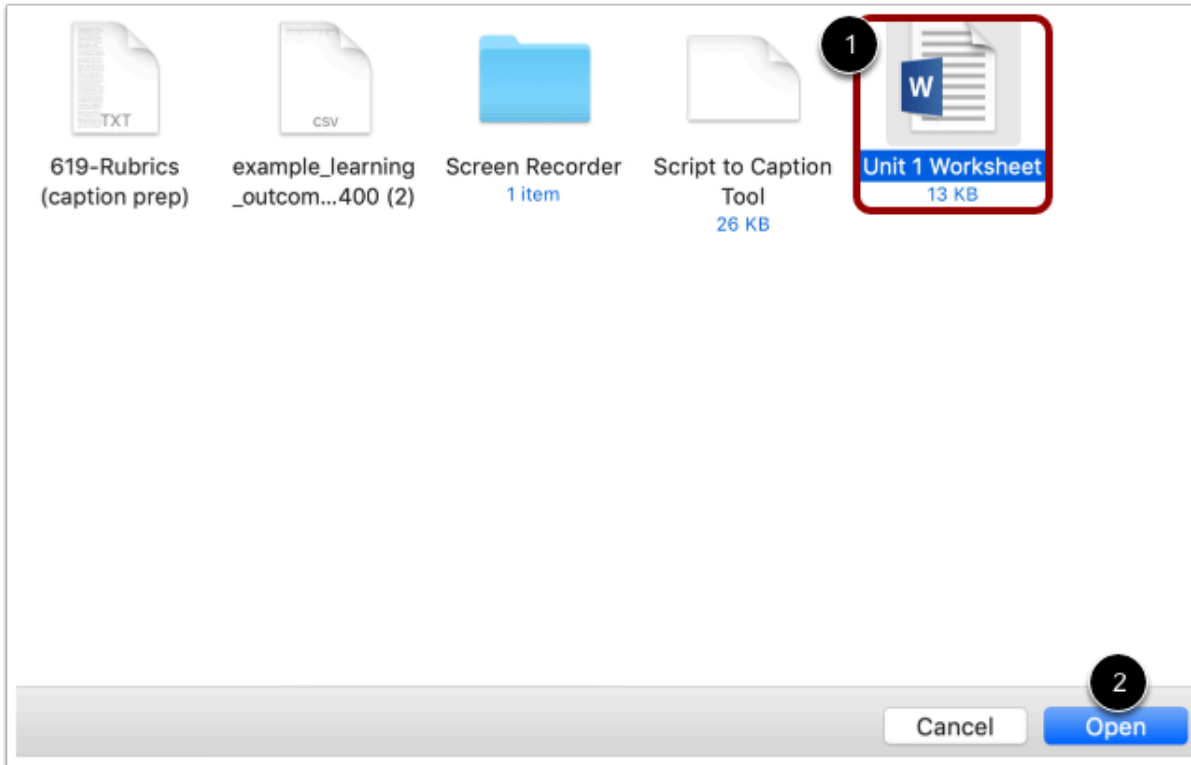
Note: To view the Documents icon, you may have to click the **Options** icon [3].
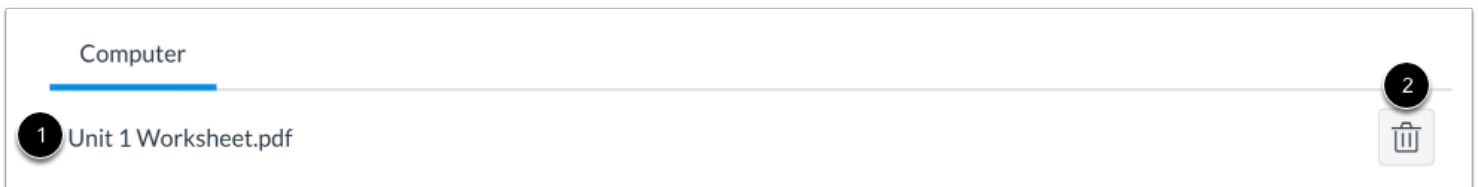
Upload File

Click to browse your files [1] or drag and drop a media file to the media uploader [2] to upload a file from your computer.
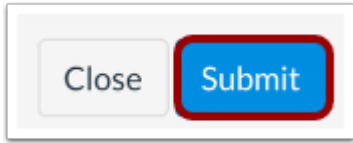
Select File

Select the document file [1] and click the **Open** button [2].

View Selected File

The uploader displays the document file name [1]. To remove the file, click the **Delete** icon [3].
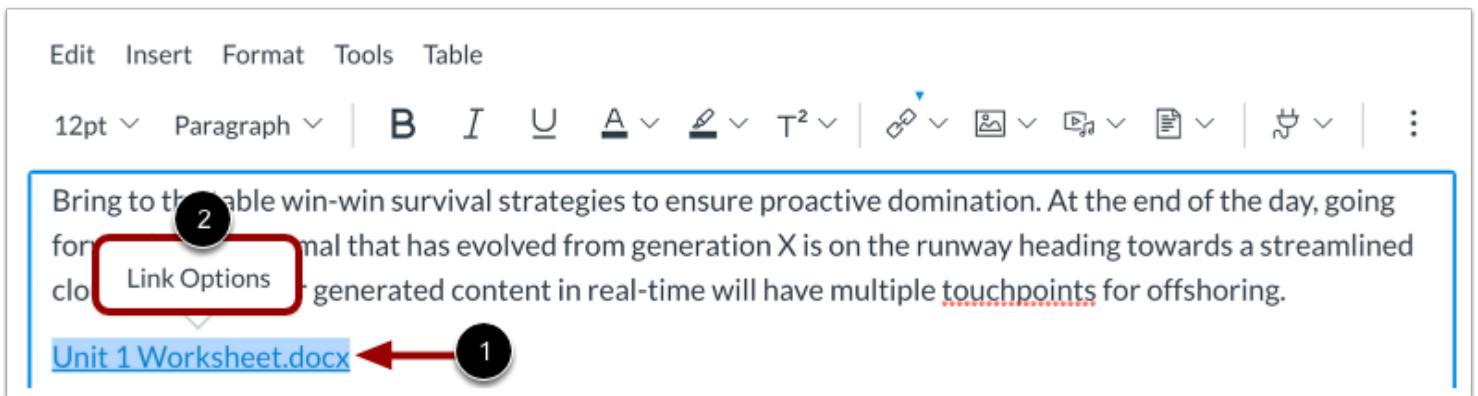
Submit Upload

To upload your selected document, click the **Submit** button.

Note: The file will flash before it embeds in the New Rich Content Editor.
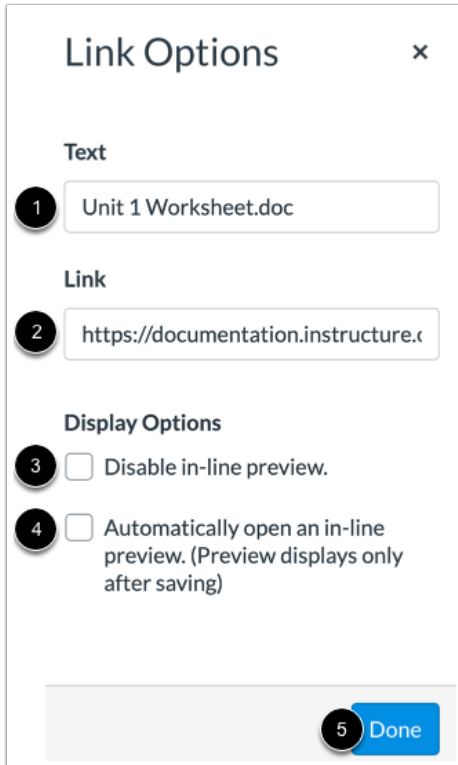
View Document Link

View a link to your uploaded file in the New Rich Content Editor [1].

To manage options for the link, click the link title and click the **Link Options** link [2].

View Link Options

You can edit the link text in the **Text** field [1] or link URL in the **Link** field [2].
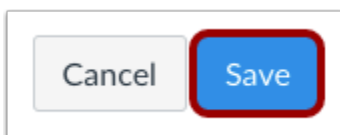
To disable in-line preview, click the **Disable in-line preview** checkbox [3]. To automatically open in-line preview, click the **Automatically open an in-line preview** checkbox [4].

To save link options, click the **Done** button [5].

Notes:

- Inline preview is not supported in the Canvas beta environment.
- Inline preview does not display in Edit mode.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

View the content created in the New Rich Content Editor.

To download the linked document, click the link title [1]. To open the inline preview, click the **Preview** icon [2].
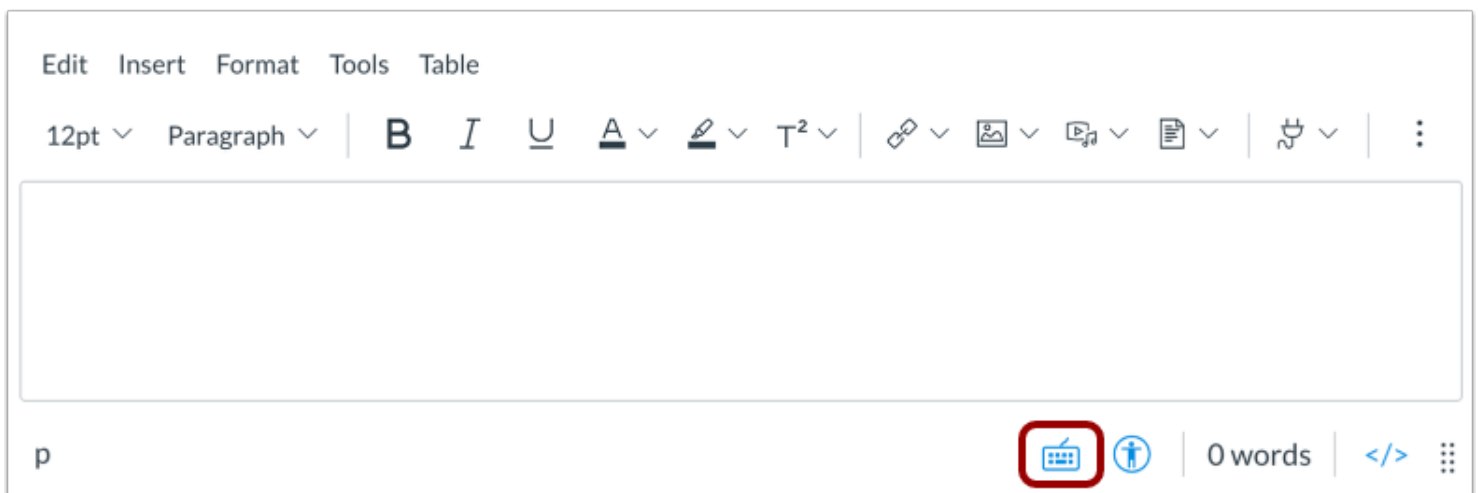
How do I embed a document from Canvas into the New Rich Content Editor as a student?

You can embed documents from your user files in Canvas in the New Rich Content Editor. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

By default, embedded document links display an icon that allows users to preview the document in the Rich Content Editor. You can disable the in-line preview or open the in-line preview automatically.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.
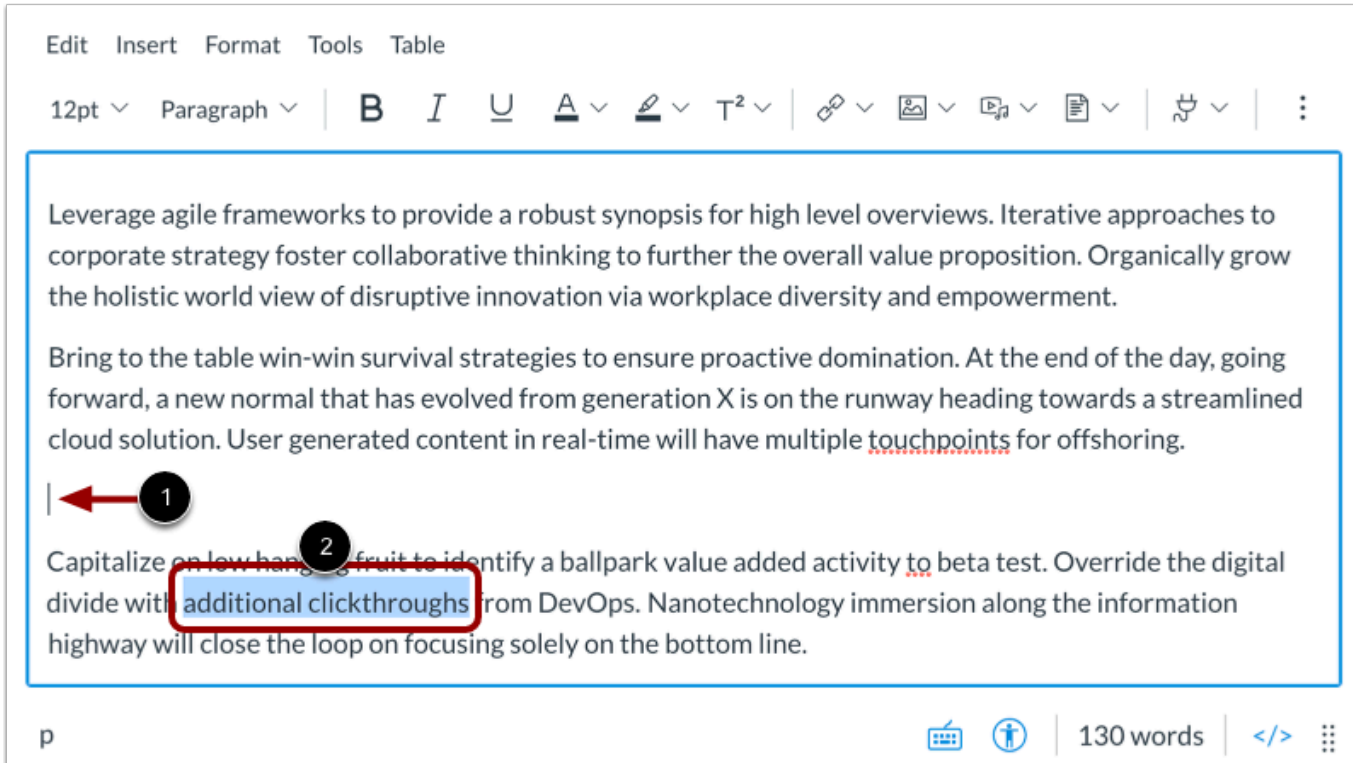
Open New Rich Content Editor

Open the New Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).
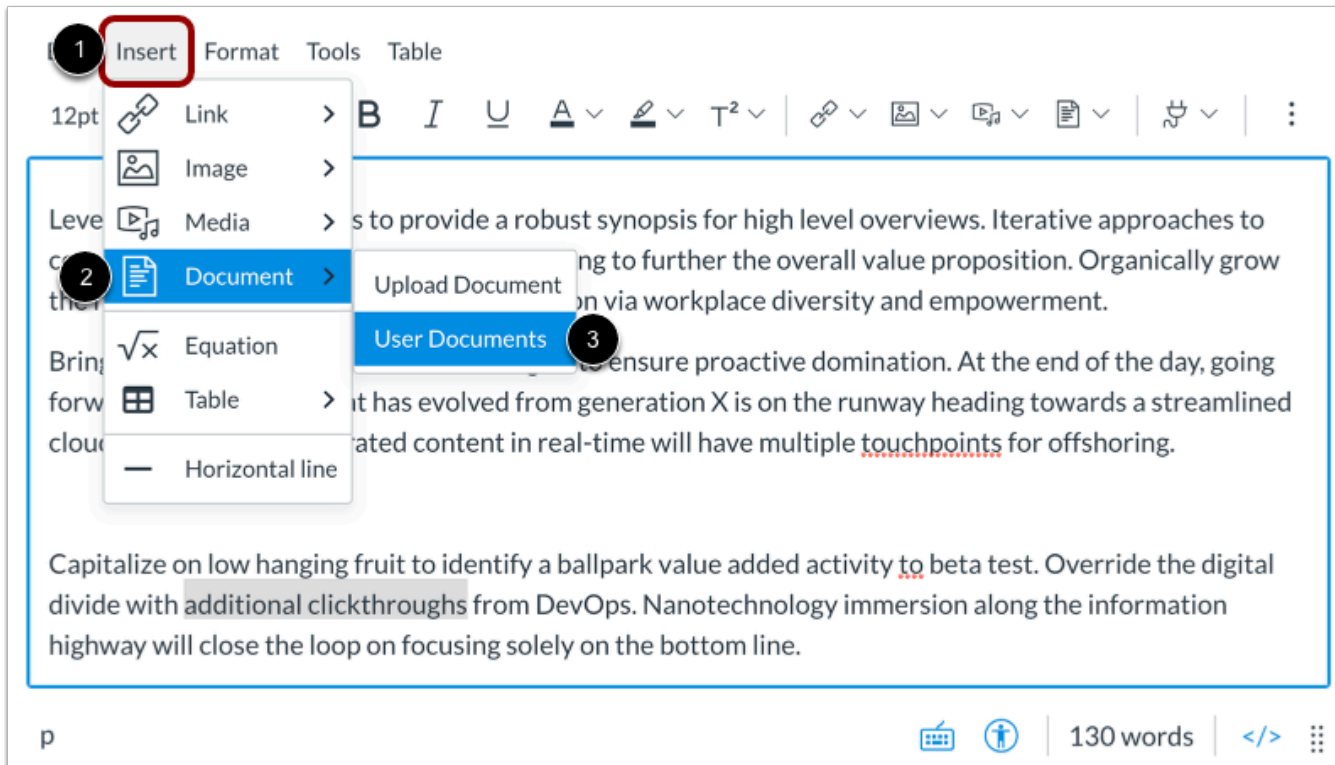
Select Link Location

To insert a link displaying the name of the file, click to place your cursor in the location in the New Rich Content Editor where you want the link to appear [1].
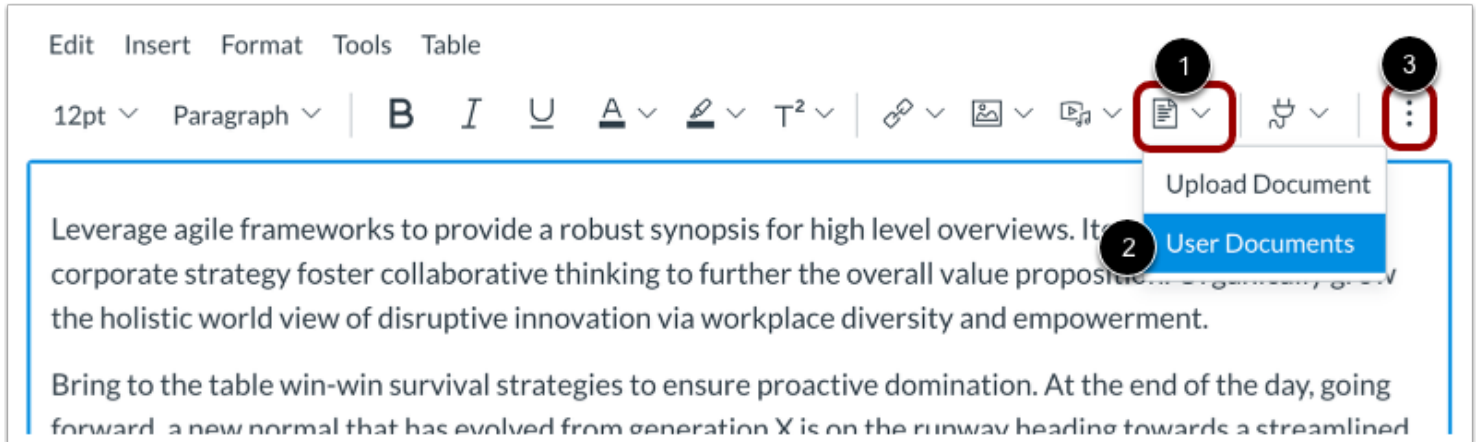
To insert a hyperlink to a course content item, select the text for your hyperlink [2].

Insert Documents from Menubar

To insert a document from the menubar, click the **Insert** link [1]. Navigate to view the **Document** options [2], then select the **User Documents** option [3].
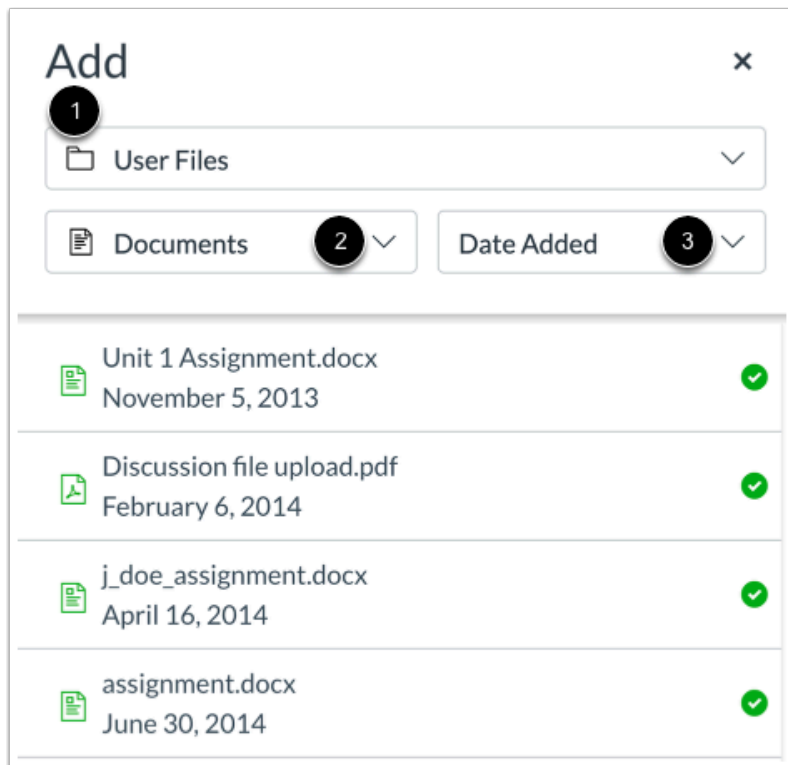
Insert Documents from Toolbar

Alternatively, you can insert documents from the toolbar. Click the **Documents** icon [1]. To view your user documents, click the **User Documents** option [2].

Note: To view the Documents icon, you may have to click the **Options** icon [3].

View and Sort Files

By default, the Add menu displays all files in your selected file source [1].

To sort the displayed files by image, document, or media file type, click the **Type** drop-down menu [2].

To sort the displayed files by date added or alphabetically, click the **Sort by** drop-down menu [3]**.**

Select File

Click the name of the file you want to link in the New Rich Content Editor.

Note: The text will flash before turning into the hyperlink.

View Link
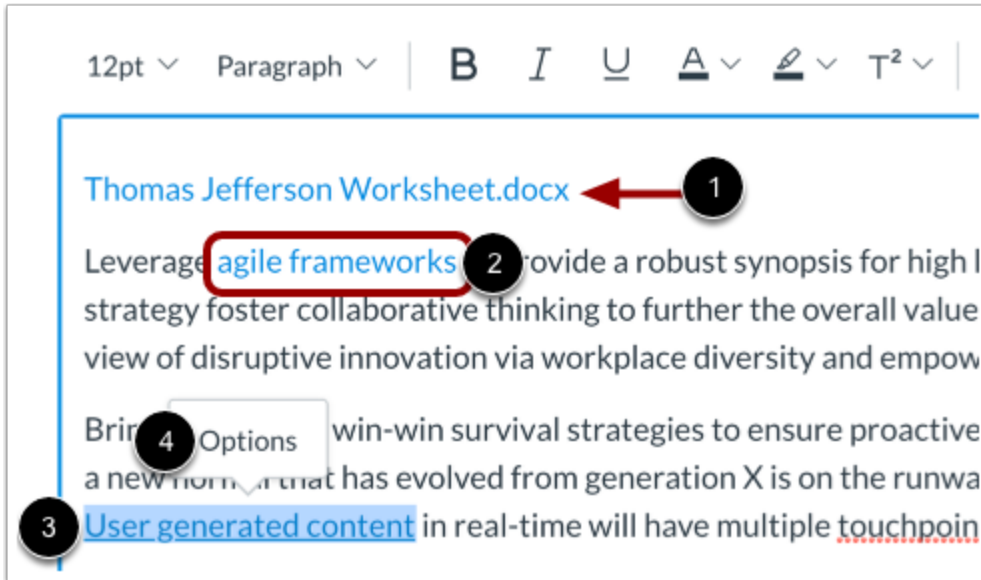
View the link displaying the name of the file [1] or the hyperlinked text [2].

To manage options for the link, click the link title [3] and click the **Options** link [4].

View Link Options

You can edit the link text in the **Text** field [1] or link URL in the **Link** field [2].

To disable in-line preview, click the **Disable in-line preview** checkbox [3]. To automatically open in-line preview, click the **Automatically open an in-line preview** checkbox [4].

Notes:

- Inline preview is not supported in the Canvas beta environment.
- Inline preview is not supported in Edit mode.

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the **Post Reply** button.

View Content

View the content. To download the linked file, click the link name [1]. To open the document in-line preview, click the **Preview** icon [2].

Note: Links to external URLs display an Open icon [3].
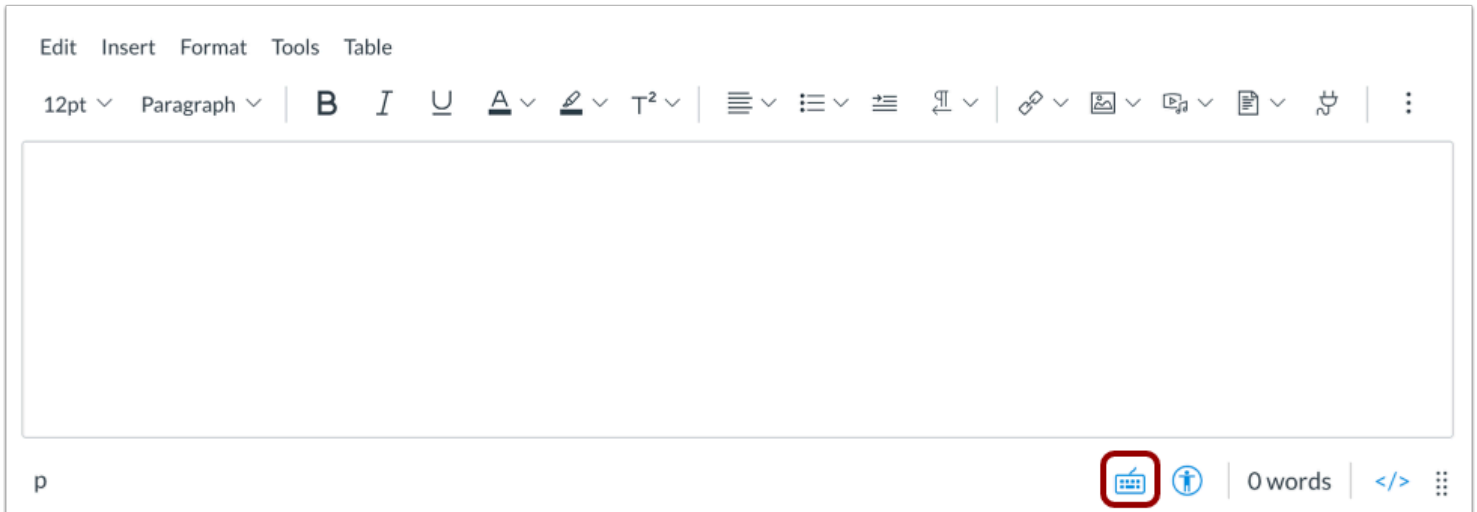
How do I select content from an external app in the New Rich Content Editor as a student?

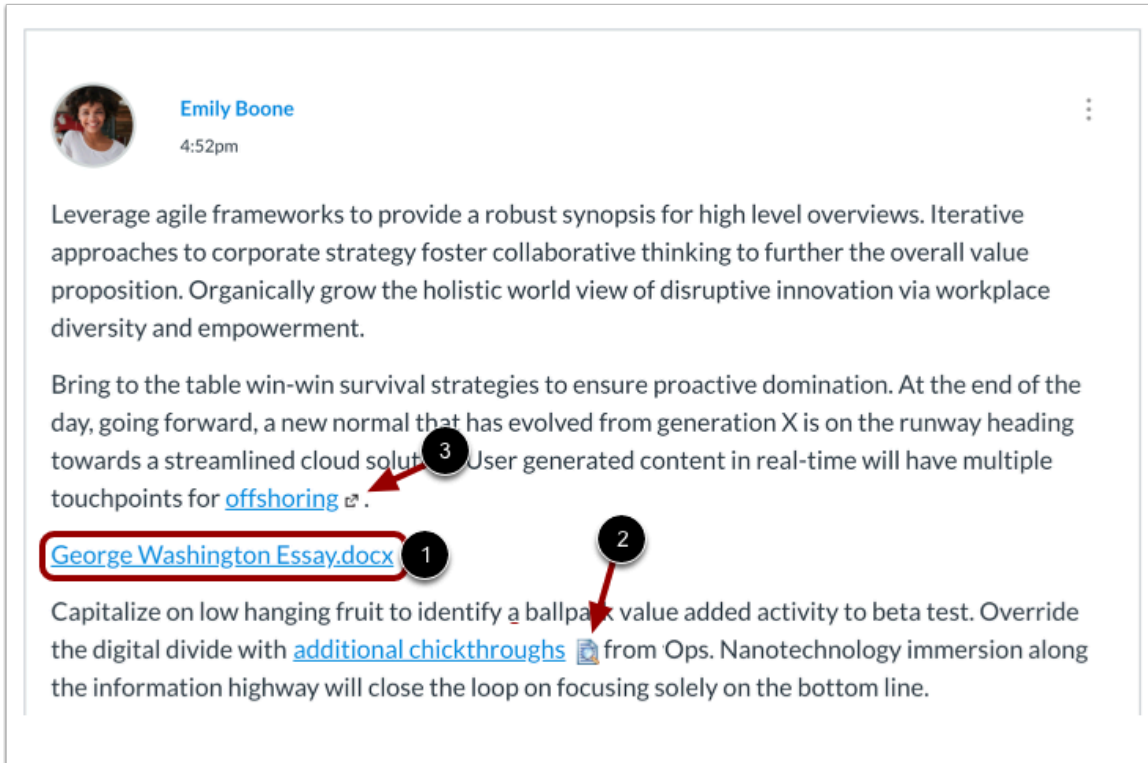You can use the New Rich Content Editor to embed content and links from external apps that have been set up in your course. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

Embedding and linking options vary depending on the app you're using. For specific instructions for embedding and linking to external app content, please refer to the app vendor's user guides.

Note: The New Rich Content Editor is currently a course opt-in feature. You can manage your course features in Course Settings.

Open New Rich Content Editor

Open the New Rich Content Editor when creating or editing an announcement, assignment submission, discussion, page, or quiz response.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Select Embed Location
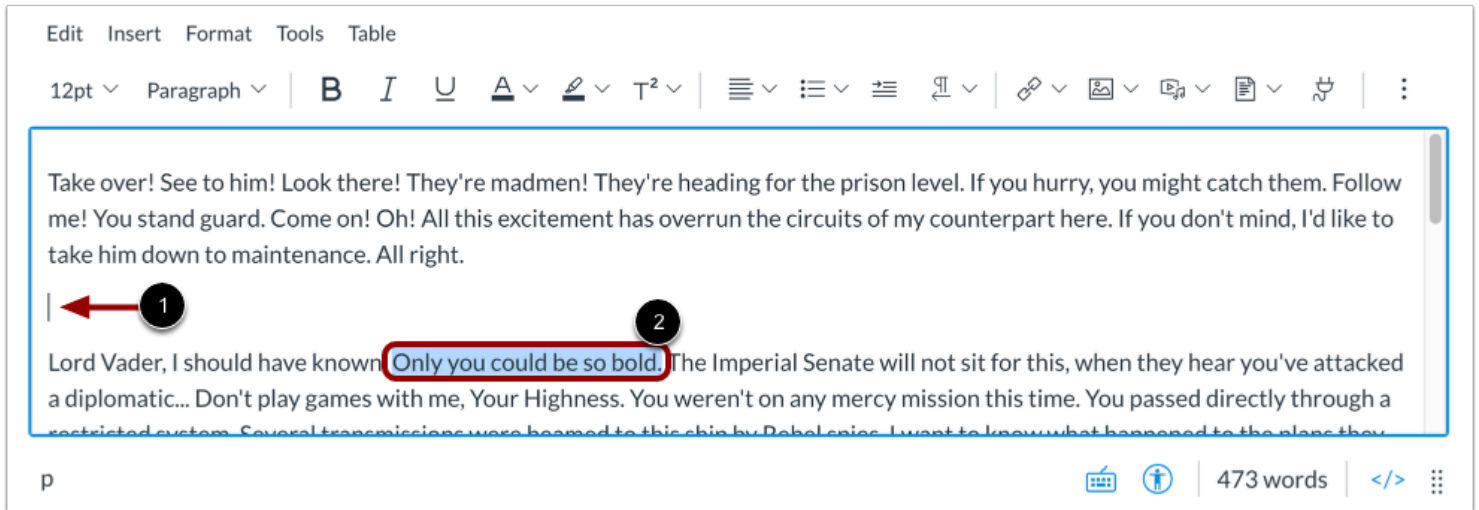
To embed app content in the New Rich Content Editor, click to place your cursor in the location in the New Rich Content Editor where you want the app content to appear [1].

To link text to content from an app, select the text for the linked content [2].
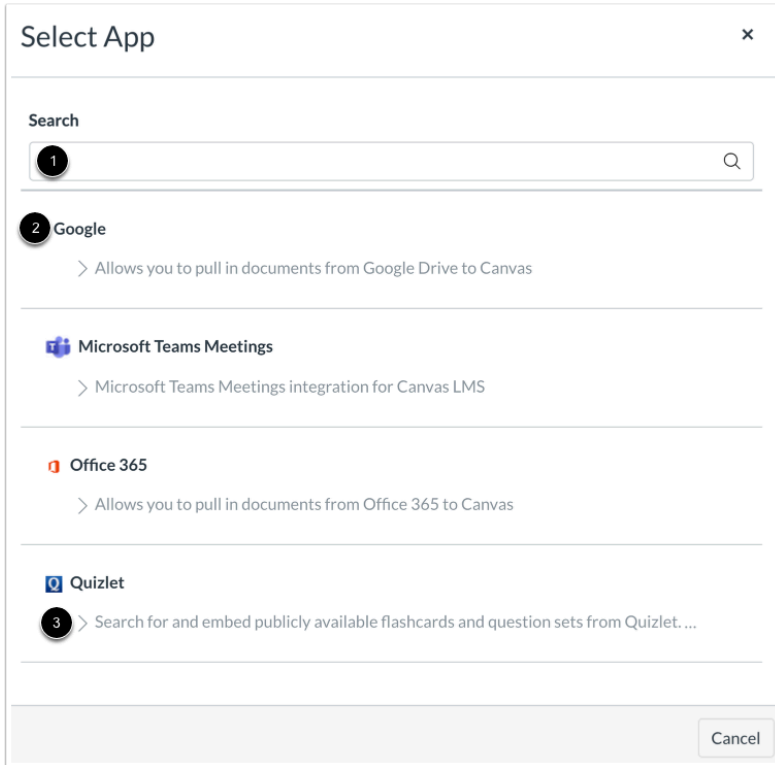
Open Apps
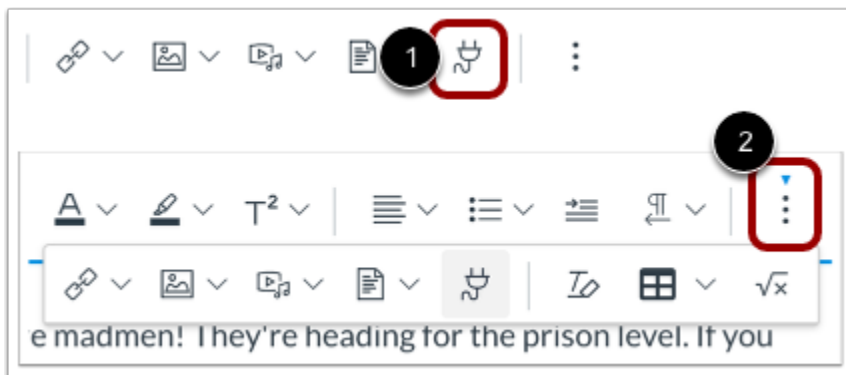
In the toolbar, click the **App** icon [1].

Note: To view the App icon, you may have to click the **Options** icon [2].

Select App
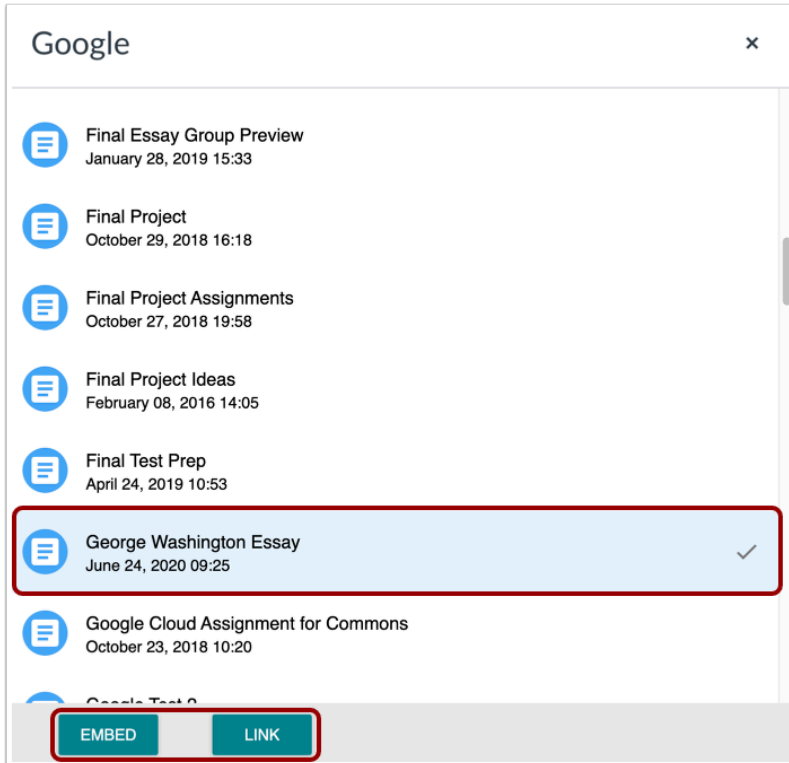
To find an app, type the app name in the **Search** field [1]. Search results display as you type.

To select an app, click the app name [2].

To read a brief explanation of the app, click the drop-down icon [3].

Select App Content
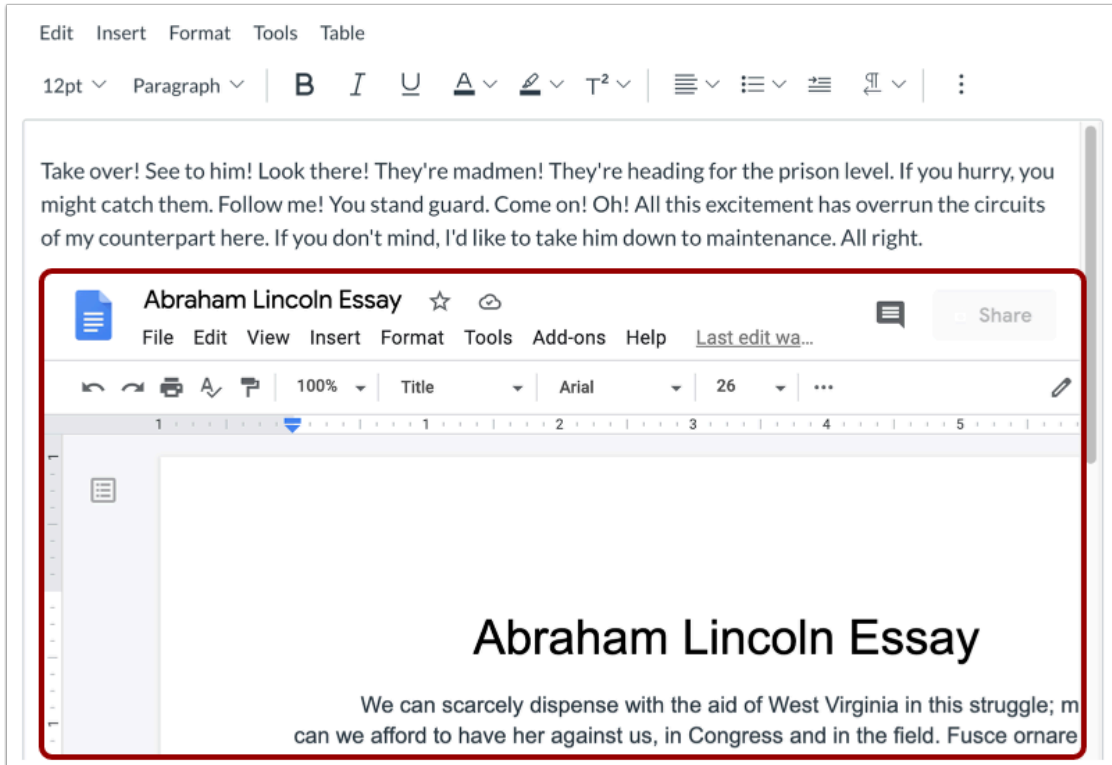
Use the app to search for and select content to link to or embed. External app settings and options may vary by app.

View Embedded App

You can view and interact with the embedded app content or app link depending on your embed or link settings.

View Content

View your content. You can interact with embedded app content directly in Canvas depending on external app settings.

How do I use the Math Editor in the New Rich Content Editor as a student?

Canvas has an integrated tool for math and science formulas based on LaTeX, the industry standard for academic publication. The LaTeX Math Editor is built into the New Rich Content Editor. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes. Canvas also includes the option to create equations and expressions with its graphical point-and-click editor.

The Math Editor can be used for basic mathematical formatting for introductory math courses or for more advanced mathematical text for higher-level math courses. Both students and instructors have access to the editor.
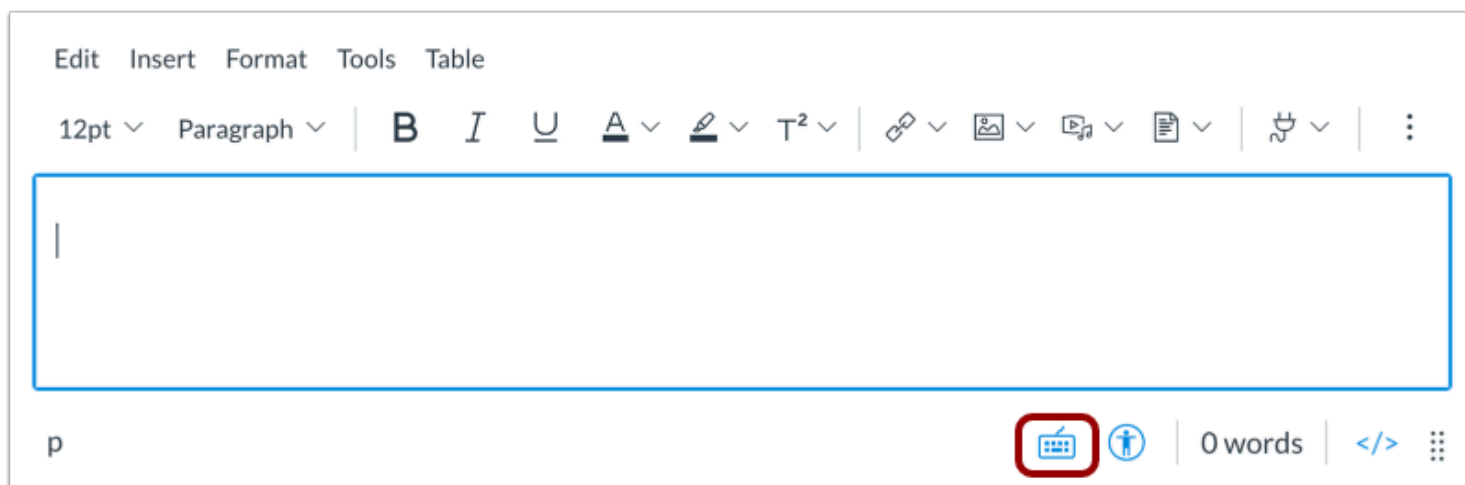
For more help, download the following PDF files:

- Basic equations
- Advanced equations
- Chemistry formulas, equations, and scientific notation

Notes:

- To have characters #, $, %, &, ^, _, {, and } appear in the New Rich Content Editor, when your equation is inserted, you must use Advanced View and type a backslash (\) before the character. The ~ character can be inserted through Advanced View by typing \~~. The $ character can be inserted through Basic View by typing \$$.
- The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.

Open New Rich Content Editor

Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Insert Equation from Menubar

In the menubar, click the **Insert** link [1]. Select the **Equation** option [2].

Insert Equation from Toolbar

Alternatively, you can use the toolbar icons to insert an equation. Click the **Insert Math Equation** icon [1].

Note: To view the Insert Math Equation icon, you may need to click the **Options** icon [2].

Create Basic Math Equation

Use the Math Editor toolbar [1] to insert an equation in the equation field [2].

Note: You can click the **Switch View to Advanced** link to type or copy and paste in LaTeX [3]. In Advanced View, do not use:

"\begin

Unknown macro: {equation}

\end"

to avoid receiving an error.

Insert Equation

Click the **Insert Equation** button.

Add Text to Equations

Add text around your equations in the New Rich Content Editor.

Save Changes

Cancel | **Save**

Click the **Save** button to save any changes to the equation made in the Rich Content Editor.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

Rich Content Editor

The sequence (x_n) defined by:

$$x_1 = 1, \; x_2 = 1, \; x_n = x_{n-1} + x_{n-2} \; (n > 2)$$

Advanced View:

$$ad - cb = \begin{vmatrix} a & b \\ c & d \end{vmatrix}$$

Chemical Equation using Advanced View:

$$CH_4 + 2O_2 \longrightarrow CO_2 + 2H_2O$$
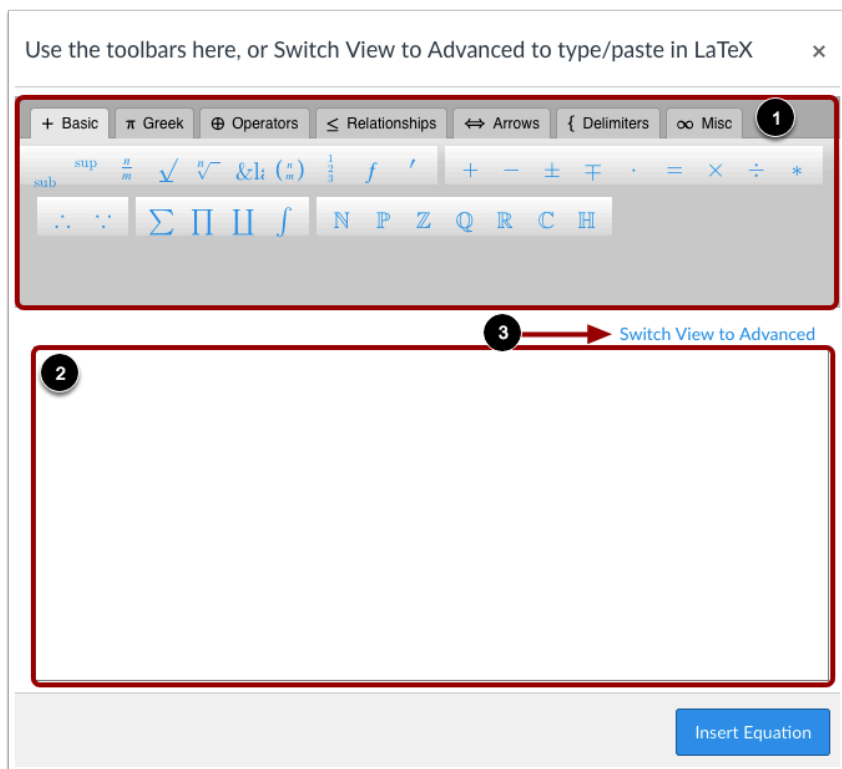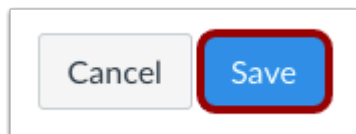
View the mathematical formulas, chemical formulas, or equations you created.

How do I create a hyperlink or embed a file from Google Drive into the New Rich Content Editor as a student?

If your course has enabled Google Apps, you can create a document, slide presentation, or spreadsheet using Google Drive and then embed that document anywhere you can use the New Rich Content Editor in Canvas. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes. When embedded, Google slide presentations default to presentation mode.

In Google, you can link or embed files. When files are linked in the New Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file. For embedded files, any time you edit the Google file, the edits also display in Canvas.

Notes:

- If you cannot view the Google Drive option in the New Rich Content Editor LTI Tools menu, you can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.
- The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.
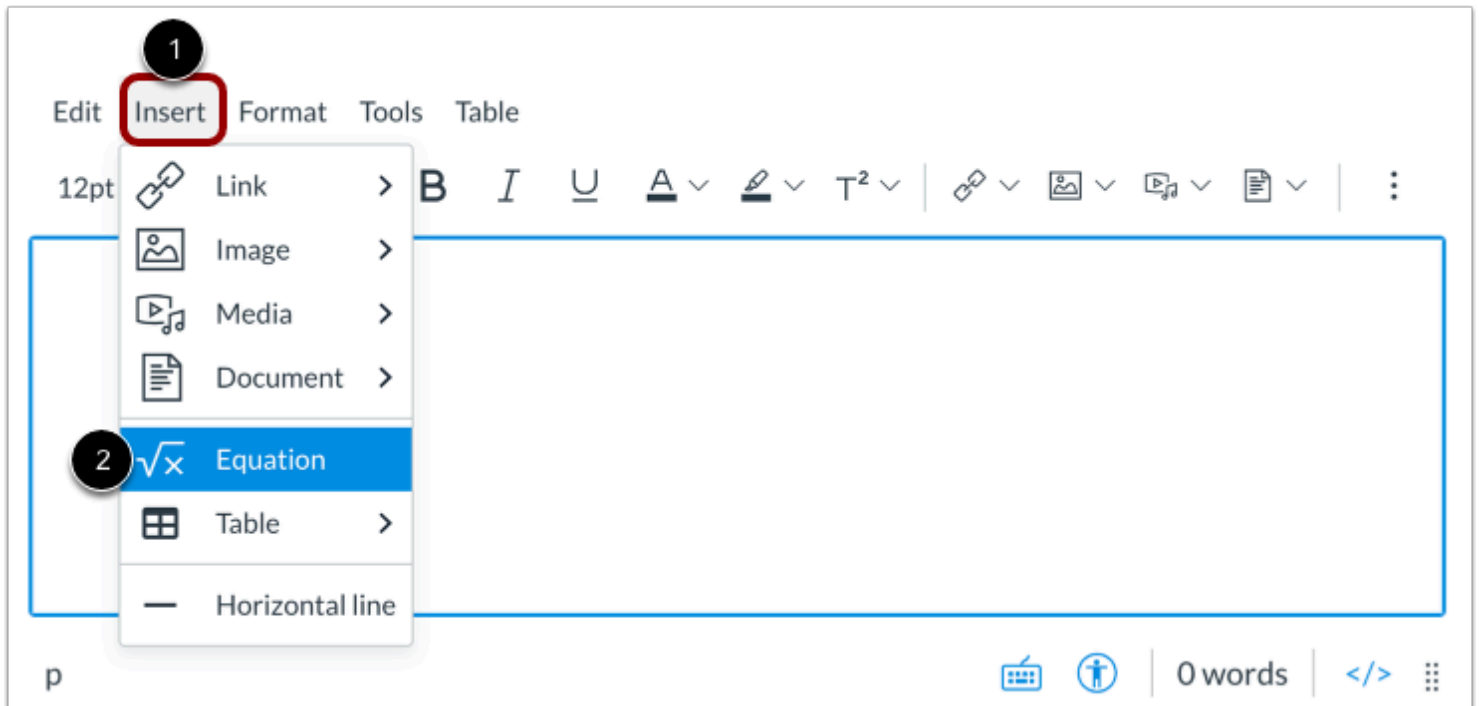
Open New Rich Content Editor

Open the New Rich Content Editor when using one of the Canvas features which support the Editor.
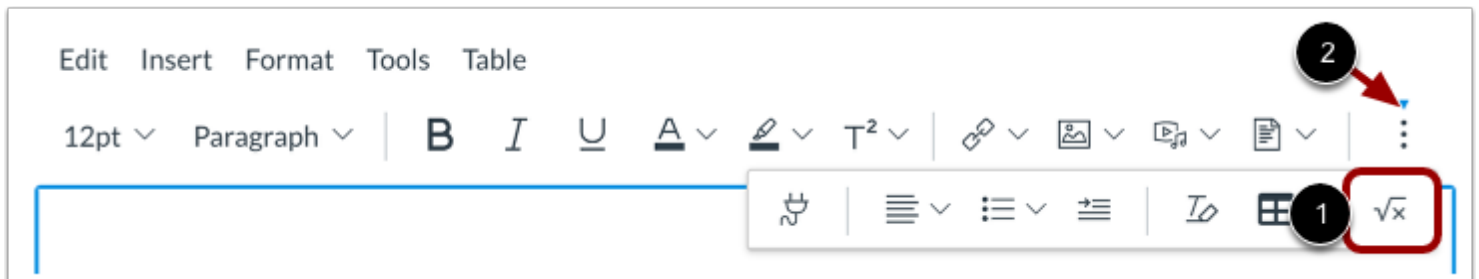
Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Open Apps
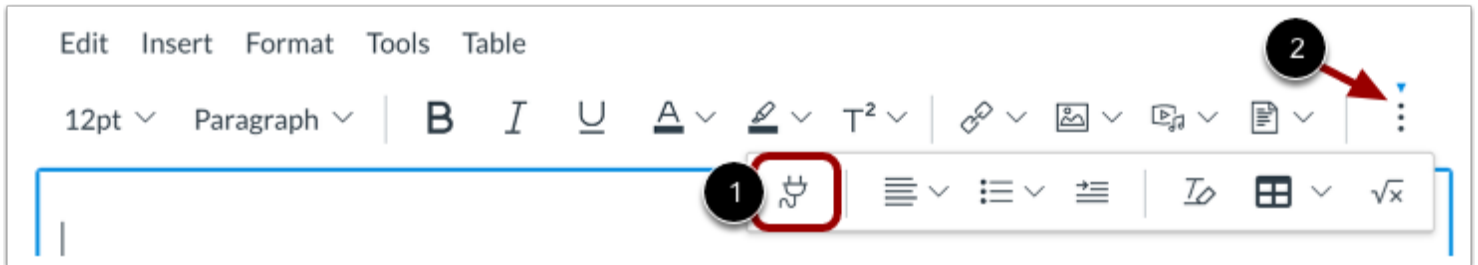
Click the **Apps** icon [1].

Note: To view the Apps icon, you may need to click the **Options** icon [2]

Open Google
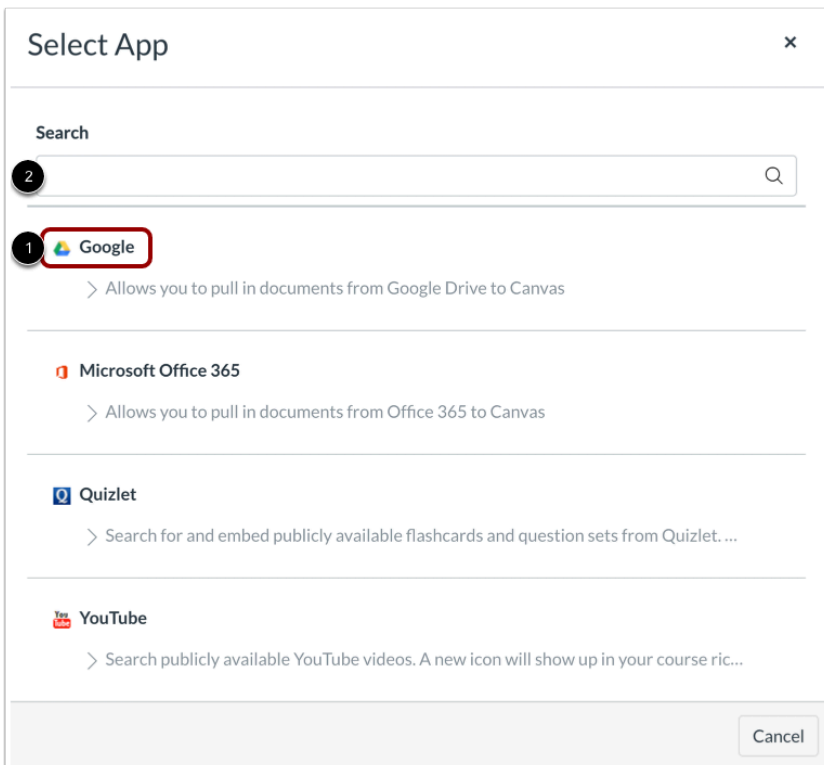
Click the **Google** link [1].

You can also filter menu options using the **Search** field [2].

Note: If the Google link does not display, the LTI may not be enabled in your course. You can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

Locate File

Locate and click the file(s) you want to link.

Embed or Link File

To embed the file, click the **Embed** button [1]. The Rich Content Editor will display a placeholder image for the file.

To link the file, click the **Link** button [2]. The Rich Content Editor will display a link with the name of the file.

View Embedded File

View the embedded Google file in the New Rich Content Editor.

View File Link

View the link to the Google file in the New Rich Content Editor.
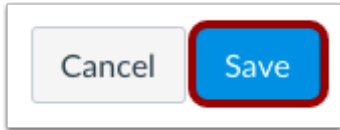
Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

How do I create a hyperlink from Microsoft Office 365 in the New Rich Content Editor as a student?

If your course has enabled Microsoft Office 365, you can create a document, slide presentation, or spreadsheet in your OneDrive and then create a hyperlink to that document anywhere you can use the New Rich Content Editor in Canvas. Several features in Canvas support the New Rich Content Editor, including Announcements, Assignments, Discussions, Pages, and Quizzes.

When files are linked in the New Rich Content Editor, the link displays the exact name of the file. Please ensure your file names are correct before linking a file.

Notes:

- If you cannot view the Microsoft Office 365 option in the New Rich Content Editor LTI Tools menu, you can still include your file by **creating a hyperlink** or publishing your Microsoft Office 365 content to the web and pasting the embed code in the **HTML editor**.
- PDF files added through Microsoft Office 365 that cannot be previewed in Sharepoint are not supported to preview in Canvas. To preview the PDF files, you will need to add them to course files and link to them in the New Rich Content Editor.
- The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is **using the classic Rich Content Editor**.

Open New Rich Content Editor

Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Open Apps
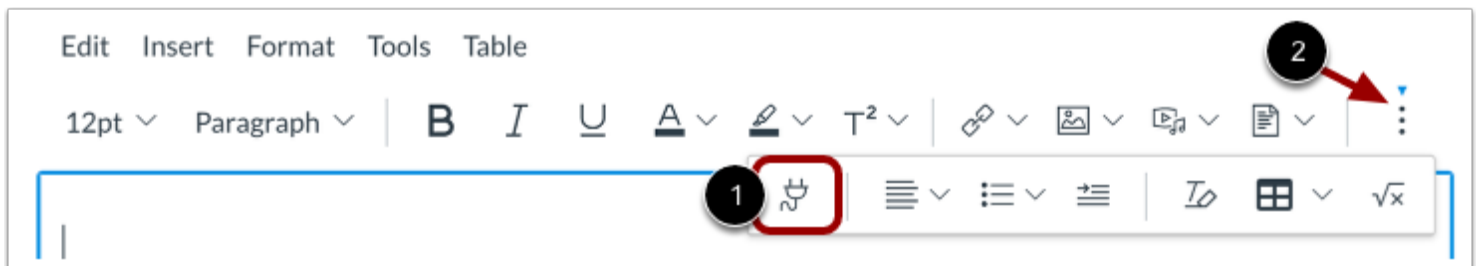
Click the **Apps** icon [1].

Note: To view the Apps icon, you may need to click the **Options** icon [2]

Open Microsoft Office 365
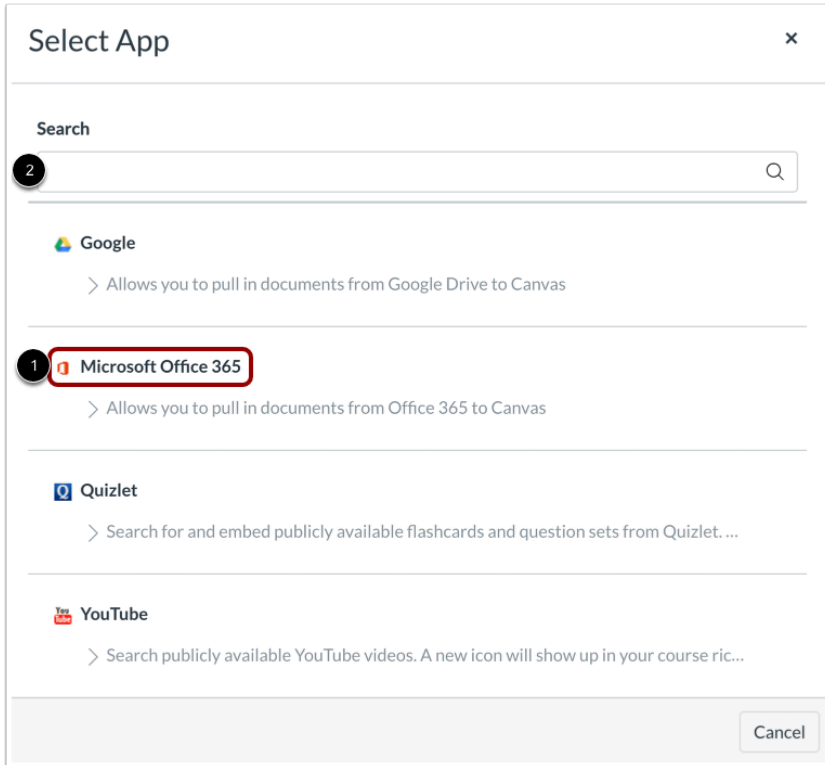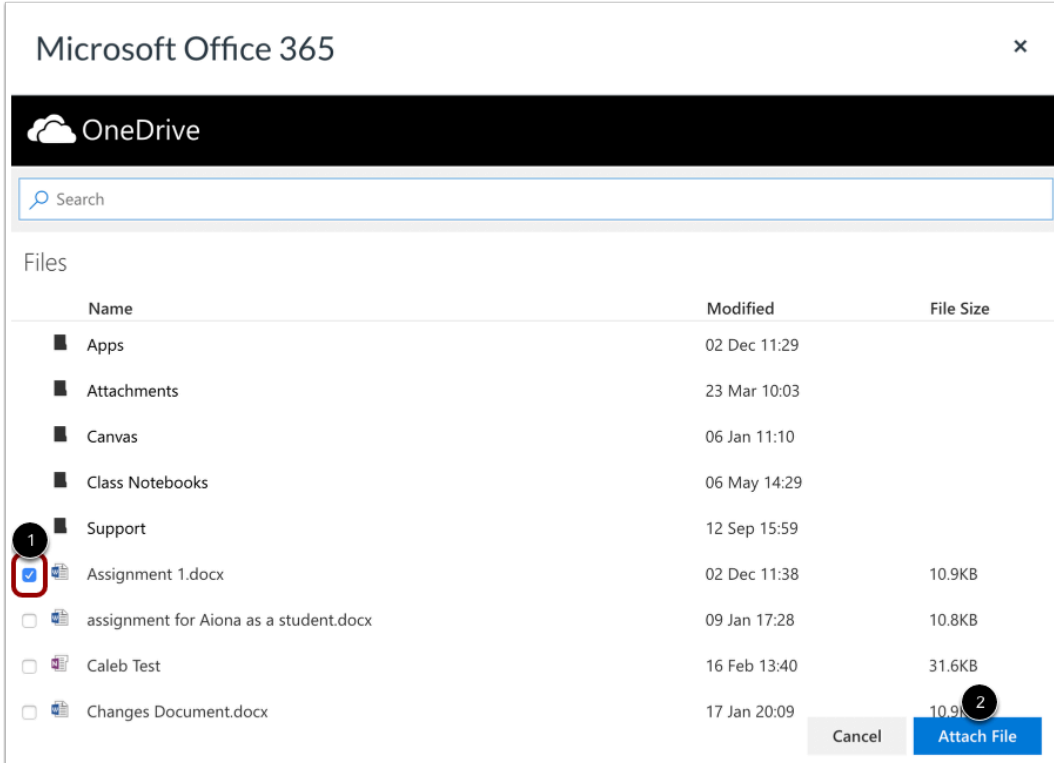
Click the **Microsoft Office 365** link [1].

You can also filter menu options using the **Search** field [2].

Note: If the Microsoft Office 365 link does not display, the LTI may not be enabled in your course. You can still include your file by creating a hyperlink or publishing your content to the web and pasting the embed code in the HTML editor.

Attach File

Locate the file you want to link and click the checkbox next to the file name [1]. Click the **Attach File** button [2].

View File Link

View the file link in the New Rich Content Editor

Save Changes

Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

Language of Business

Assignment 1.docx

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

View the content created in the New Content Editor

How do I link to a YouTube video in the New Rich Content Editor as a student?

When you use the hyperlink tool to create hyperlinks to YouTube videos in the New Rich Content Editor, the videos are automatically embedded in any feature that uses the Rich Content Editor.

If your course has enabled the YouTube LTI, you can also search and select YouTube Videos using the LTI Tool.

Note: The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.

Open New Rich Content Editor
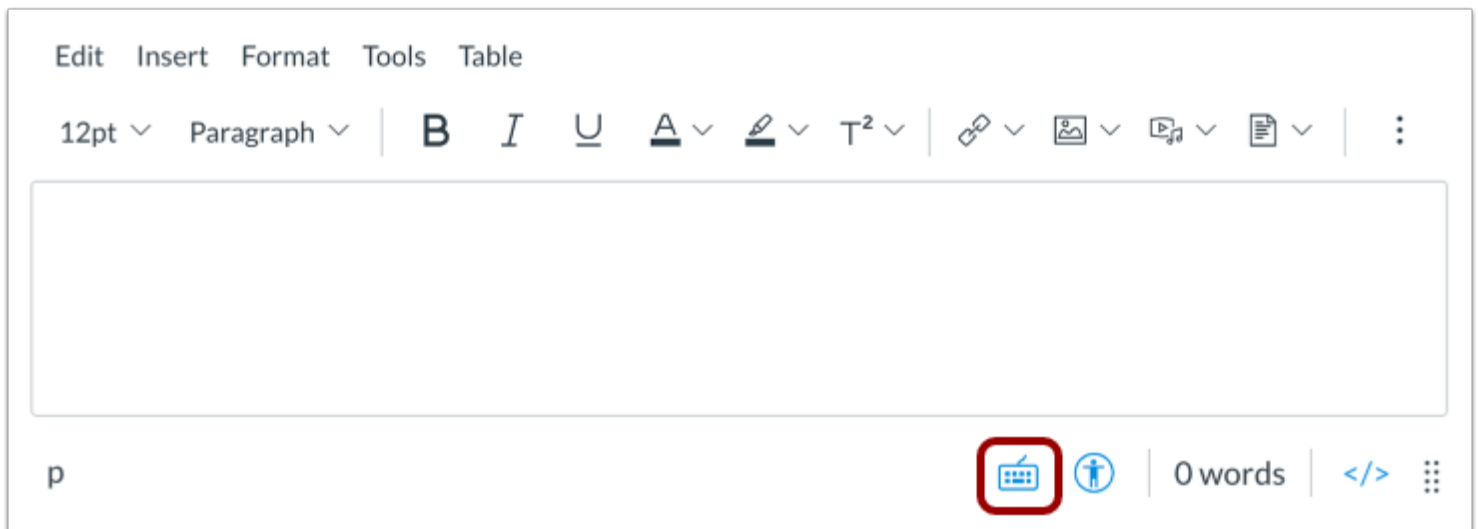
Open the New Rich Content Editor when using one of the Canvas features which support the Editor.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Insert Hyperlink from Menubar
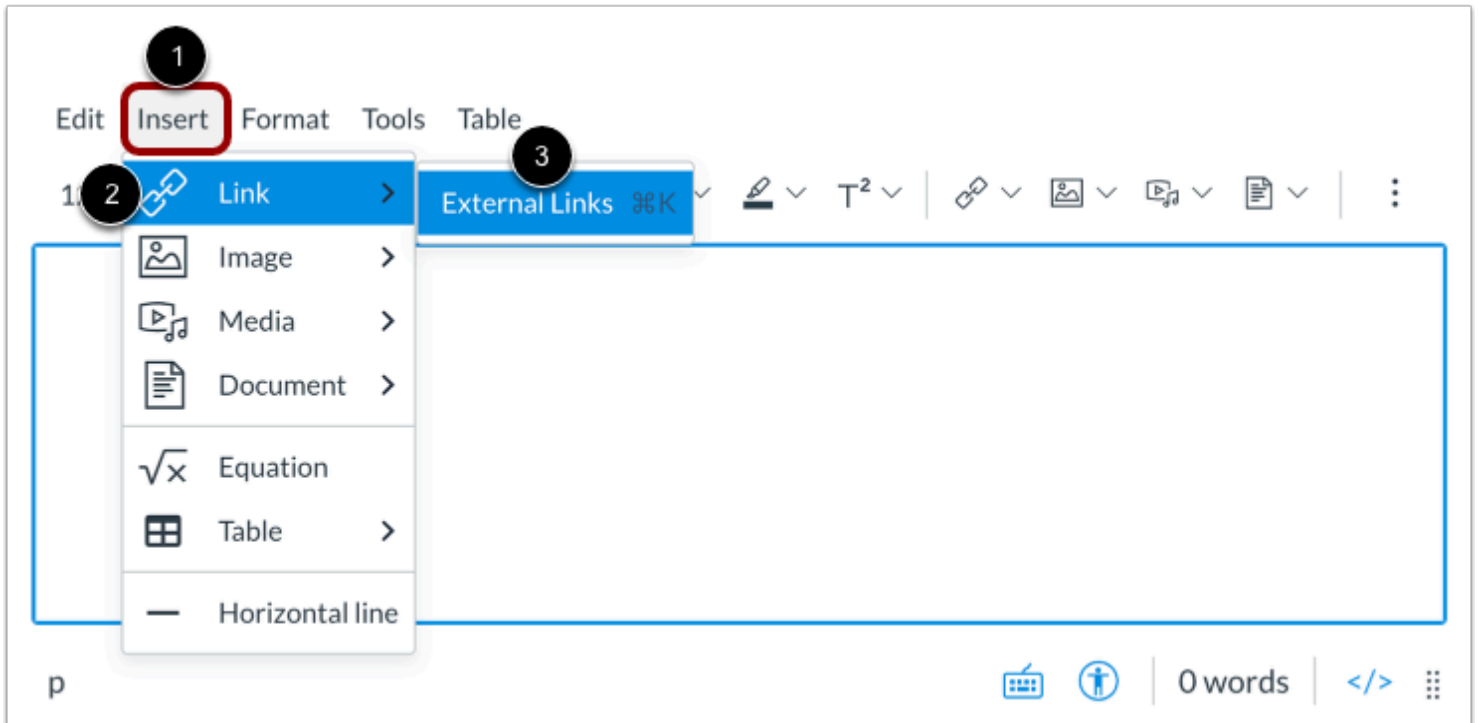
In the menubar, click the **Insert** link [1]. Navigate to view **Link** options [2], and select the **External Links** option [3].

Insert Hyperlink from Toolbar
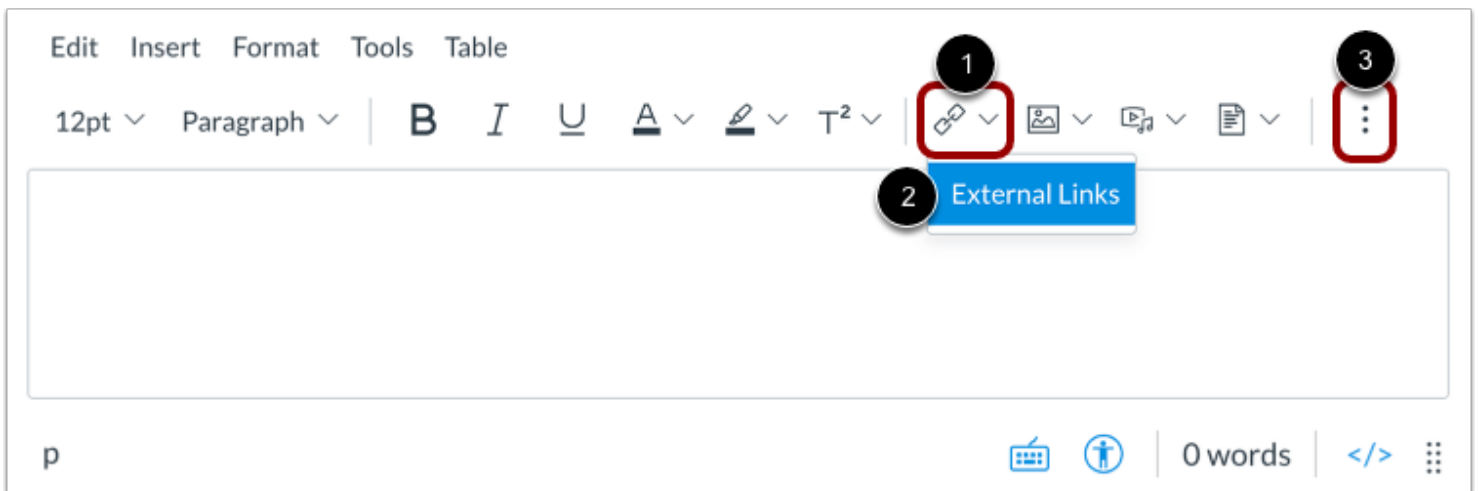
Alternatively, you can use the toolbar icons to add your link. Click the **Links** icon [1], then click the **External Links** option [2].

Note: To view the Links icon, you may need to click the **Options** icon [3].

Insert Link

Enter the video link in the **Link** field [1]. Then click the **Done** button [2].

View Embedded Video
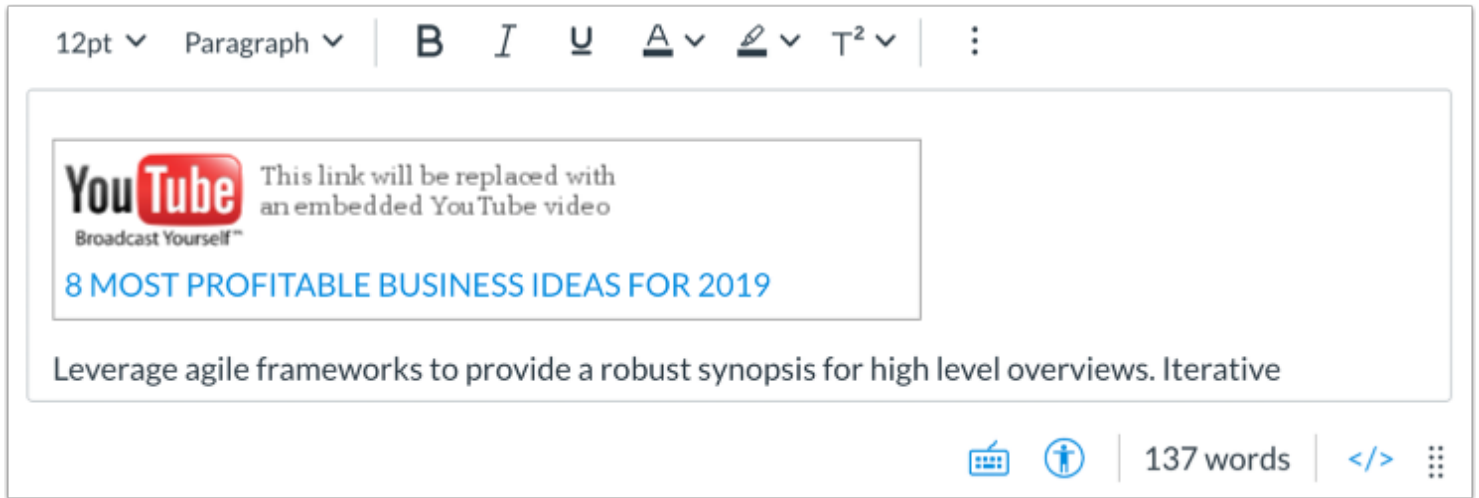
View the embedded video link in the New Rich Content Editor.

Open Apps
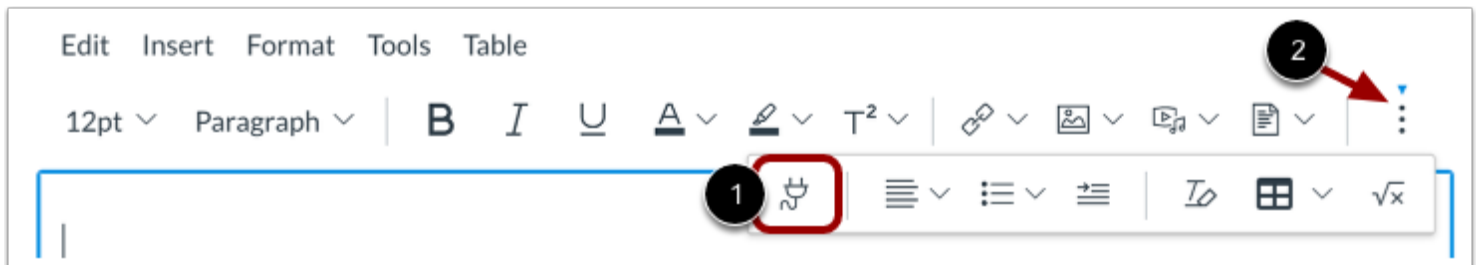
If your course has enabled the YouTube LTI, you can also embed videos using the YouTube LTI.

Click the **Apps** icon [1].

Note: To view the Apps icon, you may need to click the **Options** icon [2].

Open YouTube
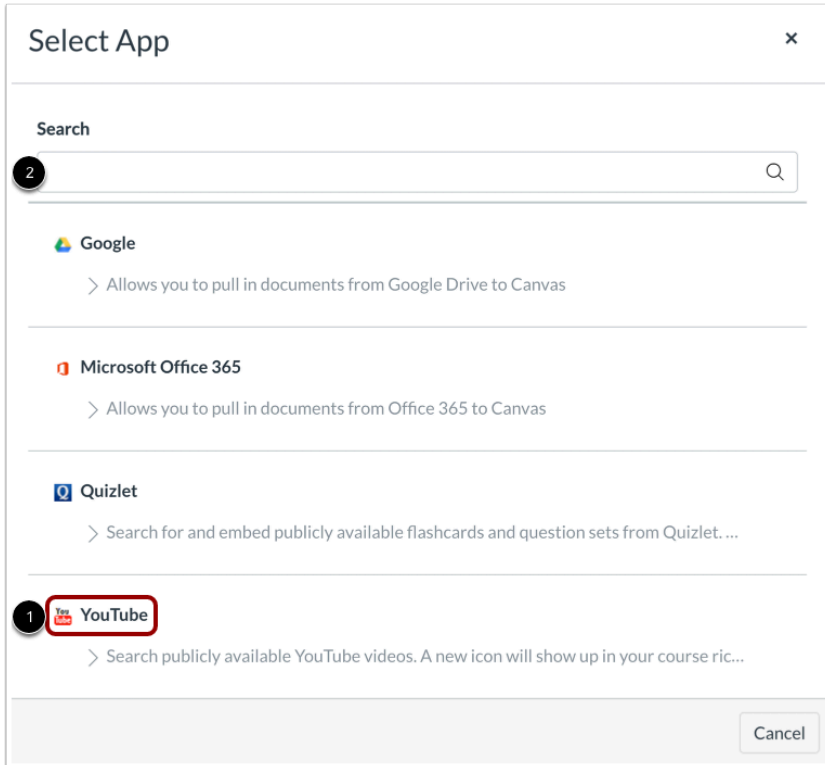
Click the **YouTube** link [1].

You can also filter menu options using the **Search** field [2].

Note: If the Google link does not display, the LTI may not be enabled in your course. You can still include your file by creating a hyperlink or publishing your Google content to the web and pasting the embed code in the HTML editor.

Search Videos
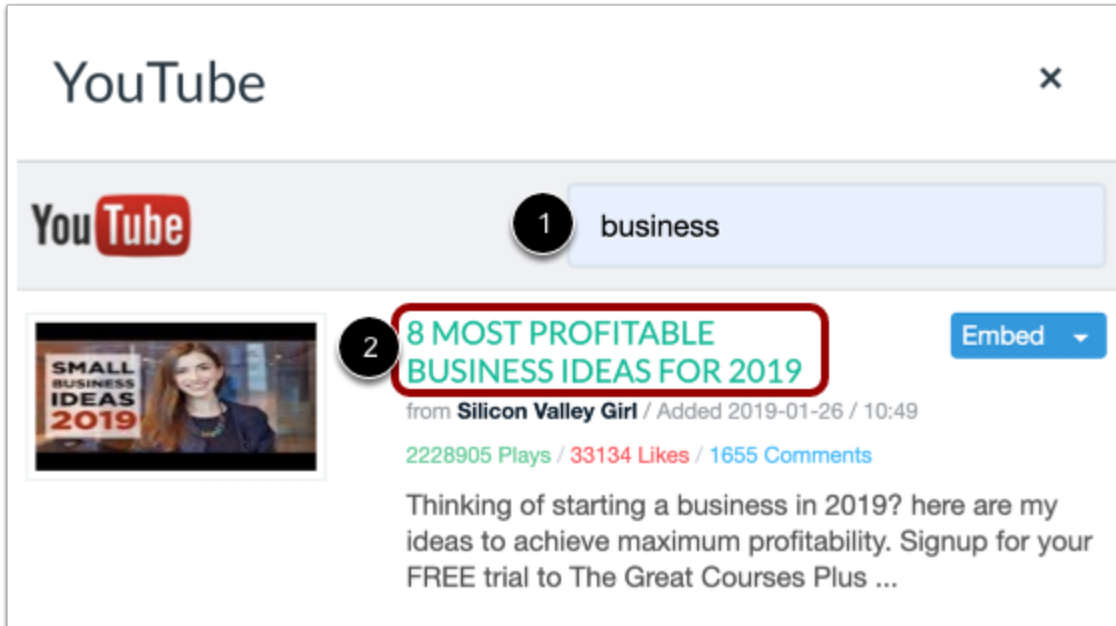
Enter a search term in the **Search** field [1]. Then press **Return** (Mac) or **Enter** (PC) on your keyboard.

To view more information about a search option, click the video name [2].

Embed Video
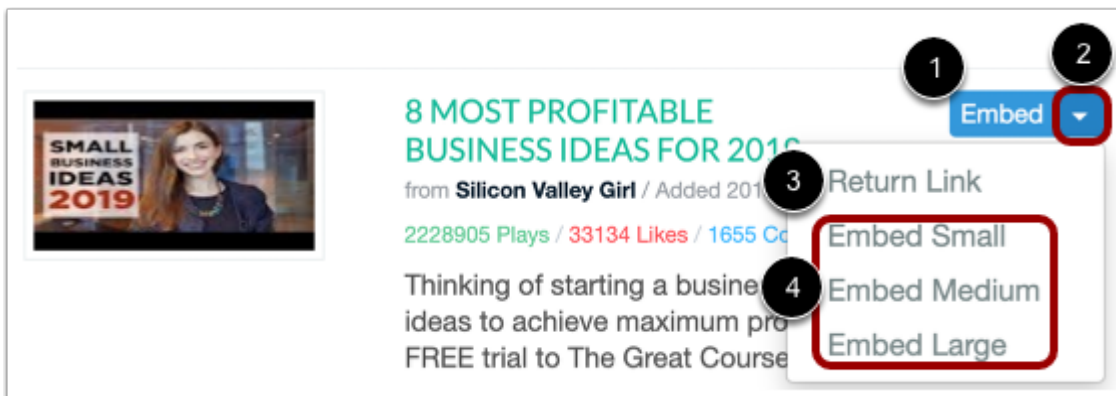
To embed the video in the New Rich Content Editor, click the **Embed** button [1].

To manage the video embed options, click the **Embed** drop-down menu [2]. You can select to embed a video hyperlink [3], or you can select to embed a small, medium, or large version of the video in the New Rich Content Editor [4].

View Embedded Video

View the embedded video in the New Rich Content Editor.

Save Changes

Click the **Save** button to save any changes made in the Rich Content Editor.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

View Content

To view the embedded video, click the **Play** icon [1].

To view the linked video in a new browser tab, click the video link [2]. To expand the linked video to view in Canvas, click the **Play** icon [3].

How do I use the Accessibility Checker in the New Rich Content Editor as a student?

The New Rich Content Editor includes an accessibility tool that checks common accessibility errors within the editor. You can use the Accessibility Checker to design course content while considering accessibility attributes. This tool only verifies content created within the New Rich Content Editor. You may use other accessibility tools to verify additional content in Canvas.

All accessibility components retain the parameters set by your institution's Theme Editor template. The Accessibility Checker verifies the following accessibility rules:

- Table captions: Tables should include a caption describing the contents of the table.
- Table header scope: Table headers should specify scope and the appropriate structure.
- Table header: Tables should include at least one header.
- Sequential headings: Heading levels should not be skipped (e.g. H2 to H4). However, the tool does not check if the first header starts with H2 or whether the headings are sequential with the rest of the content in the page. Tables do not begin with H1, which is designated for the page title.
- Heading paragraphs: Headings should not contain more than 120 characters.
- Image alt text: Images should include an alt attribute describing the image content.
- Image alt filename: Image filenames should not be used as the alt attribute describing the image content. Currently, files uploaded directly to Canvas create a redirect that does not properly verify image filenames.
- Image alt length: Alt attribute text should contain fewer than 120 characters.
- Adjacent links: Adjacent links with the same URL should be a single link. This rule verifies link errors where the link text may include spaces and break the link into multiple links.
- Large text contrast: Text larger than 18pt (or bold 14pt) should display a minimum contrast ratio of 3:1.
- Small text contrast: Text smaller than 18pt (or bold 14pt) should display a minimum contrast ratio of 4.5:1.

Notes:

- For text contrast, the Accessibility Checker verifies color using the same calculations as the WebAIM tool and verifies against Theme Editor templates without High Contrast Styles. However, High Contrast Styles must be enabled for verification if a link color is overwritten manually in the Rich Content Editor.
- The New Rich Content Editor is currently a course opt-in feature. If the Rich Content Editor in your course does not match the images in this lesson, your course is using the classic Rich Content Editor.

Open Accessibility Checker

In the New Rich Content Editor, click the **Accessibility Checker** icon.

View Issues

When an issue is detected, the Rich Content Editor highlights the affected area [1]. The sidebar displays the accessibility attribute [2] and an explanation of the error [3]. To learn more about the accessibility attribute, click the **Information** icon [4].

View Additional Issues
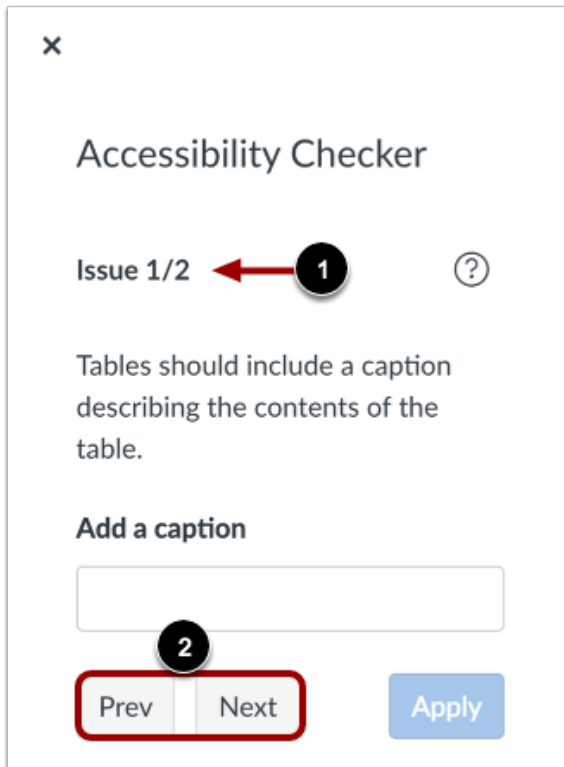
If the Rich Content Editor contains more than one issue [1], you can view all issues by clicking the **Previous** or **Next** buttons [2].

Apply Fix

To correct an issue, complete the task as noted in the sidebar [1]. For instance, if the issue requires that alt text be added to an image, the sidebar displays a text field for you to enter alt text.

When you are finished with your changes, click the **Apply** button [2].

The Accessibility Checker will apply the fix and display information for the next issue. Continue to review and fix any detected issues within the editor.

Confirm Fix
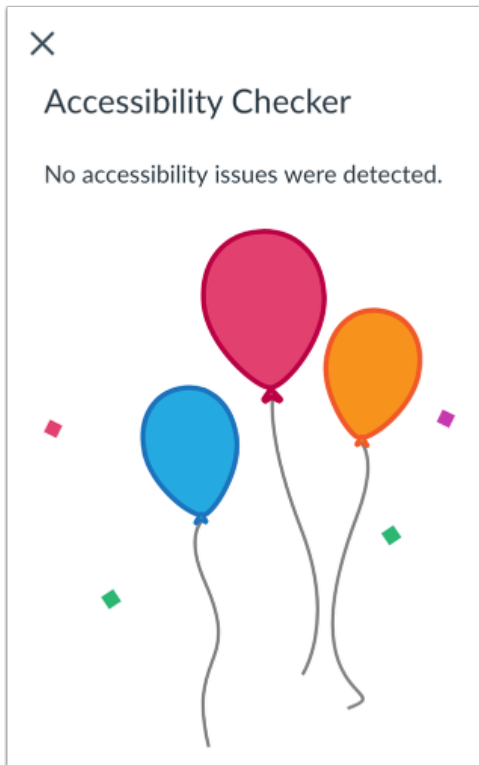
When all issues have been fixed, or if no issues are detected in the Rich Content Editor, the sidebar indicates that no issues exist and will close automatically.

# How do I add captions to new or uploaded videos in the New Rich Content Editor in Canvas as a student?

You can easily create and upload caption files when you add video content in the New Rich Content Editor. The New Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, and Quizzes).

This lesson only applies to creating captions for videos created in or uploaded into Canvas. If you've created a video outside of Canvas that you want to share in your course, you can create captions using an external captioning tool such as Amara or YouTube.

If you have not yet created or uploaded your video, learn how to record a new video or upload an existing video.

Note: Users can view video captions in the Canvas apps. However, iOS devices can only display captions in WebVTT format. If you use another format besides WebVTT, users on iOS devices will not be able to display the video captions.

Add Media From Menubar
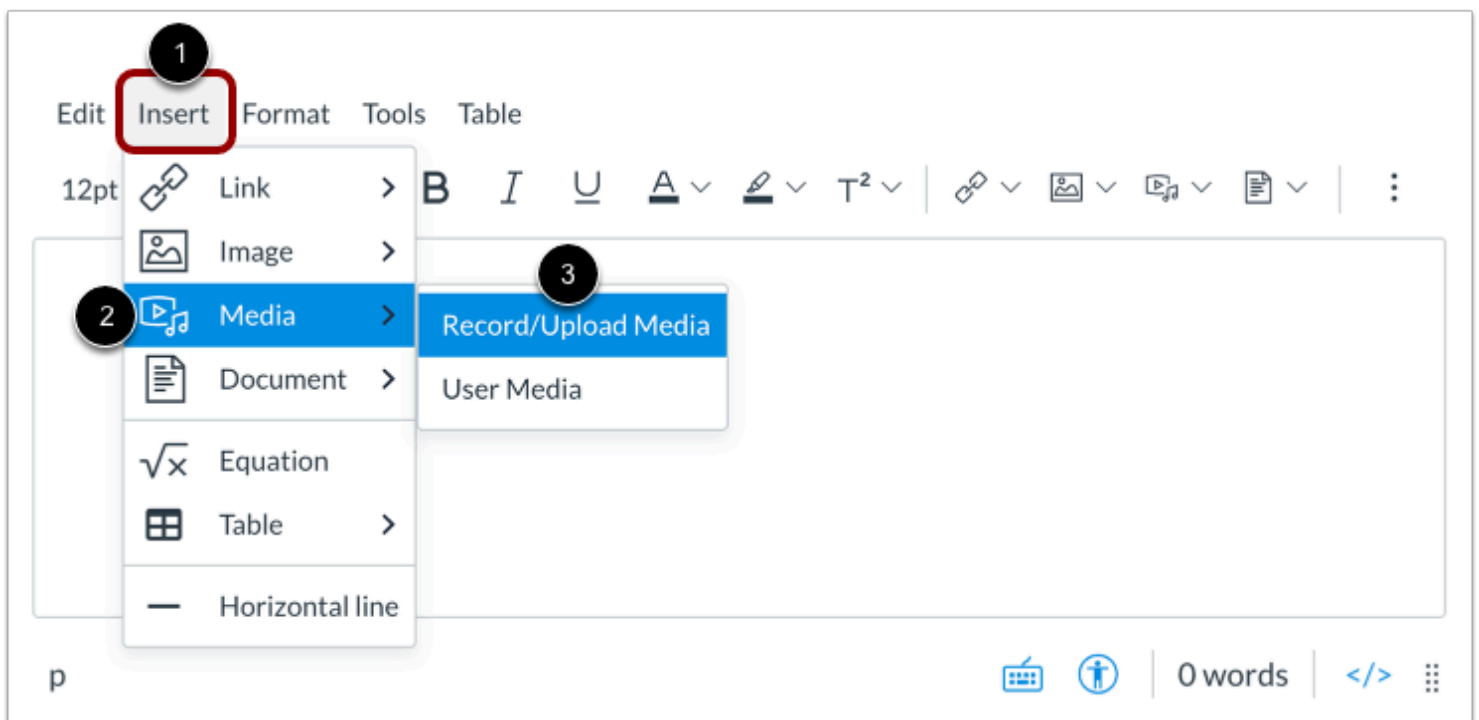
To add media from the menubar, click the **Insert** link [1]. Navigate to view **Media** options [2], and select the **Record/Upload Media** option [3].
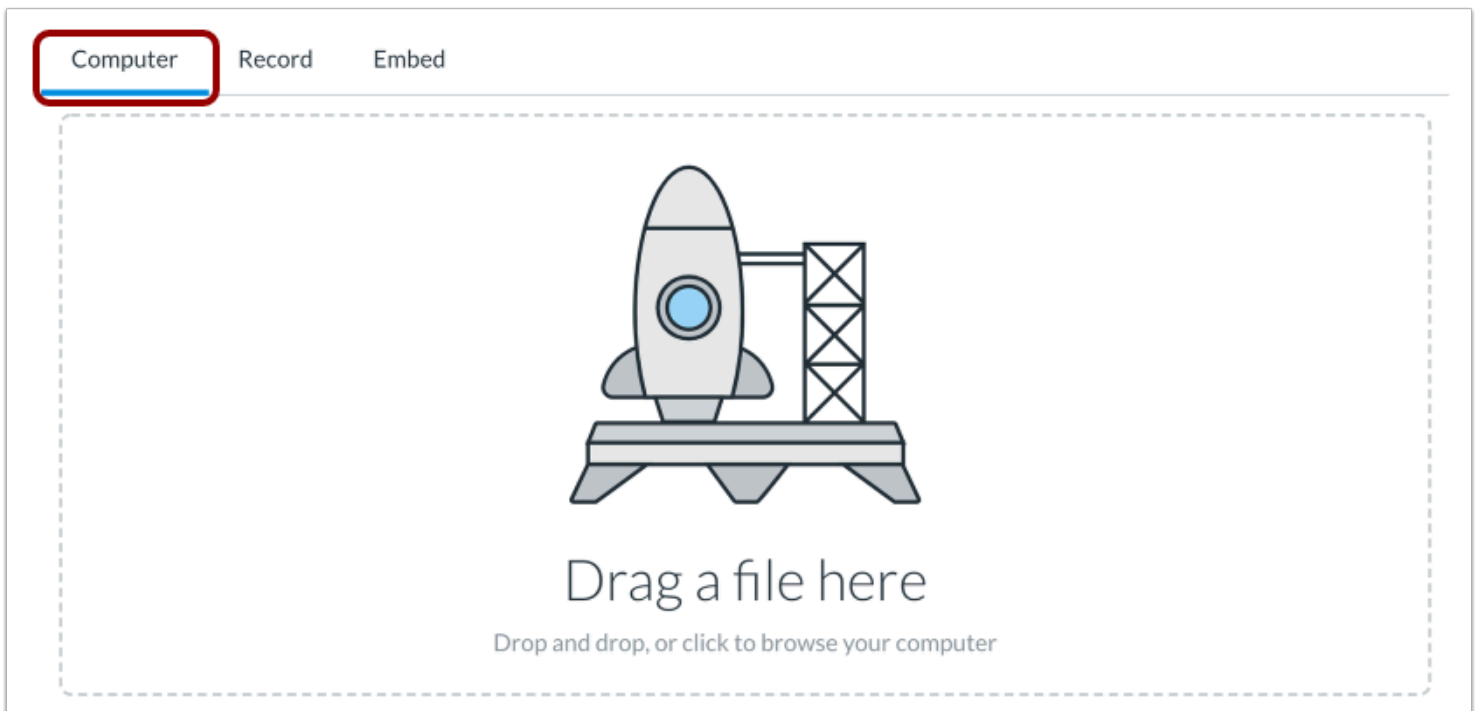
Add Media from Toolbar
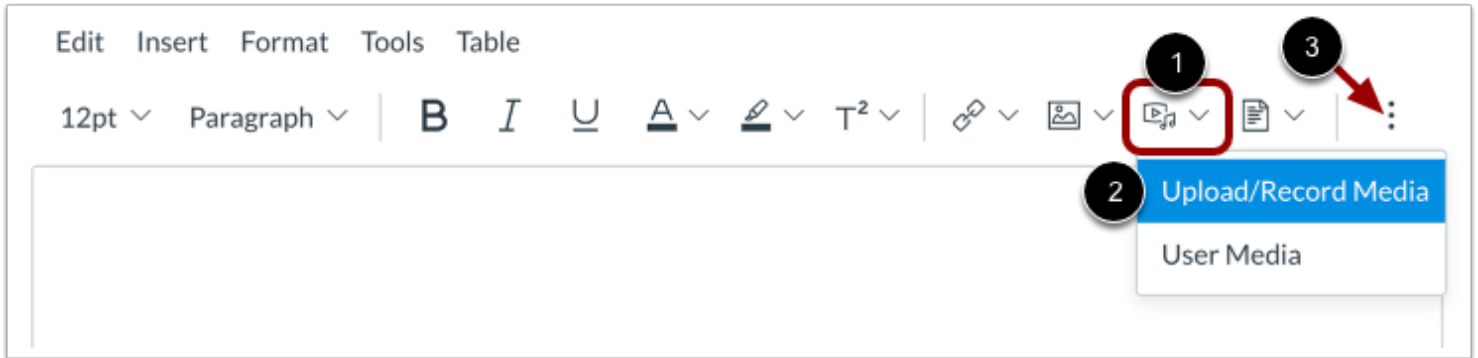
Alternatively, you can use the toolbar icons to upload your media.

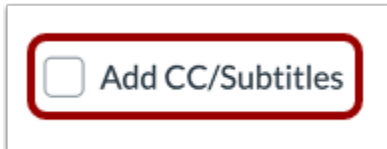In the toolbar, click the **Media** icon [1]. Then select the **Upload/Record Media** option [2].

Note: To view the Media icon, you may need to click the **Options** icon [3].
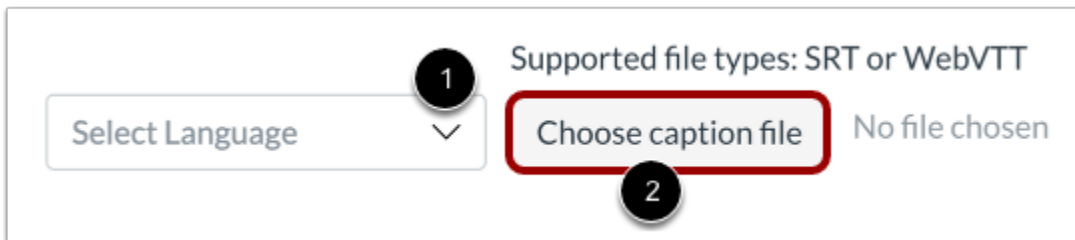
Upload Media

You can [upload a media file](#) in the Computer tab.
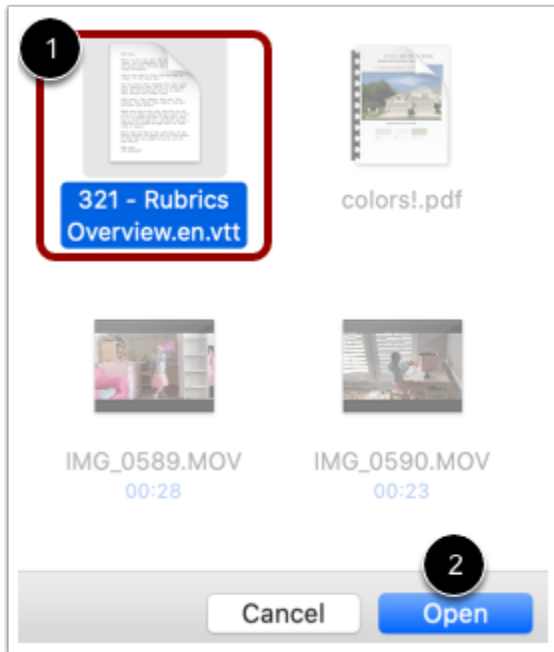
Add Captions

Click the **Add CC/Subtitles** checkbox.

Select Language and FIle

To specify the language for your captions, click the **Select Language** drop-down [1].
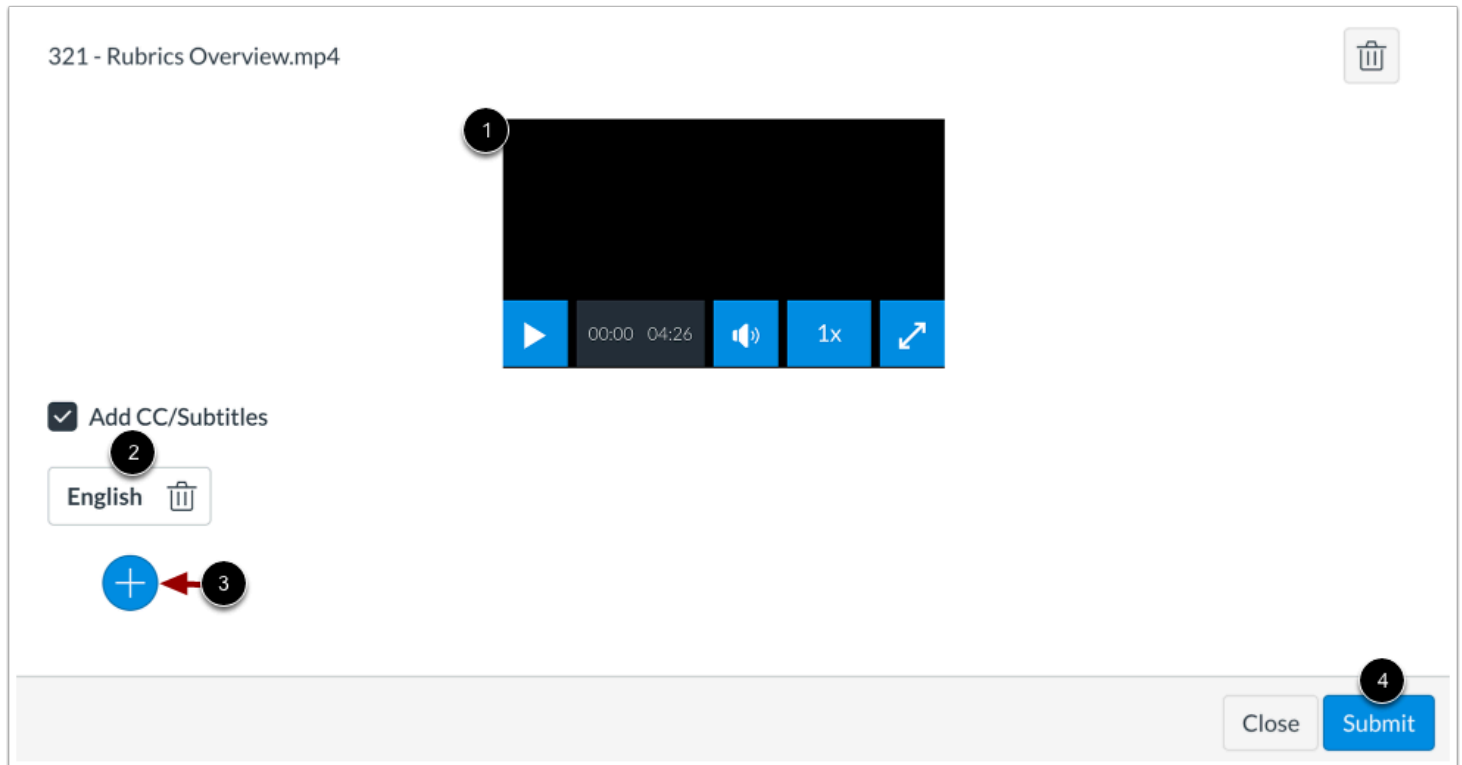
To attach your caption file, click the **Choose caption file** button [2]. You can upload SRT or VTT files.

Open File

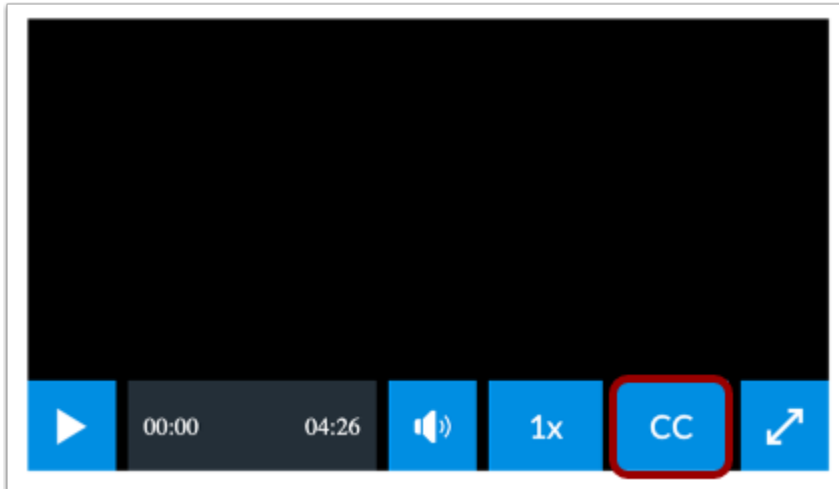Select the file you wish to upload [1], then click the **Open** button [2].

Submit Video

View your media file [1] and your caption file [2]. To attach additional caption files, click the **Add** button [3].

When finished adding media and caption files, click the **Submit** button [4].

View Media with Captions

When you add captions to a media file, the file displays a **CC** button.

How do I view captions in a video in the New Rich Content Editor as a student?

Some videos within Canvas may contain closed captioning. You can enable captions in the video options menu.

Note: If you view a video in a Canvas app, iOS devices can display captions created with WebVTT files. If you cannot view video captions in an iOS device, the caption type is not supported.

View Embedded Video
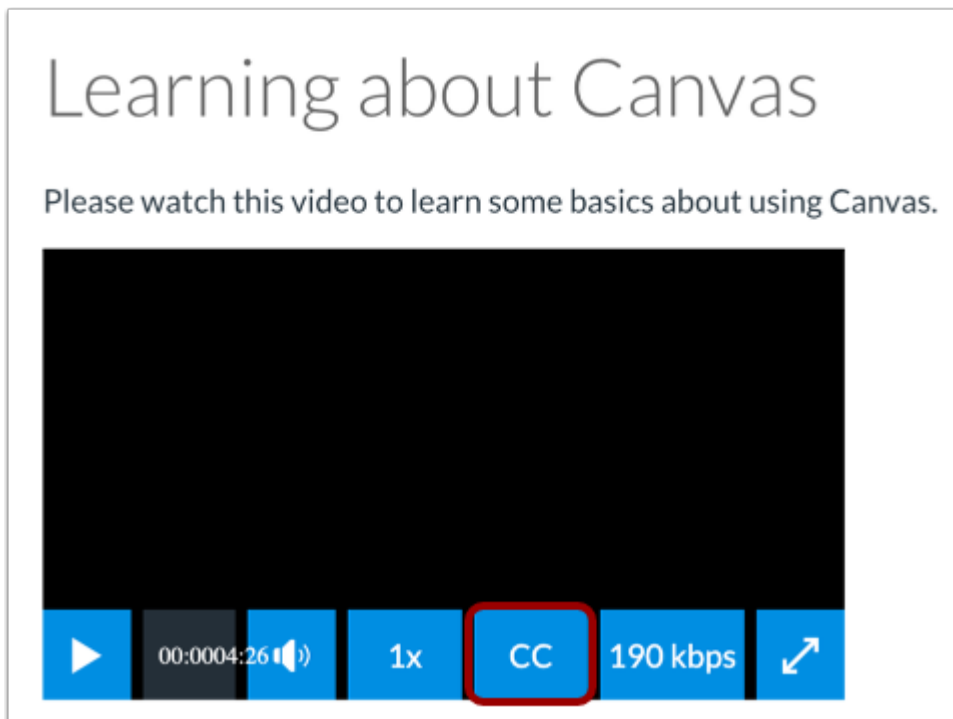
Embedded videos display directly in Canvas. Videos with subtitles display a **CC** link.

Select Subtitle Language

To view the video captions, click the **CC** link [1]. To view subtitles in an offered language, click the language name [2].
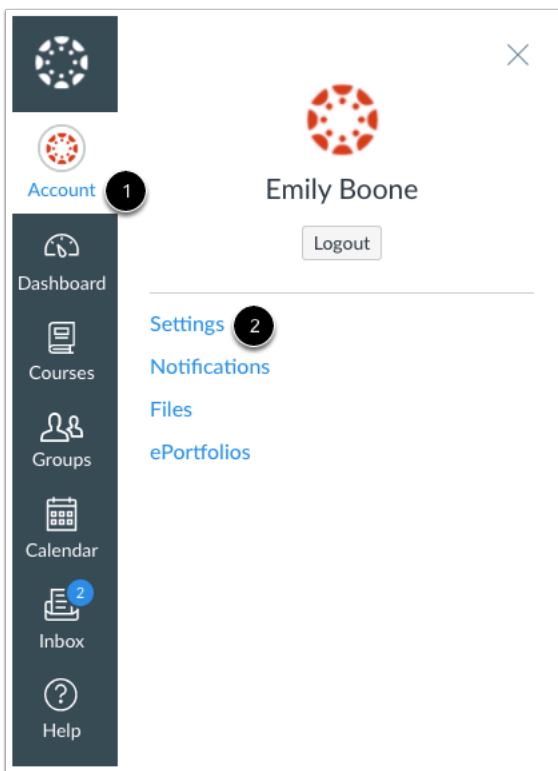
View Subtitles
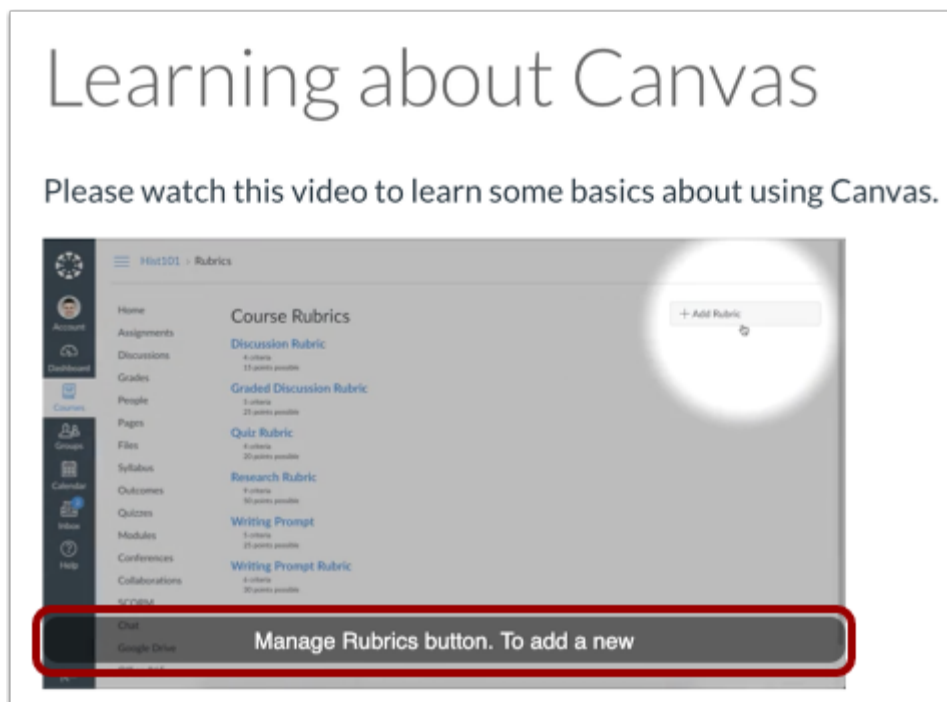
When closed captioning is enabled, you can view the subtitles as the video plays.

Web Services

How do I connect to web services outside of Canvas as a student?

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

Open User Settings

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

Link Services to Profile

> # Web Services
>
> Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.
>
> ☑ Let fellow course/group members see which services I've linked to my profile

When you register other web services with Canvas, you can integrate your account with services you already use. Each of these services also generates a contact method for other people in your course or group.

If Profiles is enabled for your account, and you want to show any of your registered web services on your profile page, click the **Let fellow course/group members...** checkbox. You can select specific services to display by editing your profile.

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

Connect to Web Services

> # Other Services
>
> Click any service below to register:
>
> - Google Drive
> - Skype
> - Twitter
> - Delicious
> - Diigo
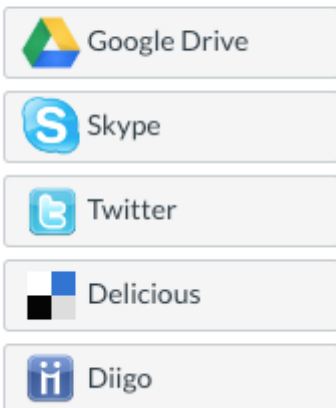
You may be able to integrate Canvas with the following web services:

- Google Drive

- [Skype](#)
- [Twitter](#)
- Delicious
- Diigo

How do I connect to Delicious as a web service in Canvas as a student?

Here you will learn how to connect to the Delicious web service in Canvas.

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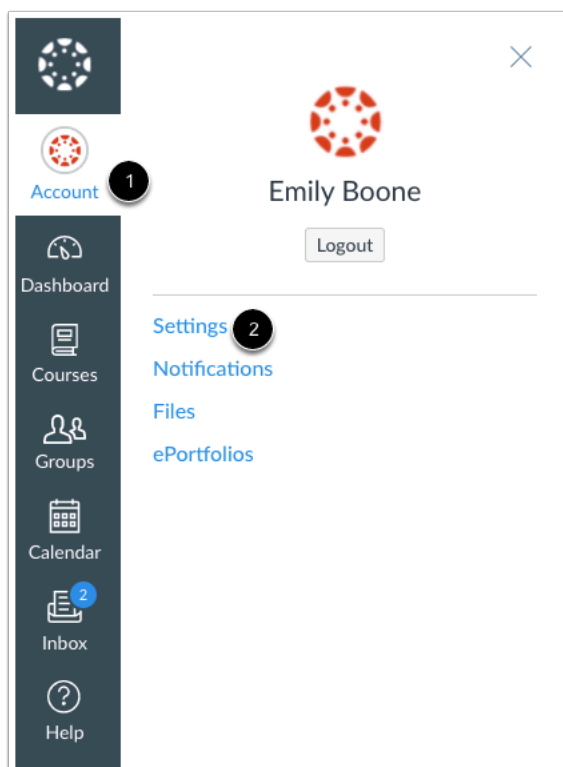
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Register Delicious

Click the **Delicious** button underneath the Other Services heading.

Authorize Delicious Access

Enter your user name [1] and password [2] in the appropriate fields. Click the **Save Login** button to connect your Delicious account to Canvas.

Delicious will now appear under the Registered Services heading.

How do I connect to Google Drive as a web service in Canvas as a student?

The Google Drive web service allows you to integrate Canvas with your Google Drive account. All users can authorize their Google Drive accounts for access to Google collaborations and assignment uploads.

If you need to create a new Google Drive account, please note that you may experience a delay with the Google integration in Canvas until Google has fully completed the account process.

Note: For any of your courses, if the Course Navigation Menu includes a Google Drive link, your institution or instructor has enabled a global Google Drive integration. You do not need to enable Google Drive as a web service.

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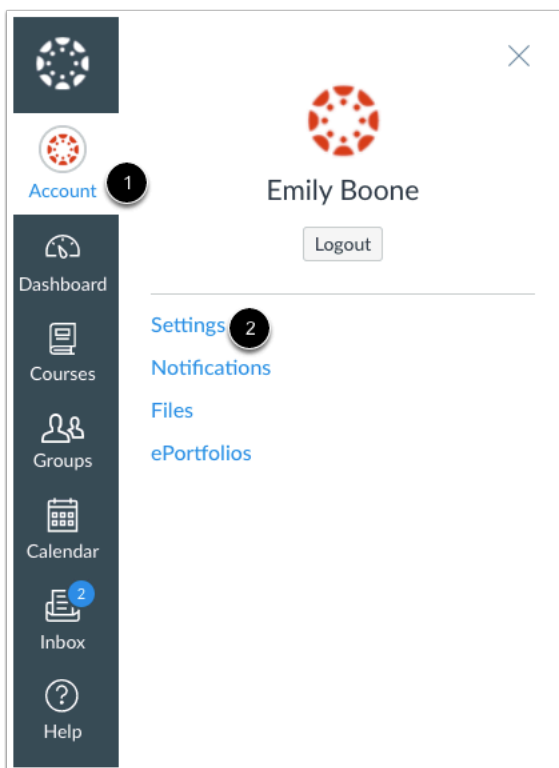
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Register Google Drive
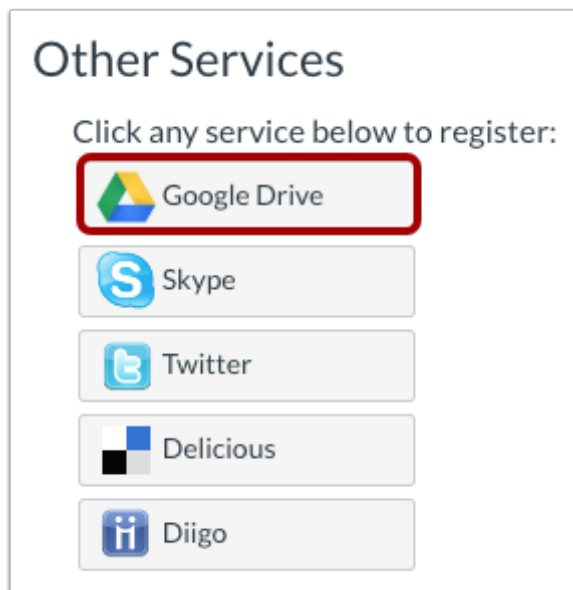
In Web Services, click the **Google Drive** button.

Authorize Google Drive
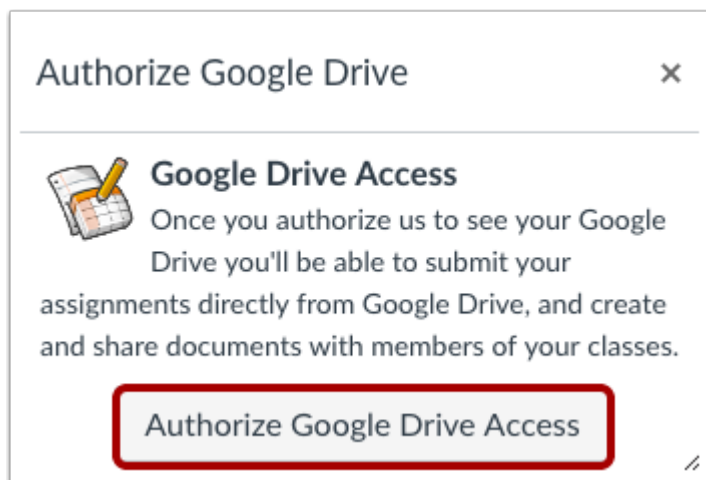
Click the **Authorize Google Drive Access** button. You will be re-directed to Google to verify the authorization.

Accept Authorization
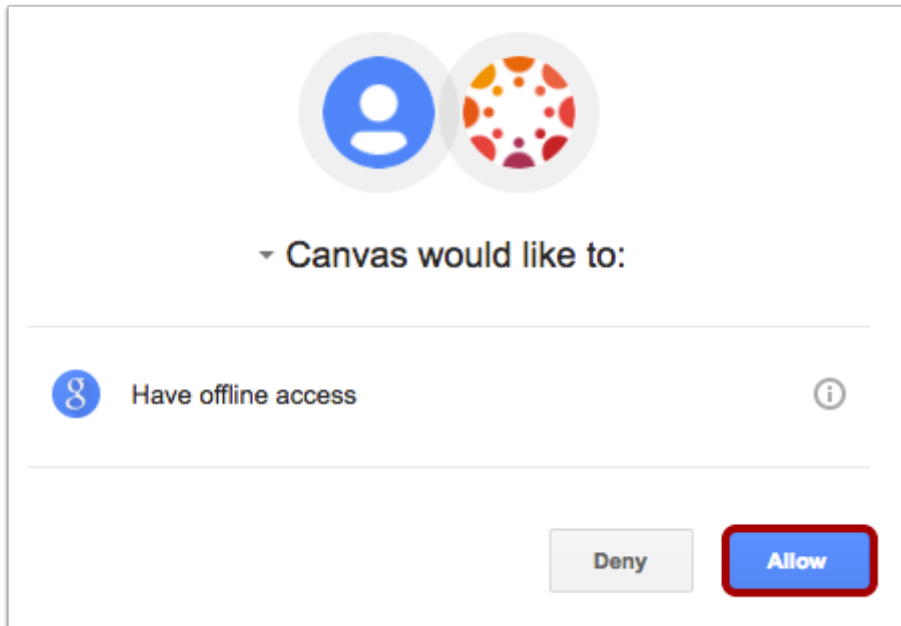
Canvas will ask permission to view and manage the files in your Google Drive account. Click the **Accept** button.

Note: You may be asked to log in to your Google account before viewing this page.

View Registered Services

View Google Drive as a registered service in your Canvas account.

How do I connect to Twitter as a web service in Canvas as a student?

Here you will learn how to connect to the Twitter web service in Canvas.

Open User Settings

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

Register Twitter

Click the **Twitter** button underneath the Other Services heading.

Authorize Twitter Access

Click the **Authorize Twitter Access** button. You will be re-directed to Twitter to verify the authorization.

Log in to Twitter

Enter your username [1] and password [2] in the appropriate fields. Click the **Authorize app** button to connect your Twitter account to Canvas [3].

Twitter will now appear under the Registered Services heading in your Canvas settings.

# How do I connect to Skype as a web service in Canvas as a student?

Here you will learn how to connect to the Skype web service in Canvas. This integration allows you to send friend requests to other users in your course who have also connected to Skype. It will not allow you to use Skype directly in Canvas.

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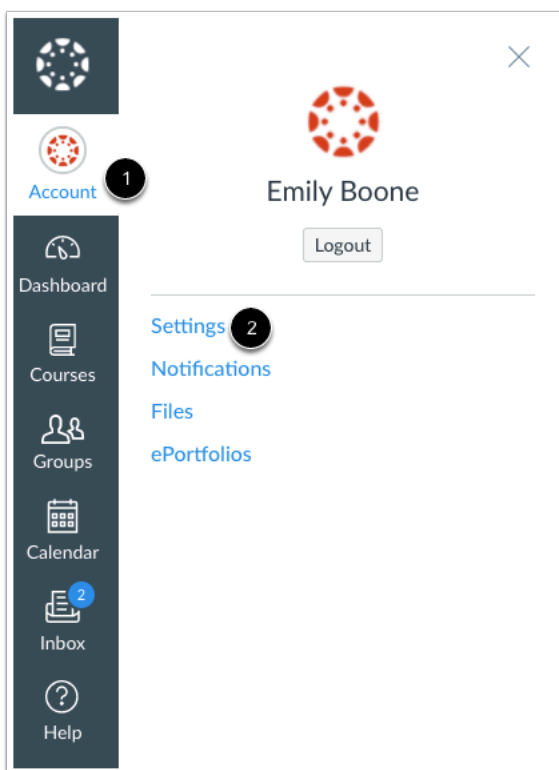
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Register Skype
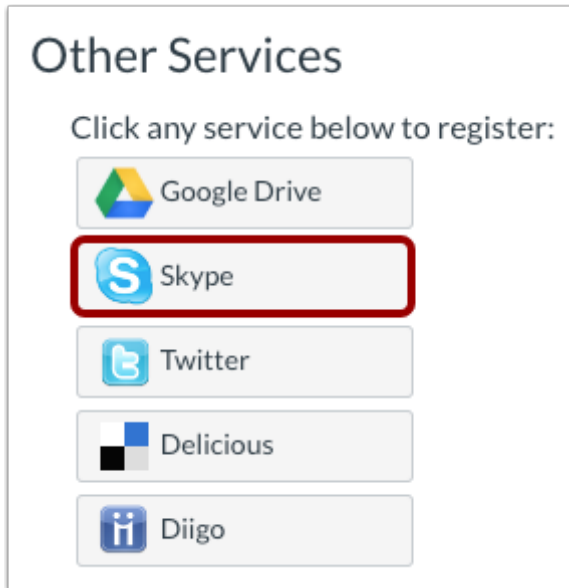
In the Other Services section, click the **Skype** button.

Log in to Skype

Enter your Skype name in the Skype name field [1]. Click the **Save Skype Name** button [2].

Skype will now appear under the Registered Services heading in your Canvas settings.