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Get Started with Canvas
How do I log in to Canvas?

There are a few different ways to log in to Canvas. This lesson will show you how to log in to Canvas and how to log in on an Internet browser. (You can also log in using the Canvas Mobile apps; please visit the Mobile Guides for more information).

You must have an account to log in to Canvas. Depending on your institution, you may only need to use your current login credentials. If not, you can create an account when you are invited to a course. You can also create a free account (not through your institution) by visiting the lesson about signing up for a free account as a student.

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

Accept a Course Invitation

1. You've been invited to participate in a class at training.instructure.com
   The class is called U.S. Presidents 101, and you've been invited to participate as a student.
   Name: emily.boone.canvas@mail.com
   Email: emily.boone.canvas@mail.com
   Username: none
   You'll need to register with Canvas before you can participate in the class.

2. Click here to get started

If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL [1] and your email address to use for your login [2]. Click the course page link [3] (or copy and paste the url into your web browser) to accept the course invitation.

Note: You will need to know your institution's Canvas URL if you want to access Canvas on your mobile phone or tablet.
Access Canvas via Institution

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

Access Canvas via Your Institution URL

Other institutions have you log in via a link to their Canvas URL.

Log in by typing your institution's Canvas URL or learn.canvas.net for Canvas Network courses in a browser address bar.
Log in to Canvas

The Canvas log in screen requires your email address [1] and password [2]. Click the Log in button [3].

Login Troubleshooting

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

- If your email address 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 an email address and password, you may need to create an account.
- If you have forgotten your password, you can reset your password.

Each screenshot is acknowledged by its respective university for use in this lesson.
What is the Dashboard?

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your courses and allows you to figure out what to do next.

Click here to view an overview video about the Canvas Interface.

The Canvas Dashboard

The Dashboard consists of three main elements:

1. Global Navigation across the top of the page,
2. the Sidebar with various types of feeds, and
3. the Global Stream, which comprises the main body of the page.

The Dashboard is designed to answer the questions, "What is going on in all of my courses?" and "What do I need to do next?"
Global Navigation

The Global Navigation directs users to menus or pages that display:

1. all of a user's courses and groups,
2. all of a user's assignments,
3. a grade summary page, and
4. the Calendar.

These four menus and pages will display different items depending on whether you are a student or an instructor. Under Assignments, for example, Instructors will see assignments that need to be graded and students will see assignments that need to be turned in.
Sidebar

The Sidebar contains three helpful feeds:

1. The **To Do** feed lists the next five assignments you need to turn in (if you are a student) or need to grade (if you are an instructor). Assignments will still show up in this list even if they are past due. Click the links to go directly to the Assignments page.
2. The **Coming Up** feed lists the next five assignments or events coming due in the next week.
3. The **Recent Feedback** feed lets students know when their instructor has left a comment or a grade for one of their submissions. The same feed will let instructors know when students have left comments about work they have evaluated. This feed helps students and instructors keep the conversation alive around Assignments.
Global Stream

The Global Stream contains a stream of recent activity from all of your courses. There are announcements, discussions, assignment notifications, and conversations. This activity stream helps students and teachers to stay on top of what is going on in the course and allows them to easily ask questions and post to discussion forums. You can view the details of each section by hovering in the section area and clicking the Show More button.

Return to Dashboard

Click the Canvas logo in the Global Navigation to return to your Dashboard.
How do I view my courses?

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

Access Courses on Dashboard

Open the Courses & Groups tab in Global Navigation [1]. At the bottom of the drop-down menu, click the View all courses link [2].

Note: You can customize your courses that appear in the drop-down menu.
Course Categories

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

2. Past Enrollments
   - Psychology 101, PSY-101-003
     - Enrolled as a student
   - Documentation Sandbox, Second Section
     - Enrolled as a student

3. Future Enrollments
   - Doc Writing for Nonreaders in the Postprint Era
     - Enrolled as a student

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

Your enrollment status is displayed under each course name [4]. Statuses are student, teacher, TA, observer, or designer.
My Courses

Active courses have been published by your institution, admin, or instructor and are in progress as part of the current semester or term. They are located under the My Courses heading [1]. Accessible courses are identified by blue text [2]; click a course name to open the course.
Past Enrollments

Courses under the Past Enrollments heading [1] are courses that have concluded but are still accessible as a read-only archived course. Prior users can view course material and grades but cannot submit any assignments. Click the course name to view the archived course [2].
Future Enrollments

Future Enrollments [3] are courses that have not yet started. These courses appear in gray text [2] until they are accessible. Students cannot access these courses until they are published as an active course and move under the My Courses heading.

Viewing this section is a good way for students to confirm they are enrolled in future courses.

Note: Some institutions may disable the option to view Future Enrollments.
View Course

Welcome to this awesome class! You probably enrolled because you want to learn some basic written communications skills that can make you a more awesome person. And you should because then you also look more educated and people think you’re cool (or a nerd, depending on what angle you come from). But I’ve worked in a variety of communications outlets throughout my working life thus far, so we will cover a lot of the basics and you can decide which topics are your favorite.

View your accessible course. Learn how to navigate your Canvas course.

To return to the Dashboard, click the Canvas logo [1].

To return to your course list, click the Courses & Groups link in Global Navigation [2].
How do I navigate a Canvas course?

In this lesson students will learn about Dashboard Navigation and Course Navigation as well as the different parts that make up these pages in Canvas.

**Note:** If you are trying to navigate a Canvas course on a mobile device, we recommend reviewing our Mobile Phone or Tablet guides.

Click here to view an overview video of Canvas.

**Dashboard Navigation**

When you first log in to Canvas, you will see the Global Dashboard.

1. Click the logo to return to this Dashboard
2. The Global Stream
3. Top Priority
4. Upcoming events and assignments
5. Feedback from instructors and peers
There are six main sections in a Canvas course:

1. Course Navigation
2. Global Navigation
3. Breadcrumb Navigation
4. Content Area
5. Sidebar
6. Help Corner
Course Navigation

The Course Navigation links help you get to where you want to go within a Canvas course. Instructors can customize what links are shown in a course, so if you don't see certain links, your instructor has hidden them from your view.

Global Navigation Menu

The Global Navigation menu helps you get to where you want to go across all of the Canvas courses you are enrolled in.

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

Breadcrumbs

The Breadcrumbs appear above the main body of the page. Breadcrumbs leave a trail that help you see where you have navigated to inside a Canvas course. Follow these links backward to visit parent pages. Click the house icon at the far left of the Breadcrumbs to move all the way back to the Dashboard.

Content Area

U.S. Presidents 101

Jump to Today

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Details</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 15</td>
<td>Tue</td>
<td>Final Paper</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Thu</td>
<td>*Sample iPad Submission Assignment</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Mar 1</td>
<td>Fri</td>
<td>Watch this Ted video</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Mar 22</td>
<td>Fri</td>
<td>Exam One</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Apr 26</td>
<td>Fri</td>
<td>George Washington Assignment</td>
<td>11:59pm</td>
</tr>
<tr>
<td>May 23</td>
<td>Thu</td>
<td>Final Exam - May 23</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Jun 27</td>
<td>Thu</td>
<td>Where's waldo?</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Jul 9</td>
<td>Tue</td>
<td>*Final Paper Review - Final Final</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Jul 11</td>
<td>Thu</td>
<td>Presentation - Final</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Jul 16</td>
<td>Tue</td>
<td>Readings</td>
<td>12am</td>
</tr>
<tr>
<td>Jul 23</td>
<td>Tue</td>
<td>Readings</td>
<td>12am</td>
</tr>
</tbody>
</table>
The content of the course will be displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content.

You can view the activity stream for your course by clicking the Course Stream link.

**Sidebar**

The Sidebar provides the tools available for the Canvas feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.
What are Course Navigation indicators?

The Course Navigation indicator represents the number of changes in a course since your last visit. Currently, this feature is only used for Grades.

Course Navigation Indicators

Sometimes a user wants to know what has changed since the last time he or she has visited a course, especially with Grades. The numbered indicator for Grades shows a user either a change in a score, including new scores, or a comment left on a submission by an instructor or a peer.

To clear the indicators, view the Grades page. When you refresh or navigate away from the page, the count will reset.

Student View of Indicators
As a student, when you visit the Grades page in a course, you will see a blue dot next indicating that the assignment that was graded or commented on by your instructor or peer. Remember, the indicators will disappear when you navigate away or refresh the page.

Why can't I access my Course?

Sometimes there are a few reasons why you cannot access your courses. 

- If you are self-enrolling in a course using a join code or URL, you may not have completed the registration process. Check your email for information from your instructor as to how to enroll in your course.
- If your institution enrolled you in your course, your enrollment may not have been set up properly. Please contact your instructor(s) for assistance.
- Each course is associated with a specific access date. Depending on the date associated with the course, you may not yet be able to view your course.
- Courses must be published by your institution before you can access them. If a course is not accessible to you in your course list, it may not be published.
- Confirm your browser is up to date. Outdated browsers cannot support Canvas courses.
Customize Canvas
How do I access my Profile and User Settings?

Canvas lets you easily control your profile and personal settings.

If you want to view a video about personal settings, you can watch Settings - Personal Settings and Profile Picture (Video).

Navigating to your Profile

Located in the Help Corner, the Settings link can be found in any page inside Canvas.

Click the Settings link to:

• View and edit your personal settings
• View or add a profile photo
• Access links to your Notifications, Files, and ePortfolios
• Edit your profile information

How do I set my Notification Preferences?

You can set notification preferences to receive updates about your Canvas courses. These steps apply for all users.

Click here to view a video about Notification Preferences.

Note: These settings apply to all of your courses.

Open Personal Settings

Click the Settings link.
Within your personal settings, you can:

- Add ways for your fellow classmates to contact you
- Link to web services
- View and set notifications preferences
- View approved integrations
Add Ways to Contact

Before you can set your Notification Preferences, you will need to set the ways you want to be notified.

Your account will already display the email associated with your account. However, if you want to add an additional email address, click the Add Email Address link [1].

If you want to add any other type of contact method such as Twitter or text messages, click the Add Contact Method [2].

Edit Contact Methods
Canvas will ask to verify your additional contact methods. Once they have been verified, a checkmark will appear next to the method type [1]. You can delete additional contact methods at any time by clicking the trash icon [2].

**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]. Register for any of these other services by clicking one of the [ServiceName] buttons [3]. Once you have registered for that service properly, the service name will move from the right column to the left column. Repeat this process to add additional services.
View Notification Preferences

You can view and set notification preferences within your course. In the navigation menu, click the Notifications link.
View Notification Preferences

<table>
<thead>
<tr>
<th>Category</th>
<th>Email Address</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Grading Policies</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>As soon as new scores are available.</td>
<td></td>
</tr>
<tr>
<td>Invitation</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>All Submissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Grading</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Submission Comment</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As soon as new submission comments are made</td>
<td></td>
</tr>
<tr>
<td><strong>Discussions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Discussion Post</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Added To Conversation</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Conversation Message</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td><strong>Scheduling</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Appointment Signups</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Appointment Signups</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Appointment Cancellations</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Appointment Availability</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Calendar</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Groups</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Update</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td><strong>Alerts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alert</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Administrative Notifications</td>
<td>ASAP</td>
<td></td>
</tr>
</tbody>
</table>

Your notifications preference page will display all of the contact methods you have created across the top of the page. You will need to specify how you want to be notified for each contact method.

The notifications are divided up into six categories:
1. Course Activities
2. Discussions
3. Communications
4. Scheduling
5. Groups
6. Alerts

View Notification Descriptions

Notification Preferences

Course Activities

Due Date
Grading Policies
Course Content
Files
Announcement

Grading
☐ Include scores when alerting about grade changes.

Invitation

All Submissions

Instructor and Admin only:
Assignment submission/resubmission

Late Grading

Submission Comment
☐ Mark new submission comments as read.

Course Content

Change to course content:
- WikiPage
- Quiz content
- Assignment content
When you hover over the name of the notification, you can view the details of the notification and adjust your preferences. **Note:** Some notifications are for instructors and admins only as noted in the hover descriptions:

**Course Activities**

- Due Date: Assignment due date change
- Grading Policies: Course grading policy change
- Course Content: Change to course content including WikiPage, Assignment, and Quiz content
- Files: New file added to your course. Canvas will only notify you of new files in a course once they have been updated.
- Announcement: New announcement in your course
- Grading: Includes assignments/submission grade entered/changed, unmuted assignment grade, grade weight changed. Check **Include scores when alerting about grade changes** checkbox if you want to see your grades in your notifications. If you aren't using your institutional email address, be aware that sensitive information will be sent outside the institution.
- Invitation: Includes invitations to web conferences, collaborations, groups, course, peer review and peer review reminders
- All Submissions (**Instructor & Admin only**): Assignment submission/resubmission
- Late Grading (**Instructor & Admin only**): Late assignment submission
- Submission Comment: Assignment submission comment. Check the **Mark new submission comments as read** checkbox if you don't want submission comments to show up as a new message in your Canvas Inbox.

**Discussions**

- Discussion: New discussion topic in your course
- Discussion Post: New discussion post in a topic you're subscribed to

**Conversations**

- Added to Conversation: You are added to a conversation
- Conversation Message: New Inbox message

**Scheduling**

- Student Appointment Signups (**Instructor & Admin only**): Student appointment signup using Scheduler
- Appointment Signups: New appointment on your calendar
- Student Appointment Cancelations: Appointment cancelation
- Appointment Availability (**Instructor & Admin only**): Change to appointment time slots
- Calendar: New and changed items on your course calendar

**Groups**

- Group Membership Updates: Group enrollment, accepted/rejected membership; (**Admin only**) pending enrollment activated

**Alerts**
• Administrative Notifications (Instructor & Admin only): includes course enrollment, report generated, context export, migration export, new account user, new teacher registration, new student group

**View Set Notification Preferences**

<table>
<thead>
<tr>
<th>Course Activities</th>
<th>Email Address</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Grading Policies</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invitation</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>All Submissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Grading</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Submission Comment</td>
<td>ASAP</td>
<td></td>
</tr>
</tbody>
</table>

For email whitelist purposes, notifications will be sent from an email address ending in instructure.com.

By default, your notifications will be set as follows:

**Course Activities**

- Due Date: Emailed weekly
- Grading Policy changes: Emailed weekly
- Course Content: Emailed never
- Files: Emailed never
- Announcements: Emailed right away
- Grading notifications: Emailed right away
- New Invitations: Emailed right away
- All Submissions: Emailed never
- Late Grading: Emailed daily
• Submission Comments: Emailed daily

Discussions

• Discussion: Emailed daily
• Discussion Post: Emailed never

Conversations

• Added to Conversation: Emailed right away
• Conversation Messages: Emailed right away

Scheduling

• Student Appointment Signups: Emailed never
• Appointment Signups: Emailed right away
• Appointment Cancelations: Emailed right away
• Appointment Availability: Emailed right away
• Calendar changes: Emailed never

Groups

• Membership Update: Emailed daily

Alerts

• Administrative Notifications: Emailed daily

View Weekly Notification Time

Your weekly notifications will be sent Friday between 11pm and 1am.

At the bottom of the page, Canvas will let you know when you can expect to receive each notification. The date and time will vary between users.
Edit Notification Preferences

To change a notification for a contact method, hover over the notification type you want to change. Select one of four options.

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

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

View Approved Integrations

Approved Integrations:

These are the third-party applications you have authorized to access the Canvas site on your behalf:

<table>
<thead>
<tr>
<th>App</th>
<th>Purpose</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas iOS Apps</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expires: never</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last Used: Nov 29, 2012 at 4:11pm</td>
<td></td>
</tr>
</tbody>
</table>

When you allow third-party integrations to access your account, they will appear in the Approved Integrations section. 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.
How do I connect to web services outside of Canvas?

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

Integrate Web Services With Canvas

Web Services

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

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

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

Integrate Web Services with Canvas

Other Services

Click any service below to register:

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

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

Integrated education-centric web services include:

- Diigo
- Turnitin
- Respondus
- Winba

How do I customize my Courses drop-down menu?

You can customize the courses you want to show in your Courses drop-down menu.

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

**Select Courses from the Global Navigation**

![Courses drop-down menu](image)

Click **Customize** on the Courses drop-down menu.
Choose Courses

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

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

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

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

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

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

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

Open Settings

In the Help Corner, click the **Settings** link.

**Edit Settings**

Click the **Edit Settings** button.
Select Language

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

Update Settings

Click the Update Settings button.
View Preferred Language

View Canvas in your preferred language.

Click here to return to the Profile & Personal Settings chapter.
Participate in a Course
How do I submit an online assignment?

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

**Note:** 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. View the description of the assignment for instructions, or contact your instructor for assistance.

Learn how to submit a Turnitin assignment.

View a video about Assignment Submissions.

**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.

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

Click the Assignments link.

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

View Course Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Assignment #6</td>
<td>Tomorrow at 11:59pm</td>
<td>out of 10</td>
</tr>
<tr>
<td>All the Quiz Question ...</td>
<td></td>
<td>out of 22</td>
</tr>
<tr>
<td>Extra Credit 1</td>
<td></td>
<td>out of 0</td>
</tr>
</tbody>
</table>

After clicking on the Assignments link, you will see all the Assignments you have for that course.
View Assignment

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

Click the Submit Assignment link to submit your work.

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

Submit Assignment

Your instructor will decide what kinds of submissions are appropriate for each Assignment. In this case, the instructor is allowing the student to use all submission types: upload a file, submit a text entry, enter a website URL, or submit media.

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

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

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

Copy and paste or type your submission right here.

Assignment submission text.

Comments...

Cancel Submit Assignment

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

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

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

Submit Media Recording

Record or upload media. Follow the instructions given to you. Click Submit Assignment when you are done. Click here to learn more about adding media to an assignment submission.
View Submission

After you have submitted your work, you will see information in the Sidebar about your submission [1].

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

Once the instructor has graded your submission, you will be notified via the channels that you specify in your Notification Preferences.

You can also see details about your assignment and links to additional feedback in the Gradebook.

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

Where are my grades?

You can find your grades in Global Navigation, or you can view them in the Course Navigation.

Click here to view a video about Grades.

Open Grades in Global Navigation
Click the **Grades** link in the Global Navigation.

**View Courses**

**Courses I'm Taking**

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

To view your grades, click the course link.

**View Grades**

**Grades For Canvas Student**

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Score</th>
<th>Out of</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td>Jun 25 by 12am</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Assignment #2</td>
<td>Feb 1 by 12am</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grades are sorted chronologically by due date.

**Note**: If your course uses weighted assignment groups, your total grade will show as a percent. You can use your mouse to hover over the total grade to show points earned out of points possible.
Open Grades in Course Navigation

Click the course title.

Open Grades

Click the Grades link.
View Grades

View your grades for that course.

**Note**: If your course uses weighted assignment groups, your total grade will show as a percent. You can use your mouse to hover over the total grade to show points earned out of points possible.

Open Scoring Details

You can view the scoring details for an assignment by clicking on the Check Mark icon. If there are comments on the assignment, a Speech Bubble icon will appear next to the check mark. There could also be a Rubric icon indicating the assignment has a rubric attached to it.

You can also learn about additional icons that may appear in the Gradebook.
View Comments

If there are comments on the assignment, click the **Speech Bubble** icon to view comments [1]. Comments will be organized chronologically [2].

View Scoring Details

Click the **Check Mark** icon to view scoring details [1]. A box and whisker plot will show your score along with the mean, high and low scores from the class [2]. In the box and whisker plot, the thin horizontal "whisker" extends from the lowest score for any student in the course to the highest score. The thicker, white box extends from the 25th percentile to the 75th percentile, with the median marked inside the white box by a gray line. Your score appears as a blue box on this plot.

You will only see scoring details if more than 5 other students have submitted that assignment in the course. If you do not see the scoring details, then less than 5 students have submitted the assignment.

View Scoring Rubric
View your results on the scoring rubric by clicking on the Rubric icon [1].

**View Rubric Results**

<table>
<thead>
<tr>
<th>Assignment #1</th>
<th>Ratings</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow instructions</td>
<td>Full Marks</td>
<td>5 pts</td>
</tr>
<tr>
<td>Instructor Comments</td>
<td>Partial Marks</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td><strong>5 / 5 pts</strong></td>
<td></td>
</tr>
<tr>
<td>Outcome 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>threshold: 3 pts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Comments</td>
<td>Exceeds</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>Meets</td>
<td>3 pts</td>
</tr>
<tr>
<td></td>
<td>Does Not Meet</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Comments</td>
<td>Full Marks</td>
<td>5 pts</td>
</tr>
<tr>
<td></td>
<td>No Marks</td>
<td>0 pts</td>
</tr>
<tr>
<td></td>
<td><strong>5 / 5 pts</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 10

View your score based on the rubric.
View Grading Summary

The grade summary allows you to show/hide all assignment details, see how assignment groups are weighted, and use what-if, or hypothetical, scores.

How do I view the Calendar?

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

Locate Calendar Link

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

the Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Month, Week, or Agenda view [1]. The view you choose dictate 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.
View Calendar List

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

By default, all your course calendars and group calendars will be selected and appear in the calendar view [1]. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view will appear in gray [3].

**Note:** Colors are arbitrarily assigned to each course; they cannot be changed.
View Undated Events List

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

View Calendar by Month

In month view, you can click the calendar buttons to move from month to month. You can also easily view the events for the current date.
View Due Dates

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

Calendar Events do not include an icon [4].

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

View Varied Due Dates

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

Click the Week button to see the calendar by week.

View All-day Events

The new Calendar allows you to view All Day Events at the top slot of the calendar week.

View Calendar by Agenda
The is the new Calendar Agenda View. By clicking the Agenda button, the Calendar will show you all of your calendar items, beginning with the month selected in Month view.

**How do I access the Conversations Inbox?**

Conversations is an email program directly within Canvas. You can communicate with other people in your course at any time. Conversations also compiles all messages sent throughout Canvas, including comments left on student assignments.

**Find the Conversations Inbox Link**

Click the **Inbox** link in the Help Corner to open your Conversations Inbox. The message indicator will let you know how many messages you have in your Inbox [1].

If you right-click or option-click on the Inbox link, you can open your Conversation Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.
How do I reply to a Discussion?

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

**Open Discussions**

Click the **Discussions** link.

**Open Discussion Topic**

Click the title of the Discussion.
Reply to Discussion Topic

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

Post a Message

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

Getting to Know You
Canvas Instructor

Please introduce yourself to the class.

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

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

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

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

**Post a Message**

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

**View Your Reply**

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.
Reply to a Comment in a Threaded Discussion

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

Post a Message

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

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Canvas automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.
Where do I find more help for students?

There are other places to find help for students. You can visit the student guides, Canvas Student Orientation, or the Quickstart Guide.

You can also learn about Canvas through the video guide.

Canvas Student Quickstart Guide

Click here to download the Canvas Student Quickstart Guide.

Canvas Student Orientation (CNVS 100)

The Student Guide contains a series of lessons for students. To access a Canvas student orientation course, click here.

Note: You will need to scroll down to locate the Canvas Student Orientation (CNVS 100) course.

Guía de Inicio Rápido del Estudiante de Canvas

Click here to download the Spanish version - Guía de Inicio Rápido del Estudiante de Canvas. Or you can visit the Spanish version online.
How do I get help and submit feedback?

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

Open Help

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

View Different Types of Feedback

There are five links to various types of options available for help or feedback:

1. **Ask your instructor a question**: Ask your instructor questions about course material or send them a message
2. **Search the Canvas Guides**: This link will take you to Canvas Guides where you can search Canvas documentation for information about features inside of Canvas.
3. **Report a problem**: Submit questions and problems to the Canvas Support Team
4. **Ask the Community**: Submit questions and problems to the community of Canvas experts.
5. **Request a Feature**: Submit ideas about how to make Canvas better.

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

### Ask Your Instructor a Question

![Ask Your Instructor a Question](image)

**Which course is this question about?**
Message will be sent to all the Teachers / TAs in the course.

![Dropdown](image)

**Message**

I missed class on Monday, can I do some extra credit work, please?
Thank you!

![Send Message](image)

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

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

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

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

**Ask the Community**

To ask a question or get feedback about Canvas from a community of experts, click the **Ask the Community** link. This link will take you to the [Canvas Coach Q&A Site](http://www.canvascoach.com) and allow you to ask questions and get feedback from Canvas users like you.

**Request a Feature**

Click the **Request a Feature** link. You can submit your ideas about how to make Canvas even better by clicking on this link or by visiting the [Feature Request Categories](http://www.canvascoach.com/feature-requests).

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